

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA March 28, 2019

Maria Rizzo, Chair
Trustee Ward 5

Michael Del Grande, Vice Chair
Trustee Ward 7

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Daniel Di Giorgio
Trustee Ward 10

Taylor Dallin
Student Trustee

Norman Di Pasquale
Trustee Ward 9

Angela Kennedy
Trustee Ward 11

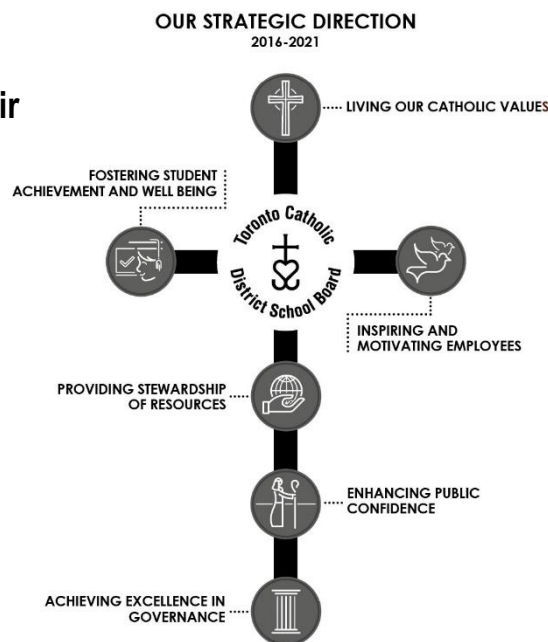
Ida Li Preti
Trustee Ward 3

Teresa Lubinski
Trustee Ward 4

Joseph Martino
Trustee Ward 1

Garry Tanuan
Trustee Ward 8

Joel Ndongmi
Student Trustee



MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Sonia Tomaz, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Maria Rizzo
Chair of the Board



**AGENDA
REGULAR MEETING
OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PUBLIC SESSION**

Maria Rizzo, Chair

Michael Del Grande, Vice Chair

Thursday, March 28, 2019

7:00 P.M.

Pages

1. **Call to Order**
2. **Memorials**
3. **Prayer and National Anthem**
School: All Saints Catholic High School
4. **Singing of O Canada**
5. **Roll Call & Apologies**
6. **Approval of the Agenda**
7. **Reports from Private Session**
8. **Notices of Motions**
9. **Declarations of Interest**
10. **Approval and Signing of Minutes of the Previous Meetings**
 - 10.a **Special Board (Student Achievement) Meeting Held February 7, 2019**

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23. Closing Prayer

24. Adjournment

OUR MISSION

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OUR VISION

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through witness, faith, innovation and action.*



MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, FEBRUARY 7, 2019

STUDENT ACHIEVEMENT

PRESENT:

Trustees:

G. Tanuan, Chair
M. de Domenico, Vice-Chair
F. D'Amico – In person/via Teleconference
M. Del Grande
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
T. Lubinski
J. Martino
M. Rizzo

Student Trustees:

T. Dallin
J. Ndongmi

Staff:

R. McGuckin
D. Koenig
A. Della Mora
L. Noronha
M. Caccamo
S. Campbell
F. Cifelli
P. De Cock
N. D'Avella

L. Di Marco
 M. J. Gendron
 G. Iuliano Marrello
 K. Malcolm
 L. Maselli-Jackman
 J. Shanahan
 S. Vlahos
 J. Wujek
 D. Yack

S. Harris, Recording Secretary
 S. Tomaz, Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

The Items dealt with at the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee Meeting in PRIVATE, DOUBLE PRIVATE and PUBLIC Sessions were deemed presented.

Declarations of Interest

Trustee Del Grande declared an interest in PUBLIC Session, Item 9a) Delegation from John Del Grande regarding Student Achievement and Student Performance due to a family relationship. Trustee Del Grande did not participate in the discussion nor vote on the matter.

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that all matters discussed in PUBLIC, PRIVATE and DOUBLE PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

**(PRIVATE and DOUBLE PRIVATE Sessions Minutes Distributed at the
March 7, 2019 Student Achievement and Wellbeing Committee Meeting)**

MOVED by Trustee Tanuan, seconded by Trustee Di Pasquale, that the meeting resolve back into Student Achievement and Wellbeing, Catholic Education and Human Resources Committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio

Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, FEBRUARY 14, 2019

Corporate Services

PRESENT:

Trustees:

N. Crawford, Chair
N. Di Pasquale, Vice-Chair
D. Di Giorgio
A. Kennedy
I. Li Preti
T. Lubinski
J. Martino
M. Rizzo
G. Tanuan - via Teleconference

Student Trustees:

T. Dallin
N. Ndongmi

Staff:

R. McGuckin
D. Koenig
L. Noronha
P. Matthews
S. Camacho
S. Vlahos
P. De Cock
D. Friesen
J. Wujek

S. Harris, Recording Secretary
S. Tomaz, Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

4. Roll Call and Apologies

An apology was extended on behalf of Trustee de Domenico.

7. Declarations of Interest

There were none in PRIVATE, DOUBLE PRIVATE nor PUBLIC Session.

The Items dealt with at the Corporate Services, Strategic Planning and Property Committee Meeting in PRIVATE, DOUBLE PRIVATE and PUBLIC Session was deemed presented.

MOVED by Trustee Tanuan, seconded by Trustee Pasquale, that the Items discussed in PRIVATE, DOUBLE PRIVATE and PUBLIC Sessions be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo

Tanuan

The Motion was declared

CARRIED

**(PRIVATE, DOUBLE PRIVATE and PUBLIC Sessions Minutes
Distributed at the March 21, 2019 Meeting)**

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the meeting resolve back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

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OUR VISION

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through witness, faith, innovation and action.*



MINUTES OF THE REGULAR MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

THURSDAY, FEBRUARY 21, 2019

Trustees:

M. Rizzo, Chair
M. Del Grande, Vice-Chair
N. Crawford
F. D'Amico
M. de Domenico – via Teleconference
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
T. Lubinski
J. Martino
G. Tanuan

Staff:

R. McGuckin
D. Koenig
P. Matthews
A. Della Mora
P. Aguiar
V. Burzotta
M. Caccamo
S. Campbell
N. D'Avella
L. DiMarco
M. Loberto
K. Malcolm
L. Maselli-Jackman

J. Shanahan
S. Vlahos

S. Harris, Recording Secretary
S. Tomaz, Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

4. Roll Call and Apologies

Apologies were extended on behalf of Student Trustees Dallin and Ndongmi.

5. Approval of the Agenda

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that the Agenda, as amended to include the Addendum, reorder Item 11d) Delegation: Professor R. Kenedy, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Budget Cuts to After School Programs prior to Item 11a) Marcie Ponte, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Provincial Funding Cuts, be approved.

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Tanuan, that Items 11i) Delegation: Genell Almeida regarding Faith Witness as an Essential Element of CPIC and 11j) Delegation: Mikolaj Ostrowski regarding Parent Engagement Report be added to the Agenda.

Trustee de Domenico joined the meeting via Teleconference at 7:25 pm.

Results of the Vote taken on the Amendment, as follows:

In Favour

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Tanuan

Opposed

Crawford
Martino
Rizzo

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that Items 16b) 2018-2019 Education Program-Other (EPO) Funding Reduction for Priority use of Schools Initiative and 16.b.1) Draft Letter to the Minister of Education regarding Community Use of School, be reordered after Item 11i) Delegation: Mikolaj Ostrowski regarding Parent Engagement Report.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio

Opposed

Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Amendment was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that the Agenda, as amended, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

6. Reports from Private Session

MOVED by Trustee Del Grande, seconded by Trustee Martino, that the matters discussed in PRIVATE Session, regarding the approval of Minutes, admission to St. Anselm Catholic Elementary School, verbal reports from the Chair on meeting with the Minister of Education, the Director of Education on meeting with the Deputy Minister of Education, and the Vice Chair regarding Ontario Catholic School Trustees Association (OCSTA), as well as the referral of a Trustee legal representation matter to the Trustee Service Ad Hoc Committee, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

8. Declarations of Interest

There were none in PRIVATE Session.

Trustee Kennedy declared an interest in Item 16b) as she has family members who are employees of the Board. Trustee Kennedy indicated that she would neither participate nor vote in discussions regarding the Item.

9. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 9a) be adopted as follows:

9a) Special Board held January 8, 2019 approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that Item 9b) be adopted as follows:

9b) Special Board (Student Achievement) held January 10, 2019 approved;

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 9c) be adopted as follows:

9c) Special Board (Corporate Services) January 17, 2019 approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico

Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that Item 9d) be adopted as follows:

9d) Regular Board held January 24, 2019 approved with the following amendment:

Page 35 – Replace “... *that all Items, along with the staff recommendations, not held be received ...*” with “...*that all Items be received and that those with staff recommendations be received and approved.*”

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti

Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

10. Presentations

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that Items 10a), 10b) and 10c) be adopted as follows:

- 10a) Monthly Report from the Chair** received;
- 10b) Monthly Report from the Director** received; and
- 10c) Monthly Report from the Student Trustees** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that the Agenda be reopened to reorder Item 11d) Delegation from Professor R. Kenedy, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Budget Cuts to After School Programs, prior to Item 10d) Presentation from Annalisa Crudo-Perri, President Ontario Association of Parents in Catholic Education (OAPCE) Toronto, regarding OAPCE April 4, 2019 Conference.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

11. Delegations

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 11d) be adopted as follows:

- 11d) **Delegation from Professor R. Kenedy, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Budget Cuts to After School Programs** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

10. Presentations

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 10d) be adopted as follows:

- 10d) Annalisa Crudo-Perri, President Ontario Association of Parents in Catholic Education (OAPCE) Toronto, regarding OAPCE April 4, 2019 Conference received.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Kennedy left the horseshoe at 8:25 pm.

11. Delegations

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that Item 11a) be adopted as follows:

- 11a) Marcie Ponte, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Provincial Funding Cuts received and referred to staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Kennedy returned to the horseshoe at 8:26 pm.

Trustee Di Giorgio left the horseshoe at 8:27 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that Item 11b) be adopted as follows:

- 11b) Mireya Arrechea Fong, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Provincial Funding Cuts** received and referred to staff.

Trustee Del Grande left the horseshoe at 8:30 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Del Grande returned at 8:33 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 11c) be adopted as follows:

- 11c) Tamy Valdez, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Provincial Funding Cuts** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande

Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that Item 11e) be adopted as follows:

- 11e) Lucia Rocha, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Provincial Funding Cuts** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Di Giorgio returned at 8:40 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 11f) be adopted as follows:

- 11f) Gil Ventura, Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Funding cuts to After School Programs and Community Use of Schools** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Crawford left the horseshoe at 8:46 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 11g) be adopted as follows:

- 11g) Kate McQuiggan,** (read by Carey Abma in Kate McQuiggan's absence)
Representative of Working Women Community Centre – On Your Mark, Mentoring Tutoring Program, regarding Funding cuts to After School Programs and Community Use of Schools received and referred to staff for a report on how we can consider funding for On Your Mark in the budget for next year.

Trustee Crawford returned to the horseshoe at 8:50 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Lubinski, that Item 11i) be adopted as follows:

- 11i) Genell Almeida regarding Faith Witness as an Essential Element of CPIC** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Di Giorgio left the horseshoe at 9:07 pm and returned at 9:09 pm.

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 11h) be adopted as follows:

- 11h) Lalit Lobo regarding Lift Jesus Higher Rally 2019** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that Item 11j) be adopted as follows:

- 11j) Mikolaj Ostrowski regarding the Parent Engagement Report** received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Lubinski

de Domenico
Di Giorgio
Di Pasquale
Kennedy

Rizzo
Tanuan

Li Preti
Martino

The Motion was declared

LOST ON A TIE

Trustee Kennedy left the horseshoe at 9:37 pm due to a Declaration of Interest, as earlier indicated.

16. Reports of Officials for the Information of the Board of Trustees

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that Item 16b) be adopted as follows:

- 16b) 2018-2019 Education Program-Other (EPO) Funding Reduction for Priority use of Schools Initiative** that the Board allocate \$250,000 from the Operating Contingency Reserve to address the shortfall in funding for the 2018-2019 Priority Schools Initiative (PSI) program.

Trustee Tanuan left the horseshoe at 9:38 pm and returned at 9:44 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino

Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Kennedy returned to the horseshoe at 9:52 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 16.b.1) be adopted as follows:

16.b.1) Draft Letter to the Minister of Education regarding Community Use of School received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

14. Matters recommended by Statutory Committees of the Board

MOVED by Trustee Tanuan, seconded by Trustee Di Pasquale, that Item 14a) be adopted as follows:

- 14a) Approved Minutes of the Catholic Parents Involvement Committee (Toronto) Meeting Held December 10, 2018 received.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that Item 14b) be adopted as follows:

- 14b) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held January 23, 2019 and Thank-you Letter to Marilyn Taylor, Former Chair, from Toronto Chapter of Autism, Canada** received Minutes and thank-you letter to Marilyn Taylor and approved Recommendations 1 and 2 as follows:

- 1. Inquiry from Tyler Munro regarding Increasing the Number of Principals who are Experienced with Students with Special Needs that to further promote the inclusion of Special Education Needs (SEN) students and to support the TCDSB Mission Statement of inclusion, that staff prepare a plan to increase the number of Principals and Vice Principals in the system with special education and professional development qualifications and successfully implement the inclusion of SEN students in regular classes as an educator; and**
- 2. Former Chair, Marilyn Taylor, for her 18 Years of Service to SEAC and also to Former Committee Members that an appropriate recognition be made to Marilyn Taylor for her 18 years of service to SEAC.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that the Board approve Recommendation 3 as follows:

- 3. Results of the Toronto Catholic District School Board (TCDSB) Parent Voice Survey (August 23, 2018 Regular Board Meeting)** *that a parent voice survey be devised to gain perspective of programs and services delivered for students in receipt of Special Education at the Board, and for SEAC to be consulted and included in the development of the survey.*

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale, that staff bring back a report to the April 24, 2019 Board meeting regarding Recommendation 3.

Results of the Vote taken on the Amendment, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Amendment was declared

CARRIED

The Chair declared a 10-minute recess.

The meeting resumed with Trustee Rizzo in the Chair.

The Attendance list remained unchanged.

On behalf of the Board, the Director of Education extended best wishes to Vince Burzotta, Superintendent of Safe Schools, on his retirement from the Board and thanked him for his 33 years of dedicated service to Catholic education.

16. Reports of Officials for the Information of the Board of Trustees

MOVED BY Trustee Del Grande, seconded by Trustee Di Pasquale, that Item 16a) be adopted as follows:

16a) Bill 68 Changes to the Municipal Conflict of Interest Act:

That Staff put in place the procedures for a registry and ensure that forms are available for Trustees to fill out at every meeting; and

That Staff bring a report to Board to highlight the procedures to ensure that Trustees are able to declare a Conflict of Interest in the knowledge of what would constitute a violation of Conflict of Interest, especially with the Board's budget formulation.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

14. Matters recommended by Statutory Committees of the Board

MOVED by Trustee Tanuan, seconded by Trustee Di Pasquale, that Item 14c) be adopted as follows:

- 14c) Approved Minutes of the Catholic Parents Involvement Committee (Toronto) Meeting Held January 21, 2019 received.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico

de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Time for business expired and the Chair called for a vote, as per Article 12.6.

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that the meeting be extended to complete the Agenda.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino

Rizzo
Tanuan

The Motion was declared

CARRIED

17. Reports of Officials Requiring Action of the Board of Trustees

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 17a) be adopted as follows:

17a) Removal of Masters Degree Requirement for Applicants to Vice Principal and Principal positions within the Toronto Catholic District School Board (TCDSB):

That the requirement to commence a Master's Degree Program for application to the position of Vice Principal be retained; and

That the requirement of Vice Principals to complete a Masters Degree program as a condition of promotion to Principal be changed to completing the Degree within eight years of becoming a Principal.

Trustee Rizzo relinquished the Chair to Trustee Del Grande.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Di Pasquale, that *eight* years be changed to *four* years.

Results of the Vote take on the Amendment, as follows:

In Favour

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio

Opposed

Crawford
Kennedy

Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Amendment was declared

CARRIED

Results of the Vote take on the Motion, as amended, as follows:

In Favour

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Opposed

Di Giorgio
Kennedy

The Motion, as amended, was declared

CARRIED

Trustee Rizzo reassumed the Chair.

Trustee Crawford left the meeting.

MOVED by Trustee D’Amico, seconded by Trustee Lubinski, that Item 17b) be adopted as follows:

17b) Toronto Catholic District School Board School year Calendar 2019-2020:

1. That the school year calendar for the 2019-2020 school year in Appendix A, be approved;
2. That the Communication plan outlined in this report, be approved; and that Principals share the 2019-2020 school year calendar and the plans for professional activity days with their Catholic School Parent Council (CSPC) members and their school communities.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D’Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Giorgio, seconded by Trustee Del Grande, that Item 17c) be adopted as follows:

17c) Urgent Matter – Metrolinx Construction Deadlines at St. John the Evangelist Catholic School Ward 10 – Trustee Daniel Di Giorgio:

WHEREAS: The TCDSB and Metrolinx have been working together to enlarge and improve the quality of the playspace for the new St. John the Evangelist Catholic Elementary School, including the use of the Weston Tunnel Decking as an extension of the school yard;

WHEREAS: Construction of a culvert is required to bury the stormwater management system in order for the Weston Tunnel Decking to be used as the school play area;

WHEREAS: Metrolinx's consultant prepared the functional design of the culvert and the TCDSB consultant completed the construction drawings based on Metrolinx's design;

WHEREAS: The culvert design was approved by both the City of Toronto Water and the Ministry of Environment in 2017;

WHEREAS: In August 2018, the culvert construction drawings were submitted to Metrolinx's consultant for final technical review, along with a review fee, in order to receive approval to construct the culvert;

WHEREAS: The construction of the new school is essentially complete, with the exception of the installation of the culvert and site finishes;

WHEREAS: On February 14, 2019, the TCDSB sent a communication to senior Metrolinx staff, attached as an Appendix, with respect to expediting the technical review of the culvert drawings, as the installation of the culvert is required to permit occupancy of the new school; and

WHEREAS: The completion of the agreements with Metrolinx and the approval of the culvert design are required in order to finalize the Site Plan Agreement and receive an occupancy permit from the City to open the new school;

BE IT RESOLVED THAT:

The Director of Education be authorized to take any and all necessary actions with Metrolinx and the City of Toronto to ensure that the Site Plan approval and a partial occupancy permit are issued prior to June 20, 2019 in order to hold the Grade 8 graduation in the new school; and

That the Director of Education be authorized to take any and all necessary actions with Metrolinx to ensure that all required agreements and approvals are in place in order to open the new school in September 2019.

23. Adjournment

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo, that the meeting adjourn.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanan

The Motion was declared

CARRIED

SECRETARY

CHAIR



February 14, 2019

Metrolinx
20 Bay Street, Suite 600
Toronto, ON M5J 2W3

Sent Via E-mail to: leslie.woo@metrolinx.com
matt.clark@metrolinx.com

Attention: **Leslie Woo, Chief Planning and Development Officer**
Matt Clark, Chief Capital Officer

Dear Madame/Sir:

The Toronto Catholic District School Board (TCDSB) has been pleased to work with your organization on both real estate matters and engineering designs related to bringing the St. John the Evangelist replacement school and tunnel deck park to fruition for the Weston community. The TCDSB and the surrounding community are looking forward to this project reaching completion in a timely manner. Thus far, our organizations have cooperated to move this project forward in a reasonable timeframe. Unfortunately, it has come to my attention that the timelines of this project are being seriously compromised. This is cause for concern from a project management perspective, but more importantly from its impact on our school and surrounding community.

Our concerns have arisen from the attached correspondence from Mr. Jim Cumming of AECOM. This communication was regarding preliminary review of the drawing submitted by Pre-Eng Contracting for the culvert installation to provide access to the Weston Tunnel deck for St. John the Evangelist Catholic School. Please also see attached a letter from IBI Group, TCDSB's consulting engineer for the St. John the Evangelist replacement school, who worked with Parsons Engineering (retained by Metrolinx), to finalize the culvert design based on the functional design provided by Parsons and approved by Metrolinx.

As noted in IBI's letter, the culvert design was completed based on the restrictions and functional design approved by Metrolinx and subsequently approved by Toronto Water and the Ministry of Environment. It also forms part of the Site Plan Agreement with the City of Toronto for the new school. Based on the location of graves on the church property, the existing ditch, Metrolinx's restrictions, and approvals in place, realignment of the culvert as suggested in Mr. Cumming's correspondence is not feasible.

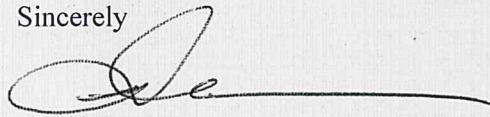
We have made significant headway in working with Metrolinx towards removal of the obstacles to finalize the transfer of three former residential properties from Metrolinx to TCDSB. We have also progressed on finalization of the tunnel access license agreement, to allow installation of the culvert to commence. The new school building is now complete, but the site work required to permit occupancy of the building by 600 students is dependent on the culvert installation. Occupancy has already been delayed from the expected date of January 2019 due to the delay in finalizing the license agreement.

It is critical that AECOM's technical review and approval to proceed with the culvert construction be completed within one month to allow installation to commence upon execution of the license agreement. Culvert construction needs to commence before the end of March in order for the school to open in September 2019. This is of prime importance to the school community and our Board of Trustees.

It is my understanding that a meeting has been scheduled for next week between TCDSB, Metrolinx, and AECOM. I respectfully request that the appropriate staff, with the appropriate level of authority, attend that meeting in order to move this project forward.

In the meantime, TCDSB staff and our consultant are available to meet to discuss further by telephone if necessary and we look forward to a timely resolution of this issue.

Sincerely

A handwritten signature in black ink, appearing to read 'L. Noronha', with a long horizontal line extending to the right.

Lloyd Noronha, CPA, CMA
Associate Director of Education
Facilities, Business and Community Development
Chief Financial Officer

Copy: Rory McGuckin, Director of Education, TCDSB
Deborah Friesen, Acting Executive Superintendent of Facilities, TCDSB
Michael Loberto, Superintendent of Planning and Development Services, TCDSB
Adam Snow, Manager, Third Party Projects Review, Metrolinx



Director's Monthly Report January – February 2019

Following are highlights for the period of **February 20 – March 22**

February 21

- Visited St. Kateri Tekakwitha Catholic School to witness student achievement and well-being at work

February 22

- Participated in the Equity Competence In-Service for Vice Principals at St. Bonaventure Parish Hall
- Attended the Northern Spirit Games at St. John Paul II Secondary School
- Attended the Ontario Youth Accelerated Program Conference at Sala Caboto
- Along with Trustees and staff attended and delivered opening remarks at the Filipino-Canadian Parents Association in Catholic Education 5th Anniversary Event

February 25

- Along with the Chair delivered greetings at the New Teacher Induction Orientation at the CEC
- Along with the Chair delivered remarks at the Toronto Catholic Principals' and Vice-Principals' Association Annual Business meeting

February 26

- Along with Trustee Di Pasquale attended the annual Kids Cops and Computers Program event at the Hockey Hall of Fame

February 27

- Along with NTIP Teachers from various Catholic School Boards, Chaplains and Catholic Education Foundation of Ontario Board members attended and delivered remarks at the presentation with Sr Helen Prejean at the Aga Khan Museum
- Had the pleasure of attending this year's Toronto Marlies Hat Day raising funds to help support the Angel Foundation for Learning.

February 28

- Celebrated African Canadian Heritage Month at St. Richard Catholic Elementary School
- Along with Trustees and Senior Staff attended the annual Catholic School Chaplains of Ontario Conference and Mass which was hosted by TCDSB

March 19

- Attended and brought opening remarks at the Interfaith Youth Alliance Movement at the CEC

March 20

- Along with Senior Staff attended and delivered remarks at the Principals Retreat Keynote conference
- Visited St. Matthias Catholic Elementary School for a student-led learning walk about progress towards the school's Urgent Critical Learning Needs in Mathematics

March 21

- Along with the Chair delivered greetings at the International Woman's Day Board-Wide event at the CEC supporting and celebrating the empowerment of women everywhere
- Met with Student Trustees and CSLIT representatives to discuss environmental initiatives and issues in TCDSB secondary schools

March 22

- Along with the Chair delivered opening remarks at the 3rd Annual Power to Girls Conference at the CEC, in support of International Woman's Day
- Had the opportunity to visit students at St. Dorothy Catholic Elementary School



MARCH STUDENT TRUSTEE REPORT

Update from the Student Trustees:

- Student Trustees Joel and Taylor attended the Board Council Conference in Ottawa with the Ontario Student Trustees' Association (OSTA-AECO) and received additional Professional Development in order to better advocate for students. Student Trustees Joel and Taylor also facilitated the conference as members of the Executive Council of OSTA-AECO as French Relations Coordinator and Operations Coordinator respectively.
- Joel and Taylor also met with the Toronto Youth Cabinet (TYC) to increase collaboration between the TYC and CSLIT in the 2019-20 school year.
- The Student Trustees are happy to announce that they've completed the third focus group discussion that is part of their student-led collaborative inquiry.
- Joel attended the launch of the Interfaith Youth Alliance Movement (IYAM). The event had the goal of increasing dialogue and cooperation between students across different faiths.

CSLIT Updates:

Equity

This month, the Equity Subcommittee ran Let's Go Sweatshopless, an initiative where students were asked to refrain from using anything made in a sweatshop for a week. This was kicked off at the GA where the project was explained and promoted on the CSLIT Instagram account.

Social Justice

This month, the Social Justice Subcommittee took a long March break while staying connected with one another via social media in group discussions. The subcommittee is excited to announce a new plan soon that would bring the community together.

Elementary CSLIT

The ECSLIT had their 7th General Assembly in March. Educational Partnerships Director Greg Rogers and a co-op student spoke on behalf of WE Charity to raise awareness for the We Walk for Water campaign. At this assembly, the Environmental Stewardship pillar was brought to people's attention by a teacher from Blessed Margherita. Ms. Lucie Cirone taught the ECSLIT how to repurpose old shirts into tote bags. In addition to this, Director of Elementary Affairs, Chloe Panganiban, encouraged the ECSLIT to donate gently used backpacks to deliver to needy children in the Philippine provinces. The last ECSLIT Face-to-Face meeting will be held at the CEC on April 4, 2019.



Public Relations

This month, Public Relations maintained its interactions on its Instagram and Twitter. Furthermore, the Public Relations group employed social media platforms as avenues to connect and interact with the staff and student body of the TCDSB. Public Relations used the various social media accounts and the Catholic Student Leadership website to promote various CSLIT events, such as the Let's Go Sweatshopless Week, Faith Camp, and CSLIT on Ice. Additionally, Public Relations has sent out the online applications for the 2019 Student Trustee Election. The Public Relations team will continue to use promotional posters and blog posts to promote future CSLIT events.

Angel Foundation for Learning

March was a very productive month for CSLIT's Angel Council. The Angel Council hosted the first-ever CSLIT on Ice event! It was a skating and fundraising event in support of the Angel Foundation for Learning. It was held at Downsview Arena on March 19th, and the council was able to raise about \$150 that is going directly to the AFL to help support children in the TCDSB. Thank you to the Angel Council for volunteering and to everyone who came and supported the cause.

Social Affairs

The Social Affairs Subcommittee has successfully carried out CSLIT's first annual De-Stress Night in collaboration with the Mental Health Department, actively engaging students about mental health and strategies to prepare for examination sessions. Currently, the Social Affairs Subcommittee is planning CSLIT's annual gala, an event to celebrate the achievements of CSLIT from this term. In addition, preparations are ongoing for CSLIT's year-end barbeque.



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION REGISTRATION FORM FOR STANDING OR OTHER COMMITTEES

**PLEASE BE ADVISED THAT ALL STANDING
COMMITTEE MEETINGS ARE BEING RECORDED**

For Board Use
Only

Delegation No. _____

☐ Public Session
☐ Private Session
☐ Three (3)
 Minutes

Name	Michael Penafiel	
Committee	Regular / Special Board	
Date of Presentation	3/28/2019	
Topic of Presentation	ShareLife Plaque of Appreciation Presentation	
Topic or Issue	ShareLife Plaque of Appreciation Presentation	
Details	Present a Plaque of Appreciation to the Board of Trustees as a token of gratitude for Toronto Catholic District School Board's participation in ShareLife's 2018 School Campaign.	
Action Requested	Present a Plaque of Appreciation to the Board of Trustees as well as a quick photo with the Trustees.	
I am here as a delegate to speak only on my own behalf	{ 1) I am here as a delegation to speak only on my own behalf }	
I am an official representative of the Catholic School Parent Committee (CSPC)		
I am an official representative of student government		
I am here as a spokesperson for another group or organization	Yes ShareLife	
I have read, understand and agree to comply with the rules for Delegations as per the TCDSB Delegations Policy T.14.	I Agree	
Submittal Date	2/14/2019	



REPORT TO

REGULAR BOARD

2019-2020 PRELIMINARY TEACHER STAFFING PROJECTIONS

*"I SAW THE SPIRIT DESCENDING FROM HEAVEN LIKE A DOVE, AND IT REMAINED ON HIM."
JOHN 1:32*

Created, Draft	First Tabling	Review
March 8, 2019	March 28, 2019	Click here to enter a date.

A. Della Mora, Superintendent of Human Resources and Employee Relations
P. De Cock, Comptroller of Business Services and Finance
M. Loberto, Superintendent of Planning & Development

RECOMMENDATION REPORT

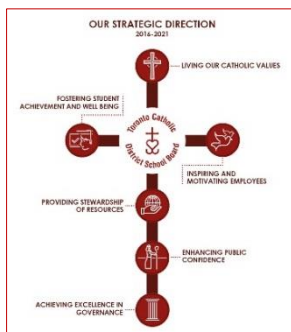
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report has been prepared to engage the Board in the budget planning and review process for TCDSB as it relates to the 2019-20 preliminary school staffing projections for teachers.

The cumulative staff time required to prepare this report was 20 hours

B. PURPOSE

This report will present to the Board the estimated enrolment and program funding impacts on total school staffing, as enrolment is the key driver of Grants for Student Needs (GSN) funding provided to the Toronto Catholic District School Board. On March 21, 2019, the Corporate Services, Strategic Planning and Property Committee approved the consensus enrolment projections, so staff has prepared and acted on the preliminary staffing numbers to meet collective agreement timelines.

C. BACKGROUND

1. **January 7 - February 15, 2019** - Consensus student enrolment projections were determined in collaboration with the Planning Department, school Principals, and Area Superintendents. Trend data were utilized to predict staffing projections ahead of the release to school boards of Grants for Student Needs (GSN) funding.
2. **March 2019** – Elementary school tentative staffing models were developed for schools as per the Elementary Teacher Collective Agreement. All declarations of surplus teachers, if any, must be made no later than March 31, 2019.
3. **March 15, 2019** – The Minister of Education announced changes to class size averages in elementary and secondary schools to take effect in the 2019-2020 school year. The anticipated effect of these changes have been incorporated into the teacher staffing projections
4. **March 21, 2019** – At the Corporate Services meeting, the Board approved the consensus student enrolment projections for the 2019-2020 school year.

5. **April 2019** – Secondary school tentative staffing models are developed as per the Secondary Teacher Collective Agreement. All declarations for surplus teachers, if any, must be made no later than April 15, 2019.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ASSUMPTIONS – Preliminary Staffing Projections

Student enrolment projections for 2019-2020 are approximately 91,962 pupils representing an overall increase of 103 students. The pupil count is converted to an Average Daily Enrolment (ADE) in the determination of required teacher staffing levels.

$$\text{ADE} = \frac{\text{Enrolment Oct. academic year} + \text{Enrolment March 31 academic year}}{2}$$

2. After numerous consultation meetings with elementary and secondary Principals, Area Superintendents, Information & Communication Technology staff and Human Resources, the Average Daily Enrolment (ADE) projections for 2019-2020 are reported at **91,962**:

2019-2020 AVERAGE DAILY ENROLMENT PROJECTIONS

PANEL	2018-2019 ADE REVISED	2019-2020 ADE PRELIMINARY	VARIANCE
Elementary	62,758	63,199	441
Secondary	29,101	28,763	-338
TOTAL:	91,859	91,962	103

3. Decisions on staffing use a set of parameters to arrive at school-based staff allocations. These include the Ministry of Education's Primary Class Size (PCS) requirements and historical board-wide class size averages. The staffing allocations must also adhere to legislative requirements including Collective Agreements that are in place with our bargaining units.
4. Staff affected directly by enrolment changes include Teachers, Early Childhood Educators, Principals, Vice-Principals and other school-based support staff which are all funded by various Grants for Student Needs (GSN) that are a function of student enrolment projections. The various Grants include the Pupil & School Foundations, Special Education, Language

(English and French as a Second Language), Teacher Qualification and Experience, and Education Program Other (EPO) Grants.

5. Schools with low enrolment as well as some schools with specialty programs will also affect the staffing levels within our elementary and secondary schools.
6. The key parameters for staffing include:
 - a) Full-Day Kindergarten classes will require average class sizes of 26 to 1, with a class size maximum of 29 students.
 - b) Grades 1-3 classes are capped at 20 students to 1 teacher for 90% of classes and 23 students for 10% of classes.
 - c) ***NEW – Board must achieve an average class size for all grade 4-8 classes of 24.5 to 1 (down from the 2019/2020 staffing rate of 24.61 to 1) to reflect new legislative requirements consistent with the Education Act (Section 132/12, s.7).***
 - d) Special Education teacher requirements are determined annually based on identified needs in the Individual Education Plan (IEP).
 - e) Elementary Program Specialty Teacher requirements for the provision of planning and evaluation time for teachers are based on the total number of school-based teachers.
 - f) ***NEW - The board must achieve a funded secondary school class size average of 28 students to 1 teacher on aggregate by September 2023.***

7. TCDSB 2019-2020 Preliminary School-Based Staff Projections

TCDSB Collective Agreements require the board to make decisions before March 31, 2019, for school staffing levels in September 2019.

The charts on the following pages summarize the projected net open positions for elementary and secondary panels. Any surplus for teachers and other school-based staff will be dealt with through the staff allocation process embedded in Collective Agreements.

2019-2020 Preliminary Teacher Staffing Projections

Elementary Panel Staffing Projections		
Revised 2018/2019 Staffing FTE		3857.60
Add: Projected increase in positions attributable to enrolment increase	24.5	
Add: Projected increase in positions attributable to achieving a Ministry mandated 24.5:1 Grade 4 – 8 average	32	
Less: Elimination of Local Priorities Funding (linked to central bargaining two-year extension agreement) positions in light of the termination of Ministry funding	(38.2)	
Net increase in projected staffing		18.3
Total projected staffing 2019/2020		3875.9

Note: When factoring in five-year trend analysis, the board is projecting that 127.5 elementary panel retirements that will create open permanent teacher positions. These positions could allow for the transfer of qualified secondary teachers who may be declared redundant and who are interested in these positions.

Secondary Panel Staffing Projections		
Revised 2018/2019 Staffing FTE		2069
Less: Elimination of Secondary Programming positions in light of the termination of Ministry funding	(22.9) *	
Less: Elimination of positions to work toward the achievement of a 28:1 Ministry mandated staffing ratio	(72.1) *	
Less: projected decrease in positions attributable to enrolment decrease	(12) **	
Less: Elimination of Local Priorities Funding (linked to central bargaining two-year extension agreement) positions in light of the termination of Ministry funding	(18.5) **	
Total reduction in positions		(125.5)
Total projected staffing 2019/2020		1943.50

***Note:** When factoring in five-year trend analysis and the unpredictable impact of Ministry changes, the board is projecting that 95 secondary teachers will be retiring. Secondary Programming teaching positions (FTE 22.9) have been allocated to these retirements. The residual FTE 72.1 retirements have been allocated to the achievement of the Ministry mandated 28:1 class average four-year goal. The assignment of 72.1 retirements in the 2019/2020 academic year will allow the board to achieve a 23.2:1 class average. Further reductions over the next three years will allow the board to move to the mandated 28:1 average.

**** Note:** The 12 position loss related to enrolment decrease would normally be covered through attrition. The recent announcements by the Ministry are unclear as to whether attrition may be used to cover these lost positions and therefore staff has conservatively assumed that this option is unavailable. The 18.5 position losses for Local Priorities Funding elimination is uncertain and dependent on central bargaining. Staff has once again taken a conservative approach in assuming these positions will be lost and will not be covered by

attrition. More clarity is expected from the Ministry on these issues in the coming weeks.

8. Enrolment increases/decreases in September 2019 will further affect the staffing levels.
9. Any additional reductions in GSN funding or government legislated changes will also further affect the staffing levels for September 2019. These potential staffing changes will be considered as part of the 2019-2020 Budget consultation process.

E. STAFF RECOMMENDATION

That the Board of Trustees approves the preliminary staffing projections for 2019-2020 as outlined in this report.



REPORT TO

REGULAR BOARD

2019 OCSTA AGM RESOLUTIONS

Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth 2 Timothy 2:15

Created, Draft	First Tabling	Review
March 22, 2019	March 28, 2019	Click here to enter a date.
Paul Matthews, General Legal Counsel		
INFORMATION REPORT		

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report provides trustees with 37 resolutions from member school board to be considered at the upcoming Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting (AGM).

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

This report provides the Board of Trustees' with 37 resolutions (APPENDIX A) submitted by member boards of OCSTA for consideration at its AGM being held in Toronto April 25 – 27, 2019. The enclosed resolutions will be considered at the resolutions session of the AGM at 9:45AM on April 26, 2019.

C. EVIDENCE/RESEARCH/ANALYSIS

1. Staff has prepared a chart of the 37 resolutions (APPENDIX B) which notes the treatment the OCSTA Resolutions Committee has proposed for each resolution.
2. OCSTA Resolutions Committee has:
 - I. Approved resolutions 1-19 through 8-19, and A-19.
 - II. Approved and referred to an OCSTA Committee resolutions 9-19 through 34-19
 - III. Not approved resolutions 35-19 and 36-19.
3. Toronto Catholic District School Board (TCDSB) resolution 34-19 re: legal defence fund and insurance for individual catholic school trustees was received by the Resolutions Committee and referred to the Political Advocacy and Human Resource Committees.
4. TCDSB resolution 36-19 re: weighted voting at the OCSTA AGM was not approved.
5. The status of resolutions considered at the 2018 OCSTA AGM is attached at APPENDIX C.

D. CONCLUDING STATEMENT

This report is for the consideration of the Board.



Ontario Catholic School
Trustees' Association

2019 AGM & CONFERENCE

RESOLUTIONS



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak once to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - ☐ the chair will call for the sponsoring board to move and second **the committee recommendation**;
 - ☐ delegates will speak to the committee recommendation;
 - ☐ delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - ☐ the chair will call for the sponsoring board to move their **original resolution**;
 - ☐ delegates will speak to the resolution;
 - ☐ delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - ☐ the chair will call for the sponsoring board to move their **original resolution**;
 - ☐ delegates will speak to the resolution;
 - ☐ delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- ☐ the chair will **read** the amendment;
- ☐ delegates will speak to the amendment;
- ☐ delegates will vote on the amendment;
- ☐ delegates will vote on the resolution as amended.

If the amendment is defeated:

- ☐ delegates will be asked to speak to the original resolution;
- ☐ delegates will vote on the original resolution.

D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

Revised January 20, 2017

**OCSTA BY-LAW – AMENDMENT TO
BY-LAW NUMBER 2016-1**

APPROVE

RESOLUTION # A-19

MOVED BY:

SECONDED BY:

THAT:

**the committee recommendation for Resolution A-19 be
approved.**

Moved by: Paul Landry **OCSTA Board of Directors**

Seconded by: Colleen Landers

Topic: ***Amendment to the “Amended and Restated By-law Number 2016-1, A By-law Relating Generally to the Conduct of Its Affairs” (“OCSTA By-Law”)***

Whereas: Resolutions 1-2018 and 2-2018 regarding the limit on the term of office of the President, Vice President and CCSTA Representative were considered by the Members of the Corporation on April 27, 2018, and referred to the OCSTA Board of Directors for further review;

and Whereas: on September 15, 2018 the Board of Directors approved a Motion to amend the Limits on the terms of office, and to allow the President, Vice President and CCSTA Representative of the Corporation the option of running for a second term, and to accordingly amend the OCSTA By-Law;

and Whereas: on February 8, 2019 by resolution #A-19, the Board of Directors approved amendments to the OCSTA By-Law to reflect such changes to term limits, along with other minor typographical, cross-referencing and grammatical corrections, subject to confirmation of the Members at the next meeting of the Members;

Therefore be it Resolved:

that the Members confirm the amendments to the OCSTA By-Law as set out in Schedule 1 to this Resolution.

Committee Recommendation

Approve.

[Schedule 1 to Resolution X](#)
[Amended and Restated By-law Number 198-1](#)
[A By-law Relating Generally to the Conduct of Its Affairs](#)



Ontario Catholic School
Trustees' Association

Amended and Restated
By-law Number ~~2016~~2019-01
A By-law Relating Generally to
the Conduct of Its Affairs

ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

AMENDED AND RESTATED BY-LAW NUMBER ~~2016~~2019- 1

A By-law relating generally
to the conduct of the affairs of the
ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

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By-law ~~2016~~2019-1 Relating Generally to the Conduct of the Affairs of the

ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

WHEREAS the Ontario Catholic School Trustees' Association (hereinafter the "**Corporation**") was incorporated by Letters Patent issued under the Ontario Corporations Act and dated ~~the 30th day of July, 1969,~~ 30, 1969 as amended by Supplementary Letters Patent dated July 11, ~~1979,~~1979; June 18, 1997; and January 24, 2002;

AND WHEREAS it is considered expedient to enact a new General By-law relating generally to the conduct of the affairs of the Corporation, which complies with the requirements of the *Ontario Corporations Act* and will comply with the *Not-for-Profit Corporations Act* when the latter comes into force, and repeals all former By-laws of the Corporation;

BE IT THEREFORE ENACTED and Amended as By-law ~~2014~~2018-1 of the Corporation as follows:

0. INTRODUCTION

0.1 PREAMBLE

The wisdom, sacrifices and strivings of dedicated Canadians have created and preserved for us a school system that offers a God-centred vision of life, shaped by Jesus and his gospel, and open to the signs of the times under the guidance of the Holy Spirit.

The Corporation dedicates itself to the preservation of a school system in this province conceived in this belief and dedicated to this truth. To achieve these ends, the following shall be the objectives of the Corporation.

0.2 OBJECTS

Whereas the Objects of the Corporation are:

1. TO maintain the constitutional rights of Roman Catholic School Boards and their supporters;
2. TO recommend improvements in the legislation and regulations affecting the Roman Catholic Schools of Ontario;
3. TO assist Catholic boards in attaining the highest standards in the operation of such schools by offering a medium for the exchange of information and the development of consensus among them;
4. TO promote knowledge of and appreciation for the aims and objectives of Catholic schools through conferences, meetings, exhibitions, research, publication of studies and the presentation of statements;
5. TO participate with organizations and authorities, including the Catholic Bishops of Ontario, in elaborating and advancing mutually agreeable policies in favour of Catholic education;

6. TO cooperate in other relationships established to pursue progress in education;
7. TO encourage local, regional, diocesan, provincial and national initiatives and support and/or sponsor programs apt to strengthen the competence and commitment of Catholic school trustees;
8. TO accept donations, gifts, legacies, bequests and grants in support of the aforesaid objects;
9. TO engage~~;~~ or participate~~;~~ in provincial labour negotiations on behalf of its Member Boards, or pursuant to legislation.

1. INTERPRETATION

1.1 Meaning of Words

In this By-law and in all other By-laws and resolutions of the Corporation, unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 the masculine gender includes the feminine;
- 1.1.3 “**Act**”, unless qualified by the word “Education”, means the *Corporations Act*, R.S.O. 1990, c.C.38, as amended from time to time;
- 1.1.4 “**Annual Meeting**” shall mean a meeting of the Members, as defined in Section ~~5-6~~5.1 herein;
- 1.1.5 “**Articles**” means any document or instrument that modifies the letters patent of the Corporation, including supplementary letters patent, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, or articles of revival;
- 1.1.6 “**Board**” shall mean the Board of Directors for the Corporation;
- 1.1.7 “**CCSTA**” means the Canadian Catholic School Trustees’ Association;
- 1.1.8 “**CDSB**” means a Catholic District School Board in the Province of Ontario;
- 1.1.9 “**Committee**” means any committee of the Board established pursuant to this By-law but does not include the First Nation Trustees’ Advisory Council;
- 1.1.10 “**Corporation**” means Ontario Catholic School Trustees’~~6~~5 Association;
- 1.1.11 “**Director**” includes Elected and Regional Directors;
- 1.1.12 “**FTE**” means full time equivalent number of students calculated in accordance with Ontario Ministry of Education formulae;

- 1.1.13 “**Government Regulations**” means the regulations made under the Act or the ONCA, as applicable, as amended, as restated or in effect from time to time;
- 1.1.14 “**Member**” means an individual who is a Member of the Corporation, as defined in Section ~~4.24.1~~ of this By-law;
- 1.1.15 “**ONCA**” means the *Not-for-Profit Corporations Act*, S.O. 2010, c.15, as amended from time to time;
- 1.1.16 “**Ordinary Resolution**” means a resolution submitted to a meeting of Members and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or consented to by a Written Resolution of the Members;;
- 1.1.17 “**Past President**” means the person who is qualified as a Director, whose term of office as President has most recently expired, and who is willing to serve as such;
- 1.1.18 “**President**”, following the coming into force of the ONCA, means the Chair of the Board within the meaning of the ONCA;
- 1.1.19 “**Poll**” includes a vote in any written form;
- 1.1.20 “**Record Date**” means the date as of which the current membership of the Corporation is determined, which shall be fifty (50) days prior to the event or action to which the Record Date relates¹;
- 1.1.21 “**Region**” means a CDSB or group of ~~CDSB’s~~CDSBs so designated for the purpose of selecting Regional Directors;
- 1.1.22 “**Regional Director**” means a Regional Director described in Section 6.1;
- 1.1.23 “**Resolution**” shall mean an Ordinary Resolution unless this By-law or the *Act* specifies otherwise;
- 1.1.24 “**Special Meeting**” shall mean a meeting of the Members as defined by Section 5.12 herein;
- 1.1.25 “**Special Resolution**” means:
- 1.1.25.1 while the Act is in force, a resolution approved by the Board and confirmed, with or without variation, by two-thirds (2/3) of the vote cast at a meeting of Members called to consider the Special Resolution, or by the consent in writing of all of the Members; and
- 1.1.25.2 following the coming into force of the ONCA, a resolution submitted to a Special Meeting duly called for the purpose of considering the resolution and passed at the meeting, with or

¹ Under S.54(1) of the ONCA, the record date must be less than 50 days prior to the event or action to which it relates.

without amendment, by at least two-thirds (2/3~~reds~~) of the votes cast, or consented to in writing by each Member of the Corporation entitled to vote at a meeting of the Members or by the ~~Member's~~Members' attorney~~;~~.

1.2 Severability

- (1) Each of the provisions of this By-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this By-law shall continue in full force and effect as if such invalid provision had never been included herein.

2. HEAD OFFICE

2.1 Location of Head Office

The head office of the Corporation shall be in the City of Toronto in the Province of Ontario, and at such place therein as the Board may from time to time determine.

2.2 ~~Directors Establish~~Establishment of Provincial Office by Directors

- (2) The Board shall provide for a provincial office and staff to be named, remunerated~~;~~ and in all things~~;~~ supervised by the duly elected Officers of the Corporation and in accordance with the requirements of this By-law.

3. COAT OF ARMS AND CORPORATE SEAL

3.1 Coat of Arms

The official Coat of Arms of the Corporation shall be that approved by the Executive in 1955 - a facsimile whereof is appended hereto, and the motto of the Corporation shall be "Primo Prima" - "First Things First".

3.2 Seal

- (3) The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

4. MEMBERSHIP

4.1 Class of Membership

The Corporation shall have one class of Members.

4.2 Membership Eligibility

Subject to Section 4.4 of this By-law, all individuals who are currently elected Trustees of a CDSB shall be ~~Ex Officio~~ex officio Members of the Corporation.²

4.3 Membership Fee

The Board shall, from time to time, fix the annual membership fee and any additional assessment fees, which shall be payable by the ~~CDSB's~~CDSBs of which the Members are, respectively, Trustees.

~~4.4~~ — Termination of Membership

A membership ceases to exist when:

4.3.1 ~~4.4.1~~ the Member ceases to be eligible under a provision of the Act or this By-law;

4.3.2 ~~4.4.2~~ the CDSB for which the Member is a Trustee fails to submit the annual membership fee and any assessment fees within ninety (90) days of receiving notice of the amount due;

4.3.2.1 ~~4.4.2.1~~ ~~Provided~~provided that the Board in its discretion may by resolution extend such time limit;

4.3.3 ~~4.4.3~~ the Corporation is liquidated or dissolved.³

4.4.4 The termination of a membership for any reason does not affect the responsibility or the liability of their CDSB for payment on the Trustee's behalf of any membership fees or other assessment outstanding at the time of termination.

4.4.5 The rights of a Member, including any rights in the property of the Corporation, cease to exist on termination of the membership.⁴

4.4 ~~4.5~~ Reinstatement of Membership

Any Member whose membership has been terminated due to the non-payment of a fee or assessment shall be reinstated without further formality upon receipt by the Corporation of the amount due.

4.5 ~~4.6~~ Transferral of Membership

(4) Membership is not transferrable.

² Allowable under S.48(2) of ONCA.

³ These subsections are included to make applicable the operation of S.50(1) of the ONCA.

⁴ This sentence is included to make applicable the operation of S.50(2) of the ONCA.

5. MEETINGS OF MEMBERS

5.1 Minimum Requirement

The Corporation will hold at least one (1) meeting per year of the Members, and that shall be the Annual Meeting. Special Meetings shall be held as provided in Section 5.12 of this By-law.

5.2 Date, Time and Place of Meetings

The Annual and any Special Meetings of the Members shall be held at such time and on such day as the Board shall appoint, at the Head Office of the Corporation or elsewhere in Ontario as the Board may determine.

5.3 Admission to Meetings

Meetings of the Members shall be open only to:

5.3.1 Members eligible to vote, as defined by Section 5.4 herein;

5.3.2 Directors;

5.3.3 The auditor, if an Annual Meeting;

5.3.4 such other persons who are entitled or required under any provision of the Corporations Act or the ONCA, (as applicable), the Articles and/or By-Laws of the Corporation ~~to be present at the meeting;~~

5.3.5 CDSB Directors of Education; and

5.3.6 CDSB Student Trustees and other Persons, if admitted at the invitation of the Chair or by Resolution of the Members.

5.4 Member Eligibility to Vote

Only those Members who are Trustees of ~~CDSB's~~ CDSBs which have paid the annual membership and any outstanding assessment fees as of the Record Date, will be eligible to vote at a meeting of the Members.

5.5 Voting by Members

5.5.1 The method of voting at any meeting of Members shall be determined by the chair of the meeting prior to any vote being taken. Each Member shall have one (1) vote on each question raised at any meeting of the Members, and all questions shall be determined by Ordinary Resolution, unless otherwise required by the By-~~Laws~~ Law, the Corporations Act or the ONCA, (as applicable). In the case of an equality of votes, the vote shall be deemed to have been lost.

5.5.2 Notwithstanding registration at a meeting, no Member shall be entitled to vote at meetings of the Corporation unless present at such meeting in person or by proxy; for the purposes of this Section 5.5, a person is not present at the meeting unless the person (or the proxy) is physically

present in the room or other space (including overflow space) in which the meeting is conducted;

5.5.3 At all meetings of Members every question shall be decided by a show of hands unless otherwise required by the By-Laws~~Law~~, the Corporations Act or the ONCA, (as applicable), or unless a ballot is required by the chair of the meeting or requested by any Member. Whenever a vote by show of hands has been taken upon a question, unless a ballot is requested, a declaration by the chair of the meeting that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5.6 Ballot

A Member can demand a ballot during the meeting either before or after any vote by show of hands. If at any meeting a vote by ballot is requested on the election of a chair, it must be taken forthwith without adjournment. If a vote by ballot is requested on any other question, it shall be taken in the manner and time as the chair of the meeting directs. The result of a vote by ballot shall be deemed to be the resolution of the meeting at which it was requested. A request for a vote by ballot may be withdrawn at any time prior to the taking of the ballot.

5.7 Proxy Voting

Every Member entitled to vote at a meeting of the Members may by means of proxy appoint a proxyholder, or one or more alternate proxyholders, as the Member's nominee to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, the ONCA, and the Government Regulations.

A proxy must be:

- 5.7.1 in writing;
- 5.7.2 signed by the Member or the Member's Attorney,
- 5.7.3 be deposited with the Secretary of the Corporation no later than forty-eight (48) hours, excluding Saturdays and holidays, before any meeting or continuance of an adjourned meeting of the Members;
- 5.7.4 in such form as the Board prescribes; and
- 5.7.5 meet any additional requirements of the ~~Act or its Regulations;~~Corporations Act or regulations or the ONCA or regulations (as applicable).

A proxy shall only be valid at the meeting in respect of which it is given, or if that meeting is adjourned, at the meeting that continues the adjourned meeting.

A proxy may be revoked by a Member by depositing a written and signed revocation which must be received at the registered head office of the

Corporation at any time up to and including the last business day before the meeting at which the proxy is to be used, or by depositing same with the chair of the meeting on the day of the meeting.

The Corporation shall send, or otherwise make available, the form of proxy to each Member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.⁵

5.8 Business at Annual Meetings

Annual Meetings shall be called by the Board~~7~~ and shall be held no later than fifteen (15) months after the preceding Annual Meeting~~7~~ on such a day and place as the Board shall determine~~6~~⁶.

The agenda for the Annual Meeting shall include the following matters of business:

- 5.8.1 consideration of the minutes of the previous Annual Meeting;
- 5.8.2 consideration of any proposed By-law amendments;
- 5.8.3 consideration of Resolutions submitted by ~~CDSB's~~CDSBs in accordance with Section 5.9;
- 5.8.4 consideration of the financial statements of the Corporation;
- 5.8.5 appointment of the auditor;
- 5.8.6 approval of the auditor's report;
- 5.8.7 election of the President, Vice President, and CCSTA Representative, if an even ~~u~~numbered year;
- 5.8.8 introduction of Regional Directors present; and
- 5.8.9 any Members' proposals, received in accordance with Section 5.9 herein.

5.9 Resolutions from ~~CDSB's~~CDSBs

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;

⁵ Required under Part VI of the ONCA~~7~~.

⁶ Required under S.52(1) of the ONCA~~7~~.

- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all ~~CDSB's~~CDSBs not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such ~~resolution~~Resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

5.10 Members' Proposal Right

Through their CDSB, any Member entitled to vote at an Annual Meeting may give the Corporation notice of a proposal which the Member would like to have considered at the meeting. ⁷

Provided that the proposal is received at least sixty (60) days prior to the date of the meeting, the Corporation shall refer it to a Committee of the Board or as determined by the Board of Directors, for review and consideration, and shall include it with the notice of the meeting sent to all Members. If the Member so requests, the Corporation shall also include a statement by the Member in support of the proposal, not to exceed 500 words, and/or the Member's name and address. The proposal, along with the Committee's report, if any, will be tabled at the Annual Meeting, at which the Member making the proposal may read aloud the resolution proposed.

Notwithstanding the above, the Corporation may refuse to send the proposal to the Members if:

- 5.10.1 it clearly appears that the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against the ~~corporation~~Corporation or its Directors, Officers, Members or debt obligation holders;
- 5.10.2 it clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Corporation, as outlined in the corporate Objects; [see ~~art.~~Article 0.2]
- 5.10.3 not more than two years before the receipt of the proposal, the Member failed to present in person or by proxy, if authorized by the By-law, at a meeting of the Members, a proposal that had been included in a notice of meeting at the Member's request;
- 5.10.4 substantially the same proposal was submitted to Members in a notice of a meeting of the Members held not more than two years before the receipt of the proposal and the proposal was defeated; or

⁷ Required by S.56 of the ONCA.

5.10.5 the ~~rights~~right conferred by this section ~~are~~is being abused to secure publicity.

5.11 Members' Discussion ~~Rights~~Right

Any Member entitled to vote at an Annual Meeting is entitled to raise for discussion at that meeting any matter with respect to which the Member would have been entitled to submit a proposal, subject to the conditions outlined in Sections 5.10.1 to ~~5.10.5~~5.10.5⁸

5.11.1 Provided however that if such Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

5.12 Special Meetings

The Board, the President or the Vice President may call a Special Meeting of the Members at any time, the nature of which must be specified in the notice to call the meeting.

The President shall call a Special Meeting upon the written request of the Members of the Corporation who hold at least ten (10) per cent of the votes that may be cast at a meeting of the Members sought to be held, within twenty-one (21) days after receiving such a request, failing which any Member who signed the request may call a Special Meeting, provided that the business of the meeting as stated in the requisition does not include a matter described in Subsections 5.10.1 through 5.10.5⁹.

No other business other than that which is specified in the notice shall be transacted¹⁰.

5.13 Adjournments

Members' meetings may be adjourned to any time, and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment₊ and an adjournment may be made notwithstanding that no quorum is present.

⁸ S.56(1)(b) of the ONCA~~-~~

⁹ S.60(1)~~-~~

¹⁰ S.55(8)~~-~~

5.14 Quorum

Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.

5.15 Effect of Loss of Quorum

In the event that a quorum is lost at any meeting of Members,

- 5.15.1 if, in the opinion of the chair of the meeting, such loss of quorum is temporary and likely to be short-lived, the chair of the meeting shall have the authority to forthwith declare a recess for any period of time not exceeding one hour;

~~5.15.2 if,~~

- 5.15.2 ~~5.15.2.1 if,~~ in the opinion of chair of the meeting, such loss of quorum is not temporary and likely to be short-lived, or having declared a recess, a quorum is not present at the end of the recess, the meeting shall stand adjourned, to be reconvened at the call of the President.

~~5.15.2.2 having declared a recess, a quorum is not present at the end of the recess,~~

~~the meeting shall stand adjourned, to be reconvened at the call of the President.~~

5.16 Notice of Meetings

Written notice of the time and place of a meeting, stating the nature of the business to be transacted in sufficient detail to permit a Member to form a reasoned judgement on the business, and stating the text of any Resolution to be submitted to the meeting, shall be sent to all Members entitled to receive notice, all Directors, and if an Annual Meeting then to any person appointed to conduct an audit or review engagement of the Corporation, not less than ten (10) and not more than fifty (50) days before the date on which the meeting is to take place.

No error or omission in giving notice of any meeting or any adjourned meeting of the Members shall invalidate such meeting or make void any proceedings taken thereat. Any Member may waive notice of a meeting at any time and may ratify, approve and confirm any or all proceedings taken thereat.

5.17 Appointment of Returning Officer

- (5) Prior to every meeting of Members, the Board shall appoint a Returning Officer, and may appoint one or more Deputy Returning Officers, to supervise any vote by ballot which takes place at the meeting. The appointment of the Returning Officer (and Deputy Returning Officers, if any) may be challenged by motion prior to the first call by the chair for a vote on any question at the meeting, and if such motion is successful, an appropriate

replacement shall be selected by the meeting forthwith.

5.18 Authority of Returning Officer

The Returning Officer shall have full and final authority on any question as to:

- 5.18.1 the qualifications of any person to cast a ballot;
- 5.18.2 the validity of proxies;
- 5.18.3 whether any ballot is to be counted or declared spoiled;
- 5.18.4 the counting of ballots;
- 5.18.5 the results of the balloting and announcement thereof to the meeting;
- 5.18.6 and generally over the supervision of balloting subject to any specific authority vested by this By-law in the Chairperson of the meeting;

- (6) ~~Provided~~provided that where any duty is performed by the Deputy Returning Officer, the absence or inability of the Returning Officer shall be presumed with reference thereto.

6. **REGIONS**

6.1 Criteria for Determining Regions and Representation

The criteria for determining the boundaries of and the representation by Regions shall be as follows:

- 6.1.1 ~~CDSB's~~CDSBs with a student enrolment of less than 35,000 FTE shall be grouped with other similarly sized ~~CDSB's~~CDSBs in a contiguous geographic area to form a Region, and such Region shall be entitled to select one (1) Regional Director if the combined student enrolment is less than 75,000 FTE, and shall be entitled to select two (2) regional Directors if the combined student enrolment is greater than 75,000 FTE;
- 6.1.2 ~~CDSB's~~CDSBs with a student enrolment in excess of 35,000 FTE but less than 75,000 FTE shall constitute a Region, and such Region shall be entitled to select one (1) Regional Director; and
- 6.1.3 ~~CDSB's~~CDSBs with a student enrolment in excess of 75,000 FTE shall constitute a Region, and such Regions shall be entitled to select two (2) Regional Directors to the Board.

6.2 Division into Regions

The Province of Ontario shall be divided into twelve (12) Regions for the purpose of selecting Regional Directors, and the number of Regional Directors respectively for such Region shall be as follows:

Region	Catholic District School Board	Number of Directors
1.	Huron-Superior Catholic District School Board Nipissing-Parry Sound Catholic District School Board Northeastern Catholic District School Board Sudbury Catholic District School Board	1
2.	Kenora Catholic District School Board Northwest Catholic District School Board Superior North Catholic District School Board Thunder Bay Catholic District School Board	1
3.	Northern Regions No. 1 & 2 (at large)	1
4.	Bruce-Grey Catholic District School Board Huron-Perth Catholic District School Board Waterloo Catholic District School Board Wellington Catholic District School Board	1
5.	London District Catholic School Board St. Clair Catholic District School Board Windsor-Essex Catholic District School Board	1
6.	Toronto Catholic District School Board	2
7.	Dufferin-Peel Catholic District School Board	2
8.	York Catholic District School Board	1
9.	Durham Catholic District School Board Peterborough, Victoria, Northumberland & Clarington Catholic District School Board Simcoe-Muskoka Catholic District School Board	1
10.	Algonquin & Lakeshore Catholic District School Board Catholic District School Board of Eastern Ontario Renfrew County Catholic District School Board	1
11.	Brant Haldimand-Norfolk Catholic District School Board Halton Catholic District School Board Hamilton-Wentworth Catholic District School Board Niagara Catholic District School Board	2
12.	Ottawa Catholic School Board	1
	TOTAL	15

6.3 Regions to Create Offices

Each Region shall create and maintain the offices corresponding to and named, respectively, the offices listed in Subsection 7.1.4.

6.4 Amendment

- (7) If and whenever the criteria set out in this Article 6 so requires, the Members shall, by Special Resolution, alter the boundaries of the Regions and

the number of Regional Directors accordingly, so as to take effect at the selection of Directors next following the confirmation of such Special Resolution by the Members.

~~(8)~~

6.5 Alteration of Regional Boundaries for Other Reasons

In addition to Article 6.4 above, Region boundaries may also be altered, by Special Resolution, for reasons other than those necessitated by Article ~~6.1~~,6.1, provided that:

- (a) The change in Regions shall not result in any Board with an excess of 35,000 ~~FTE's~~FTEs being in the same Region as any other Board, and
- (b) The change in Regions shall not alter the number of Regional Directors to which any one Region is entitled.

7. BOARD OF DIRECTORS

7.1 Board Composition

The affairs of the Corporation shall be managed by a Board composed of eighteen (18) Directors, as follows:

- 7.1.1 The President, who shall be elected by the Members; and
- 7.1.2 The Vice President, who shall be elected by the Members.
- 7.1.3 The Past President;
- 7.1.4 Fifteen (15) Directors being the incumbents for the time being of the following offices:
 - 7.1.4.1 Regional Director for Region One;
 - 7.1.4.2 Regional Director for Region Two;
 - 7.1.4.3 Regional Director for Region Three;
 - 7.1.4.4 Regional Director for Region Four;
 - 7.1.4.5 Regional Director for Region Five;
 - 7.1.4.6 Regional Director A for Region Six;
 - 7.1.4.7 Regional Director B for Region Six;
 - 7.1.4.8 Regional Director A for Region Seven;
 - 7.1.4.9 Regional Director B for Region Seven;
 - 7.1.4.10 Regional Director for Region Eight;

- 7.1.4.11 Regional Director for Region Nine;
- 7.1.4.12 Regional Director for Region Ten;
- 7.1.4.13 Regional Director A for Region Eleven;
- 7.1.4.14 Regional Director B for Region Eleven;
- 7.1.4.15 Regional Director for Region Twelve.

7.2 Director Eligibility

The following persons are disqualified from being a Director:

- 7.2.1 A person who is not an individual;
- 7.2.2 A person who is under eighteen (18) years of age;
- 7.2.3 A person who has been found under the *Substitute Decisions Act*, S.O. 1992, c. 30 or under the *Mental Health Act* R.S.O. 1990 c. M.7 to be incapable of managing property;
- 7.2.4 A person who has been found to be incapable in any court in Canada or elsewhere;
- 7.2.5 A person who has the status of bankrupt¹¹; and
- 7.2.6 A person who is not a Member.

7.3 Election of President and Vice President

The President and Vice President shall be elected at Annual Meetings held in even ~~un~~numbered years.

Where there are more candidates nominated than there are positions to be filled by election, there shall be an election conducted by ballot, and for this purpose, there shall be a separate ballot for the election of each of the President and the Vice- President.

The Returning ~~officer~~Officer shall report to the Members the number of ballots cast for each candidate, the total number of ballots cast, the number of spoiled ballots, and the number of ineligible ballots.

7.4 Selection Process for Regional Directors

No particular manner or method is prescribed for how each Region selects its Regional Director. The ~~CDSB's~~CDSBs comprising each Region, therefore, shall devise and adopt a fair, equitable and democratic process by which their Regional Director is selected, in accordance with Board guidelines, provided however, that:

¹¹ 7.1.1 to 7.1.5 correspond to Sections 23(1)1 to 5 of the ONCA.

7.4.1 Regional Directors from ~~CDSB's~~CDSBs described in Section 6.1.1 shall be selected in odd -numbered years, and Regional Directors described in Sections 6.1.2 and 6.1.3 shall be selected in even -numbered years; and

7.4.2 the selection process once adopted may not be altered more frequently than every second year, and in any event not later than one hundred and eighty (180) days prior to the second Annual Meeting following the previous use of the process.

7.5 Failure to Agree ~~Upon~~upon Regional Director Selection Process

In the event that the CDSBs comprising a Region are unable to reach a consensus as to the process to be adopted for that Region for the selection of its Regional Director, any CDSB within that Region may refer the selection process to the Board; and upon referral:

7.5.1 the Board shall give notice to the other CDSBs within that Region, requesting each to make representations to the Board within thirty (30) days after the notice, as to the selection process to be adopted;

7.5.2 within a further thirty (30) days, the Board shall consider all representations received from the CDSBs within that Region, and determine the process by which such Regional Director is selected;

7.5.3 such determination by the Board shall be final and binding for such Region and from which there is no right of appeal, but without prejudice to the right to adopt a new selection process subject to the limitations described in clause 7.4.2.

7.6 CCSTA Representative

The following shall determine the selection of the CCSTA Representatives:

7.6.1 in the event ~~that~~ that the Corporation shall have the right to select only one (1) person to serve on ~~its~~the CCSTA Board of Directors, the Past President of the Corporation shall be the CCSTA representative;

7.6.2 for as long as the Corporation shall have the right to select two (2) persons to serve on the CCSTA Board of Directors, the second CCSTA Representative (in addition to the Past President of the Corporation) shall be elected in even -numbered years by the Members at the Annual Meeting;

7.6.3 ~~in~~in the event that one of the CCSTA Representatives is selected by CCSTA to serve as its president, the President of the Corporation shall appoint a Director of the Corporation in the place and stead of the person so selected to serve as a CCSTA Representative.

7.7 Termination

A Director ceases to hold office when he or she:

- 7.7.1 submits ~~their~~his/her written resignation to the President, specifying the date upon which it shall become effective;
 - 7.7.2 becomes deceased;
 - 7.7.3 ceases to be eligible to be a Director, as prescribed in this Article 6.5; or
 - 7.7.4 is terminated as a Member, in accordance with Section 4.4 herein;
- and an elected Director further ceases to hold office when he or she:
- 7.7.5 is removed by Ordinary Resolution of the Members at a Special Meeting of which notice of the intention to pass such a resolution has been given.

7.8 Vacancies

If, for any reason, there is a vacancy in the office of:

- 7.8.1 **President**, then the Vice- President shall automatically assume the office of President for the balance of the unexpired term of office;
- 7.8.2 **Vice- President**, then the Directors shall appoint a Regional ~~Ex-Officio~~ex-officio Director to assume the office of Vice- President for the balance of the unexpired term of office;
- 7.8.3 **President and Vice- President**, then the Directors shall appoint one of their number to assume each of the offices of President and Vice- President for the balance of the respective unexpired terms of office;
- 7.8.4 **Past President**, the person who is the next most recent former President who is willing to assume the office shall automatically assume the office of Past President for the balance of the unexpired term of office; and if none, the office shall remain vacant until ~~there is~~ a person is eligible and willing to assume the office; and if none, the office shall remain vacant until the next Annual Meeting at which a new President is to be elected;
- 7.8.5 **Regional Director**, then the Members of the Region from which the vacancy occurred shall elect a person who is qualified to assume the office for the balance of the unexpired term, provided however that, where there is still a quorum of the Board in office and a vacancy occurs during the six months prior to a scheduled annual meeting, the election to fill such vacancy shall be deferred to such Annual Meeting.
- 7.8.6 **CCSTA Representative**, then the President of the Corporation shall appoint a Director of the Corporation in the place and stead of the vacated CCSTA Representative to serve for the remainder of the term.

7.9 Remuneration of Directors

The Directors shall receive no remuneration for acting as such provided that a Director may be paid reasonable expenses incurred by him or her in the performance of his or her duties.

7.10 Term

The term of office shall be for two years,

7.10.1 in the case of the President, Vice- President and CCSTA Representative(s) commencing at the adjournment of the Annual Meeting at which they are elected;

7.10.2 in the case of a Regional Director, commencing at the adjournment of the first Annual Meeting following such Regional Director's selection; and

ending at the adjournment of the second Annual Meeting thereafter and when the successor in office is chosen.

7.11 Limit on Term of Office

A person is not qualified to serve, and shall not serve, for more than ~~one~~-two (2) successive ~~term~~terms in any one of the positions of President, Vice- President or CCSTA Representative; and for the purpose of calculating the limit on the term of office:

7.11.1 service in office by appointment to fill a vacancy of eighteen (18) months or longer shall be deemed to be service for one term of office; and

7.11.2 service in office by appointment to fill a vacancy of less than eighteen (18) months shall be deemed not to be service in office.

7.12 Nomination for President and Vice President

A nomination for the election of President and Vice- President shall conform to the following requirements:

7.12.1 such nomination shall be in writing in a form approved from time to time by the Board and circulated among ~~CDSB's~~CDSBs with the notice of the Annual Meeting at which the election is to take place;

7.12.2 such nomination shall include the consent of the nominee, and shall identify the name of and be signed by each of the mover, seconder and nominee, each of whom shall be qualified to hold the office for which the nomination is made, and in each case identifying by name the CDSB of which such Member is a Trustee;

7.12.3 such nomination shall be received at the Corporation Head Office not later than twenty-one (21) days prior to the time fixed in the notice of meeting for the call to order of the first plenary session at the Annual Meeting, provided however that if no nominations within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the notice for the call to order of the first plenary session at the Annual Meeting;

Notwithstanding the above, a Member may nevertheless propose a nomination at the Annual Meeting, and if such a nominee consents, that nomination will be added to the slate of nominees presented to the Members for election.¹²

No member may accept the nomination for more than one office in the same election.

7.13 Standard of Care of Directors

Every Director in exercising his or her powers and discharging his or her duties to the corporation shall:

- 7.13.1 act honestly and in good faith with a view to the best interests of the corporation; and
- 7.13.2 exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.¹³

Every Director will comply with the Act and its Regulations, and the Corporation's Articles, By-laws, policies and Code of Conduct.¹⁴

8. **BOARD MEETINGS**

8.1 Confidentiality

All information pertaining to the affairs of the Corporation which ~~are~~^{is} brought before the Board, including but not limited to agenda items for Board decision, background materials relating to those decision items, staff reports, and the content of debate and discussion which takes place at Board and Board committee meetings, shall be treated by Directors as strictly confidential unless declared to be otherwise by Board resolution, pursuant to the Standard of Care owed to the Corporation.

8.2 Calling of Meetings

At least three meetings of the Board of Directors shall be held between Annual Meetings of the Members. In addition, meetings of Board of Directors

8.2.1 may be called by the President, and

8.2.2 shall be convened by the Executive Director upon direction in writing of five (5) Directors.

¹² ONCA Section 56(5)-

¹³ ONCA Section 43(1)-

¹⁴ ONCA Section 43(2)-

8.3 Regular Meetings

The Board may appoint one or more days in each year for regular meetings of the Board at a set place and time. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director as soon as possible after being passed, but no other notice shall be required for any such regular meeting except as may be required pursuant to the [Corporations Act](#) or the ONCA, ~~(~~as applicable~~)~~.

The Board shall hold a meeting within seven (7) days following the Annual Meeting of the Members of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

8.4 Place of Meetings

Meetings of the Board and of the Committees of the Board may be held at any place within Ontario, as designated in the notice calling the meeting.

8.5 Quorum for Meeting of Directors

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than a majority of the number of Directors, and, subject to the proviso set out in subsection 9.3.1, no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business.

8.6 Meetings by Electronic Conference¹⁵

A Director may participate in a meeting of the Board or a committee of the Board by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. A Director so participating in a meeting is deemed to be present at the meeting.

Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

8.7 Voting

Questions arising at any meeting of the Board shall be decided by a majority vote. In the case of an equality of votes, the question shall be deemed to have been lost. At all meetings of the Board, every question shall be decided in the usual way by assent or dissent unless a poll on the question is required by the Chair or requested by any Director.

¹⁵ Section 34(6) of ONCA allows the By-law to specify either that there may be no electronic participation, or electronic participation upon the unanimous consent of Directors, or as is provided here, that there is the right to participate electronically unless the Chair identifies a security or confidentiality concern.

A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

8.8 Written Resolutions

Subject to the ~~Act~~ Corporations Act or ONCA (as applicable) a resolution in writing, signed by all the Directors entitled to vote on that resolution at a Board or Committee meeting, is as valid as if it had been passed at a meeting of the Board or Committee called, constituted and held for that purpose.

8.9 Notice of Meetings of Directors

Notice of meetings other than regularly scheduled meetings of the Board shall be given to each Director by one of the following methods:

- 8.9.1 by telephone, facsimile, email or other electronic method not less than twenty-four (24) hours before the meeting is to take place; or
- 8.9.2 by prepaid letter post not less than fifteen (15) days before the meeting is to take place,

provided however that a meeting of Directors shall be held without notice immediately following the annual meeting of the Corporation.

The statutory declaration of the Executive Director or the President that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice.

No formal notice of a meeting is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

9. **CONFLICT OF INTEREST¹⁶**

9.1 Disclosure Required

As required by the Corporations Act or the ONCA (as applicable), a Director or officer of the Corporation who:

- 9.1.1 is a party to a material contract or transaction, or a proposed material contract or transaction with the Corporation; or
- 9.1.2 is a Director, officer, or has an immediate material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation,

shall disclose to the Board, or request to have entered in the minutes of Board meetings, the nature and extent of such interest.

¹⁶ Adapted from ONCA Section ~~41~~ 41

9.2 Timing of Disclosure

This disclosure shall be made, in the case of a Director:

- 9.2.1 at the meeting at which a proposed contract or transaction is first considered;
- 9.2.2 if the Director was not then interested in a proposed contract or transaction, at the first meeting after which the Director becomes so interested;
- 9.2.3 if the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after which they become so interested; or
- 9.2.4 if a person who is interested in a contractor transaction later becomes a Director, at the first meeting after which they become a Director,

and the disclosure shall be made in the case of an officer:

- 9.2.5 forthwith after the officer becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a meeting of Directors;
- 9.2.6 if the officer becomes interested after a contract is made or a transaction is entered into, forthwith after he or she becomes an officer;
- 9.2.7 if a person who is interested in a contract or transaction later becomes an officer, forthwith after he or she becomes an officer.

9.3 Duty After Disclosure

A Director who has an interest as defined herein shall not attend any part of a Board or Committee meeting during which the contract or transaction is being discussed, and shall not vote on any Resolution to approve the contract or transaction.

- 9.3.1 Provided that if quorum does not exist for the purpose of voting on a Resolution to approve a contract or transaction only because a Director is not permitted to be at a meeting due to a conflict of interest, the remaining Directors are deemed to constitute a quorum for the purpose of voting on that resolution.

10. OFFICERS OF THE CORPORATION

10.1 Officers

The officers of the Corporation shall be:

- 10.1.1 the President,
- 10.1.2 the Vice- President,

10.1.3 the Past President,
each of whom shall be a Member;

10.1.4 an Executive Director who shall also be the Secretary, but shall not be a person who is a Member;

10.1.5 a Chaplain, who may but need not be a Member.

10.2 Standard of Care of Officers

The provisions of Section 7.13 apply with necessary variations to the officers of the Corporation.

10.3 Duties of the President

The President:

10.3.1 shall when present, preside as Chair at all meetings of Members of the Corporation, and at all meetings of the Board;

10.3.1.1 ~~Provided~~provided however that the President may delegate any part or parts of such duty to preside over the Annual Meeting to any person;

10.3.2 shall be a member of every Committee;

10.3.3 shall have the other powers and duties from time to time prescribed by the Board or incident to the office.

10.4 Duties of the Vice- President

During the absence or inability to act of the President, the duties and powers of the office may be exercised by the Vice- President. Without limiting the generality of the foregoing, when delegated by and in the absence of the President, the Vice- President shall have the right to attend and to vote at all Committee meetings at which the President has the right to attend and vote. If a Vice- President exercises any of those duties or powers, the absence or inability to act of the President shall be presumed with reference thereto. The Vice- President shall also perform the other duties from time to time prescribed by the Board of Directors or incident to the office.

10.5 Absence of President and Vice- President

In the event that either the President or the Vice- President is unable to fulfil a particular obligation of the office, such officer may delegate responsibility for the task to another Director. Where ~~athe~~the President or Vice President is unable to fulfill the duties and powers of the office, the Board may from time to time appoint another Director for that purpose. Where such other Director exercises any such duty or power, the absence or inability of the President and the Vice- President shall be presumed with reference thereto.

10.6 Duties of Executive Director

The Executive Director shall:

- 10.6.1 be the non-voting *ex officio* clerk of the Board and of every committee established by or under the By-laws of the Corporation;
- 10.6.2 attend all meetings of the Board and record all facts and minutes of all proceedings in the books kept for that purpose;
- 10.6.3 give all notices required to be given to Members and to Directors;
- 10.6.4 shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation and as are required by the Act and this By-law, the same being delivered up only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution; and
- 10.6.5 shall perform such other duties as may from time to time be determined by the Board.

10.7 Other Officers

The Board of Directors may appoint other officers, including without limitation, Honourary Officers, and agents (and with such titles as the Board of Directors may prescribe from time to time) as it considers necessary and all such officers and agents shall have the authority and perform the duties from time to time prescribed by the Board of Directors. The Board of Directors may also remove at its pleasure any such officer or agent of the Corporation. The duties of all other officers of the Corporation appointed by the Board of Directors shall be such as the terms of their engagement call for or the Board of Directors prescribes.

10.8 Bonding of Officers

The Executive Director and any other officer, agent or employee of the Corporation who may be designated by the Directors shall furnish a bond in such amount and with such sureties as the Directors may approve. The cost of the said bonds shall be paid by the Corporation and they shall be deposited and kept as the Directors may direct.

10.9 Appointment and Duties of Chaplain

The Chaplain of the Corporation shall:

- 10.9.1 be appointed annually by the Board on the nomination of the Assembly of Catholic Bishops of Ontario;
- 10.9.2 invoke Divine Guidance on all meetings of the Corporation and of the Directors; and
- 10.9.3 ~~(9)~~ encourage the Directors to bring a gospel perspective and the riches of the Catholic Tradition to current issues and decision-making.

11. COMMITTEES OF THE BOARD

11.1 Executive Committee

There shall be an Executive Committee composed of the President, Vice President and Past President with authority to act on behalf of the Board with regard to urgent matters which may arise between Board meetings, provided that all decisions taken in the absence of the Board shall be reported at the next Board meeting.

11.2 Committees Generally

Subject to the Corporations Act or the ONCA (as applicable), the Articles, and the By-Laws, the Board may, by Board ~~Resolution~~resolution, appoint such standing and ad hoc committees as it deems appropriate from time to time and set the rules governing such committees.

11.3 Limits on Authority of Committees¹⁷

No committee, including the Executive Committee (if any), has authority to:

- 11.3.1 submit to the Members any question or matter requiring approval of the Members;
- 11.3.2 fill a vacancy among the Directors or in the office of Auditor or of a person appointed to conduct a review engagement of the Corporation;
- 11.3.3 appoint additional Directors;
- 11.3.4 issue debt obligations except as authorized by the Board;
- 11.3.5 approve any financial statements;
- 11.3.6 adopt, amend or repeal any By-Law; or
- 11.3.7 establish contributions to be made, or dues to be paid, by Members.

11.4 Rules Governing Committees

Except where otherwise provided in the By-laws of the Corporation, all Committees, excluding the Committee of the Whole Board and the Executive Committee, are subject to the following:

- 11.4.1 a Committee shall be composed of not less than three (3) Directors¹⁸.

¹⁷ Required by Section 36(2) of the ONCA.

¹⁸ Note that quorum is defined in section ~~11.40.8~~11.4.8 as requiring at least three Directors, but could be changed to a majority or two-thirds of committee members if greater flexibility is preferred.

- 11.4.2 the committee members shall be appointed by the Board of Directors, on the nomination of the President, from among the Members of the Corporation;
- 11.4.3 the members of the Committee shall select the Committee chairperson;
- 11.4.4 a member of a Committee shall serve for a term ending at the annual meeting of Members following appointment, and is eligible for reappointment for one or more additional terms;
- 11.4.5 each Committee shall meet at least annually, and more frequently at the will of its Chairperson or as required by its terms of reference;
- 11.4.6 a Committee shall carry out such additional or amended duties or tasks as may be determined by the Board from time to time, regardless of its Terms of Reference or the Terms of Reference of any other Committee;
- 11.4.7 each Committee shall be responsible to, and shall report regularly to, the Board;
- 11.4.8 subject to any rules established by the Board, a quorum for the holding of a Committee meeting consists of the lesser of
 - 11.4.8.1 a majority of a Committee, and
 - 11.4.8.2 three (3) members of a Committee,and otherwise each Committee may establish its own rules of procedure and may appoint subcommittees;
- 11.4.9 if and whenever a vacancy exists on a Committee, the remaining Committee members may exercise all of the Committee's powers so long as a quorum remains on the Committee, but the Board shall in any event appoint a replacement to fill any vacancy as soon as practicable.

12. PROTECTION OF DIRECTORS AND OFFICERS

12.1 Directors' and Officers' Liability Exclusion

Absent the failure to act in accordance with the Standard of Care as outlined in Section 7.13 or Section 10.2 in the performance of the duties of office, and save as may be otherwise provided in any legislation or law, no present or past Director or officer of the Corporation shall be personally liable for any loss or damage or defaults of such Director or officer or of any other Director or officer or employee, servant, agent, volunteer or independent contractor arising from any of the following:

- 12.1.1 insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation;
- 12.1.2 insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested;

- 12.1.3 loss or damage arising from the bankruptcy or insolvency of any person, firm or corporation including any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited;
- 12.1.4 loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with monies, securities or other assets belonging to the Corporation;
- 12.1.5 loss, damage or misfortune whatever which may occur in the execution of the duties of the Director's or officer's respective office or trust or in relation thereto; and
- 12.1.6 loss or damage arising from any wilful act, assault, act of negligence, breach of fiduciary or other duty or failure to render aid of any sort.

12.2 Pre-Indemnity Considerations

Before giving approval to the indemnities provided herein, or purchasing insurance as provided herein, the Board of Directors shall consider:

- 12.2.1 the degree of risk to which the Director or officer is or may be exposed;
- 12.2.2 whether, in practice, the risk cannot be eliminated or significantly reduced by means other than the indemnity or insurance;
- 12.2.3 whether the amount or cost of the insurance is reasonable in relation to the risk;
- 12.2.4 whether the cost of the insurance is reasonable in relation to the revenue available; and
- 12.2.5 whether it advances the administration and management of the property to give the indemnity or purchase the insurance.

12.3 Indemnification of Directors and Officers

Every person, (including their respective heirs, executors and administrators, estate, successors and assigns) who:

- 12.3.1 is a Director; or,
- 12.3.2 is an officer of the Corporation; or
- 12.3.3 is a member of a Committee; or
- 12.3.4 has undertaken, or, with the direction of the Corporation is about to undertake, any liability on behalf of the Corporation or any Corporation controlled by the Corporation, whether in the person's personal capacity or as a director or officer or employee or volunteer of such corporation;

shall, upon approval of the Board from time to time, be indemnified and saved harmless (including, for greater certainty, the right to receive the first dollar payout, and without deduction or any co-payment requirement) out of the funds

of the Corporation, from and against all costs, charges and expenses which such person sustains or incurs:

12.3.5 in or in relation to any demand, action, suit or proceeding which is brought, commenced or prosecuted against such person in respect of any act, deed, matter or thing whatsoever, made, done or permitted or not permitted by such person, in or in relation to the execution of the duties of such office or in respect of any such liability; or,

12.3.6 in relation to the affairs of the Corporation generally,

save and except such costs, charges or expenses as are occasioned by the failure to such person to act honestly and in good faith in the performance of the duties of office, or by other wilful neglect or default.

The Corporation shall also, upon approval by the Board from time to time, indemnify any such person, firm or corporation in such other circumstances as any legislation or laws permit or require.

Nothing in this By-law shall limit the right of any person, firm or corporation entitled to indemnity to claim indemnity apart from the provisions of this By-law to the extent permitted by any legislation or law.

12.4 Insurance

The Corporation shall purchase and maintain appropriate liability insurance for the benefit of the Corporation and each person acting or having previously acted in the capacity of a Director, officer or any other capacity at the request of or on behalf of the Corporation, which insurance may include:

12.4.1 property and public liability insurance;

12.4.2 Directors' and officers' insurance; and,

12.4.3 such other insurance as the Board sees fit from time to time;

with coverage limits and with insurers deemed appropriate by the Board from time to time.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Corporation.

(8) ~~(10)~~ It shall be the obligation of any person seeking insurance coverage or indemnity from the Corporation to co-operate fully with the Corporation in the defence of any demand, claim or suit made against such person, and to make no admission of responsibility or liability to any third party without the prior agreement of the Corporation.

13. CORPORATE RECORDS¹⁹

13.1 Required Records

The Corporation shall keep and maintain the following records at its registered head office:

- 13.1.1 the Corporation's Articles and By-laws, and any amendments to them;
- 13.1.2 the minutes of meetings and any resolutions of the Members;
- 13.1.3 a register of Directors, Officers, and Members;
- 13.1.4 the minutes of meetings and resolutions of the Board, and any committees of the Board;
- 13.1.5 accounting records adequate to enable the Directors to ascertain the financial position of the corporation with reasonable accuracy on a quarterly basis;
- 13.1.6 a copy of the financial statements;
- 13.1.7 consent to act as a Director of each individual who is elected as a Director of the Corporation.

13.2 Directors' Access to Records

Any such records shall be open to inspection by the Directors. Copies must be provided upon request at no cost to the Director.

13.3 Members' Access to Records

A Member, a Member's attorney or legal representative, may examine and take extracts from the records referred to in Subsections 13.1.1, 13.1.2 and 13.1.3.

Upon request and without charge, a Member may inspect any ~~“Consent to Act as a Director”~~ and to make a copy of it.

(9) ~~(14)~~—A Member or a Member's attorney or legal representative who wishes to examine the Register of the Members shall first make a request to the Corporation accompanied by a Statutory Declaration that states the name and address of the Member applicant and shall further state that the list of Members or the information contained in the Register of Members thus obtained will only be used for an effort to influence the voting of members, requisitioning a meeting of the Members, or another matter relating to the affairs of the

¹⁹ In accordance with Part X of the ONCA.

corporation, upon receipt of which the Corporation will as soon as is practical allow the applicant access to the Register and, on payment of a reasonable fee, provide the applicant with an extract from the Register.

14. EXECUTION OF DOCUMENTS

14.1 Cheques, Drafts, Notes, Etc.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.

14.2 Execution of Documents

Documents requiring execution by the Corporation may be signed by any two (2) of the President, Vice- President, ~~the~~ Secretary, or any one (1) of the foregoing together with any one (1) Director, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.

14.3 Books & Records

(10) ~~(12)~~ The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

15. BANKING ARRANGEMENTS

15.1 Board Designation of Directors Designate Bankers

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to,

15.1.1 operate the Corporation's accounts with the banker;

15.1.2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;

15.1.3 issue receipts for and orders relating to any property of the Corporation;

15.1.4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and

15.1.5 authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

15.2 Deposit of Securities

(11) ~~(13)~~—The securities of the Corporation shall be deposited for safe keeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the Board shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

16. **FINANCIAL YEAR**

16.1 ~~Financial Year Determined~~Determination of Fiscal Year

(12) ~~(14)~~—Until otherwise determined by resolution of the Board, the fiscal year end of the Corporation shall terminate on ~~the August~~ 31st day of August in each year.

17. **AUDITORS**

17.1 Appointment of Auditor

(13) ~~(15)~~—The Members entitled to vote shall at each annual meeting appoint an auditor qualified to conduct an audit pursuant to the requirements of the *Public Accounting Act*, 2004 to hold office until the next Annual Meeting, provided that the Directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Members entitled to vote, or by the Board if authorized to do so by the Members entitled to vote.

18. NOTICE

18.1 Method of Notice

Except where otherwise provided in this By-law, notice shall be validly given if given by telephone, or if in writing:

18.1.1 by prepaid letter post;

18.1.2 by facsimile;

18.1.3 by e-mail; or

18.1.4 by other electronic method;

addressed to the person for whom intended at the last address shown on the Corporation's records. Any such notice shall be deemed given:

18.1.5 in the case of telephone, at the time of the telephone call;

18.1.6 in the case of letter post, on the third day after mailing; and

18.1.7 in all other cases, when transmitted.

18.2 Presumed Address of Member

Any notice or resolution sent to a Member may be sent to such Member at the address of the CDSB for which the Member is a Trustee, whether or not such Member has provided another address to the Corporation, and so sending shall constitute notice as if the notice or resolution had been sent in an envelope individually addressed to the Member.

18.3 Computation of Time

In computing the date when notice must be given under any provision of the By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, not included.

18.4 Omissions and Errors

(14) ~~(16)~~ The accidental omission to give notice of any meeting of the Board, a Committee or Members, annual, general, regional, special meeting or other, or the non-receipt of any notice by any Director or Member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, Member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

19. USE OF ~~ROBERTS~~ROBERT'S RULES OF ORDER

(15) ~~(17)~~ Subject to all requirements of law, and subject to any specific provision set out in the By-laws, meetings of the Members, the Board and Committees shall be conducted in accordance with the rules and practice contained in the current edition of *Robert's Rules of Order Newly Revised* as far as applicable.

20. AMENDMENT TO THE BY-LAWS

The Board may pass, amend or repeal this By-law by Ordinary Resolution, except where to do so is contrary to the ~~Act~~Corporations Act or ONCA (as applicable), provided that where the Board has approved any such amendments, it shall submit same to the Members at the next Members' meeting, and the Members may confirm, reject, amend or repeal the revised By-law by Ordinary Resolution.

Any amendment to the By-law by the Board shall take effect from the date of the Ordinary Resolution of the Board, but shall cease to be in effect as of the date of the next Members' meeting if not submitted to the Members for a vote at that meeting, or if at that meeting such amendments are rejected by the Members.

(16) ~~(18)~~ Notice of any such changes, including the complete text of the previous and revised version of the By-law, must be given to the Members at least thirty (30) days before the meeting at which the amendment or amendments will be voted upon.

21. REPEAL OF PRIOR BY-LAWS

21.1 Repeal

Subject to the provisions of Section 21.2 and 21.3 hereof, all prior By-laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

21.2 Exception

The provisions of Section 21.1 shall not extend to any By-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

21.3 Proviso

(17) ~~(19)~~ Provided however that the repeal of prior By-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law, resolution or other enactment.

22. EFFECTIVE DATE

22.1 Coming into force

This By-law shall come into force with no further formality on the later of:

22.1.1 the date approved by Ordinary Resolution, ~~and~~or

22.1.2 the coming into force of the Ontario *Not-for-Profit Corporations Act*.

ENACTED as a By-law of the **Ontario Catholic School Trustees' Association** and sealed with the corporate seal the 1st day of May, 2016.



President



Secretary

CONFIRMED by the Members in accordance with the *Not-For-Profit Corporations Act* (Ontario) on the 29th day of April, 2016.



President



Secretary

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MOTION TO DEAL WITH RESOLUTIONS IN GROUPS

MOVED BY: _____

SECONDED BY: _____

THAT: **the grouping of the Resolutions be approved.**

APPROVE

RESOLUTIONS # 1-8

MOVED BY:

SECONDED BY:

THAT:

**the committee recommendations for Resolutions 1-8
be approved.**

Moved by: Mark Valvasori **Hamilton-Wentworth CDSB**

Seconded by: Patrick Daly

Topic: **Accuracy of Municipal Voter Lists**

Whereas: The accuracy of Municipal Voter lists is of crucial importance in our democratic process.

Whereas: Accurate Municipal Voter lists provide electors with the opportunity to cast their vote for a trustee among the four publicly funded school systems they are constitutionally entitled to do so.

Whereas: The accuracy of Municipal Voter lists is a critical factor in trustee determination and distribution.

Whereas: Concerns throughout the Province have been expressed with regard to the accuracy of Municipal Voter lists and the impact this has on electors rights to vote as they are constitutionally eligible to do so.

Therefore be it Resolved that:

OCSTA meet with representatives of the Municipal Property Assessment Corporation (MPAC) and the Ministry of Finance to advocate for improvements to both the accuracy and timeliness of Municipal Voter lists.

Committee Recommendation

Approve.

Moved by: Peter Fracassi **Simcoe Muskoka CDSB**

Seconded by: Janice Hutchison

Topic: **Property Tax – School Board Support**

Whereas: If a property buyer does not actively indicate on the land transfer affidavit form that they want their property taxes to be allocated to the separate school system, it automatically defaults to the public school system; and

Whereas: The results are poor voter lists of Catholic ratepayers which make it difficult to vote for Catholic trustee in elections and problematic for boards to have accurate data for planning and developing budgets and programs; and

Whereas: OCSTA been advocating for changes to the various laws and regulations that govern this matter by sending letters, making submissions and holding several meetings;

Therefore be it Resolved that:

OCSTA approach the Government of Ontario and the Canada Law Society to change the default of support to the public system to be an intentional choice when purchase property agreements are being signed; and that

OCSTA, along with local school Boards, develop a plan to amplify and clarify the extreme importance of identifying Catholic Separate School supporters.

Committee Recommendation

Approve.

Moved by: Melanie Van Alphen

Waterloo CDSB

Seconded by: Jeanne Gravelle

Topic: Parent Reaching out Grants

Whereas: *Achieving Excellence: A Renewed Vision for Education in Ontario, 2014* recognizes and acknowledges that parents are a key part of their children's learning and of Ontario's success in education; and

Whereas: The government has supported over 22,000 PRO Grants to school councils and over 900 regional/provincial PRO Grants since 2006; and

Whereas: PRO Grants support projects that help identify and remove individual and system barriers to parent engagement that may prevent some parents from fully participating in their children's learning and well-being; and

Whereas: PRO Grants support projects that celebrate diversity; create connections between parents, schools, and community services; provide parents with skills and resources to support their children's learning; and increases the overall success for students; and

Whereas: The Ministry of Education has not signalled its intent for PRO Grants for the 2019-2020 school year and reductions have been made to ongoing PRO Grants while the government reviews its financial priorities;

Therefore be it resolved that:

OCSTA petition the Ministry of Education to prioritize the practice and funding of the PRO Grant applications for the 2019-2020 school year, as they evaluate the future of this program.

Committee Recommendation

Approve.

Moved by: Stefano Pascucci

Dufferin-Peel CDSB

Seconded by: Shawn Xaviour

Topic: **Funding for Retrofitting/Renovating Schools**

Whereas: Keeping schools in a state of good repair is essential to providing safe and healthy learning environments for students and staff; and

Whereas: Funding levels for school renewal, repairs and retrofits have not been sufficient to reduce the overall deferred maintenance backlog; and

Whereas: Stable and reliable school renewal funding is necessary to make strategic, long-term investments to ensure that learning environments can support high levels of student achievement and well-being; and

Whereas: Effective July 3, 2018, the Ministry of Education announced the cancellation of the Greenhouse Gas Reduction Fund, which served as an important source of funding to replace, renew and install energy efficient building components, thereby enabling school boards to reduce greenhouse gas emissions; and

Whereas: Retrofits and renovations in schools are necessary to support modernized, 21st century learning and technologies that will enable our students to have the knowledge and skills required for advanced education and careers of the future;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to provide stable, reliable multi-year funding to support school renewal, renovations and retrofits that will keep schools in a state of good repair and provide students and staff with environments to support 21st century learning.

Committee Recommendation

Approve.

Moved by: Mario Pascucci **Dufferin-Peel CDSB**

Seconded by: Luz del Rosario

Topic: **Funding for Students with Diverse Learning Needs, including Special Education Needs**

- Whereas:** The principles of the draft ministry resources *Learning for All: K-12*, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment; and
- Whereas:** School boards continue to be challenged in their ability to design effective school and system improvement plans when funding and other pressures may arise in delivering a ministry-mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and
- Whereas:** Building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; and
- Whereas:** The Ministry of Education, Ministry of Child and Youth Services and Ministry of Health's mental well-being, special education and renewed mathematics strategies will need sustainable commitments to keep pace with growth communities and to respond to changing needs; and
- Whereas:** School boards continue to be faced with challenges related to providing specialized programming, support and human resources to ensure that all students achieve their fullest potential;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review on-going equitable and sustainable funding and continue to address the changing nature and complexity of student needs and required supports by providing adequate funding that reflects the actual need and not just a reallocation of funding from other budget lines.

Committee Recommendation

Approve.

Moved by: Janice Hutchison

Simcoe Muskoka CDSB

Seconded by: Maria Hardie

Topic: **Special Education**

Whereas: Special Education is an area that faces chronic underfunding and differs from board to board.

Whereas: Legislation which changed the base per pupil funding does not mitigate this underfunding.

Whereas: Research shows that an inclusive model of Special Education is most effective for all students,

Whereas: School boards continue to be challenged with providing programming and support to ensure that all students achieve their fullest potential.

Therefore be it Resolved that:

OCSTA continue to petition the Ministry of Education to review sustainable funding for Special Education.

Committee Recommendation

Approve.

Moved by: Thomas Thomas

Dufferin-Peel CDSB

Seconded by: Stefano Pascucci

Topic: Student Transportation Funding

Whereas: Funding for student transportation by the Ministry of Education has not been reviewed in a comprehensive manner for several years, save for the Effectiveness and Efficiency (E&E) reviews; and

Whereas: The provision of student transportation services is paramount in ensuring school safety and safe arrival of students to and from school; and

Whereas: Issues related to driver retention, late bus routes and cancelled bus routes have impacted many families who rely on student transportation services to transport their children, including some of our most vulnerable students with special needs; and

Whereas: Costs associated with transportation have increased substantially across the province (i.e., fuel costs, cap and trade program, fleet costs, etc.); and

Whereas: Cost adjustment increases have been provided only to school boards with transportation deficits;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review transportation funding in an effort to increase funds to allow school boards to provide a level of service that meet the needs of all eligible students and families within their respective districts.

Committee Recommendation

Approve.

Moved by: Mario Pascucci **Dufferin-Peel CDSB**

Seconded by: Frank Di Cosola

Topic: **School Bus Driver Retention Concerns**

Whereas: The Education Act supports the transportation of students to and from school; and

Whereas: School boards across the province have experienced significant school bus delays and cancellations for consecutive years as a result of school bus driver shortages and training/retention issues; and

Whereas: The ongoing busing delays and inadequate service levels have impacted the educational experience and well-being of students and their families, and the operations of schools and the board; and

Whereas: The Ministry has supported the cost of transportation through the Student Transportation Grant, however, adjustments for inflation and cost pressures are netted against a transportation surplus, if it exists;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to work with school boards and School Bus Operator Associations to develop a sustainable framework and funding model that aims to enhance the retention of school bus drivers while ensuring an effective and efficient delivery of student transportation services.

Committee Recommendation

Approve.

APPROVE & REFER

RESOLUTIONS # 9-14

MOVED BY:

SECONDED BY:

THAT:

**the committee recommendations for Resolutions 9-14
be approved.**

Moved by: John Curry **Ottawa CDSB**

Seconded by: Joanne MacEwan

Topic: **Equity Regarding System/Department Principals**

Whereas: the Education Act declares that a principal is an educator who is in charge of a school,

Whereas: the appointment of system or department principals by Catholic school boards in the province was grieved by the Ontario English Catholic Teachers Association (OECTA),

Whereas: the outcome of this grievance was, based on the wording in the legislation, that such system or department principals are not allowed except in rare circumstances with OECTA approval,

Whereas: this situation does not exist in other publicly funded school systems in the province,

Whereas: the presence of such system or department principals is important to an effective and efficient administration of schools and the success of students,

Therefore be it resolved that:

the Ontario Catholic School Trustees Association (OCSTA) petition the Minister of Education to alter the Education Act to define a principal as an educator who is in charge of a school or of a program or department, thus allowing Catholic school boards to have equity in this matter with other publicly funded school systems in the province.

Committee Recommendation

Approve and refer to Labour Relations Committee.

Moved by: Darryl Brian D’Souza **Dufferin-Peel CDSB**

Seconded by: Thomas Thomas

Topic: **Occasional Teacher Costs**

Whereas: School boards are required to provide occasional teacher coverage for teachers who are absent from work; and

Whereas: The provision of coverage is governed by Collective Agreements (CAs) which detail absence category and duration; and

Whereas: The Grants for Student Needs (GSN) funding provided by the Ministry of Education has not changed in accordance with the centrally negotiated contracts as at 2012; and

Whereas: Employees have access to 11 days of absence due to illness, 5 emergency day absences, an Earned Leave program, carry-over of unused sick days for top-up purposes and a Short Term Leave and Disability program of 120 days; and

Whereas: Average absenteeism and occasional teacher costs for boards have been increasing year-over-year; and

Whereas: Increased costs associated with absenteeism may come at the expense of programs and resources to support student well-being and achievement;

Therefore be it Resolved that:

The Ontario Catholic School Trustees’ Association petition the Ministry of Education to examine the issue of absenteeism and increase the amount of funding provided to school boards to offset the increased costs associated with the provision of occasional teacher coverage.

Committee Recommendation

Approve and refer to Labour Relations Committee.

Peterborough Victoria Northumberland & Clarington CDSB

Moved by: Michelle Griepsma

Seconded by: David Bernier

Topic: Cybersecurity in School Boards

Whereas: The Auditor General of Ontario has identified Cyber attacks as a clear and present risk to information technology systems used in the education of Ontario students; and

Whereas: It is in the interest of OCSTA to support the protection of information technology infrastructure and systems for publicly funded Catholic education in Ontario; and

Whereas: OCSTA has prioritized building positive new relationships with provincial groups; and

Whereas: Cybersecurity is a complex and fast-evolving field that most school boards are not equipped to effectively address on their own;

Therefore be it Resolved that:

OCSTA encourage the Ministry of Education to support the work being done by the Ministry of Education's Broadband Modernization Team, including proceeding with the planned focus on securing school board infrastructure (Wave 3) and also encourage the Ministry to support the work of the Educational Computing Network of Ontario (ECNO) in building shared service capacity for cybersecurity analysis and audit in Ontario School Boards.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

Moved by: Janice Hutchison

Simcoe Muskoka CDSB

Seconded by: Francis Smith

Topic: **Economic Realities with Capital Projects**

Whereas: Global economic realities such as aluminum and steel tariffs, a saturated market and rising interest rates are creating construction costs far in excess of the Ministry Funding Benchmark; and

Whereas: Building standards are being compromised in an attempt to meet the Ministry Funding Benchmark resulting in a reduction of the life expectancy of schools and an advanced need for renewal investment; and

Whereas: the last formal review of the funding benchmark was completed in 2010/11 based on the Leading Practices Manual for School Construction in Ontario prepared by the Expert Panel on Capital Standards in July 2010;

Therefore be it Resolved that:

OCSTA encourage the Ministry of Education to review the current Capital Priorities Funding Benchmark with the goal of adjusting it to suit the current economic realities.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

Moved by: Mario Pascucci

Dufferin-Peel CDSB

Seconded by: Luz del Rosario

Topic: **Parent Reaching Out (PRO) Grants**

Whereas: The Ministry of Education recognizes and acknowledges that parents are a key part of their children’s learning and has supported Parent Reaching Out (PRO) Grants to school councils since 2006; and

Whereas: PRO Grants are designed to support parents in identifying barriers to parent engagement in their community and to find local solutions to involve more parents in support of student achievement and well-being; and

Whereas: Catholic School Councils rely on the PRO Grants to offset the costs of such parent engagement events; and

Whereas: An announcement was made in the Ontario legislature indicating that funding for a number of programs, including the PRO grants, would be put on “pause” as the government re-evaluates its financial priorities for education; and

Whereas: Catholic School Councils were not forewarned that the PRO Grant funding would be halted for the entire 2018-2019 year, which has had a significant impact on planned events in many school communities; and

Whereas: The long-term effects of this funding pause will have a detrimental effect on parent council activity and support of increased community engagement;

Therefore be it Resolved that:

OCSTA advocate on behalf of Catholic School Councils to reinstate the PRO Grant funding to support Catholic School Councils in providing community engagement activities, outreach programs and opportunities to keep families informed and active in their children’s education experience.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

Moved by: John Curry

Ottawa CSB

Seconded by: Sandra Moore

Topic: Perceived threat to security

Whereas: safe schools are a priority for all partners in education in Ontario,

Whereas: the safe environment at a school can be threatened not only by an overt act at the school itself but also by acts committed by members of the school community off school property,

Whereas: in this day and age of widespread social media word of such acts both on and off school property quickly spread through the school community,

Whereas: students whose actions threaten the safety of those at a school can be expelled,

Whereas: students are also expelled for being a perceived threat to school safety but where such expulsions have been routinely and universally overturned on appeal to the Child Youth and Family Services Review Board (CFSRB),

Therefore be it resolved that:

the Ontario Catholic School Trustees' Association (OCSTA) petition the Minister of Education to review the number of expulsions that have been overturned by the CFSRB and based on this review adjust as needed the prescribed powers and duties of the tribunal.

Committee Recommendation

Approve and refer to Catholic Education & Trustee Enrichment Committee.

RECEIVE & REFER

RESOLUTIONS # 15-33

MOVED BY:

SECONDED BY:

THAT:

**the committee recommendations for Resolutions 15-33
be approved.**

Moved by: Anna da Silva

Dufferin-Peel CDSB

Seconded by: Thomas Thomas

Topic: **Daily Occasional Teacher Roster Caps**

Whereas: Daily occasional teacher roster caps are articulated in local collective agreements; and

Whereas: Recent local OECTA – OT negotiations were restricted with respect to addressing daily occasional teacher list caps by OECTA Central Agreement status quo clauses as a result of central table negotiations; and

Whereas: Certain school boards are faced with challenges in providing adequate coverage for permanent teacher absence due to restrictions as a result of the daily occasional teacher cap size as found in local agreement language pre-dating the 2012 round of negotiations; and

Whereas: Seniority based hiring as per Regulation 274 negates the original intent of an Occasional Teacher CAP; and

Whereas: The ability to call upon and place qualified occasional teachers is critical to ensure student well-being, achievement and safety;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to remove reference to a daily occasional teacher list cap from all central table discussions, thereby giving boards the opportunity to renegotiate this item locally between individual school boards and their local bargaining unit.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Brea Corbet

Dufferin-Peel CDSB

Seconded by: Bruno Iannicca

Topic: **Hard Caps in Kindergarten Classes**

Whereas: School boards are staffing Kindergarten classes based on an average class size of 26; and

Whereas: School boards across the province are experiencing inequitable distribution of students in Kindergarten classes; and

Whereas: Some classes are very small, with less than 16 students, so that a Designated Early Childhood Educator is not required; and

Whereas: School Boards are dealing with safety issues in large Kindergarten classes;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to impose a hard cap for Kindergarten classes and funding to sustain increased space requirements within schools to ensure equitable, consistent staffing in all Kindergarten classes.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: David Sharp **Northwest CDSB**
Seconded by: Don Marquis
Topic: **Regulation 274 Fair Hiring Practice**

- Whereas:** The Northwest Catholic DSB, Kenora Catholic DSB and Superior North Catholic DSB have noted a substantial decrease in teachers seeking employment with our school boards; and
- Whereas:** appropriate levels of staff are required to support the Ministry of Educations renewed vision for the 21st Century; and
- Whereas:** Our Boards have noted increasing difficulty in attracting and hiring teachers for Occasional Teaching, Long Term Occasional Teaching and Permanent Teaching positions to support capacity building in many areas; and
- Whereas:** teachers are unable to move between school boards without repeating the hiring process set out in Regulation 274, where full time employment and past experience is not counted due to Long Term Occasional Hiring List/ Roster hiring requirements; and
- Whereas:** regulation 274 has created a hardship for boards in the North in terms of attracting new teachers from outside and does not allow new recruits to, in many cases, start their teaching careers in the North instead having them opt to wait out their home boards for several years before gaining permanent employment.

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to create the ability for teachers across the province to move between school boards without the impediments imposed by Regulation 274 by repealing the act or making changes that will create the conditions that improve boards' ability to staff our systems and teachers ability to gain employment.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Shawn Xaviour

Dufferin-Peel CDSB

Seconded by: Thomas Thomas

Topic: Ontario Regulation 274/12 – Hiring Practices

Whereas: Regulation 274 has been imposed upon school boards with regards to hiring practices; and

Whereas: Regulation 274 stipulates that occasional teachers be ranked in terms of seniority and placed on a roster; and

Whereas: Regulation 274 outlines a prescribed process and timeline for the posting of available teaching positions; and

Whereas: Regulation 274 stipulates consistency in teacher assignment supports student achievement and well-being; and

Whereas: Regulation 274 has ramifications in terms of providing consistency and continuity of teachers in classrooms; and

Whereas: Regulation 274 has ramifications in terms of hiring practices addressing individual student needs and ability to hire staff who are reflective of the diversity in the school communities they serve; and

Whereas: School Boards are directed to hire from the top five qualified candidates limiting management rights; and

Whereas: The Ontario Equity Action Plan requires boards to make a concerted effort to recruit, hire and retain a diverse and qualified teaching population;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review Regulation 274 – Hiring Practices, to allow school boards to exercise management rights in hiring at the local school board level, thereby ensuring consistency of continuous teacher assignments in classrooms for both long term vacancies and permanent vacancies, including the ability to staff, so as to reflect local Boards' population diversity.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Shawn Xaviour

Dufferin-Peel CDSB

Seconded by: Luz del Rosario

Topic: **Qualified French Teacher Recruitment & Retention**

Whereas: School boards across the province are experiencing persistent challenges with the recruitment of qualified French Teachers; and

Whereas: Regulation 274 stipulates that all new teachers must be placed on the occasional teachers list for daily supply work as one of the eligibility requirements for full time consideration, limiting school boards' ability to attract permanent teachers who are qualified to teach French; and

Whereas: Catholic District school boards have a smaller pool for recruitment of teachers as they must be Catholic and qualified to teach French; and

Whereas: Teachers are able to request assignments outside of French (within their areas of qualification) as soon as they are offered permanent placement; and

Whereas: All school boards have difficulty in recruiting and retaining teachers who are qualified to teach French in volumes that are consistent with the increasing demand for the expansion of French language programs across the province;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review Regulation 274 – Hiring Practices and the additional constraints it places on school boards with regard to the recruitment of teachers who are qualified to teach French, so as to explore regulatory changes with respect to hiring practices in the area of French instruction that would address the shortage of teachers qualified to teach French.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Darryl Brian D’Souza

Dufferin-Peel CDSB

Seconded by: Brea Corbet

Topic: **Support Staff Recruitment and Retention**

Whereas: School boards are experiencing persistent challenges with the recruitment and retention of qualified Educational Resource Workers and Designated Early Childhood Educators; and

Whereas: Increased absenteeism coupled with inadequate supply coverage within these two occupational groups places students at increased risk and increases health and safety risks for staff; and

Whereas: Increased absenteeism within these two occupational groups places increased liability on school boards; and

Whereas: School boards are in direct competition for supply staff who are typically employed by more than one employer; and

Whereas: The compensation for Educational Resource Workers Designated Early Childhood Educators can vary from school board to school board, increasing the likelihood of “job shopping” among boards;

Therefore be it Resolved that:

The Ontario Catholic School Trustees’ Association petition the Ministry of Education to review universal standards with regard to qualifications and salary for support staff to equalize the competitive market for school boards.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Catherine MacDonald **Simcoe Muskoka CDSB**

Seconded by: Jeanny Salmon

Topic: **Chronic Shortage of Occasional Staff for Teachers, Early Childhood Educators and Educational Assistants, and Its Impact on Learning**

Whereas: Chronic shortages of occasional staff for teachers, Early Childhood Educators and Educational Assistants are occurring in Ontario school boards; and

Whereas: Teacher shortage is looming due to cut in enrolment at teachers colleges by more than half in 2015, with the number of graduates dropping from 12,399 in 2015 to 5,480 by 2018; *Amanda Pfeffer · CBC news · posted: Aug 30*; and

Whereas: This chronic shortage is having a negative impact on student learning;

Therefore be it Resolved that:

OCSTA encourage the Ministry of Education to find ways to reduce teacher, Early Childhood Educator and Educational Assistance shortages.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Melanie Van Alphen

Waterloo CDSB

Seconded by: Manuel da Silva

Topic: **Capital Priorities Program**

Whereas: The Capital Priorities Program has allowed school boards to access grants for major capital construction including new schools, major additions, and funding for site purchases and associated costs; and

Whereas: This funding allows school boards to provide much needed permanent space where enrolment pressures are significant; and

Whereas: Most school boards across Ontario are experiencing enrolment growth, particularly in areas of high immigration; and

Whereas: Since the Capital Priorities funding program began in 2011, the ministry has provided more than \$4.3 billion in funding to support new school facilities, as well as permanent additions and renovations at existing schools; and

Whereas: As of January 2018, the province planned on providing almost \$16 billion in capital grants over 10 years to help build new schools in high-growth areas, improve the condition of existing schools and invest in projects to reduce surplus space; and

Whereas: The Ministry of Education did not announce the availability of Capital Priority Program funding for the current school year;

Therefore be it resolved that:

OCSTA petition the Ministry of Education to prioritize and funding of the Capital Priorities Program for the 2019-2020 school year.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Bruno Iannicca

Dufferin-Peel CDSB

Seconded by: Mario Pascucci

Topic: **Air Conditioning in all Schools**

Whereas: The number of extremely warm weather days experienced throughout the school year is increasing; and

Whereas: The heat and humidity experienced during these extreme warm weather days has the potential to negatively impact the learning environments of students and staff; and

Whereas: The renewal funding provided to school boards by the Ministry of Education is not adequate to address the total outstanding renewal needs across all school boards and to install and implement air conditioning into schools in a timely manner;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to provide adequate renewal funding and develop an implementation strategy to introduce some level of air conditioning into all schools in order to minimize the impact that extreme warm weather days have on the learning environments of students and staff.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Melanie Van Alphen

Waterloo CDSB

Seconded by: Manuel da Silva

Topic: **Renewal Funding for Administrative Buildings**

Whereas: The province has invested heavily in the renewal of schools through the School Renewal Grant, School Condition Improvement Grant, Enhanced School Renewal Grant, and School Consolidation Grant; and

Whereas: The province recently passed legislation that redirected the use of Proceeds of Disposition – Schools to support the renewal of school buildings; and

Whereas: The use of renewal funding allows school boards to carry out major repairs to windows, roofs, doors, HVAC systems, plumbing, flooring, structures, walls, school grounds, walkways as well as associated infrastructure and accessibility enhancements; and

Whereas: Most school boards in Ontario have at least two administrative facilities that house staff, equipment, students, and the public; and

Whereas: School boards receive no funding to provide for the renewal of administrative buildings; and

Whereas: School boards have a legal and moral obligation to provide safe and accessible spaces for staff, students, and the public;

Therefore be it resolved that:

OCSTA petition the Ministry of Education to prioritize:

1. The provision of funds to renew and maintain administrative buildings; and
2. Enacting changes to legislation that will allow funds obtained from the proceeds of disposition of board properties (school and administrative) to be used on the renewal of board properties (school and administrative).

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Melanie Van Alphen

Waterloo CDSB

Seconded by: Brian Schmalz

Topic: **Green Investments**

Whereas: Two years of provincial Greenhouse Gas Reduction Funds were provided to school boards to renew building components that increased the efficiency of buildings; and

Whereas: With the elimination of the provincial Cap and Trade system, funds were no longer available to fund school board efficiency initiatives; and

Whereas: Commitments have been made federally, provincially, regionally, and at the school board level to reduce greenhouse gas emissions from public buildings; and

Whereas: The federal government may implement a federal carbon pricing program for provinces without a cap and trade or carbon pricing program; and

Whereas: Federal funds may flow to school boards to allow for investments in projects that will increase building efficiency (and reduce greenhouse gas emissions);

Therefore be it resolved that:

OCSTA petition the Ministry of Education to ensure political and or infrastructural barriers will not exist that would preclude school boards from benefitting from federal carbon pricing investments.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Mario Pascucci **Dufferin-Peel CDSB**

Seconded by: Thomas Thomas

Topic: **Funding For Mathematics Courses**

Whereas: School boards endeavor to achieve excellence in mathematics achievement for all students; and

Whereas: The current staffing model is centered around an overall student to staff ratio; and

Whereas: Some students may benefit from a lower class size to support their mathematics achievement; and

Whereas: Under the current staffing model, larger class sizes are the result of creating smaller class sizes in order to support some students' mathematics achievement; and

Whereas: To support student mathematics achievement in all pathways, some class sizes would require to be supported at a lower teacher/pupil ratio;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to provide funding to support decreased teacher/pupil ratios as well as increased support for teacher training to allow school boards flexibility and capacity to support all mathematics pathways.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Bruno Iannicca

Dufferin-Peel CDSB

Seconded by: Anna da Silva

Topic: **50 Day Limit Re-employment for Retired School Administrators**

- Whereas:** School boards across the province are experiencing persistent challenges with filling School Administration positions and “back filling” for Principal and Vice-Principal absences; and
- Whereas:** Ontario Teacher Pension Plan stipulates that all retirees can only work a maximum of 50 school days in any given year; and
- Whereas:** Catholic District school boards have a smaller pool for recruitment of school administrators as they must be Catholic; and
- Whereas:** School Boards are relying heavily on retired School Administrators to fill in Principal/Vice-Principal vacancies and/or absences; and
- Whereas:** 50 days does not cover a term in either an elementary or a secondary school, resulting in numerous school administrators being assigned to one school; and
- Whereas:** stability in the school leadership is paramount;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees’ Association petition the Ministry of Education to review the 50-day limit on reemployed Principals/Vice-Principals with a view to increasing the allowable reemployment days without negatively affecting their pensions. Increasing the reemployment days will allow for consistency in a school community.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: John Curry **Ottawa CSB**

Seconded by: Spencer Warren

Topic: **Seat Belts on School Buses**

Whereas: Transport Canada has taken the position for over three decades that seat belts on school buses do not enhance safety,

Whereas: a 2010 study which has recently come to light has revealed that seat belts would be helpful in side collisions in rollovers, preventing student passengers from being flung around inside the bus and thus preventing injuries and even saving lives,

Whereas: on the other hand, seat belts could dangerously restrain student passengers in the case of a school bus fire,

Whereas: school bus fires are more common than rollovers or side collisions,

Therefore be it resolved that:

the Ontario Catholic School Trustees Association (OCSTA) petition the Minister of Education to work with Transport Canada to examine the whole situation of seat belts on school buses and come to a definitive conclusion about whether seat belts enhance or detract from the safety of students on school buses.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Francis Smith **Simcoe Muskoka CDSB**

Seconded by: Catherine MacDonald

Topic: **Trustee Honorarium and Benefits**

Whereas: Municipal elected officials determine their own compensation levels and benefits by using a range of factors, the most common practice being surveying the neighbouring municipalities.

Whereas: Trustees are elected officials but the maximum allowable honorarium is legislated and the base amount increase from \$5,900 to \$6,300 was denied which is discouraging because it appears the province does not appreciate the contribution trustees are able to offer and do not think are worth even cost-of-living increases.

Whereas: The Education Act subsection 176 states that benefits cannot be extended to trustees since they are not employees of the board, but T4 supplementary slips are issued.

Therefore be it Resolved that:

- OCSTA petition the government to reconsider the formula on calculating School Board Trustees and minimally allow cost of living increases.
- That OCSTA approach the government to develop a plan for medical benefit coverage of school board trustees.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Greg Reitzel **Waterloo CDSB**
Seconded by: Brian Schmalz
Topic: **Trustee Honoraria**

Whereas: The Fewer School Boards Act (1997) reduced the number of Catholic school boards from 53 to 29 and the number of Catholic trustees from 710 to 250 while at the same time greatly reducing individual trustee honoraria and increasing their workload; and

Whereas: The minimum wage in Ontario has more than doubled (6.85 to 14.00) since 1997; and

Whereas: trustee honoraria have remained virtually unchanged since 1997; and

Whereas: as of 2019 the Federal government has removed the non-taxable allowance for trustee honoraria, further reducing the real honoraria received by trustees;

Therefore be it resolved that:

OCSTA petition the Ministry of Education to review the limits placed on trustee honoraria and adjust to ensure they are investing in good governance and trustees are receiving a fair honoraria for the work that they do.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

Moved by: Jeanny Salmon **Simcoe Muskoka CDSB**

Seconded by: Janice Hutchison

Topic: **Home, School, Church**

- Whereas:** education begins at home; and
- Whereas:** Catholic schools play an integral role in the Church’s mission to evangelize youth; and
- Whereas:** everyone would benefit from a stronger partnership among home, school and parishes; and
- Whereas:** children’s days are filled more than ever with sports and arts activities, and families are spending less time together than in previous generations;
2nd
- Whereas:** interconnected preparation in our schools, with parents and parish leaders could provide more opportunity for our students to make their sacraments; and
- Whereas:** sacrament preparation in the schools may be an opportunity for teachers to strengthen their faith; and
- Whereas:** some parish/school relationships are very strong and others non-existent;

Therefore be it Resolved that:

OCSTA create a survey for discovering methods and making suggestions on how to strengthen the home, school, church triad.

Committee Recommendation

Receive and refer to Catholic Education and Trustee Enrichment Committee.

Moved by: Catherine MacDonald **Simcoe Muskoka CDSB**

Seconded by: Peter Fracassi

Topic: **Global Warming – Climate Change**

Whereas: global warming is the increase in the average temperature of the Earth's near-surface air and the oceans ever since the mid-twentieth century and its projected continuation and the world is currently warming up at about 0.2 C each decade and has already warmed by more than 1 C compared to the mid-19th century; and

Whereas: climate change is any significant long-term change in the expected patterns of average weather of a region (or the whole Earth) over a significant period of time; and

Whereas: Intergovernmental Panel on Climate Change, the world's foremost scientific body, recently said global carbon emissions need to be cut in half by 2030 to prevent climate change; and

Whereas: there seems to be some unwillingness to take the political actions need to protect our children's future from the escalating impacts of global warming and climate change; and

Whereas: global warming and climate change is the greatest threat facing humanity;

Therefore be it Resolved that:

OCSTA create a forum to address this concern with a Province wide approach and implementing the voice of our staff and students to demand real government action.

Committee Recommendation

Receive and refer to Catholic Education and Trustee Enrichment Committee.

Moved by: John Curry **Ottawa CSB**

Seconded by: Shelley Lawrence

Topic: Use of word “Indian”

Whereas: reconciliation with indigenous communities must include respect,

Whereas: words are important instruments in conveying respect,

Whereas: the Education Act and its associated regulations from time to time may make references to matters affecting indigenous students and/or indigenous communities,

Whereas: one example is Ontario Regulation 464/97 regarding Special Education Advisory Committees (SEAC) which authorizes the composition of such SEAC committees and refers to "Indian pupils" in section 2 (e), section 4 (1) and section 4 (2),

Therefore be it resolved that:

the Ontario Catholic School Trustees Association (OCSTA) petition the Minister of Education to review the Education Act and its associated regulations to replace any usage of the word "Indian" with "indigenous" or some appropriately similar word that conveys respect of indigenous peoples and not the colonial attitude represented by the use of the term "Indian."

Committee Recommendation

Receive and refer to Catholic Education and Trustee Enrichment Committee.

TO BE CONSIDERED INDIVIDUALLY

RESOLUTIONS # 34-36

Moved by: Michael Del Grande

Toronto CDSB

Seconded by: Maria Rizzo

Topic: **Legal Defence Fund and Insurance for Individual Catholic School Trustees**

Whereas: Ontario Catholic School Trustees are protected by the Ontario School Boards' Insurance Exchange Insurance policy when they are acting in the course of their duties for all sums they are legally obligated to pay as compensatory damages for:

- i) Personal Injury Liability
- ii) Property Damage Liability
- iii) Incidental Professional and Malpractice Liability
- iv) Environmental Impairment Liability
- v) Errors and Omissions Liability; and

Whereas: Trustees are not protected by the Ontario School Boards' Insurance Exchange Insurance Policy when they are acting in the course of their duties for all sums they are legally obligated to pay as compensatory damage and legal fees incurred in defence of such claims, including for violations of:

- i) Municipal Conflict of Interest Act
- ii) Occupational Health and Safety Act
- iii) Environmental Protections Act
- iv) Unfair Hiring Practices and Wrongful Dismissal
- v) Breach of Contract; and

Whereas: Trustees are paid a very minimal honorarium for the services they provide; and

Whereas: Trustees engage with the media and the public daily, and may make commentary and be sued for such commentary, for which a Trustee has no insurance coverage;

Therefore be it Resolved that:

1. OCSTA create a legal fund and obtain insurance protection for all Ontario Catholic School Trustees by charging member boards for such protection; and
2. OCSTA establish and maintain a depository of legal opinions received from member Boards on legal issues that are likely to arise in other member Boards. Such legal opinions would be made available to other member Boards upon request.

Committee Recommendation

1. Receive and refer to Budget and Human Resources Committee.
2. Receive and refer to Political Advocacy Committee.

Moved by: Mario Pascucci

Dufferin-Peel CDSB

Seconded by: Thomas Thomas

Topic: **Investigation of a new method of vote allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)**

Whereas: The current management structure for the Ontario Catholic School Trustees' Association (OCSTA) permits representation from each Ontario Catholic school board; and

Whereas: The current OCSTA vote allocation is not reflective of the student and constituent population that trustees represent; and

Whereas: The ratification formula utilized during collective bargaining 2012-2014 required double majority which recognized the importance of large enrolment boards, and has been proven as a formula that represents the needs of boards in reference to collective bargaining situations; and

Whereas: OCSTA votes seeks to recognize the needs representing all Catholic constituents;

Therefore be it Resolved that:

OCSTA investigate a new method for vote allocation at the Annual General Meeting (AGM) so that representation be aligned to the size of boards.

Committee Recommendation

Not approve.

Moved by: Michael Del Grande **Toronto CDSB**

Seconded by: Maria Rizzo

Topic: **Weighted Voting for the Annual General Meeting of the Ontario Catholic School Trustee's Association (OCSTA)**

Whereas: There are 29 Catholic Board or Districts in Ontario of varying size, student population and number of ratepayers. There is a provincial election process that provides representation according to population. It would be beneficial for all members of OCSTA to participate in an open, transparent and representative process when making decisions which have a provincial impact on Catholic education; and

Whereas: the current Board of Directors structure for Ontario Catholic School Trustees' Association (OCSTA) provides for equal representation from each Ontario Catholic School Board; and

Whereas: the current voting procedure at the Annual General Meeting permits one vote per board regardless of size; and

Whereas: the current OCSTA vote allocation is not reflective of the population that trustees represent;

Therefore be it Resolved that:

OCSTA investigate and develop a new method and policy for vote allocation for voting at Annual General Meetings which considers Trustee representation reflective of Catholic population by Board or District for implementation at the 2019 Annual General meeting.

Committee Recommendation

Not approve.

OCSTA RESOLUTIONS 2019

#	TOPIC	Committee Recommendation
A-19	Moved by OCSTA Board of Directors Amendment to the “ <i>Amended and Restated By-law Number 2016-1, A By-law Relating Generally to the Conduct of Its Affairs</i> ” (OCSTA By-Law)	Approve
GROUP RESOLUTIONS		
1-19	Moved by Hamilton Wentworth CDSB <i>Accuracy of Municipal Voter Lists</i>	Approve
2-19	Moved by Simcoe Muskoka CDSB <i>Property Tax-School Board Support</i>	Approve
3-19	Moved by Waterloo CDSB <i>Parent Reaching Out Grants</i>	Approve
4-19	Moved by Dufferin-Peel CDSB <i>Funding for Retrofitting/Renovating Schools</i>	Approve
5-19	Moved by Dufferin-Peel CDSB <i>Funding for Students with Diverse Learning Needs, including Special Education Needs</i>	Approve
6-19	Moved by Simcoe Muskoka CDSB <i>Special Education</i>	Approve
7-19	Moved by Dufferin-Peel CDSB <i>Student Transportation Funding</i>	Approve
8-19	Moved by Dufferin-Peel CDSB <i>School Bus Driver Retention concerns</i>	Approve
APPROVE AND REFER		
9-19	Moved by Ottawa CDSB <i>Equity Regarding System/Department Principals</i>	Approve and refer to Labour Relations Committee
10-19	Moved by Dufferin-Peel CDSB <i>Occasional Teacher Costs</i>	Approve and refer to Labour Relations Committee
11-19	Moved by Peterborough Victoria Northumberland & Clarington CDSB <i>Cybersecurity in School Boards</i>	Approved and refer to Political Advocacy Committee

12-19	Moved by Simcoe Muskoka CDSB <i>Economic Realities with Capital Projects</i>	Approved and refer to Political Advisory Committee
13-19	Moved by Dufferin-Peel CDSB <i>Parent Reaching Out (Pro) Grants</i>	Approved and refer to Political Advocacy Committee
14-19	Moved by Ottawa CDSB <i>Perceived threat to security</i>	Approved and refer to Catholic Education & Trustee Enrichment Committee
RECEIVE AND REFER		
15-19	Moved by Dufferin-Peel CDSB <i>Daily Occasional Teacher Roster Caps</i>	Receive and refer to Labour Relations Committee
16-19	Moved by Dufferin-Peel CDSB <i>Hard Caps in Kindergarten Classes</i>	Receive and refer to Labour Relations Committee
17-19	Moved by Northwest CDSB <i>Regulation 274 Fair Hiring Practice</i>	Receive and refer to Labour Relations Committee
18-19	Moved by Dufferin-Peel CDSB <i>Ontario Regulation 274/12 – Hiring Practices</i>	Receive and refer to Labour Relations Committee
19-19	Moved by Dufferin-Peel CDSB <i>Qualified French Teacher Recruitment & Retention</i>	Receive and refer to Labour Relations Committee
20-19	Moved by Dufferin-Peel CDSB <i>Support Staff Recruitment and Retention</i>	Receive and refer to Labour Relations Committee

21-19	Moved by Simcoe Muskoka CDSB <i>Chronic Shortage of Occasional Staff for Teachers, Early Childhood Educators and Educational Assistants, and Its Impact on Learning</i>	Receive and refer to Labour Relations Committee
22-19	Moved by Waterloo CDSB <i>Capital Priorities Program</i>	Receive and refer to Political Advocacy Committee
23-19	Moved by Dufferin-Peel CDSB <i>Air Conditioning in all Schools</i>	Receive and refer to Political Advocacy Committee
24-19	Moved by Waterloo CDSB <i>Renewal Funding for Administrative Buildings</i>	Receive and refer to Political Advocacy Committee
25-19	Moved by Waterloo CDSB <i>Green Investments</i>	Receive and refer to Political Advocacy Committee
26-19	Moved by Dufferin-Peel CDSB <i>Funding for Mathematics Courses</i>	Receive and refer to Political Advocacy Committee
27-19	Moved by Dufferin-Peel CDSB <i>50 Day Limit Re-employment for Retired School Administrators</i>	Receive and refer to Political Advocacy Committee
28-19	Moved by Ottawa CDSB <i>Seat Belts on School Buses</i>	Receive and refer to Political Advocacy Committee
29-19	Moved by Simcoe Muskoka CDSB <i>Trustee Honorarium and Benefits</i>	Receive and refer to Political Advocacy Committee
30-19	Moved by Waterloo CDSB <i>Trustee Honoraria</i>	Receive and refer to Political

		Advocacy Committee
31-19	Moved by Simcoe Muskoka CDSB <i>Home, School, Church</i>	Receive and refer to Catholic Education and Trustee Enrichment Committee
32-19	Moved by Simcoe Muskoka CDSB <i>Global Warming – Climate Change</i>	Receive and refer to Catholic Education and Trustee Enrichment Committee
33-19	Moved by Ottawa CDSB <i>Use of word “Indian”</i>	Receive and refer to Catholic Education and Trustee Enrichment Committee
TO BE CONSIDERED INDIVIDUALLY		
34-19	Moved by Toronto CDSB <i>Legal Defence Fund and Insurance for Individual Catholic School Trustees</i>	Receive and refer to Political Advocacy Committee Receive and refer to Budget and Human Resources Committee
35-19	Moved by Dufferin-Peel CDSB <i>Investigation of a new method of vote allocation at the Annual General Meeting of the Ontario Catholic School Trustees’ Association (OCSTA)</i>	Not approve
36-19	Moved by Toronto CDSB <i>Weighted Voting for the Annual General Meeting of the Ontario Catholic School Trustees’ Association (OCSTA)</i>	Not approve



OCSTA 2018 Resolutions Status Chart

Board		Topic	AGM Decision	Action Taken	Status
A	OCSTA	OCSTA's Support of FACE	Approve		
1.	Huron Superior	Change to OCSTA By-Law re Term of Office for President	Receive and Refer to OCSTA Board of Directors Referred to Resolutions Committee	<i>Board Decision: Feb. 8, 2019. Board of Directors approved amendments to the OCSTA By-laws. Process to amend by-law to be submitted to Members of 2019 AGM</i>	<i>Process to amend by-law will be presented to Members at the 2019 AGM.</i>
2.	St. Clair	Trustee Term of Service as CCSTA Representative	Receive and Refer to OCSTA Board of Directors Referred to Resolutions Committee	<i>Same as above.</i>	<i>Same as above</i>
3.	Dufferin-Peel	Occasional Teacher Costs	Approve	<i>Included in Annual Finance Brief to Minister of Education</i>	<i>Complete</i>
4.	York	Lead in Water – Retrofitting Older Schools	Approve	<i>Letter sent to ADM Andrew Davis. Response received February 25, 2019 from ADM Joshua Paul.</i>	<i>Complete</i>
5.	York	Student Transportation	Approve	<i>Included in OCSTA's Annual Finance Brief to the Minister of Education</i>	<i>Complete</i>

6.	Dufferin-Peel	Ontario Regulation 274/12 – Hiring Practices	Approve and refer to Labour Relations Committee	<i>OCSTA labour relations representatives have conveyed administrative and costs concerns to Crown representatives in recent consultations regarding Regulation 274. Bargain options will be finalized in discussions with CTA partners and the Crown in advance of 2019 bargaining. Letter sent to Board on March 8, 2019.</i>	<i>Ongoing</i>
7.	Dufferin-Peel	Qualified French Teacher Recruitment & Retention	Approve and refer to Labour Relations Committee	<i>Same as above.</i>	<i>Ongoing</i>
8.	Dufferin-Peel	Student Transportation Funding	Approve and refer to Political Advocacy Committee	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>
9.	Dufferin-Peel	Funding for Students with Diverse Learning Needs, including Special Education Needs	Approve and refer to Political Advocacy Committee	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>
10.	Dufferin-Peel	School Bus Driver Retention Concerns	Approve and Refer to Political Advocacy Committee	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>
11.	Ottawa	Increase in Funding to Programs That Support Students on Long Term Suspensions, Expulsions and Exclusions	Approve and refer to Political Advocacy Committee Page 152 of 356	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>

12.	York	Special Education	Approve and refer to Political Advocacy Committee	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>
13.	Dufferin-Peel	Support Staff Recruitment and Retention	Receive and refer to Labour Relations Committee	<i>OCSTA labour relations representatives will canvass the Crown's willingness to support standardization of DECE and ERWA terms and conditions in advance of 2019 central terms negotiations. Consultation on this issue will also be undertaken with OCSTA member boards and members of the Council of Trustees Association (CTA).</i>	<i>Ongoing</i>
14.	Dufferin-Peel	Daily Occasional Teacher Roster Caps	Receive and refer to Labour Relations Committee	<i>OCSTA labour representatives will raise this concern both with the Crown and when consulting with other member boards in advance of central/local determination for 2019 central terms negotiations.</i>	<i>Ongoing</i>
15.	Dufferin-Peel	Executive Compensation Program Development Costs	Receive and Refer to Political Advocacy Committee	<i>Board Decision February 8, 2019: Deferred to a future meeting due to timing with new government.</i>	<i>Ongoing</i>
16.	Dufferin-Peel	Air Conditioning in Schools	Receive and refer to Political Advocacy Committee	<i>Board Decision June 15, 2018: No further action be taken on this resolution as this is a local issue requiring a local decision.</i>	<i>Complete</i>
17.	Dufferin-Peel	Funding for Mathematics Courses	Receive and refer to Political Advocacy Committee	<i>Board Decision December 7, 2018: That no further action be taken as this is a local issue requiring a local decision.</i>	<i>Complete</i>

18.	York	Elimination of Top-Up Funding	Receive and refer to Political Advocacy Committee	<i>Included in Annual Finance Brief to the Minister of Education.</i>	<i>Complete</i>
19.	Dufferin-Peel	Trustee Honoraria	Receive and refer to Political Advocacy Committee	<i>Board Decision September 15, 2018: That: at the appropriate time OCSTA will resubmit and advocate for its most recently approved position with regard to trustee honoraria. Letter sent to DPCDSB (Dec. 11/18)</i>	<i>Ongoing</i>

2018 (20) OCSTA=1, Dufferin-Peel=12, Huron-Superior=1, Ottawa=1, St. Clair=1, York=4

2017 (08) Dufferin-Peel=4, Hamilton-Wentworth=1, Renfrew=1, Windsor=2

2016 (15) OCSTA=1, Dufferin-Peel=4, Kenora=1, Simcoe=3, York=6

2015 (27) Brant=1, Dufferin-Peel=4, Huron Superior=4, Kenora=1, Ottawa=1, Renfrew=1, Simcoe=6, Superior North=1, Windsor=5

2014 (16): Algonquin=1, Eastern Ontario=1, Dufferin-Peel=6, Nipissing= 1, Northwest=1, Ottawa=3, Renfrew=1, Waterloo=1 2013 (16): Brant=1, Dufferin-Peel=2, London=1, Renfrew=1, Simcoe=1, Toronto=9, York=1



REPORT TO

REGULAR BOARD

RECOMMENDATION OF THE GOVERNANCE & POLICY COMMITTEE TO RESCIND AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) POLICY H.M.27

The Lord God is watching over us and in truth has compassion on us...
(2 Maccabees 7)

Created, Draft	First Tabling	Review
February 18, 2019	February 27, 2019	Click here to enter a date.
Peter Aguiar, Superintendent of Student Achievement and Wellbeing & Governance and Policy Development		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends rescinding the current AIDS (Acquired Immune Deficiency Syndrome) Policy H.M. 27.

The cumulative staff time required to prepare this report was 4 hour

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends the policy be rescinded.

C. APPENDIX

Appendix A: AIDS (Acquired Immune Deficiency Syndrome) Policy H.M. 27

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the rescinding of the AIDS (Acquired Immune Deficiency Syndrome) Policy H.M. 27 provided in Appendix A.

~~TCDSB Policy Register~~

~~AIDS (Acquired Immune Deficiency Syndrome) H.M.27~~

Policy

~~Recognizing the right of students to an education and of staff to gainful employment, the Toronto Catholic District School Board shall respond to individuals suffering from AIDS in a compassionate manner consistent with the gospel message of Jesus Christ.~~

Regulations:

- ~~1. The Toronto Catholic District School Board acknowledges the right to privacy of any student or employee with AIDS.~~
- ~~-~~
- ~~2. If it becomes necessary for a student with AIDS to request delivery of educational service in a way other than the current classroom placement, appropriate arrangements will be made, taking into consideration the needs of that student and the health of other students.~~
- ~~-~~
- ~~3. Only those teachers who agree to do so will be placed on such special assignments.~~
- ~~-~~
- ~~4. Every effort will be made to allow employees with AIDS to work as long as they are able within the Toronto Catholic District School Board's Retirement Policy, provided that they do not pose a health hazard to themselves or to others. If a particular work situation is considered dangerous to the AIDS sufferer, efforts will be made to place the person in a less threatening situation.~~
- ~~-~~

~~BM p 210, 15 Oct 87.~~



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO UPDATE VICTIM'S RIGHTS POLICY S.S.13

But let all who take refuge in you rejoice; let them ever sing for joy. Spread your protection over them, so that those who love your name may exult in you. Psalm 5:11

Created, Draft	First Tabling	Review
February 18, 2019	February 27, 2019	Click here to enter a date.

Vince Burzotta, Superintendent of Safe Schools

Nadia Adragna, Principal Safe Schools Department

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updates to the current Victim's Rights Policy (S.S.13) to reflect current practices and to update the policy in meta format.

The cumulative staff time required to prepare this report was 9 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

Appendix A: Victim's Rights Policy (S.S.13) with proposed amendments.

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Victim's Rights Policy (S.S.13) as amended and proposed in Appendix A.



POLICY SECTION: SAFE SCHOOLS
SUB-SECTION:
POLICY NAME: VICTIMS RIGHTS
POLICY NO: SS.13

Date Approved: September 11, 2014 - Board	Review Cycle: September 2017 February 2024	Dates of Amendment: October 6, 2005—Board Meeting
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Cross Reference:

- ~~(1) Expulsion Policy S.S. 05~~
- (2) Suspension and Expulsion Policy S.S.01**
- (3) Fresh Start Policy S.S.12**
- (4) Access to School Premises, S.S.04
- ~~(5) Apprehension or Arrest of Pupils, S.18~~
- (6) Access to Pupils, S.15
- (7) Access to Pupil Information, S.16
- ~~(8) Police Investigation, V.P. 05~~
- (9) Suspected Child Abuse Reporting, S.17
- (10) ~~Trespass to Property, V.P. 11~~ **Trespass Policy S.S.14**
- (11) Regulation 474/00: Access to School Premises
- ~~(12) Education Act, Section 309~~
- (13) Policy/ Program Memorandum 145**
- ~~(14) Principal's Inquiry—Suspension & Expulsion, S.S.08~~
- ~~(15) Police/School Board Protocol~~

Attachment(s):

Purpose

This policy affirms the need for students to feel safe in their school community. The purpose of this policy is to outline the response of the principal in those circumstances where a victim has been harmed as a result of a serious incident, and the principal believes that the victim's safety - physical, emotional, or psychological - may be compromised by the continued presence of the individual(s) responsible for the harm.



POLICY SECTION: SAFE SCHOOLS
SUB-SECTION:
POLICY NAME: VICTIMS RIGHTS
POLICY NO: SS.13

Scope and Responsibility

This policy extends to all individuals of the TCDSB. The Director of Education, the Superintendent of Safe Schools, and school principals are responsible for this policy.

Alignment with MYSP:

Fostering Student Achievement and Well-Being
 Living Our Catholic Values

Financial Impact

Generally there is no significant financial impact on the TCDSB.

Legal Impact

~~The Education Act requires principals to promote a positive school climate where all individuals feel safe. When serious incidents occur resulting in harm – physical, emotional, psychological – to an individual, the principal is required to conduct an investigation and to take appropriate steps to re-establish safety.~~

Policy

In every Toronto Catholic District School Board setting and every Toronto Catholic District School Board sponsored activity, each actual or intended victim - as and when identified - who has suffered or may be reasonably expected to suffer intentionally inflicted harm, whether physical, mental or emotional, as a result of the action of one or more others, has the right:

- to ~~immediate~~ **immediately receive** required care and physical assistance,
- to emotional, spiritual and moral support, and
- to reasonable and adequate protection against future harm, to the extent required in the circumstances.



POLICY SECTION: SAFE SCHOOLS
SUB-SECTION:
POLICY NAME: VICTIMS RIGHTS
POLICY NO: SS.13

Regulations

1. An actual or intended victim is a person who suffers injury or hurt as a result of the intentionally inflicted or threatened harm caused or permitted by one or more other persons. Such harm can take many forms: actual or threatened assault, mental or emotional violence of any sort including harassment or bullying. Regardless of the form or the reasons underlying the harm caused, and regardless of the consequences imposed upon the person(s) who may have caused the harm, the victim is entitled to care, support and protection, ~~all~~ as is reasonably necessary in the circumstances.
2. As the first and immediate response when a student has suffered intentionally inflicted harm or is threatened due to the action of one or more others, the victim and the person(s) who may have caused the harm shall be separated, and any required care and medical and other attention to the victim shall be provided. Police may be contacted as deemed appropriate by the principal.
3. ~~The aforementioned contact (per Reg 2) shall be promptly followed by contact with the parent(s)/guardian(s) of the victim~~ **shall promptly be informed** of the nature of the activity that resulted in the harm, the nature of the harm, steps taken to protect the victim's safety, and the supports that will be provided ~~for~~ **to** the victim in response to the harm that resulted from the activity.
4. As to the student(s) who may have caused the harm, the principal shall **promptly** contact the parent(s)/guardian(s) to inform them of the nature of the activity that resulted in harm to the victim, ~~the nature of the harm to the victim~~, the nature of any disciplinary measures taken in response to the activity, and the supports that will be provided ~~for~~ **to** the student in response to his/her engagement **participation in the activity** ~~participation in causing harm to the victim~~ **that caused the harm.**



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: VICTIMS RIGHTS

POLICY NO: SS.13

5. Depending upon the circumstances, the principal should consider a consultation with the Supervisory Officer, ~~and/or the School Social Worker and/or Safe Schools Department.~~

6. In due course, the principal shall determine through an investigation that emphasizes confidentiality, whether the separation of the actual or intended victim and the student(s) who ~~may have~~ caused or intended to cause the harm should continue beyond the immediate aftermath of the incident. ~~or whether, without compromise to the interest of all students involved, the best interest of all may continue to be served through continued participation of the student perpetrator(s) as before the incident.~~ In making this judgement, the principal shall consider:
 - a) ~~whether criminal charges have been laid against the student(s) who may have caused the harm;~~
whether the student and/or student's parent/legal guardian have agreed to an undertaking or conditions
 - b) whether **the undertaking or conditions [mentioned referred to in (a) above]** ~~there are bail or other court imposed conditions requiring~~ **require** distance separation between the actual or intended victim and the ~~other student(s)~~ **student(s) who inflicted harm or threatened the victim;**
 - c) whether and when the intellectual or emotional conditions of the actual or intended victim and the other student(s) can reasonably be expected to tolerate an end to the separation;
 - d) the nature, validity and suitability of any demands or requests made by the actual or intended victim and/or his/her parent(s)/ guardian(s);
 - e) the nature, validity and suitability of any demands or requests made by the student(s) who may have caused the harm, and/or his/her/their respective parent(s)/guardian(s);
 - f) the overall impact of the incident on school climate.



POLICY SECTION:SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: VICTIMS RIGHTS

POLICY NO: SS.13

7. Whenever a choice must be made as to which of the actual or intended victim, or the student(s) who ~~may have caused~~ **or threatened to harm the victim** ~~the harm,~~ must be transferred **to a new school, where circumstances dictate,** ~~generally (though not always),~~ it will be the student(s) who caused the harm who will be required to transfer to another school. This transfer is facilitated through the Fresh Start Process.
8. These regulations shall be applicable, with necessary variations, whenever the actual or intended victim is a member of the teaching or other staff of the Board.
9. Ultimately, subject to requirements of law and of other Board policies, the principal shall determine what is in the best interest of all students involved, both the actual or intended victim and the student(s) who ~~may have caused~~ the harm, balancing where necessary, the competing interests, to produce a fair and equitable result in harmony with Catholic traditions and values, ~~and~~ teaching and learning philosophy. The principal may consider facilitating a ~~Restorative Conflict~~ **Resolution Conference and** Mediation Circle (RCMC) provided that all parties are in agreement. Ultimately, the onus is on the principal to consider first and foremost the impact on the victim if the student(s) who may have caused the harm is allowed to remain in the school.

Definitions

School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

**POLICY SECTION:SAFE SCHOOLS****SUB-SECTION:****POLICY NAME: VICTIMS RIGHTS****POLICY NO: SS.13****Police/School Board Protocol**

~~This protocol has been developed by the four publicly funded district school boards operating within the city of Toronto and Toronto Police Service with the clear purpose of supporting schools as safe, caring, inclusive and accepting places for learning and teaching. The Protocol clearly outlines the roles and responsibilities of school official and police officers in situations where the police are present at school for a school related incident or in other situations.~~

Fresh Start

~~A Fresh Start is generally defined as a non-voluntary or unusual movement of a student to a new school within the school year or at the end of a semester. A Fresh Start can be considered as a response to TCDSB Victim's Rights Policy (VP13), court conditions imposed by the Criminal Justice System for an incident for which the student was not expelled, or other special circumstances as approved by the superintendent of the student's school.~~

A Fresh Start is a non-disciplinary administrative transfer to a new school to preserve school safety. A Fresh Start may not be imposed as a form of discipline.

Fresh Starts can be imposed:

- a. in response to TCDSB Victims' Rights Policy (S.S.13);**
- b. to assist the student with an undertaking or conditions agreed to by the student and/or student's parent/legal guardian; or**
- c. in other circumstances to preserve school safety as approved by the superintendent of the student's school.**

**POLICY SECTION:SAFE SCHOOLS****SUB-SECTION:****POLICY NAME: VICTIMS RIGHTS****POLICY NO: SS.13****Restorative Conflict Resolution Conference and Mediation Circles (RCMC)**

~~Resolution Conference and Mediation Circles is a practice based on community justice principles.~~ **A resolution conference brings together, in a safe and controlled environment, all those who have been affected by the incident in question. The participants in the circle determine how the harm caused by the actions of the youth student in conflict might be repaired. Acceptance of responsibility, another important part in this process, will enhance a sense of accountability not always found in a punitive response.**

~~It involves a face to face facilitated meeting with various participants. RCMC reduces the recidivism rate of youth(s) in conflict with the school or the community. It allows the complainant(s) to experience closure on the incident. RCMC also allows the school to have a more productive involvement in the post-incident occurrences, and the supporters of both the youth(s) and the complainant(s) to hear exactly what happened and to be heard in the process.~~

Metrics

1. Annual Safe Schools Climate surveys administered to representative groups of TCDSB students.
2. Anonymous school climate surveys conducted with Parents and Staff at least every two years.
3. Safe Schools data **as reported in the Safe Schools Annual Report** : Reporting Forms — Part I, Progressive Discipline Incident Logs, — Suspensions/Expulsions/Fresh Start Transitions
4. ~~Consultations and data gathered from Safe and Accepting Schools Team Members, Student Leaders and School Resource Officers and/or Community School Liaison Officers.~~



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE SUPENSION AND EXPULSION POLICY S.S.01

For the commandment is a lamp and the teaching a light, and the reproofs of discipline are the way of life. Proverbs 6:23

Created, Draft	First Tabling	Review
February 18, 2019	February 27, 2019	Click here to enter a date.

Vince Burzotta, Superintendent of Safe Schools

Nadia Adragna, Principal Safe Schools Department

RECOMMENDATION REPORT

Vision:

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current Suspension and Expulsion Policy (S.S.01) to conform to recent legislative change and the recently updated TCDSB Fresh Start Policy (S.S.12).

The cumulative staff time required to prepare this report was 16 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

Appendix A: Suspension and Expulsion Policy (S.S.01) with proposed amendments.

D. EVIDENCE/RESEARCH/ANALYSIS

That the Board accept the recommendation of the Governance and Policy Committee and approve the Suspension and Expulsion Policy (S.S.01) as amended and proposed in Appendix A.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

Date Approved: November 20, 2014	Date of Next Review: September, 2019 February, 2024	Dates of Amendments: August 25, 2016
<p>Cross References Education Act Part XIII, Behaviour, Discipline and Safety S.S. 09 Code of Conduct S.S. 11 Bullying Prevention and Intervention S.S. 10 Progressive Discipline S.S. 04 Access to School Premises S. 15 Access to Pupils S. 16 Access to Pupil Information S. 17 Suspected Child Abuse Reporting Police/School Board Protocol Statutory Powers Procedure Act Program/Policy Memorandum 141, <i>School Board Programs for Students on Long-Term Suspension</i> Program/Policy Memorandum 142, <i>School Board Programs for Expelled Students</i> Program/Policy Memorandum 144, <i>Bullying Prevention and Intervention</i> Program/Policy Memorandum 145, <i>Progressive Discipline and Promoting Positive Student Behaviour</i> Program/Policy Memorandum 128, <i>Provincial Code of Conduct and School Board Codes of Conduct</i></p>		

**POLICY SECTION: Safe Schools****SUB-SECTION:****POLICY NAME: Suspension and Expulsion Policy (Consolidated)****POLICY NO: S.S. 01****Operational Procedures:**

Appendix A - Protocol to Suspension

Appendix B – Guidelines to Long-Term Suspension Program (TIPSS)

~~Appendix C – Protocol to Expulsion~~ **Intentionally Deleted**

~~Appendix D C~~ – Guidelines to Expulsion Program (Monsignor Fraser College – St. Martin Campus, ~~formerly APPLE~~)

~~Appendix E D~~ – Protocol for Suspension Appeals and Expulsion

Hearings ~~Appendix F E~~ – Statutory Powers Procedure Act

~~Appendix G F~~ – Frequently Asked Questions for Suspension Appeal

Hearings ~~Appendix H G~~ – Frequently Asked Questions for Expulsion

Hearings ~~Appendix I H~~ – Principal Investigation Guideline

Appendix I - Search and Seizure Guideline

Purpose

This policy affirms that, consistent with our Multi-Year Strategic Plan, Catholic Social Teachings and Ontario Catholic School Graduate Expectations, the conduct of students as members of the Catholic school community is expected to be modelled upon Christ, and conduct falling below that standard requires appropriate discipline. Creating a positive school climate is a shared responsibility of all stakeholders.

“Act justly, love tenderly and walk humbly with your God.” (Micah: 8)

Scope and Responsibility

This policy extends to all individuals of the TCDSB including students, parents, teachers and school staff, support staff, administrators, ~~parish priests and~~ community school partners. Trustees and the Director of Education are responsible for this policy.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

Alignment with MYSP

Fostering Student Achievement and Well-

Being Living Our Catholic Values

Strengthening Public Confidence

Policy

The TCDSB is committed to ensuring that all schools focus on the building of healthy relationships, a safe, inclusive, and accepting learning environment rooted in the Ontario Catholic Graduate Expectations. A positive school climate is established when all aspects of the Code of Conduct Policy are respected. The enforcement of the Code of Conduct Policy, including suspension, referral to the Board for expulsion and intervention/support programs, contributes to the development and maintenance of a positive school climate. Guidelines and procedures are provided to students, parents, guardians and principals to ensure that all processes and outcomes are fair, equitable, and just.

Regulations

1. In accordance with the section 306. of *The Education Act*, ~~thereafter~~ **hereafter** known as *the Act*, a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the Activities identified in *Operational Procedures "Protocol to Suspension"* (Appendix A) while at school, at a school related activity, or in other circumstances where engaging in the Activity will have an impact on school climate.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

2. In accordance with *the Act* and Program Policy Memorandum 141, the Board will offer the Transitional Intervention Program for Suspended Students (TIPSS) to students on a long- term suspension or suspension pending possible expulsion.

Appendix B: *Operational Procedures “Guidelines to Long-Term Suspension Program (TIPSS)”*

3. Upon re-entry from suspension, in accordance with our Catholic faith and traditions, the principal will facilitate a re-entry process that includes opportunity for reflection, reconciliation and acceptance, with appropriate supports and interventions that will be intended to maximize the opportunities for successful return to school.
4. In accordance with section 310. of *the Act* the principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the Activities identified in *Operational Procedures “Protocol to Expulsion”* (Appendix C) while at school, at a school related activity, or in other circumstances where engaging in the Activity will have an impact on school climate. Given the more serious nature of these activities, the principal will conduct an ~~more~~ in-depth investigation ~~with possible report to police and consider a recommendation for~~ **recommending** a school or board expulsion.
5. In accordance with *the Act* and Program Policy Memorandum 142, the Board will offer a program (Monsignor Fraser College – St. Martin Campus, ~~formerly APPLE~~) for students approved for Board Expulsion. Appendix D: *Operational Procedures “Guidelines to Expulsion Program (Monsignor Fraser College – St. Martin Campus, formerly APPLE)”*



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

6. ~~Upon re-entry from~~ **Following a** School or Board Expulsion, in accordance with our Catholic faith and traditions, the principal will ensure a ~~re-entry~~ transition plan that includes opportunity for reflection, reconciliation and acceptance, with appropriate supports and interventions that will be intended to maximize the opportunities for successful reintegration to school.
7. In accordance with section 309. of *the Act*, the parent, guardian or adult student may appeal the suspension. In accordance with section 311. of *the Act*, if the principal recommends to the board that a pupil be expelled, the board shall hold an expulsion hearing. Appendix E: *Operational Procedures “Protocol for Suspension Appeals and Expulsion Hearings”*
8. Suspension Appeal Hearings and Expulsion Hearings will be conducted in accordance with the *Statutory Powers Procedure Act*. Appendix F: *Operational Procedures “Statutory Powers Procedure Act”*
9. Suspension Appeal Hearings will be conducted according to the *Operational Procedures “Frequently Asked Questions for Suspension Appeal Hearings”*. (Appendix G)
10. Expulsion Hearings will be conducted according to the *Operational Procedures “Frequently Asked Questions for Expulsion Hearings”*. (Appendix H)



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

Definitions

School Climate: The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

Police/School Board Protocol: This protocol has been developed by the four publicly funded district school boards operating within the city of Toronto and Toronto Police Service with the clear purpose of supporting schools as safe, caring, inclusive and accepting places for learning and teaching. The Protocol clearly outlines the roles and responsibilities of school officials and police officers in situations where the police are present at school for a school related incident or in other situations.

Code of Conduct: The Code of Conduct reflects the provincial standards that promote and support respect, civility, responsible citizenship, safety and well-being for all individuals.

Long-Term Suspension: These include suspensions issued for 6 to 20 days.

Expulsion: *The Act* permits principals to recommend to the Board of Trustees two possible types of expulsion. A **school expulsion** denies a student access to a particular TCDSB school. A **board expulsion** denies a student access to all TCDSB schools.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

Evaluation & Metrics

1. Annual review of suspension and expulsion data
2. Review of Safe Schools Progressive Discipline Application statistics
3. Anonymous safe school climate surveys administered to representative groups of TCDSB students, parents and staff
- ~~4. Review of the Toronto Police Service School Resource Officer (SRO) and Community School Liaison Officer (CSLO) activities, programs, and surveys~~
4. Review of hearings appealed to the Child and Family Services Review Board
5. Review of annual suspension appeal hearings and expulsion hearings
- ~~7. Review of annual data related to Threat Assessments and Restorative Conflict Mediation Circles (RCMC)~~
6. Review of annual TIPSS statistics
7. Review of annual Monsignor Fraser College, St. Martin Campus, ~~formerly APPLE~~ statistics
8. Safe Schools Advisory Committee consultation used to inform direction and priorities



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

**OPERATIONAL PROCEDURES: Protocol to Suspension
and Protocol to Expulsion**

APPENDIX A

Protocol to Suspension and Protocol to Expulsion



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

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APPENDIX A

Operational Procedures: Protocol to

Suspension Activities Leading to Possible

Suspension

In accordance with *the Act* section 306 (1) a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school related activity, or in other circumstances where engaging in the Activity will have an impact on school climate:

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. **Possessing cannabis, unless the pupil is a medical cannabis user**
4. Being under the influence of alcohol
5. **Being under the influence of cannabis, unless the pupil is a medical cannabis user**
6. Swearing at a teacher or at another person in a position of authority
7. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
8. Bullying
9. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

Suspension under Board Policy

Under clause 306. (1) 7 of *the Act*, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

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- (1) Persistent opposition to authority;
- (2) Habitual neglect of duty;
- (3) Use of profane or improper language;
- (4) Theft;
- (5) Aid/incite harmful behaviour;
- (6) Physical assault;
- (7) Being under the influence of illegal drugs;
- (8) Harassment;
- (9) Fighting;
- (10) Extortion;
- (11) Inappropriate use of electronic communications/media equipment; and/or
- (12) Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Activities Leading to a Suspension Pending Possible Expulsion

Under subsection 310. (1) of *the Act*, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the Activity will have an impact on the school climate:

- (1) Possessing a weapon, including possessing a firearm
- (2) Using a weapon to cause or to threaten bodily harm to another person
- (3) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- (4) Committing a sexual assault
- (5) Trafficking in weapons or in illegal drugs
- (6) Committing robbery
- (7) Giving alcohol to a minor
- (8) Giving cannabis to a minor**

8.1 Bullying, if

- (i) the pupil has been previously suspended for engaging in bullying, **and**
- (ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.



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- 8.2 Any activity listed in subsection 306. (1) of *the Act* that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar basis.
- (9) Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

Suspension Pending Expulsion under Board Policy

Under clause 310. (1) 8 of *the Act*, a pupil must be suspended if he or she engages in an activity that is an activity for which a principal ~~may~~ **must** suspend a pupil under a policy of the board **including**.

- (1) Possession of explosive substance;
- (2) Refractory conduct;
- (3) Serious or repeated misconduct;
- (4) Conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

If a principal decides to suspend a pupil for engaging in an activity described in subsections 306. or 310. of *the Act*, the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

Suspension Duration

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

In considering how long the suspension should be, a principal will take into account any mitigating and/or other factors prescribed by the regulations.

A principal may not suspend a pupil more than once for the same occurrence.



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Mitigating Factors

In recognizing the uniqueness of each child and applying a lens of pastoral care, the principal will consider the following mitigating factors in reaching a final determination:

- The pupil does not have the ability to control his or her behaviour.
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other Factors

Similarly, the principal will consider the following other factors in reaching a final determination, once again in recognition of the uniqueness of each child and applying a lens of pastoral care:

- The pupil's history.
- Whether a progressive discipline approach has been used with the pupil.
- Whether the activity for which the pupil may be suspended was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other form of harassment.
- How the suspension or expulsion would affect the pupil's ongoing education.
- The age of the pupil.
- In the case of a pupil for whom an individual education plan has been developed,
 - (i) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan.
 - (ii) whether appropriate individualized accommodation has been provided, and
 - (iii) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.



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Notice of Suspension

A principal who suspends a pupil under S. 306 or S. 310 of the *Act* shall,

- (a) inform the pupil's teacher(s) of the suspension; and
- (b) make all reasonable efforts to inform the pupil's parent or guardian of the suspension within 24 hours of the suspension being imposed, unless,
 - (i) the pupil is at least 18 years old, or
 - (ii) the pupil is 16 or 17 years old and has withdrawn from parental control.
- (c) ensure that written notice is given promptly to the following persons:
 - (1.) the pupil
 - (2.) the pupil's parent or guardian unless,
 - (i.) the pupil is at least 18 years old, or
 - (ii.) the pupil is 16 or 17 years old and has withdrawn from parental control.

Contents of the Notice of Suspension under S. 306 and S. 310 of the *Act*

The notice of suspension will include the following:

- (1) The reason for the suspension;
- (2) The duration of the suspension;
- (3) Information about any program for suspended pupils to which the pupil is assigned;
- (4) Information about the right to appeal the suspension under section 309. of *the Act* including,
 - (i) a copy of the Board policies and guidelines governing the appeal process established by the Board under subsection 302. (6) of *the Act*, and



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- (ii) the name and contact information of the appropriate superintendent of education to whom notice of the appeal must be given under subsection 309. (2) of *the Act*.

Additional Contents of the Notice of Suspension under S. 310 of the *Act*

In addition to the contents of the Notice of Suspension described immediately above under S. 306 and S. 310 of the *Act*, a notice of suspension under S. 310 of the *Act* must also include:

- 1. Information about the investigation the principal will conduct under S. 311.1 of the *Act* to determine whether to recommend that the pupil be expelled; and**
- 2. A statement indicating that,**
 - (i) There is no immediate right to appeal the suspension,**
 - (ii) If the principal does not recommend to the board that the pupil be expelled following the investigation under subsection 311.1, the suspension will become subject to appeal under subsection 311.2, and**
 - (iii) If there is an expulsion hearing because the principal recommends to the board that the pupil be expelled, the suspension may be addressed by parties at the hearing.**

Suspension Program

When a Principal suspends a pupil, he or she shall assign the pupil to a program for suspended pupils in accordance with policies and guidelines issued by the Minister, under sections 306 (5) and 310.(4) of *the Act*.



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Receipt of Notice

Where notice is given, it shall be considered to have been received by the person in accordance with the following rules:

- (1) If the notice is sent by mail or another method in which an original document is sent, the notice shall be considered to have been received by the person to whom it was sent on the fifth school day after the day on which it was sent.
- (2) If the notice is sent by fax or another method of electronic transmission, the notice shall be considered to have been received by the person to whom it was sent on the first school day after the day on which it was sent.

Suspension Appeal

Under section 309. of *the Act*, the parent, guardian or adult student may appeal the decision to suspend a student. (See Appendix E)

Procedures for Suspension

- (i) Where a concern arises regarding possible student discipline, a principal will conduct an investigation and consider mitigating factors and other factors.
- (ii) With respect to serious infractions, the principal will consult with the appropriate superintendent of education.
- (iii) Following an investigation, if it is considered necessary to suspend a student, a principal/designate should contact the student's parent/guardian/adult student in order to discuss reasons for the suspension and engage them in becoming part of the plan to change behavior, consistent with our desire for faith-based reconciliation, reformation and restorative practices.



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- (iv) If the principal/designate has ~~invoked~~ **imposed** a suspension pending possible expulsion under section 310. of *the Act*, he or she will conduct a principal investigation in order that a final determination can be made.
- (v) ~~If the incident is a "violent incident" as defined in PPM 120, the principal will contact the police as per the requirements of the Police/School Board Protocol and file documentation in the OSR accordingly.~~

DEFINITIONS

Bullying – Aggressive and typically repeated behaviour (physical, verbal, electronic, written or other means) by a student where,

(a) the behaviour is intended to have the effect of, or the student ought to know that the behaviour would likely have the effect of,

- i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- ii. creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Cyber-bullying—This is a form of bullying that occurs through the use of technology, including the use of a computer, cellular phone or other electronic devices, using instant/text messaging, social networks, e-mail, websites or any other electronic activities, and ~~involves~~ **includes:**

- (a) creating a web page or blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.



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Cannabis Legislation - The legalization of cannabis in Canada comes with restrictions. Students under 19 years of age must not be in possession of or be under the influence of cannabis at school. In addition, it is a serious activity to give cannabis to a minor which may result in possible expulsion. If the student is a medical cannabis user, specific documentation will be required including, but not limited to, use/dosage/frequency/and location of administration. It is unlawful to smoke or hold lit cannabis within 20 metres of the perimeter of school property.

Explosive Substance – includes anything used to create an explosive device or is capable or causing an explosion.

Extortion – using threats, accusations or violence or threats of violence to induce any person to do anything or cause anything to be done.

Firearm – any barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable to causing serious bodily injury or death to a person.

Harassment – harassment is ~~often, but not always, persistent~~, ongoing conduct or communication in any form, of attitudes, beliefs, or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute harassment, for example, if it is a serious violation. Harassment may be either subtle or blunt.

Hate Material – includes literature, leaflets, posters, graffiti distributed (or sent by electronic means) to incite violence or ~~hated~~ **hatred** against ~~an~~ **a member of** **an** identifiable group and/or their property. The incitement of hatred or bias-motivated incidents against an identifiable group may include persons distinguished by their race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or other similar factor.



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Inappropriate Use of Electronic Communications/Media – the intentional use of an electronic device or communication medium, such as, but not limited to, all features of a phone, a cell phone, digital camera, blackberry, e-mails, school hotlines, Web-based communication sites and print material, such as flyers, school newspapers and brochures, that negatively impact on the well-being of another person and/or the learning environment in accordance with the definition of Harassment (as set out above).

Non Consensual Sharing of Intimate Images – Knowingly publishing, distributing, transmitting, selling, making available, or advertising an intimate image of another person while knowing that the person depicted in the image did not give their consent, or being reckless as to whether the person gave their consent. The term “intimate image” refers to a visual recording such as a photograph, film, or video recording of a person in which the person is nude or engaged in explicit sexual activity and which was created in circumstances that gave rise to a reasonable expectation of privacy.

Physical Assault – the intentional application of force directly or indirectly in any degree at all, to a person without the person’s consent.

Physical Assault Causing Bodily Harm – physical assault is the intentional application of force in any degree at all to a person without that person’s consent. Bodily harm refers to any hurt or injury that is more than merely transient or trifling in nature which interferes with the health or comfort of the person, and includes but is not limited to injuries that receive medial attention. Any cut that requires stitches or any broken or fractured bone should be considered a serious injury. Serious injury could also include multiple minor injuries.



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Possession of a Weapon – means anything used, designed to be used or intended for use in causing death or injury to any person, or to threaten or intimidate any person. It can include objects which can be used as weapons. Objects such as a pen, or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. **A Weapon** **weapon** includes a firearm and any device that is designed or intended to ~~exactly resemble or to resemble with near precision,~~ a **firearm** **weapon**.

Racial Harassment – means engaging in a course of vexatious comment or conduct pertaining to a person's race which is known, or is reasonably **ought to be** known, to be offensive, inappropriate, intimidating, hostile and unwelcome. Race refers to a group of people of common ancestry, distinguished from others by physical characteristics, such as colour of skin, shape of eyes, hair texture or facial features. The term is also used ~~at present,~~ to designate social categories into which societies divide people according to such characteristics.

Refractory Conduct – means resisting control or discipline, unmanageable, rebellious refusal to comply with or flagrant disregard of Board policy. A single act itself can constitute refractory conduct.

Replica Firearm – is any device that is designed or intended ~~to exactly resemble or to resemble with near precision,~~ a firearm.

Robbery – a robbery occurs where a person uses violence or threats of violence to steal money or other property from a victim.

Sexual Assault – a sexual assault occurs where a person, without consent, intentionally applies force to another person in circumstances of a sexual nature such as to violate the sexual integrity of the victim.



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Sexual Harassment – sexual harassment occurs when a person receives unwelcome sexual attention from another person, whose comments or conduct are known or should reasonably be known to be offensive, inappropriate, intimidating, hostile and unwelcome. It also includes ~~an environment in which~~ sexist or homophobic jokes ~~and~~ **or** materials ~~are allowed~~.

Threat to Inflict Serious Bodily Harm – a threat to cause death or serious bodily harm to a person. ~~The term “threat”, as used here, does not apply to situations in which no real threat was intended.~~

Trafficking in Drugs and/or Harmful Substances – means to sell, administer, transfer, transport, send or deliver any harmful substance, illicit drug or narcotic as set out in the Controlled Drugs and Substance Act.



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**OPERATIONAL PROCEDURES: Guidelines to Long-Term
Suspension Program (TIPSS)**

APPENDIX B

Guidelines to Long-Term Suspension Program (TIPSS)



POLICY SECTION: Safe Schools

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APPENDIX B

Operational Procedures: Guidelines to Long-Term Suspension Program (TIPSS)

Our Gospel Values ground us in the belief that every individual has God-given talents and abilities, and the potential for redemption and reconciliation when we err.

In accordance with *the Act* and Program Policy Memorandum 141, the Board will offer the Transitional Intervention Program for Suspended Students (TIPSS).

Parents of students under the age of 18, students over 18, students 16/17 years of age who have withdrawn from parental control who receive a suspension greater than 5 days or a suspension pending possible expulsion must indicate by written signature their desire to participate in the program knowing that it has the following obligations:

- i) For students on longer than a 5 day suspension a teacher will be assigned by the ~~TIPSS Coordinator~~ **St. Martin Principal/Vice Principal** to work with the student for a two hour session 3 or 4 days a week. This schedule may alter due to PD days, conferences or other Safe Schools events.
- ii) A Student Action Plan (SAP) will be developed by the **home** school principal in collaboration with appropriate staff to delineate the academic and non-academic program needs/goals of the student.
- iii) The TIPSS teacher will meet the suspended student in a Toronto Public Library (TPL) site.
- iv) The student will identify himself/herself to the TPL staff.
- v) The student will wear appropriate attire for the TIPSS session including the school uniform if it is part of the home school's expectation.
- vi) The student will conduct himself/herself in a manner that is congruent with the expectations of the Board's Code of Conduct, as well as the expectations of the Public Library. If the TIPSS teacher or library staff feel that their safety or ability to carry on with their work is compromised by the student's behavior, then the student will forfeit **the** right to the program. The ~~TIPSS coordinator~~ **St. Martin Principal/Vice Principal** will be informed when such a situation occurs and will inform the school principal who will note this on the **Student Action Plan** (SAP).



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vii) For students on greater than 10 day suspension or suspension pending possible expulsion a social worker will be assigned by the ~~TIPSS coordinator~~ to meet with the student to address nonacademic needs. This is a mandatory expectation of the program. The TIPSS social worker will follow up with the home school social worker to support the student's transition back to community once the suspension has been served.



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~~OPERATIONAL PROCEDURES: Protocol to Expulsion~~

~~APPENDIX C~~

~~Protocol to Expulsion~~
Intentionally Deleted



~~POLICY SECTION: Safe Schools~~

~~SUB-SECTION:~~

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~~APPENDIX C~~

~~Operational Procedures: Protocol to~~

~~Expulsion Suspension Pending Possible~~

~~Expulsion~~

~~An expulsion is in response to serious misbehaviour by a student in a school. Under the Act, a principal is required to suspend a pupil if he or she believes that the pupil has engaged in any of certain specified activities while at school, at a school-related activity or in circumstances where engaging in the Activity will have an impact on the school climate. The Act requires the principal to conduct an investigation to determine whether to recommend to the Board that the pupil be expelled. In considering whether to recommend to the Board that a pupil be expelled, a principal is required to take into account mitigating factors and other factors set out in the regulations.~~

~~If a principal recommends an expulsion the Board is required to hold an expulsion hearing. The Board is entitled to authorize a committee of at least three members to conduct the expulsion hearing.~~

~~At the hearing, the Safe Schools Hearing Committee is required to consider the submissions of the parties, any mitigating or other factors prescribed by the regulations and any written response by the parent/guardian/adult/student that was provided to the principal's report recommending expulsion.~~

~~At the conclusion of the hearing, the Board Safe Schools Hearing Committee will decide whether to expel the pupil at all, and, if so, whether the expulsion will be a school expulsion or board expulsion.~~



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~~Where the Safe Schools Hearing Committee decides to expel a pupil, it has a further decision to make. If the Discipline Committee decides to expel the pupil from his or her school only, Safe Schools must assign the pupil to another school of the Board. The student will receive mandatory social work intervention at the new school placement. The Request for Social Work Services form will be signed by the parent/guardian/adult student during the intake meeting at the new school placement. If the Discipline Committee decides to expel the pupil from all schools of the Board, the pupil will be assigned to a program for expelled pupils.~~

~~Activities Leading to Suspension Pending Possible Expulsion (section 310)~~

~~Under subsection 310 (1) of *the Act*, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school related activity or in other circumstances where engaging in the Activity will have an impact on the school climate:~~

- ~~1. Possessing a weapon, including possessing a firearm.~~
- ~~2. Using a weapon to cause or to threaten bodily harm to another person.~~
- ~~3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.~~
- ~~4. Committing a sexual assault.~~
- ~~5. Trafficking in weapons or in illegal drugs.~~
- ~~6. Committing robbery.~~
- ~~7. Giving alcohol to a minor.~~
- ~~7.1 Bullying, if~~
 - ~~(i) the pupil has been previously suspended for engaging in bullying, and~~
 - ~~(ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.~~
- ~~7.2 Any activity listed in subsection 306 (1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.~~



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8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

The following infractions must result in a suspension pending possible expulsion in accordance with Board policy:

1. Possession of explosive substance;
2. Serious or repeated misconduct;
3. Refractory Conduct;
4. Conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

Duration of Suspension

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

In considering how long the suspension should be, a principal will take into account any mitigating and/or other factors prescribed by the regulations.

A principal may not suspend a pupil more than once for the same occurrence.

Mitigating Factors

In recognizing the uniqueness of each child and applying a lens of pastoral care, the principal will consider the following mitigating factors in reaching a final determination:



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- The pupil does not have the ability to control his or her behaviour.
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other Factors

Similarly, the principal will consider the following other factors in reaching a final determination, once again in recognition of the uniqueness of each child and applying a lens of pastoral care:

- The pupil's history.
- Whether a progressive discipline approach has been used with the pupil.
- Whether the Activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
- How the suspension or expulsion would affect the pupil's ongoing education.
- The age of the pupil.
- In the case of a pupil for whom an individual education plan has been developed,
 - (i) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan.
 - (ii) whether appropriate individualized accommodation has been provided, and
 - (iii) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Notice of Suspension Pending Possible Expulsion

A principal who suspends a pupil under section 310 shall,

- (a) inform the pupil's teacher(s) of the suspension; and



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- ~~(b) make all reasonable efforts to inform the pupil's parent or guardian of the suspension within 24 hours of the suspension being imposed, unless,~~
- ~~(i) the pupil is at least 18 years old, or~~
 - ~~(ii) the pupil is 16 or 17 years old and has withdrawn from parental control.~~
- ~~(c) ensure that written notice is given promptly to the following persons:~~
- ~~(i) the pupil~~
 - ~~(ii) the pupil's parent or guardian unless,~~
 - ~~(1) the pupil is at least 18 years old, or~~
 - ~~(2) the pupil is 16 or 17 years old and has withdrawn from parental control.~~

~~Contents of the Notice~~

- ~~(a) The notice of suspension pending possible expulsion will include the following:~~
- ~~• The reason for the suspension;~~
 - ~~• The duration of the suspension;~~
 - ~~• Information about any program for suspended pupils to which the pupil is assigned;~~
 - ~~• Information about the investigation the principal will conduct under subsection 311.1 to determine whether to recommend that the pupil be expelled.~~
- ~~(b) A statement indicating that,~~
- ~~• there is no immediate right to appeal the suspension,~~
 - ~~• if the principal does not recommend to the board that the pupil be expelled following the investigation under subsection 311.1, the suspension will become subject to appeal under subsection 311.2, and~~
 - ~~• if there is an expulsion hearing because the principal recommends to the board that the pupil be expelled, the suspension may be addressed by parties at the hearing.~~



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~~POLICY NAME: Suspension and Expulsion Policy (Consolidated)~~

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Receipt of Notice

~~Where notice is given, it shall be considered to have been received by the person in accordance with the following rules:~~

- ~~(1) If the notice is sent by mail or another method in which an original document is sent, the notice shall be considered to have been received by the person to whom it was sent on the fifth school day after the day on which it was sent.~~
- ~~(2) If the notice is sent by fax or another method of electronic transmission, the notice shall be considered to have been received by the person to whom it was sent on the first school day after the day on which it was sent.~~

Investigation Following Suspension

- ~~• When a pupil is suspended under section 310, the principal is required to conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.~~
- ~~• The principal's investigation must begin promptly following the suspension. The principal will endeavour to complete his/her investigation within five school days. If that is not possible due to a police investigation, a Safe Schools Co-ordinator must be informed at this time. The principal will conduct an investigation in accordance with the Guidelines for Conducting a School Investigation.~~
- ~~• The Police/School Board Protocol requires principals to notify the police for specific occurrences.~~
- ~~• Police may conduct their own investigation and make decisions with respect to criminal charges based on their assessment of the circumstances. Regardless of whether or not charges are laid by the police, the principal is still responsible for conducting an investigation independent of the police and taking appropriate disciplinary action under *the Act*. The issue of double jeopardy does not apply because the purpose and nature of actions taken by the police under the Criminal Code are different from the purpose and nature of actions taken by the principal under *the Act*.~~



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• During a police investigation at school, it is the responsibility of the police to explain to a young person his or her rights in a manner that enables him or her to understand them. The principal/designate will inform police of any special circumstances which may impede the student in expressing or understanding written/oral communication.

• Whenever the police are called the principal or his/her designate will contact the parent or guardian of the student. In the absence of a parent, an adult relative, or in the absence of a parent and adult relative, any other appropriate adult chosen by the young person, as long as that person is not a co-accused, or under investigation, in respect of the same offence.

• Where there is no parent/guardian, adult relative or appropriate adult available, the principal or his/her designate will act in loco parentis to the student, in order to ensure his or her Charter Rights are maintained.

When the police have been contacted, the principal will halt his or her review of the incident until the police investigation is complete. There is a concern that if the principal persists in reviewing the incident, the principal's actions in interviewing witnesses or seizing property could prejudice the police investigation. Once the police have concluded their investigation, the principal can commence his/her investigation.

When the principal believes that an infraction has occurred which may require an expulsion, the principal will:

- follow the Police/School Board Protocol, where police are to be involved;
- suspend the pupil pending an investigation;
- conduct an investigation promptly following the suspension to determine whether to recommend to the Board that the pupil be expelled
- take into account any mitigating or other factors prescribed by the regulations;
- consult with the appropriate superintendent of education.

If Expulsion is NOT Recommended:

(a) If, on concluding the investigation, the principal decides not to recommend to the Board that the pupil be expelled, the principal will:

- (i) confirm the suspension and the duration of the suspension;



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(ii) confirm the suspension but shorten its duration, even if the suspension has already been served, and amend the record of the suspension accordingly; or
(iii) withdraw the suspension and expunge the record of the suspension, even if the suspension has already been served.

(b) If the principal does not recommend to the Board that the pupil be expelled, the principal will ensure that written notice containing the following information is given promptly to every person to whom he or she was required to give notice of the suspension pending possible expulsion.

(i) A statement that the pupil will not be subject to an expulsion hearing for the Activity that resulted in the suspension.

(ii) A statement indicating whether the principal has confirmed the suspension and its duration, confirmed the suspension but reduced its duration or withdrawn the suspension.

(iii) Unless the suspension was withdrawn, information about the right to appeal the suspension, including,

- a copy of the Board policies and guidelines governing the appeal process established by the Board; and
- the name and contact information of the superintendent of education to whom notice of the appeal must be given.

Appeal of Suspension if Expulsion is NOT Recommended:

If the principal does not recommend to the Board that the pupil be expelled and does not withdraw the suspension, the suspension may be appealed and section 309. of *the Act* applies for that purpose, with necessary modifications, subject to the following:

(1) A person who is entitled to appeal must give written notice of his or her intention to appeal within five school days of the date on which he or she is considered, in accordance with the rules set out in subsection 300 (3) of *the Act*, to have received the notice.

(2) If the principal confirmed the suspension but reduced its duration, the appeal is from the reduced suspension and not the original suspension.



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~~If Expulsion IS Recommended:~~

~~(a) If, on concluding the investigation, the principal decides to recommend to the Board that the pupil be expelled, he or she will prepare a report that contains the following:~~

- ~~(i) A summary of the principal's findings.~~
- ~~(ii) The principal's recommendation as to whether the pupil should be expelled from his or her school only or from all schools of the Board.~~
- ~~(iii) The principal's recommendation as to,~~
 - ~~• the type of school that might benefit the pupil, if the pupil is expelled from his or her school only, or~~
 - ~~• the type or program for expelled pupils that might benefit the pupil, if the pupil is expelled from all schools of the Board.~~
- ~~(iv) The principal will promptly provide a copy of the report to every person whom the principal was required to give notice of the suspension pending possible expulsion.~~

~~(b) Written Notice~~

~~The principal will ensure that written notice containing the following is given to every person to whom the principal was required to give notice of the suspension, at the same time as the principal's report is provided to that person.~~

- ~~• A statement that the pupil will be subject to an expulsion hearing for the Activity that resulted in the suspension.~~
- ~~• A copy of the Board policies and guidelines governing the expulsion hearing established by the Board.~~
- ~~• A statement that the person has the right to respond, in writing, to the principal's report provided under this section.~~
- ~~• Detailed information about the procedures and possible outcomes of the expulsion hearing.~~
- ~~• The name and contact information of a superintendent of education whom the person may contact to discuss any matter respecting the expulsion hearing.~~



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~~(c) Party may respond to Principal's Report~~

~~A person, who is entitled to receive the principal's report, may respond, in writing, to the principal and the Board.~~

Expulsion Hearing

~~If a student is recommended for expulsion (School Expulsion or Board Expulsion) an expulsion hearing will be scheduled by the 20th school day from the date that the suspension pending possible expulsion was issued unless parties agree to extend the date beyond the 20th day. The parent/guardian/adult student will be contacted by the principal, or the Safe Schools Coordinator or Corporate Services to discuss details related to the hearing. A meeting may be scheduled to discuss these details.~~

DEFINITIONS

Bullying — ~~Aggressive and typically repeated behaviour (physical, verbal, electronic, written or other means) by a student where,~~

~~(a) the behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of,~~

~~i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or~~

~~ii. creating a negative environment at a school for another individual, and~~

~~(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.~~

Cyber-bullying — ~~This is a form of bullying that occurs through the use of technology, including the use of a computer, cellular phone or other electronic devices, using instant/text messaging, social networks, e-mail, websites or any other electronic activities, and involves:~~



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- ~~(a) creating a web page or blog in which the creator assumes the identity of another person;~~
- ~~(b) impersonating another person as the author of content or messages posted on the internet; and~~
- ~~(c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.~~

~~**Explosive Substance**—includes anything used to create an explosive device or is capable or causing an explosion.~~

~~**Extortion**—using threats, accusations or violence or threats of violence to induce any person to do anything or cause anything to be done.~~

~~**Firearm**—any barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable to causing serious bodily injury or death to a person.~~

~~**Harassment**—harassment is often, but not always, persistent, ongoing conduct or communication in any form, of attitudes, beliefs, or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute harassment, for example, if it is a serious violation. Harassment may be either subtle or blunt.~~

~~**Hate Material**—includes literature, leaflets, posters, graffiti distributed (or sent by electronic means) to incite violence or hatred against an identifiable group and/or their property. The incitement of hatred or bias motivated incidents against an identifiable group may include persons distinguished by their race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or other similar factor.~~

~~**Inappropriate Use of Electronic Communications/Media**—the intentional use of an electronic device or communication medium, such as, but not limited to, all features of a phone, a cell phone, digital camera, blackberry, e-mails, school hotlines, Web-based communication sites and print material, such as flyers, school newspapers and brochures, that negatively impact on the well being of~~



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another person and/or the learning environment in accordance with the definition of Harassment (as set out above).

Physical Assault—the intentional application of force directly or indirectly in any degree at all, to a person without the person's consent.

Physical Assault Causing Bodily Harm—physical assault is the intentional application of force (in any degree at all) to a person without that person's consent. Bodily harm refers to any hurt or injury that is more than merely transient or trifling in nature which interferes with the health or comfort of the person, and includes (but is not limited to) injuries that receive medial attention. Any cut that requires stitches or any broken or fractured bone should be considered a serious injury. Serious injury could also include multiple minor injuries.

Possession of a Weapon—means anything used, designed to be used or intended for use in causing death or injury to any person, or to threaten or intimidate any person. It can include objects which can be used as weapons. Objects such as a pen, or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm.

Racial Harassment—means engaging in a course of vexatious comment or conduct pertaining to a person's race which is known, or is reasonably known, to be offensive, inappropriate, intimidating, hostile and unwelcome. Race refers to a group of people of common ancestry, distinguished from others by physical characteristics, such as colour of skin, shape of eyes, hair texture or facial features. The term is also used, at present, to designate social categories into which societies divide people according to such characteristics.

Refractory Conduct—means resisting control or discipline, unmanageable, rebellious refusal to comply with or flagrant disregard of Board policy. A single act itself can constitute refractory conduct.

Replica Firearm—is any device that is designed or intended to exactly resemble or to resemble with near precision, a firearm.



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Robbery—a robbery occurs where a person uses violence or threats of violence to steal money or other property from a victim.

Sexual Assault—a sexual assault occurs where a person, without consent, intentionally applies force to another person in circumstances of a sexual nature such as to violate the sexual integrity of the victim.

Sexual Harassment—sexual harassment occurs when a person receives unwelcome sexual attention from another person, whose comments or conduct are known or should reasonably be known to be offensive, inappropriate, intimidating, hostile and unwelcome. It also includes an environment in which sexist or homophobic jokes and materials are allowed.

Threat to Inflict Serious Bodily Harm—a threat to cause death or serious bodily harm to a person. The term “threat”, as used here, does not apply to situations in which no real threat was intended.

Trafficking in Drugs and/or Harmful Substances—means to sell, administer, transfer, transport, send or deliver any harmful substance, illicit drug or narcotic as set out in the Controlled Drugs and Substance Act.



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**OPERATIONAL PROCEDURES: Guidelines to Expulsion
Program (Monsignor Fraser College – St. Martin Campus,
formerly APPLE)**

APPENDIX D C

**Guidelines to Expulsion Program (Monsignor Fraser
College – St. Martin Campus, formerly APPLE)**



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APPENDIX C

Operational Procedures: Guidelines to Expulsion Program (Monsignor Fraser College – St. Martin Campus, formerly APPLE)

Our Gospel Values ground us in the belief of the fundamental goodness of each person. It is our intent through our Expulsion Programs to support students in their journey back to community schools and the fulfilment of our Catholic Graduate School Expectations. Our goal is to nurture their personal development and growth, based on redemption, reconciliation, and a teaching of positive pro-social behaviours rooted in our Catholic Social Teachings.

In accordance with *the Act* and Program Policy Memorandum 142, the Toronto Catholic District School Board will offer the Program for Students on Expulsion.

Parents of a student, ~~or~~ students over 18, **students 16/17 years of age who have withdrawn from parental control** who receive expulsions from all schools of the Board must indicate by written signature their desire to participate in the TCDSB Expulsion Program knowing that it has the following obligations:

a) Secondary and elementary students will attend the expulsion program and follow the structure of the program as determined by the principal and staff of Monsignor Fraser College – St. Martin Campus.

b) A Student Action Plan (SAP) will be developed ~~at the sending school~~ to delineate the academic and non-academic program needs of the student. It must indicate goals, objectives and learning expectations; measures of success; and strategies and types of support. ~~The SAP will also include the re-entry plan with a description of the re-entry process for successful transition back.~~ **When a student has successfully met the objectives of the program for expelled students and is considered ready to be readmitted to another school of the board, a re-entry plan must be developed as part of the SAP to assist with the student's transition and successful integration.**



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c) Students attending the program are expected to follow the T.C.D.S.B. Code of Conduct and are subject to progressive disciplinary measures. In the event that an expelled student's conduct at the program is so detrimental to the program staff or other students that there is a safety risk or complete inability to teach and learn, the student forfeits his/her right to attend the program. This will be noted on the student's SAP. Ongoing social work assistance will be ~~maintained~~ **provided** with a view to assisting the youth in ~~with~~ his/her ~~need for~~ social/emotional **needs** assistance. Alternative academic assistance ~~programming~~ **programming** will be pursued **provided**.

d) **A student who has been expelled from all schools of a board and/or his/her parents may apply in writing to** The Associate Director of Academic Affairs **to request that the student be readmitted to a school of the board.** ~~is the designated Board person to whom students write in order to be readmitted back to the board or to request consideration to return to the school from which they were expelled.~~ **For** Students subject to a school expulsion, **where the student and/or his/her parent(s) wish that the student return to his/her original school, the student and/or parent may also apply in writing to the Associate Director of Academic Affairs and must provide a specific rationale.** ~~who at a later date wish to be considered for readmission back to the school from which they were expelled, must also write a letter to the Associate Director.~~

e) The decision as to whether a student has successfully met the objectives of the program as outlined in the SAP rests with the principal and staff of Monsignor Fraser College – St. Martin Campus.

f) In keeping with our faith based belief that we are all members of one community in Christ, the re-entry plan must include a meeting that includes the principal of the receiving school, expulsion program staff, the student, and staff at the receiving school. Where possible the student's parents or other significant family members should be present. Community agency staff relevant to the situation should be included.



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~~The expulsion program principal and staff will present the performance indicators for effectiveness to the Safe School Advisory Committee of the Board in order to meet the requirements of PPM 142.~~

The program for students on expulsion will be reviewed every three years.



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OPERATIONAL PROCEDURES: Protocol for Suspension Appeals and Expulsion Hearings

APPENDIX E D

Protocol for Suspension Appeals and Expulsion Hearings



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APPENDIX E

Operational Procedures: Protocol for Suspension Appeals and Expulsion

Hearings Safe Schools Legislation

The Act determines the way in which schools respond to objectionable behaviour of Ontario students while on school property, engaged in school activities or behaviour that impacts on school climate. All students, teachers, school staff and parents are subject to the Provincial Code of Conduct mandated by the Ministry of Education and defined by each School Board. *The Act* and the Board's Code of Conduct Policy require that a student be considered for suspension or expulsion for certain activities that, by definition, are unacceptable.

Purpose of this Guide

The purpose of this guide is to assist students and their parents/guardians to understand their rights and obligations if a suspension is issued or an expulsion is recommended due to an infraction listed in *the Act*. ~~In the Code of Conduct Policy~~

Cautionary Note

This guide is a simplified summary of the law, Board Policy, and the Board's Rules of Procedure. For accurate reference, further information, and more detail, please contact the principal or superintendent of your school. You may also obtain further information from the Board's Web Site "www.tcdsb.org", by clicking on "Safe Schools".

Suspensions (Section 306. of *the Act*)

It is the responsibility of the school Principal to uphold the Code of Conduct. It is at the discretion of the Principal that a pupil may be suspended for those activities listed in "Guidelines to Suspension".



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Mitigating Factors

In recognizing the uniqueness of each child and applying a lens of pastoral care, a Principal must consider all mitigating factors before a suspension is issued including the following:

- (i) The pupil does not have the ability to control his/her behaviour.
- (ii) The pupil does not have the ability to understand the foreseeable consequences of his/her behaviour.
- (iii) The pupil's continuing presence in the school does not create an unacceptable risk to the well-being or safety of any other person.

Other factors that must be taken into account are: the pupil's history; the use of a progressive discipline approach; whether the activity for which the pupil may be suspended is related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment; how the suspension would affect the pupil's ongoing education; the age of the pupil; whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan (IEP); whether appropriate individualized accommodation has been provided (IEP); or whether the suspension is likely to result in an aggravation or worsening of the pupil's behaviour or conduct (IEP).

A pupil may still be suspended for any such behaviour, or for other behaviour prohibited by the Board.

Length of Suspensions

Principal may suspend a pupil for a minimum of one (1) school day and a maximum of twenty (20) school days. All suspensions may be appealed.

Appeal of Suspensions

If a pupil is suspended, the parents/guardians may request an appeal in writing to the area superintendent within ten (10) school days from the start of the suspension. A pupil, if an adult or 16 or 17 years old and has withdrawn from



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parental control may also exercise this right to appeal. The area superintendent may contact the parties to the appeal and the principal to discuss the details of the possible appeal hearing. The request to appeal must state the rationale for consideration.

Appeal Hearing

A board must hold a hearing to consider the appeal of the suspension and make a decision within fifteen (15) school days from receipt of the appeal. The board may: confirm the suspension; confirm the suspension, but shorten its duration; or quash and expunge the record. The decision of the board is final.

Suspensions Pending Possible Expulsion (Section 310. of *the Act*)

A Principal shall issue a suspension pending possible expulsion if this pupil engages in an activity listed in “Guidelines to Expulsion”.

A Principal must consider all mitigating factors before a recommendation for expulsion is made to the Safe Schools Hearing Committee.

A Principal must consider all mitigating factors before an expulsion is recommended including the following:

- (i) The pupil does not have the ability to control his/her behaviour.
- (ii) The pupil does not have the ability to understand the foreseeable consequences of his/her behaviour.
- (iii) The pupil’s continuing presence in the school does not create an unacceptable risk to the well-being or safety of any other person.

Other factors that must be taken into account are: the pupil’s history; the use of a progressive discipline approach; whether the activity for which the pupil may be expelled is related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment; how the expulsion would affect the pupil’s ongoing education; the age of the pupil; whether the behaviour was a manifestation of a disability identified in the pupil’s Individual Education Plan (IEP); whether appropriate individualized accommodation has been provided (IEP); or whether the expulsion is likely to result in an aggravation or worsening of the pupil’s behaviour or conduct (IEP).



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A pupil may still be expelled for any such behaviour, or for persistent violation of Board standards of behaviour, or for other refractory conduct.

Suspension Pending Possible Expulsion

If the principal believes that an infraction listed under section 310 of *the Act* has occurred, the pupil is immediately suspended pending possible expulsion. The principal notifies the parents/guardians, and then conducts an investigation. At the end of the investigation, the Principal completes a report with a decision to confirm the suspension; confirm the suspension, but shorten its duration; quash and expunge the record; or recommend to the Discipline Committee that a school expulsion or a board expulsion be **imposed** ~~invoked~~.

The Board may not impose an expulsion if more than twenty (20) school days have lapsed since the suspension pending possible expulsion was issued unless all parties agree to extend the date beyond the 20th day.

Expulsion Hearing

If a school or board expulsion is recommended by the principal, an expulsion hearing must be held by the board within twenty (20) days after the issuing date of the Suspension Pending Possible Expulsion unless all parties agree to extend the date beyond the 20th day.

If there is a recommendation for expulsion, the Discipline Committee will decide to impose an expulsion; or confirm the suspension; or confirm but shorten its duration; or quash and expunge the record at the expulsion hearing.

The decision of the board is final.

An expulsion hearing can be waived by the parent/guardian if the parent/guardian and the principal agree to Minutes of Settlement.



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Appeal of Decision to Expel

If the Safe Schools Hearing Committee imposes a school or board expulsion, the parents, guardians, adult pupil, or a pupil who is 16 or 17 year old and who has withdrawn from parental control can appeal the decision to the Child and Family Services Review Board. The Child and Family Services Review Board decision is final and binding.

Appeal of a Suspension When Expulsion is not Recommended (section 310. of *the Act*)

This type of suspension may not be appealed until the Principal delivers a final decision in a report following an investigation.

Written notice of appeal of the suspension must be received by the area Superintendent within five (5) days of receipt of report decision. The notice must include a written statement setting out all the reasons for the appeal, and a copy of the Notice of Suspension Pending Expulsion. The Board will hear the appeal of the suspension within fifteen (15) days after receipt of the written notice to appeal the suspension.

Procedure for the Appeal of an Expulsion

Written notice must be given to the Child and Family Services Review Board within thirty (30) days after the expulsion hearing. The Appeal Notice must include a written statement setting out all the reasons for the appeal, and a copy of the expulsion decision by the Committee. The Child and Family Services Review Board will hear the expulsion appeal within thirty (30) days of receiving the notice to appeal the expulsion. The decision of the Child and Family Services Review Board is final.



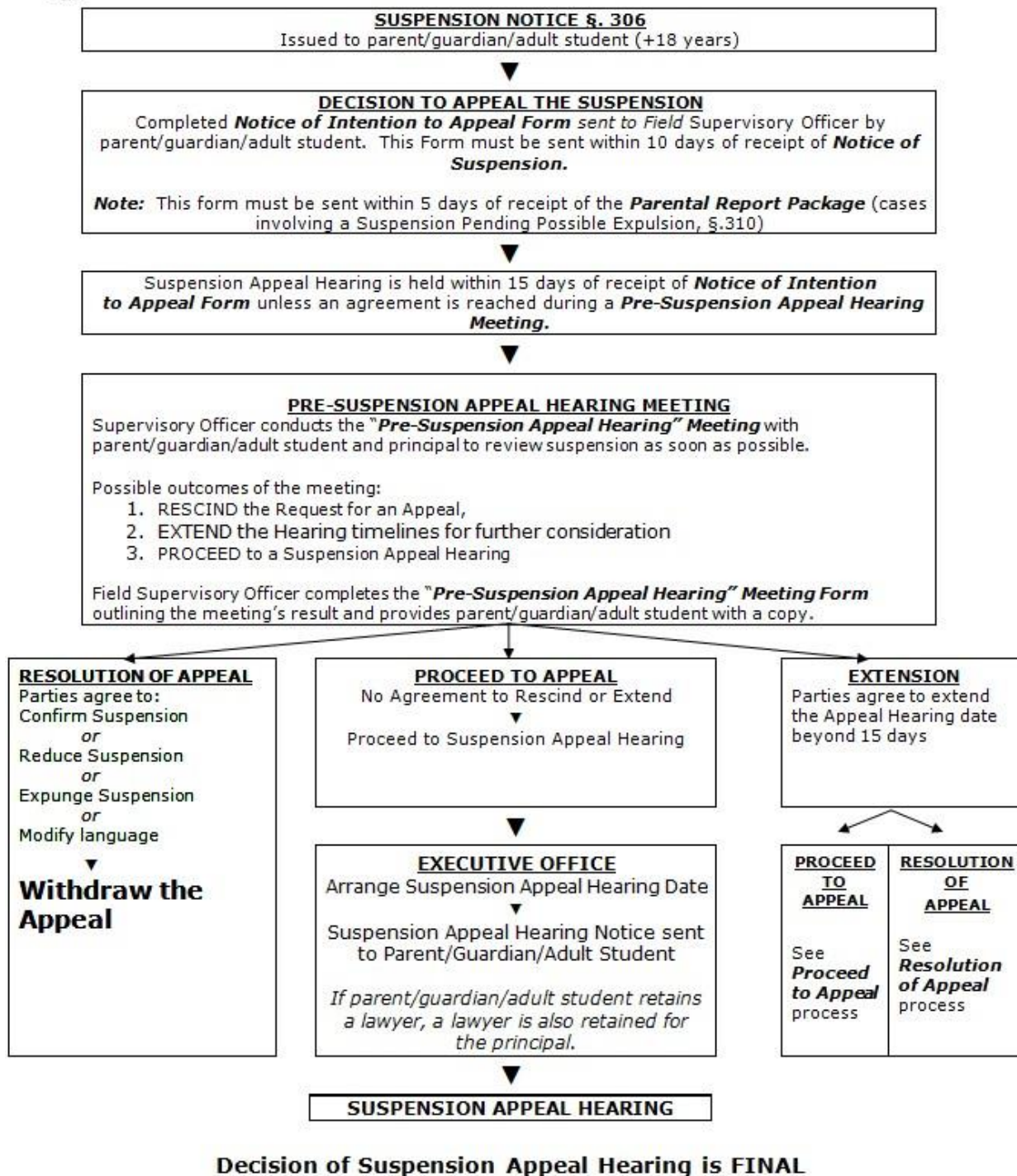
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Safe Schools Department
SUSPENSION APPEAL PROCESS



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Safe Schools Department
EXPULSION HEARING PROCESS

**SUSPENSION PENDING POSSIBLE EXPULSION NOTICE §. 310**

Issued to parent/guardian/adult student (+18 years)

PRINCIPAL INVESTIGATION

In situations where police are not involved, the principal conducts a school investigation and reaches a determination by the 6th day of suspension.

In situations where police are conducting a police/criminal investigation, the principal will not proceed with the school investigation until permitted by police to do so. In such situations, the principal's determination may be reached beyond the 6th day.

PRINCIPAL DETERMINATION

In reaching a determination, the principal will consider one of the following outcomes after reviewing mitigating and other factors

1. Recommendation for Board Expulsion
2. Recommendation for School Expulsion
3. Confirmed Suspension
4. Reduced Suspension
5. Expungement

**Recommendation for Expulsion
(Board or School)**

A pre-expulsion hearing meeting is scheduled. During this meeting the parent/guardian/adult student is provided with the Parental Report Package. An expulsion hearing is scheduled unless the parent/guardian/adult student agrees to sign Minutes of Settlement or to sign an Extension Form.

**Minutes of
Settlement**

Agreement that is final and binding signed by the principal and the parent/guardian/adult student

Expulsion Hearing

Scheduled by the 20th day of suspension unless an Extension Form has been signed.

Executive Office arranges a hearing date and sends Hearing Notice to Parent/Guardian/Adult Student.

If parent/guardian/adult student retains a lawyer, a lawyer is also retained for the principal.

**Confirmed or Reduced
Suspension**

Principal can confirm a suspension of 20 days or reduce the suspension to 1 – 19 days.

Principal provides parent/guardian/adult student with a copy of the Parental Report Package.

Suspension Appeal

Parent may request to appeal the confirmed or reduced suspension. If a suspension appeal is requested, refer to *Suspension Appeal Process* flowchart.

Expungement

Notice of Suspension Pending Expulsion and Principal Investigation documents expunged from OSR and electronically.



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OPERATIONAL PROCEDURES: Statutory Powers Procedure Act

APPENDIX F E

Statutory Powers Procedure Act



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APPENDIX E

Operational Procedures: Statutory Powers Procedure Act

The Board affords the parent (or student if an adult) a hearing following:

- a) a principal's recommendation for the expulsion (School Expulsion or Board Expulsion) of a pupil,
- b) an appeal of the suspension of a pupil

Suspension Appeal Hearings, Expulsion Hearings, and Appeals of Decisions of the Board shall be in accordance with the Rules of Procedures outlined below:

[References are to sections of Statutory Powers Procedure Act ("SPPA") or Education Act ("ACT")]

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GENERAL**1.1 Proceeding Chair**

The Proceeding Chair will be appointed by the Chair of the Board. In the absence of the Chair of the Board, the Safe Schools Hearing Committee members will appoint the Proceeding Chair.

This process for appointing the Proceeding Chair will be followed for each hearing.



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1.2 Liberal Construction Of Rules

These Rules shall be liberally construed to secure the just, most expeditious and cost-effective determination of every PROCEEDING on its merits. [SPPA §2]

1.3 Different Kinds Of Hearings In One PROCEEDING

Except as otherwise provided in these Rules, the BOARD may, in a PROCEEDING, hold any combination of written, electronic and oral hearings. [SPPA § 5.2.1]

1.4 Waiver Of Procedural Requirement

Any provision of these Rules, including the time for doing any act or thing, may be waived in the discretion of the BOARD, upon its own motion or upon the application of any party. [SPPA § 4(2)]

1.5 Disposition Without Hearing

If the parties consent, a PROCEEDING may be disposed of by a decision of the BOARD without a hearing provided that both parties agree to Minutes of Settlement. [SPPA § 4.1]

2. PROVISIONS RESPECTING TRUSTEES

2.1 The Safe Schools Hearing Committee for Procedural or Interlocutory Matters

A procedural or interlocutory matter in a PROCEEDING may be heard and determined by a discipline committee consisting of at least three members of the board, as assigned by the CHAIR. [SPPA §4.2(1)]

2.2 Decision Of Discipline Committee

The decision of a majority of the members of the Safe Schools Hearing Committee is the BOARD'S decision. [SPPA §4.2(3)]

2.3 Expiry Of Term

If the term of office of a member of the BOARD who has participated in a hearing expires before a decision is given, the term shall be deemed to continue, but only for the purpose of participating in the decision and for no other purpose. [SPPA §4.3]



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2.4 Incapacity Of Member

If the term of office of a member of the BOARD who has participated in a hearing becomes unable, for any reason, to complete the hearing or to participate in the decision, the remaining Trustee or Trustees may complete the hearing and give a decision. [SPPA §4.4(1)]

3. PROCEEDINGS GENERALLY

3.1 Classes of PROCEEDINGS

There shall be two classes of PROCEEDINGS that come before the BOARD:

3.1.1 an appeal against a decision by a principal to impose a suspension; and

3.1.2 a referral by the principal of a matter of expulsion of a pupil. [SPPA §4.7]

3.2 Parties to All Classes of PROCEEDINGS The parties to any class of PROCEEDING shall be:

3.2.1 the pupil if:

- i.) the pupil is at least 18 years old, or
- ii.) The pupil is 16 or 17 years old and has withdrawn from parental control

3.2.2 the pupil's parent or guardian, unless:

- i.) the pupil is at least 18 years old, or
- ii.) The pupil is 16 or 17 years old and has withdrawn from parental control, and

3.2.3 the principal of the school in which the pupil is or was enrolled. [ACT 309(8), 311.3(3)]

3.3 Adding Pupil as a Party

Where the PARENT is a party to any class of PROCEEDING, a pupil who is not a party to the suspension appeal or expulsion hearing has the right to be present at the hearing and to make a statement on his or her behalf. [ACT 309(9), 311.3(4)]



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3.4 Hearings To Be Private

Since intimate personal matters may be disclosed, the public will be excluded from oral, written and electronic hearings, so that undue embarrassment to any of the parties may be avoided. [SPPA §9(1)]

3.5 Presence of BOARD Solicitor

In PROCEEDINGS (including deliberations) where the Board Solicitor is not representing the principal, the BOARD Solicitor shall be present to advise the PROCEEDING CHAIR as to any legal and procedural matter that may arise, and to assist the BOARD in the preparation of formal Orders and reasons (if requested). In PROCEEDINGS where the Board Solicitor is representing the principal, an outside solicitor will be retained to be present to advise the PROCEEDING CHAIR as to any legal and procedural matter that may arise, and to assist the BOARD in the preparation of formal Orders and reasons (if requested).

3.6 Maintenance Of Order At Hearings

The BOARD may make such orders or give such directions at an oral or electronic hearing as it considers necessary for the maintenance of order at the hearing. [SPPA §9(2)]

3.7 Assistance of Peace Officer

If any person disobeys or fails to comply with any order or direction given at a hearing, the person presiding or any Trustee may call for the assistance of any peace officer to enforce the order or direction. [SPPA §9(2)]

4. WITHOLDING COMMENCEMENT OF PROCEEDINGS

4.1 Decision Not To Process Commencement Of PROCEEDING

Subject to section 4.3, upon receiving documents relating to the commencement of a PROCEEDING, the DIRECTOR may decide not to process the documents relating to the commencement of the PROCEEDING if,

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4.1.1 the documents are incomplete;

4.1.2 the documents are received after the time required for commencing the PROCEEDING has elapsed. [SPPA §4.5(1)]

4.2 Notice of Decision Not to Process

The DIRECTOR shall give the party who commences a PROCEEDING notice of the decision under section 4.1 and shall set out in the notice the reasons for the decision and the requirements for resuming the processing of the documents. [SPPA §4.5(2)]

4.3 When Documents Incomplete or Received Late For the purposes section 4.1:

4.3.1 the documents are incomplete if they do not conform to the requirements of sections 11.2, 12.2, as the case requires;

4.3.2 the documents must be received within the time limits set out in sections 11.3, 12.1, as the case requires. [SPPA §4.5(3)]

4.4 Resumption of Processing

The processing of the documents may be resumed:

4.4.1 when the documents are complete, or

4.4.2 after the CHAIR in his/her discretion extends the time for commencing the PROCEEDING, as the case requires.

4.5 Dismissal Of PROCEEDING Without A Hearing

Subject to section 4.9, the BOARD may dismiss a PROCEEDING without a hearing if,

4.5.1 the PROCEEDING is frivolous, vexatious or is commenced in bad faith;



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4.5.2 the PROCEEDING relates to matters that are outside the jurisdiction of the BOARD; or

4.5.3 some aspect of the statutory requirements for bringing the PROCEEDING has not been met. [SPPA §4.6(1)]

4.6 Notice Of Intended Dismissal

Before dismissing a PROCEEDING under section 4.5, the BOARD shall give not less than five (5) days notice of its intention to dismiss the PROCEEDING to,

4.6.1 all parties to the PROCEEDING if the PROCEEDING is being dismissed for reasons referred to in subsection 4.5.2; or

4.6.2 the party who commences the PROCEEDING if the PROCEEDING is being dismissed for any other reason. [SPPA §4.6(2)]

4.7 Reasons For Intended Dismissal To Be Set Out

The notice of intention to dismiss a PROCEEDING shall set out the reasons for the dismissal and inform the parties of their right to make written submissions to the BOARD with respect to the dismissal within the time specified in the notice. [SPPA §4.6(3)]

4.8 Right To Make Submissions

A party who receives a notice under section 4.6 may make written submissions to the BOARD with respect to the dismissal before the close of business on the fifth (5th) business day after the date of the notice, which date and time shall be specified in the notice. [SPPA §4.6(4)]

4.9 Dismissal

The BOARD shall not dismiss a PROCEEDING under this section until it has given notice under section 4.6 and considered any submissions made under section 4.8. [SPPA §4.6(5)]



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5. DISCLOSURE

5.1 Required Disclosure

Unless otherwise ordered by the BOARD, each party to a PROCEEDING shall provide to the other party (or parties if more than one) and to the BOARD not less than two (2) clear days prior to the commencement of the PROCEEDING:

5.1.1 a list of the witnesses that the party intends to call to give evidence in the PROCEEDING;

5.1.2 a summary of the evidence that each such witness will give in sufficient detail to permit the other party (or parties if more than one) and the BOARD to know the nature of the evidence intended to be presented; and

5.1.3 if a witness, other than the principal and any teacher in the school in which the pupil is (or was) enrolled, is to be called to give a professional or expert opinion, full details of the credentials of any such witness as well as the reasons why such professional or expert opinion is required for the appropriate determination of the issues in the PROCEEDING.

5.2 BOARD May Order Disclosure

Subject to the provisions of applicable legislation respecting disclosure of personal information, the BOARD, at the request of a party or on its own motion, and at any stage of the PROCEEDING before a hearing is complete, may make orders for,

5.2.1 the exchange of documents;

5.2.2 the exchange of witness statements and reports of expert witnesses;

5.2.3 the provision of particulars;

5.2.4 any other form of disclosure. [SPPA §5.4(1)]



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5.3 Exception to Disclosure of Privileged Information Nothing in section 5.1 authorizes:

5.3.1 the production of an Ontario Student Record for any pupil other than the pupil who is the subject of the PROCEEDING;

5.3.2 the making of an order requiring any disclosure that is contrary to law; and

5.3.3 the making of an order requiring any disclosure of privileged information.

[SPPA
§5.4(2)]

5.4 Where Character, Conduct Or Competence Of A Party Is In Issue Where the good character, propriety of conduct or competence of a party is an issue in a PROCEEDING:

5.4.1 the party is entitled to be furnished with reasonable information of any allegations with respect thereto not less than 2 clear days prior to the hearing, failing which, the BOARD shall not consider any evidence of character, propriety of conduct or competence of a party; and [SPPA §8]

5.4.2 in the case of a pupil, the disclosure of the Principal's Investigation shall be deemed to be compliance with the requirements of this section.

6. PRE-HEARING CONFERENCES

6.1 Pre-Hearing Conferences



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The BOARD, at the request of a party or on its own motion, may direct the parties to participate in a pre-hearing conference to consider: [ACT 309(5)] and [ACT 311.1(9) 5]

6.1.1 the settlement of any or all of the issues;

6.1.2 the simplification of the issues;

6.1.3 facts or evidence that may be agreed upon;

6.1.4 the dates by which any steps in the PROCEEDING are to be taken or begun;

6.1.5 the estimated duration of the hearing; and

6.1.6 any other matter that may assist in the just and most expeditious disposition of the PROCEEDING. [SPPA §5.3(1)]

6.2 Who Presides At Pre-Hearing Conferences

The DIRECTOR or his/her designate, including a designated superintendent and/or Safe Schools coordinator to preside at any pre-hearing conference. [SPPA §5.3(2)]

6.3 Pre-Hearing Conference Without Prejudice Except as reflected in an order under section 6.4:

6.3.1 PROCEEDINGS at a pre-hearing conference are conducted on a "without prejudice" basis, and

6.3.2 Nothing acknowledged or asserted by one party at a pre-hearing conference may be repeated by any other party in any subsequent hearing on the matter.



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6.4 Orders At Pre-Hearing Conference

The DIRECTOR or his/her designate, including the designated superintendent and/or Safe Schools coordinator, who presides at a pre-hearing conference, may make such orders as he or she considers necessary or advisable with respect to the conduct of the PROCEEDING, including adding parties. [SPPA §5.3(3)]

6.5 Disqualification

If a Trustee acquires information related to issues that parties are attempting to settle, such Trustee shall not preside at the hearing of the PROCEEDING on its merits unless the parties consent. [SPPA §5.3(4)]

6.6 Application To Electronic Hearings

Where a PROCEEDING is conducted electronically, the provisions of Article 9 apply to a pre- hearing conference, with necessary modifications. [SPPA §5.3(5)]

7. NOTICES, AND EFFECT OF NON-ATTENDANCE

7.1 Notice Of Written Hearing

The BOARD shall give to the parties to a written PROCEEDING five (5) days prior notice of hearing and such Notice shall include:

7.1.1 a reference to § 309, 310 and/or 311 of the ACT as the statutory authority under which the hearing will be held

7.1.2 a statement of the date and purpose of the hearing, and details about the manner in which the hearing will be held;

7.1.3 a statement that the hearing shall not be held as a written hearing if a party satisfies the BOARD that there is good reason for not holding a written hearing (in which case the BOARD is required to hold it as an electronic or oral hearing) and an indication of the procedure to be followed for that purpose;



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7.1.4 a statement to the effect of section 7.2, that if the party notified neither acts under subsection 7.1.3 nor participates in the hearing in accordance with the notice, the Discipline Committee may proceed without the party's participation and the party will not be entitled to any further notice in the PROCEEDING. [SPPA §6(4)]

7.2 Effect Of Non-Attendance At Written Hearing After Due Notice
Where notice of a written hearing has been given to a party to a PROCEEDING in accordance with these Rules and the party neither acts under subsection 7.1.3 nor participates in the hearing in accordance with the notice, the BOARD may proceed without the party's participation and the party is not entitled to any further notice in the PROCEEDING. [SPPA §7(2)]

7.3 Notice of Electronic Hearing

The BOARD shall give to the parties to an electronic PROCEEDING five (5) days prior notice of hearing and such Notice shall include:

7.3.1 reference to § 309, 310 and or 311 of *the* ACT as the statutory authority under which the hearing will be held

7.3.2 a statement of the time and purpose of the hearing, and details about the manner in which the hearing will be held;

7.3.3 a statement that the only purpose of the hearing is to deal with procedural matters, if that is the case;

7.3.4 if subsection 7.3.3 does not apply, a statement that the party notified may, by satisfying the BOARD that holding the hearing as an electronic hearing is likely to cause the party significant prejudice, require the BOARD to hold the hearing as an oral hearing, and an indication of the procedure to be followed for that purpose; and



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7.3.5 a statement that if the party notified neither acts under subsection 7.3.4, if applicable, nor participates in the hearing in accordance with the notice, the Discipline Committee may proceed without the party's participation and the party will not be entitled to any further notice in the PROCEEDING. [SPPA §6(5)]

7.4 Effect Of Non-Attendance At Electronic Hearings After Due Notice
Where notice of an electronic hearing has been given to a party to a PROCEEDING in accordance with these Rules and the party neither satisfies the BOARD that holding the hearing as an electronic hearing is likely to cause the party significant prejudice if applicable, nor participates in the hearing in accordance with the notice, the BOARD may proceed without the party's participation and the party is not entitled to any further notice in the PROCEEDING. [SPPA §7(3)]

7.5 Notice Of Oral Hearing

The parties to an oral PROCEEDING shall be given five (5) days prior written notice of hearing, and such Notice shall include:

7.5.1 reference to Sections 309, 310 and or 311 as the statutory authority under which the hearing will be held

7.5.2 a statement of the time, place and purpose of the hearing; and

7.5.3 a statement that if the party notified does not attend at the hearing, the Discipline Committee may proceed in the party's absence and the party will not be entitled to any further notice in the PROCEEDING. [SPPA §6(3)(b)]

7.6 Effect Of Non-Attendance At Oral Hearing After Due Notice

Where notice of an oral hearing has been given to a party to a PROCEEDING in accordance with these Rules and the party does not attend at the hearing, the BOARD may proceed in the absence of the party, and the party is not entitled to any further notice in the PROCEEDING. [SPPA §7(1)]



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8. WRITTEN HEARINGS GENERALLY

8.1 When Written Hearing Not Permitted

Notwithstanding anything contained in these Rules, the BOARD shall not hold a hearing in writing if a party satisfies the BOARD that there is good reason for not doing so. [SPPA §5.1(2)]

8.2 Time Limit For Seeking Electronic Or Oral Hearing

A party who wishes to satisfy the BOARD that there is good reason for not holding a hearing in writing shall provide such reason to the BOARD:

8.2.1 in the case of an appeal against a suspension, at the time of delivering the appeal to the BOARD; and

8.2.2 in all other cases, within five (5) days after a determination by the BOARD to hear the appeal in writing.

8.3 Exception

Section 8.1 does not apply if the only purpose of the hearing is to deal with procedural matters. [SPPA §5.1(2.1)]

8.4 Determination by the BOARD

The BOARD shall determine whether a party has satisfied the BOARD that there is a good reason not to hold the hearing in writing.

9. ELECTRONIC HEARINGS GENERALLY

9.1 When Hearing Electronically Not Permitted

Subject to section 9.2, where the BOARD has determined to hold a hearing electronically, the BOARD shall not do so if a party satisfies the BOARD that holding an electronic rather than an oral hearing is likely to cause the party significant prejudice. [SPPA §5.2(2)]

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Section 9.1 does not apply if the only purpose of the hearing is to deal with procedural matters. [SPPA §5.2(3)]

9.3 Determination by the BOARD

The BOARD shall determine whether a party has satisfied the BOARD that holding an electronic rather than an oral hearing is likely to cause the party significant prejudice.

9.4 Participants To Be Able To Hear One Another

In an electronic hearing, all the parties and the members of the BOARD participating in the hearing must be able to hear one another and any witnesses throughout the hearing. [SPPA § 5.2(4)]

9.5 Procedure At Electronic Hearing

At the commencement of the hearing and so often thereafter as may seem just in the circumstances:

9.5.1 the PROCEEDING CHAIR shall ascertain who is present electronically;

9.5.2 other than the clerk of the PROCEEDINGS, and except with the prior consent of the presiding chair (which consent may be arbitrarily refused), no participant or other person shall be permitted to make a recording of or broadcast any part of the PROCEEDINGS

9.5.3 the PROCEEDING CHAIR shall require each participant to prohibit any person other than:

- (a) a party,
 - (b) such party's counsel or agent as recorded present by the PROCEEDING CHAIR, and
 - (c) witnesses while giving evidence,
- from listening to anything disclosed at the hearing without the express prior approval of the PROCEEDING CHAIR;



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9.5.4 the PROCEEDING CHAIR shall require all participants to notify the PROCEEDING CHAIR before any person present electronically leaves the electronic hearing, and in default of any such notification, such person shall be deemed for all purposes to have been present throughout the whole of the electronic hearing; and

9.5.5 the procedure followed in an electronic hearing shall comply with the requirements of Article 10, and, as far as is feasible and practical, otherwise follow the same process as would be followed in the case of an oral hearing.

10. PROVISIONS AFFECTING BOTH ORAL AND ELECTRONIC HEARINGS

10.1 PROCEEDINGS Recorded by the BOARD

Except as otherwise ordered by the PROCEEDING CHAIR:

10.1.1 the PROCEEDINGS shall be recorded by the clerk of the PROCEEDING; and

10.1.2 no other recording of the PROCEEDINGS shall be permitted.

10.2 Rights of Party at Oral and Electronic Hearings

A party may call and, subject to subsection 10.5, examine witnesses and present evidence, and present submissions. [SPPA §10.1]

10.3 Cross-examination of Witnesses

Subject to section 10.5, all witnesses in an appeal of the suspension of a pupil shall be subject to cross-examination by the party other than the party calling them as may be reasonably required for a full and fair disclosure of all matters relevant to the issues. [SPPA §10.1]

10.4 Questions In Reply And From The BOARD

Subject to subsection 10.5, all witnesses in an appeal of the suspension of a pupil shall be subject to questions in reply, and questions by the BOARD.



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10.5 Limitation on Examination and Cross-examination

The BOARD may reasonably limit the number of witnesses, and further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding. [SPPA §23(2)]

11. APPEAL OF A DECISION TO SUSPEND A PUPIL

11.1 Who May Appeal a Suspension

The following persons may appeal the decision of a principal to suspend a pupil:

11.1.1 the pupil if:

- i.) the pupil is at least 18 years old, or
- ii.) The pupil is 16 or 17 years old and has withdrawn from parental control

11.1.2 the pupil's parent or guardian, unless:

- i.) the pupil is at least 18 years old, or
- ii.) The pupil is 16 or 17 years old and has withdrawn from parental control [ACT 309(1)]

11.2 Appeal Required In Writing, and Minimum Content

An appeal of the decision of a principal to suspend a pupil shall be in writing, and the notice thereof shall contain at least the following:

11.2.1 a copy of the Notice of the Suspension that is the subject of the appeal;

11.2.2 a written statement identifying, with appropriate detail, every reason that the person appealing wishes the BOARD to consider as to why the suspension should not have been imposed, or why the length of the suspension should be altered.



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11.3 Time For Bringing Appeal

An appeal of the decision of a principal to suspend a pupil shall be delivered to the designated supervisory officer, with a complete copy to the principal who imposed the suspension, not later than the 5th day following the delivery of a Principal's Investigation Report after a suspension pending expulsion imposed under ACT 310 or not later than the 10th day following the delivery of a Suspension Notice imposed under ACT 306.

11.4 Response Of Board

The board shall hear and determine the appeal within 15 days of receiving notice unless the parties agree on a later deadline, and shall not refuse to deal with appeal on the ground that there is a deficiency in the notice to appeal.[ACT 309(6)] The board may initiate a pre-hearing conference as stated herein. [6.1]

11.5 Hearing In Writing

Subject to Article 8, the hearing of an appeal of the decision of a principal to suspend a pupil shall be held in writing. [SPPA §5.1(1)]

11.6 Appellant To Satisfy BOARD That Principal Was Wrong

In an appeal of the decision of a principal to suspend a pupil, the appellant shall satisfy the BOARD that the decision of the principal is wrong.

11.7 Appellant Presents First, Principal Second

Where the BOARD hears an appeal of the decision of a principal to suspend a pupil either electronically or orally, the appellant shall proceed first in the calling and examination of witnesses and presentation of evidence and submissions, and the principal shall be the second to do so.

11.8 Decision Of The BOARD

The BOARD shall deliver its decision on an appeal of a decision by a principal to suspend a pupil:



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11.8.1 in the case of an appeal heard in writing where a party has applied but failed to satisfy the BOARD that there is good reason for not doing so, within ten (10) days after the latest of

- (a) the determination described in section 8.4;
- (b) the delivery or time for delivery of the response of the board described in 11.4

11.8.2 in the case of all other appeals heard in writing, within ten (10) days after receipt of the appeal; and

11.8.3 in the case of an appeal heard orally or electronically, within a reasonable time after the conclusion of the hearing.

12. REFERRAL OF AN EXPULSION MATTER TO THE BOARD

12.1 Time For Referral

A principal who refers a matter under 311.3 of the ACT shall do so as soon practicable after the Principal's Investigation Report following the suspension of a pupil pending possible expulsion under § 310 of *the Act*.

12.2 Content Of Referral

A principal who refers a matter under §311.3 of the ACT shall prepare a report that contains the following [ACT 311.1(7)]:

12.2.1 A summary of the principal's findings;

12.2.2 The principal's recommendation as to whether the pupil should be expelled from his or her school only or from all schools of the board

12.2.3 The principal's recommendation as to,

- i.) the type of school that might benefit the pupil, if the pupil is expelled from all schools only, or
- ii.) the type of program for expelled pupils that might benefit the pupil, if the pupil is expelled from all schools of the board

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The principal shall promptly provide a copy of the report to the board and to every person whom the principal was required to give notice of the suspension under section 311.

12.3 Hearing Electronically

Subject to Section 9.1, the BOARD may determine to hear electronically the referral of a matter under §309 or §310 of *the Act*. [SPPA §5.2(1)]

12.4 Scheduling Of Hearing

Subject to section 12.5, the BOARD shall appoint a day and time for the hearing that is not later than the twentieth (20th) school day following the date when the pupil was suspended pending expulsion under §310 of *the Act*.

12.5 Extension Of Deadline

Subject to section 12.6, the BOARD may appoint a day and time for the hearing that is later than the date prescribed in section 12.4 if the parties consent to such later date. [ACT 311.3(8)]

12.6 PARENT or Pupil Application For Adjournment

Any order of the BOARD upon the application by the PARENT or the pupil for an adjournment of the date and time appointed by the BOARD under section 12.4 or section 12.5

12.6.1 shall be subject to the express condition that the parties consent to the adjourned date as the deadline within which the BOARD may impose an expulsion, and to a continuance of the suspension pending expulsion until the end of the hearing and decision of the BOARD, and

12.6.2 may be subject to such other conditions as the BOARD in its discretion may prescribe.

12.7 Decision Of The BOARD

The BOARD shall deliver its decision on referral of a matter under §310 and §311 of the ACT by a principal not later than:

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12.7.1 the twentieth (20th) school day following the date when the pupil was suspended pending expulsion if such deadline has not been extended by agreement of the parties, or

12.7.2 the extended date, as provided in either of section 12.4 or section 12.5 as the deadline within which the BOARD may impose an expulsion, as the case requires. or

12.7.3 time needed to complete the Decision in Order following signing of Minutes of Settlement presented at the pre-hearing conference.

12.8 Appeal of Decision of the Board

The parent/guardian/adult student/student 16/17 years of age and withdrawn from parental control may appeal the board's decision to expel a pupil, whether the pupil is expelled from his or her school only or from all schools of the board, to the designated tribunal. The appellant has 30 days from the hearing date and decision to inform the designated tribunal of the intent. The designated tribunal has 30 days to hear the appeal. [ACT 311.7]

The "designated tribunal" means the Child and Family Review Board under section 207 of the Child and Family Services Act. O Reg. 472/07, s.1.

13. DEFINITIONS

13.1 Except as required by the context, in these Rules, in addition to the plain meaning of the words in each case:

13.2 "ACT" means *The Act*, R.S.O. 1990, c.E.2, as amended;

13.3 "BOARD" includes the Board of Trustees, a Committee of Trustees (Discipline Committee) to which the holding of a hearing is delegated, a Trustee designated by the CHAIR of the BOARD, or the DIRECTOR of Education or designate, as the context requires;

13.4 "CHAIR" means the CHAIR of the BOARD and includes his/her delegate;



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13.5 "DIRECTOR" means the Director of Education and includes his/her delegate;

13.6 "PARENT" includes one or both parents, and one or more guardians, of a pupil, as the case requires;

13.7 "PROCEEDING" includes

- (a) an appeal against a decision by a principal to impose a suspension;
- (b) a referral by the principal of a matter of a school or board expulsion of a pupil, and
- (c) a procedural or interlocutory matter as part of any one of the foregoing;

13.8 "PROCEEDING CHAIR" means the chair of the Discipline Committee assigned to hear the PROCEEDING;



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Frequently Asked Questions for Suspension Appeal Hearings



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POLICY NAME: Suspension and Expulsion Policy (Consolidated)

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APPENDIX G F

Operational Procedures: Guidelines to Suspension Appeal Hearings Frequently Asked Questions for Suspension Appeal Hearings

It is a fundamental principle of the common law that persons facing disciplinary consequences be treated fairly. Procedural fairness requires that the disciplinary consequences to a student be administered by a school administrator who conducts an investigation in an impartial and fair manner. Depending on the circumstances, fairness will include:

- giving the student reasonable notice of the rule involved;
- the opportunity to be heard—to tell his/her side of the story; and
- the right to know the case against him/her.

The following is a guideline regarding the rules of procedure for a suspension appeal.

1.If the suspension is appealed, what types of decisions can the Safe Schools Hearing Committee make?

Following the suspension appeal hearing, the Safe Schools Hearing Committee can make only one of the following decisions:

- confirm the suspension and the duration of the suspension;
- confirm the suspension, but shorten its duration and order that the record of suspension be amended accordingly; or
- quash the suspension and order that the record of suspension be expunged.

2.Does the appeal of a suspension delay the suspension?

No. Even if there is an appeal, the suspension must still be served by the student.

3.Who are the parties to the hearing? The parties to the hearing are:



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- ~~• the parent/guardian of a student under the age of 18;~~
- ~~• an adult student;~~
- ~~• a student who is 16 or 17 years old and has withdrawn from parental control; and~~
- ~~• the school principal.~~

~~4. Can the student who has been suspended attend the hearing even if he or she is not a party? Yes. The student named in the suspension has the right to be present at the hearing and to make a statement on his or her behalf.~~

~~5. Does every party have a right to representation?~~

~~Yes. A party to a proceeding may be represented by counsel or an agent. Counsel is a lawyer. An agent may be a trusted family friend, a religious advisor or other person who can assist with the presentation of the case.~~

~~6. What is the role of the Safe Schools Hearing Committee of the Board?~~

~~The Safe Schools Hearing Committee of the Board will consist of at least three members of the Board of Trustees. It will hear and determine an appeal. Members of the Discipline Committee who may have had any direct involvement in the matter prior to the commencement of the hearing will disqualify themselves and will not take part in the hearing, the deliberations, the decision or the reasons. Members of the Safe Schools Hearing Committee who have not been present through the whole of the hearing will not take part in the deliberations, the decision or the reasons.~~

~~7. Is there a requirement to provide disclosure?~~

~~Yes. Unless otherwise ordered by the Board, prior to the commencement of the hearing, each party will provide to the other party and to the Board the following information:~~

- ~~• a copy of all documents that a party intends to rely on at the hearing.~~



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8. Will the hearing be held in private?

~~Yes. The Safe Schools Hearing Committee will normally order that the hearing will be held in private session.~~

9. When will a suspension appeal hearing take place?

~~The Safe Schools Hearing Committee of the Board will hear and determine a suspension appeal within 15 school days of receiving the notice of appeal, unless the parties agree otherwise.~~

10. What is the order of presentation at the hearing?

~~When the Safe Schools Hearing Committee hears an appeal of the decision to suspend a student, the clerk or designate will provide a short summary of details related to the case. The parent or adult student will proceed first in the presentation of evidence and submissions, and the principal will proceed second, unless the parties agree otherwise.~~

11. How will the suspension appeal hearing be organized?

~~In hearing a suspension appeal, the following guidelines will apply:~~

~~(a) Five minute introduction of the parties and the Safe Schools Hearing Committee of the Board, with discussion on the issues to be addressed by the Safe Schools Hearing Committee including a short summary of the incident infraction and duration of suspension by the clerk or designate;~~

~~(b) Ten minute presentation by the parent or adult student in presenting evidence and submissions on behalf of the student;~~

~~(c) Ten minute presentation by the principal in presenting evidence and submissions on behalf of the School; and~~

~~(d) Five minute question and answer session by the Safe Schools Hearing Committee. Caucus, deliberations and decision by the Safe Schools Hearing Committee. The Safe Schools Hearing Committee has the power to reserve its decision.~~



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~~12. What if translation or interpretation services are required?~~

~~If translation or interpretation services are required, the time limit in each step may be amended at the discretion of the Safe Schools Hearing Committee.~~

~~13. What will the Discipline Committee of the Board consider in making a decision?~~

~~The Discipline Committee will assess the evidence as provided by the parties, and determine whether on a balance of probabilities, it is more probable than not that the student committed the infraction. Where the Safe Schools Hearing Committee determines that the student committed the infraction, the Safe Schools Hearing Committee will determine whether the principal considered any mitigating factors or other factors prescribed by the regulations. If the principal failed to consider the mitigating factors or other factors, then the Safe Schools Hearing Committee will do so in reaching their decision.~~

~~14. Can the Safe Schools Hearing Committee reserve its decision?~~

~~Yes. The Safe Schools Hearing Committee has the power to reserve its decision, that is, require further time for its deliberations and conclusions.~~

~~15. Will the Safe Schools Hearing Committee issue a decision in writing?~~

~~Yes. The decision of the Discipline Committee will be in writing and signed by the chair of the Discipline Committee. A copy of the decision will be sent to all parties to the proceeding who took part in the hearing at their respective addresses last known to the Board.~~

~~The Rules of Procedure for Suspension Appeals and Expulsion Hearings, which provide more detail about this process, are available on line at www.tedsb.org.~~

It is a fundamental principle of the common law that persons facing disciplinary consequences be treated fairly. Procedural fairness requires that the disciplinary consequences to a student be administered by a school administrator who conducts an investigation in an impartial and fair manner. Depending on the circumstances, fairness may include:

- giving the student reasonable notice of the rule involved;**
- the opportunity to be heard - to tell his/her side of the story; and**
- the right to know the case against him/her.**

Suspension Appeal Hearings will be conducted in accordance with the *Statutory Powers Procedure Act* (R.S.O. 1990, c. S.22). The following is a guideline regarding the rules of procedure for a suspension appeal.

1. If you decide to appeal the suspension, what types of decisions can the Committee make?

Following the suspension appeal hearing, the Committee can make only one of the following decisions:

- **confirm the suspension and the duration of the suspension;**
- **confirm the suspension, but shorten its duration and order that the record of suspension be amended accordingly; or**
- **quash the suspension and order that the record of suspension be expunged.**

2. Does the appeal of a suspension delay the suspension?

No. Even if there is an appeal, the suspension must still be served by the student.

3. Who are the parties to the hearing?

The parties to the hearing are:

- **the parent/guardian of a student under the age of 18;**
- **an adult student;**
- **a student who is 16 or 17 years old and has withdrawn from parental control; and/or**
- **the school principal.**

4. Can the student who has been suspended attend the hearing even if he or she is not a party?

Yes. The student named in the suspension has the right to be present at the hearing and to make a statement on his or her behalf.

5. Does every party have a right to representation?

Yes. A party to a proceeding may be represented by counsel or an agent. Counsel is a lawyer. An agent may be a trusted family friend, a religious advisor or other person who can assist with the presentation of the case.

6. What is the role of the Committee of the Board?

The Committee of the Board will consist of at least three members of the Board of Trustees. It will hear and determine an appeal. Members of the Committee who may have had any direct involvement in the matter prior to the commencement of the hearing will disqualify themselves and will not take part in the hearing, the deliberations, the decision or the reasons. Members of the Committee who have not been present through the whole of the hearing will not take part in the deliberations, the decision or the reasons.

7. Is there a requirement to provide disclosure?

Yes. Unless otherwise ordered by the Board, prior to the commencement of the Hearing, each party will provide to the other party and to the Board the following information:

- a copy of documents and **summary of evidence** that each party intends to rely on at the hearing.

Parties will exchange this information no later than 48 (forty-eight) hours in advance of the Hearing, unless there are extenuating circumstances preventing the exchange.

Any documents **or evidence** not disclosed 48 (forty-eight) hours in advance will be presented to the Committee of the Board for review to determine whether they can be referenced at the Hearing.

8. Will the hearing be held in private?

Yes. The Committee will order that the hearing will be held in private session.

9. When will a suspension appeal hearing take place?

The Committee of the Board will hear and determine a suspension appeal within 15 school days of receiving the notice of appeal, unless the parties agree otherwise.

10. What is the order of presentation at the hearing?

When the Committee hears an appeal of the decision to suspend a student, the parent or adult student will proceed first in the presentation of evidence and submissions, and the principal will proceed second, unless the parties agree otherwise.

11. How will the suspension appeal hearing be organized?

Subject to the discretion of the Committee hearing a suspension appeal, the following guidelines will apply:

- (a) Five minute introduction of the parties and the Committee of the Board;

- (b)
 - i. Ten (10) minute presentation by the parent or adult student in presenting evidence and submissions on behalf of the student;
 - ii. Ten (10) minute cross-examination by the Principal (and/or Legal Counsel, if applicable) of the parent and the student [and their witnesses];
- (c)
 - i. Ten (10) minute presentation by the principal in presenting evidence and submissions on behalf of the School;
 - ii. Ten (10) minute cross-examination by the Parent or adult student (and/or their Legal Counsel, if applicable) of the Principal [and his/her witnesses];
- (d) Five (5) minute closing arguments by parent or adult student (or their Legal Counsel, if applicable);
- (e) Five (5) minute closing arguments by the Principal (or their Legal Counsel, if applicable);
- (f) Five (5) minute questions and answer session by the Committee. Caucus, deliberations and decision by the Committee. The Committee has the power to reserve its decision.

12. What if translation or interpretation services are required?
If translation or interpretation services are required, the time limit in each step may be altered.

13. What will the Committee of the Board consider in making a decision?

The Committee will assess the evidence as provided by the parties, and determine whether on a balance of probabilities, it is more probable than not that the student committed the infraction. Where the Committee determines that the student committed the infraction, the Committee will determine whether the principal considered the mitigating factors or other factors prescribed by the regulations. If the principal failed to consider the mitigating factors or other factors, then the Committee will do so.

14. Can the Committee reserve its decision?

Yes. The Committee has the power to reserve its decision; that is, require further time for its deliberations and conclusions.

15. Will the Committee issue a decision in writing?

Yes. The decision of the Committee will be in writing and signed by the chair of the Committee. A copy of the decision will be sent to all parties to the proceeding who took part in the hearing at their respective addresses last known to the Board.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

OPERATIONAL PROCEDURES: Guidelines to Expulsion Hearings

APPENDIX H G

Frequently Asked Questions for Expulsion Hearings



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

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APPENDIX G

Operational Procedures: Guidelines to Expulsion Hearings **Frequently Asked Questions for Expulsion Hearings**

~~It is a basic principle of the common law that persons facing disciplinary consequences be treated fairly. Procedural fairness requires that the disciplinary consequences to a student be imposed by a school administrator who conducts an investigation in an impartial and fair manner. This includes:~~

- ~~•the right to know what rule has been violated and what conduct he/she is being accused of; and~~
- ~~•the opportunity to respond to the allegations against him/her—to tell his/her side of the story.~~

~~The following is a guideline regarding the rules of procedure for an expulsion hearing. An expulsion hearing will be heard by the Board's Safe Schools Hearing Committee that will consist of at least three Trustees.~~

~~1. Who are the parties to the hearing?~~

~~A "party" to a hearing is a person who has a legal right to participate in the hearing. The parties to an expulsion hearing are:~~

- ~~•the parent/guardian of a student under the age of 18;~~
- ~~•an adult student;~~
- ~~•a student who is 16 or 17 years old and has withdrawn from parental control; and~~
- ~~•the school principal.~~

~~2. Can the student who has been suspended attend the hearing even if he or she is not a party? Yes. The student named in the expulsion referral has the right to be present at the hearing and to make a statement on his or her behalf.~~

~~3. Does every party have a right to representation?~~

~~Yes. A party to the hearing may be represented by counsel or an agent. Counsel is a lawyer. An agent may be a trusted family friend, a religious advisor or other person who can assist with the presentation of the case.~~



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~~4. What is the role of the Safe Schools Hearing Committee?~~

~~The Committee will hear and determine whether a student will be expelled. Members of the Committee who may have had any direct involvement in the matter prior to the Principal's decision to refer the matter for an expulsion hearing will disqualify themselves and will not take part in the hearing, the deliberations, the decision or the reasons. Members of the Committee who have not been present for the whole hearing will not take part in the deliberations, the decision or the reasons.~~

~~5. Is there a requirement for each party to provide its evidence to the Safe Schools Hearing Committee and to the other party before the hearing?~~

~~Yes. Unless otherwise ordered by the Committee, at least two school days before the hearing begins, each party will provide to the Committee and to the other party the following information:~~

- ~~• a list of the witnesses that the party intends to call to give evidence in the proceeding with consideration of age and exceptionality(s); and~~
- ~~• a copy of documents that the party intends to rely on at the hearing with names of witnesses and victims redacted.~~

~~6. Will the hearing be held in private?~~

~~The Committee will normally order that the hearing will be held in private session, unless there is an objection by one of the parties and the objection is approved by the Safe Schools Hearing Committee.~~

~~7. When will an expulsion hearing take place?~~

~~A hearing will be held by the committee within 20 school days from the first day of the suspension, unless the parties to the hearing agree otherwise. A decision to expel by the Safe Schools Hearing Committee may not take place if more than 20 school days from the first day of the suspension has lapsed, unless the parties to the hearing agree otherwise.~~



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8. What is the order of presentation at the hearing?

When the Committee hears a recommendation of a principal to expel a student, the principal will be the first party to call and examine witnesses, present evidence, and make submissions to the Safe Schools Hearing Committee. The parent or adult student will call and examine witnesses, present evidence, and make submissions to the Committee after the principal, unless the parties agree otherwise.

9. How will the expulsion hearing be organized?

The Chair of the Safe Schools Hearing Committee introduces the matter and the parties appearing. The Chair sets out the process for the Safe Schools Hearing Committee. The process includes:

- opening statement by the principal, counsel or agent;
- opening statement by the parent/guardian/adult student or counsel/representative;
- a presentation of evidence, including witnesses, by the principal, counsel or agent;
- cross-examination by the parent/guardian/adult student or counsel/representative;
- re-examination;
- questions or points of clarification, through the Chair, by the Committee, on the principal's presentation;
- a presentation of evidence, including witnesses, by the parent/guardian/adult student or counsel/representative;
- cross-examination by principal, counsel or agent;
- re-examination;
- questions or points of clarification, through the Chair, of the presentation of the student/parents;
- a statement by the student, if the student chooses to make a statement to the Safe Schools Hearing Committee, when the student is not a party and attends the hearing;
- reply by the principal, counsel or agent;
- summation by the principal, counsel or agent;
- summation by the parent/guardian/adult student or counsel/representative;



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- statement by legal counsel to the Discipline Committee on responsibilities of the Safe Schools Hearing Committee;
- The Safe Schools Hearing Committee debates the issue in private and comes to a decision;
- in the event that the recommendation for expulsion is accepted, any motion passed in the private session would be read to the parties in open session by the Chair of the Discipline Committee.

10. What will the Safe Schools Hearing Committee consider to make its decision? The Safe Schools Hearing Committee will assess the evidence as provided by the parties, and determine whether, on a balance of probabilities, it is more probable than not that the student committed the infraction. If the Committee determines that the student committed the infraction, the Committee will determine whether the principal considered any mitigating factors or other factors prescribed by the regulations. If the principal failed to consider the mitigating factors or other factors, then the Committee will do so in reaching its final decision. The Safe Schools Hearing Committee will also consider the parties' submissions on whether the student should be expelled from his or her school only, or from all schools of the Board, and the parties' submissions on whether, if the student is not expelled, the Board should confirm the suspension, confirm the suspension but shorten its duration, or quash the suspension.

11. What types of decisions can the Safe Schools Hearing Committee make? After completing the hearing, the Committee will decide whether to expel the student; and if the student is to be expelled, whether the student is expelled from his or her school only or from all schools of the Board.

12. What if the Safe Schools Hearing Committee decides to expel the student? If the Committee expels a student, Safe Schools will assign the student to:

- (a) in the case of a student expelled from his or her school only, another school of the Board; and
- (b) in the case of a student expelled from all schools of the Board, a program for expelled students.



~~POLICY SECTION: Safe~~

~~Schools SUB-SECTION:~~

~~POLICY NAME: Suspension and Expulsion Policy (Consolidated)~~

~~POLICY NO: S.S. 01~~

~~13. What if the Safe Schools Hearing Committee decides not to expel the student? If the Committee does not expel a student, with respect to the original suspension, it will:~~

- ~~(a) confirm the suspension and the duration of the suspension; or~~
- ~~(b) confirm the suspension, but shorten its duration, even if the suspension has already been served, and order that the record of the suspension be amended accordingly; or~~
- ~~(c) quash the suspension and order that the record of the suspension be expunged, even if the suspension has already been served.~~

~~14. Can the Safe Schools Hearing Committee reserve its decision?~~

~~Yes. The Committee has the power to reserve its decision to take more time for its deliberations and conclusions.~~

~~15. Will the Safe Schools Hearing Committee issue a decision in writing?~~

~~Yes. The decision of the Committee will be in writing and signed by the Chair of the Committee. When requested by a party, the Committee will give written reasons. Copies of the decision, along with written reasons, if requested, will be sent to all parties who took part in the hearing at their respective addresses last known to the Board.~~

~~16. Is the Safe Schools Hearing Committee's decision final?~~

~~No, not if the Committee decides to expel the student, either from his or her school only, or from all schools of the Board. There is a right of appeal to the Child and Family Services Review Board.~~

~~However, if the Committee decides not to expel the student, the Committee's decision regarding the suspension is final.~~

~~The Rules of Procedures for Suspension Appeals and Expulsion Hearings, which provide more detail about this process, are available on-line at: www.tedsb.org~~

It is a fundamental principle of the common law that persons facing disciplinary consequences be treated fairly. Procedural fairness requires that the disciplinary consequences to a student be administered by a school administrator who conducts an investigation in an impartial and fair manner. Depending on the circumstances, fairness may include:

- giving the student reasonable notice of the rule involved;
- the opportunity to be heard - to tell his/her side of the story; and
- the right to know the case against him/her.

Expulsion Hearings are to be conducted in accordance with the *Statutory Powers Procedure Act* (R.S.O. 1990, c. S.22). The following is a guideline regarding the rules of procedure for an Expulsion Hearing:

1. If you decide to have an Expulsion Hearing, what types of decisions can the Committee make?

Following the Expulsion Hearing, the Committee can make only one of the following decisions:

- whether to expel the pupil; and
- if the pupil is to be expelled, whether the pupil is expelled from his/her school only or from all schools of the Board.

If the Board does not expel the pupil, the Board shall, with respect to the suspension originally imposed under Section 310 of the *Education Act*:

- confirm the suspension and the duration of the suspension;
- confirm the suspension, but shorten its duration and order that the record of suspension be amended accordingly; or
- quash the suspension and order that the record of suspension be expunged.

2. Does the Expulsion Hearing delay the 20-day suspension?

No. Even if there is a Hearing, the suspension must still be served by the student.

3. Who are the parties to the hearing?

The parties to the hearing are:

- the school principal;
- the pupil, if:
 - the pupil is at least 18 years old (an adult student); or
 - the pupil is 16 or 17 years old and has withdrawn from parental control;
- the pupil's parent/guardian, unless:
 - the pupil is at least 18 years old; or
 - the pupil 16 or 17 years old and has withdrawn from parental control.

4. Can the student who has been recommended for expulsion attend the hearing even if he or she is not a party?

Yes. The student named in the suspension pending expulsion has the right to be present at the hearing and to make a statement on his or her behalf.



GUIDELINES FOR AN EXPULSION HEARING

5. Does every party have a right to representation?

Yes. A party to a proceeding may be represented by legal counsel or an agent. Legal counsel is a lawyer. An agent may be a trusted family friend, a religious advisor or other person who can assist with the presentation of the case. If a pupil, or parent/guardian (in accordance with #3 above), intends to bring legal counsel to the Hearing, they must inform the Board's legal counsel of this intention at least 10 (ten) days in advance of the Hearing date.

6. What is the role of the Committee of the Board?

The Committee of the Board will consist of at least three members of the Board of Trustees. It will hear and determine the recommendation for expulsion. Members of the Committee who may have had any direct involvement in the matter prior to the commencement of the Hearing will disqualify themselves and will not take part in the Hearing, the deliberations, the decision or the reasons. Members of the Committee who have not been present through the whole of the Hearing will not take part in the deliberations, the decision or the reasons.

7. Is there a requirement to provide disclosure?

Yes. Unless otherwise ordered by the Board, prior to the commencement of the Hearing, each party will provide to the other party and to the Board the following information:

- a copy of documents and summary of evidence that each party intends to rely on at the hearing.

Parties will exchange this information no later than 48 (forty-eight) hours in advance of the Hearing, unless there are extenuating circumstances preventing the exchange. Any documents or evidence not disclosed 48 (forty-eight) hours in advance will be presented to the Committee of the Board for review to determine whether they can be referenced at the Hearing.

8. Will the hearing be held in private?

Yes. The Committee will order that the Hearing will be held in private session.

9. When will an Expulsion Hearing take place?

The Committee of the Board will hear and determine a recommendation for expulsion within 20 school days of the pupil's suspension pending expulsion under section 310 of the *Education Act*, unless the parties to the Expulsion Hearing have signed an Extension Form and/or the parties to the Expulsion Hearing agree on a later deadline.



GUIDELINES FOR AN EXPULSION HEARING

10. What is the order of presentation at the hearing?

When the Committee hears an Expulsion Hearing, the principal will proceed first in the presentation of evidence and submissions, and the parent or adult student will proceed second.

11. How will the Expulsion Hearing be organized?

In an Expulsion Hearing, the following guidelines will apply:

(a) Five (5) minute introduction of the parties and the Committee of the Board, with discussion on the issues to be addressed by the Committee;

(b) (i) Twenty (20) minute presentation by the principal/legal counsel in presenting evidence and submissions on behalf of the School, including any witness evidence*;

(ii) Ten (10) minutes total for parent or adult student (and/or legal counsel, if applicable) to ask questions of clarification of the principal (and/or legal counsel, if applicable);

(c) (i) Twenty (20) minute presentation by the parent or adult student (and/or legal counsel, if applicable) in presenting evidence and submissions on behalf of the student, including any witness evidence*;

(ii) Ten (10) minutes total for principal (and/or legal counsel, if applicable) to ask questions of clarification of the parent or adult student (and/or legal counsel, if applicable); and

(d) Five (5) minute closing arguments by the Principal (or their Legal Counsel, if applicable);

(e) Five (5) minute closing arguments by parent or adult student (or their Legal Counsel, if applicable);

(f) Ten (10) minute question-and-answer session by the Committee.

*Note: video evidence, if shown, does not count toward the 20-minute time limit

(g) Caucus, deliberations and decision by the Committee. The Committee has the power to reserve its decision.

12. What if translation or interpretation services are required?

If translation or interpretation services are required, the time limit in each step may be altered.



GUIDELINES FOR AN EXPULSION HEARING

13. What will the Committee of the Board consider in making a decision?

The Committee will consider:

- all submissions and views of the parties, including their views as to whether the pupil, if expelled, should be expelled from his or her school only or from all schools of the board;
- (b) any mitigating or other factors prescribed by the regulations and as outlined in TCDSB Policy S.S.01; and
- (c) any written response to the principal's report recommending expulsion that a person gave to the board under subsection 311.1 (10) of the *Education Act* before the completion of the hearing.

14. Can the Committee reserve its decision?

Yes. The Committee has the power to reserve its decision; that is, require further time for its deliberations and conclusions and give its decision at a later date/time.

15. Will the Committee issue a decision in writing?

Yes. The decision of the Committee will be in writing and signed by the chair of the Committee. A copy of the decision will be sent to all parties to the proceeding who took part in the hearing at their respective addresses last known to the Board.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

OPERATIONAL PROCEDURES: Principal Investigation Guideline

APPENDIX I H

Principal Investigation Guideline



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

APPENDIX H

Operational Procedures: Principal Investigation Guideline

We believe that those entrusted with leadership positions in the Catholic Schools must be conspicuous for their goodness, sincerity and attachment to the faith. In other words, they are men and women who demonstrate in practice the very reason for the Catholic school's existence: an integrated Christian maturity inspired by the Gospel and lived in authentic freedom and commitment. (Fulfilling the Promise: The Challenge of Leadership, 1993).

As outlined in the TCDSB Suspension and Expulsion Policy S.S.01, it is the policy of the Board that, whenever the principal suspends a student pending possible expulsion, the principal will conduct an investigation under the Board's Suspension and Expulsion Policy S.S. 01 to determine whether to recommend to the Board that the pupil be expelled. The student, and any other person who may reasonably be regarded as having been affected by such activity, shall be given a fair opportunity to promptly furnish information relevant to the principal's investigation, unless it is impractical to do so, eg. the student is in custody.

Guidelines:

- 1. In circumstances where there is police involvement regarding a school related incident and the principal has been given direction by police not to proceed with a school investigation, the principal may exclude the student for the duration of the police investigation according to *Education Act* Section 265 (1) (m). During this time, the principal shall continue to provide academic programming to the student. The principal will also maintain ongoing contact with police to determine when it is permissible for the principal to continue with the school investigation. Once the principal has been granted permission by police to proceed with the school investigation, the principal will conduct an investigation to determine appropriate next steps.**



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

2. Where the principal believes that a student has engaged in activity for which expulsion must be considered, the principal shall suspend the student from school and from all school-related activities. The principal shall discuss with the student and parent/guardian (if minor) the TCDSB long-term suspension program (TIPSS) and will encourage the student's participation in this program. The principal shall conduct an investigation to determine whether to recommend to the Board that the student be expelled.
 - a. The investigation shall be considered as a matter of high priority and shall be conducted and completed as soon as reasonably possible. The principal shall **endeavor to** complete the school investigation within 5 school days from the start of the suspension. ~~unless the principal has been given direction by police not to proceed with a school investigation. In these cases where police prohibit investigation, the principal (i) will not begin an investigation and will contact Safe Schools or Corporate Services for consultation and direction, and (ii) will maintain ongoing contact with police to determine when it is permissible for the principal to continue with the school investigation.~~
 - b. The investigation shall be conducted by the principal who may request the assistance of a designate(s). It is recommended that interviews be conducted in the presence of another staff person designated by the principal.
 - c. The principal shall remain neutral in attitude and non-judgmental as to the matters disclosed to him/her during the investigation, and shall gather information from students, staff and other persons about the activity that has given rise to the investigation.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

- d. The principal shall inform a student what the allegations are, and shall give the accused student an opportunity to respond to those allegations prior to reaching a final determination unless it is impractical to do so, e.g. the student is in custody.
- e. During the investigation stage and before being interviewed further by the principal the subject student, and his/her parents if the student is a minor, shall be advised of the student's right to have one other adult present with the student ("accompanying person") during the interview. The principal, however, in his/her sole discretion may permit more than one accompanying person.
- f. The Principal will document information gathered from the school investigation in the Safe Schools Progressive Discipline Application, specifically the online Principal Investigation.
- g. Before making a final determination, the principal shall consider mitigating factors and other factors in accordance with the requirements of the Ministry of Education.
- h. Upon reviewing the school investigation and relevant mitigating and other factors, the principal shall make a final determination which will include one of the following:
 - i. Board Expulsion
 - ii. School Expulsion
 - iii. Confirmed Suspension
 - iv. Shortened or Reduced Suspension
 - v. Withdrawal of Suspension and Expungement of the Record



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

- i. The principal shall provide a written notice outlining details related to the principal's final determination to every person to whom he/she was required to give notice of suspension under Section 311 of *Education Act*. This written notice is entitled "Parent Report Package".

OPERATIONAL PROCEDURES: Search and Seizure Guideline

APPENDIX I

Search and Seizure Guideline



APPENDIX I

Operational Procedures: Search and Seizure Guideline

1. From time to time, proper investigation of an incident in a school may require a search of a student or his/ her property.

For example,

- a. a principal or a teacher may have reason to suspect that a student is carrying a concealed weapon, or
 - b. a student questioned with regard to a fight may blurt out that one of the antagonists sells drugs and keeps some in his/her locker, or
 - c. a student reports that his/her personal property has been stolen and indicates that he/she believes it was taken by another student and may be found in that student's knapsack.
2. The Toronto Catholic District School Board prohibits the possession, on school property or at school functions, of substances or objects which may threaten good order, discipline, decorum, and public safety. Such substances or objects may include, but are not limited to:
 - a) alcoholic beverages;
 - b) cannabis/cannabis products, unless the student is a medical cannabis user;
 - c) illegal or restricted drugs;
 - d) stolen property;
 - e) weapons, either restricted or prohibited by law;
 - f) any object which may be used as a weapon and which may cause serious injury; and
 - g) hate literature, racist material, pornography, etc.

What is the proper procedure to follow in circumstances such as these?

3. Section 8 of the *Canadian Charter of Rights and Freedom* provides that: "Everyone has the right to be secure against unreasonable search and seizure". However, a student's reasonable expectation of privacy is diminished at school because the student knows that principals and teachers are responsible for providing a safe environment and maintaining order and discipline in the school.
4. Principals and teachers may conduct a search if there are reasonable grounds to believe that a school rule has been violated and that evidence will be found in school property, in student property, or on the person searched. Staff must, where possible, consult with the principal or designate prior to conducting a search of school property, student property, or a person. School property includes, but is not limited to, student lockers, student desks, student cubbies, or any other place on school property. Student property includes, but is not limited to, knapsacks, purses, and personal electronic devices.
5. The following may constitute reasonable grounds:
 - a. information received from one student considered to be credible;
 - b. information received from more than one student;
 - c. a teacher's or principal's own observations; and
 - d. any combination of these pieces of information which the school authority considers to be credible.

Random or arbitrary searches or searches on groundless suspicion are not reasonable and will likely be in contravention of the Charter.
6. All searches of property and persons may only be conducted in the presence of the principal or teacher and one other adult witness.
7. Where need for a personal search is indicated, and where it is safe to do so, all personal searches of a student should be conducted in the privacy of the principal's office or another suitable room.
8. The student involved should be given the opportunity to produce the substance or object which he or she is suspected of possessing before a search of the student is conducted. If the student is not cooperative in producing the substance or object, the principal or designate will immediately contact the police.

9. The principal or designate will make all reasonable efforts to contact the parent/guardian of the student (unless the student is 18 years of age and older or the student is 16/17 years of age and has withdrawn from parental control) once the search has been conducted, unless otherwise directed by Police. The principal will contact the parent/guardian when cleared by Police to do so. In all cases, the principal or designate will document all efforts/attempts to contact the parent/guardian and any instructions received from Police.
10. When a search is conducted, a record of all pertinent information, including action taken, witnesses present, the date, time and place of the search, and results of the search, will be documented as soon as possible. Documents will be filed appropriately and the Area Superintendent will be promptly advised. This information is subject to the provisions of Freedom of Information legislation. Confiscated property will be appropriately secured until removed from school premises by police or by other arrangement as determined by Principal and Area Superintendent.



REPORT TO

REGULAR BOARD

REPORT OF GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO TRESPASS POLICY S.S.14

“But let all who take refuge in you be glad; let them ever sing for joy. Spread your protection over them, that those who love your name may rejoice in you.” Psalm 5:11

Created, Draft	First Tabling	Review
February 12, 2019	February 27, 2019	Click here to enter a date.

Paul Matthews, Legal Counsel, Corporate Services

Peter Aguiar, Superintendent of Student Success and Wellbeing and Governance and Policy

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends amendments to the Trespass Policy (S.S.14). In particular, these amendments clarify when a trespass notice may be issued to a student and other procedures relating to trespassers.

The cumulative staff time required to prepare this report was 3 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision

C. APPENDIX

Appendix A: Trespass Policy (S.S.14) with proposed amendments.

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Trespass Policy (S.S.14) as amended and proposed in Appendix A.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

Date Approved:

August 27, 2015

Review Cycle:~~May 2018~~**February 2024****Dates of Amendment:**

December 6, 2011; September 11, 2014; August 27, 2015

Cross Reference:*Trespass to Property Act*

O. Reg.474/00, Access to School Premises

S.S. 04 Access to School Premises

Purpose

This policy affirms the need for students, teachers and other staff to feel safe in their school community. The purpose of this policy is to outline the steps followed in those circumstances where an individual may be trespassing on school property. The policy also describes an appeal process available to an individual who wants to contest a trespass notice.

Scope and Responsibility

This Policy extends to all students, staff, visitors, ~~organizations~~ or other individuals accessing or seeking access to Toronto Catholic District School Board schools or other TCDSB premises. The Director of Education, supported by the Superintendent of Safe Schools and school principals, is responsible for this policy.

Alignment with MYSP:



POLICY SECTION: SAFE SCHOOLS
 SUB-SECTION:
 POLICY NAME: TRESPASS
 POLICY NO: S.S.14

Living Our Values
 Fostering Student Achievement and Well Being
 Inspired and Motivated Employees
 Strengthening Public Confidence

Financial Impact

~~Generally, there is no significant financial impact on the TCDSB.~~

Legal Impact

~~The Education Act requires school boards and all schools of a board to maintain a positive and safe learning environment. When the safety of a school community or other TCDSB community may be compromised by the presence of a visitor or other individual, all reasonable steps must be taken to protect the safety of students, teachers, school staff, and other members of the school community.~~

Policy

All Toronto Catholic District School Board personnel are authorized by the Board of Trustees to exercise the rights and responsibilities of the Board as a person who has responsibility for, and control over, Board premises for the purposes of the provisions of the *Trespass to Property Act*.

Regulations

1. The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

encourage responsibility, respect, civility, equity, inclusivity, academic excellence, and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted, and is supported through a whole-school approach. The Trespass Policy will be applied in a manner consistent with the TCDSB's Catholic values.

2. The principal, teachers and support personnel shall safeguard the students in regard to trespassers on school property.
3. Unknown visitors ~~may~~ will be requested to produce proper identification as per Policy S.S. 04 Access to School Premises and to follow locally established school visitor procedures.
4. A person is not permitted to remain on school premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the principal, a vice-principal or another person authorized by the board to make such a determination. Failure to leave the premises when asked will result in the visitor being considered a trespasser.
5. A person is not permitted to remain on school premises if a policy of the board requires the person to report his or her presence on the premises in a specified manner and the person fails to do so. Failure to leave the premises when asked will result in the visitor being considered a trespasser.
6. **Under the authority of the *Trespass to Property Act*, a trespass notice may be issued to a student when the student is under court order, police conditions, a school suspension or expulsion which prohibits the student from being on school property.**
7. A person identified as a trespasser shall be warned and asked to leave the property by the principal, vice-principal, or another person authorized by the



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

Board as a person who has responsibility for, and control over, the condition of Board premises or the activities being carried on at Board premises.

8. ~~Where there is an element of danger with respect to a trespass situation, the police shall be contacted.~~ **If the trespasser does not leave the property when directed to, police will be contacted.**
9. Where the identity and address of the trespasser is known and the Principal does not wish the individual to re-enter Board premises, the superintendent shall be consulted and a “Trespass Notice” may be sent by the school principal or designated official.
10. A Principal shall consider issuing a “Cease and Desist Letter” to a person prior to issuing a Trespass Notice. A Cease and Desist Letter may be a sufficient response to encourage the person to stop acting in a way that is detrimental to the safety or well-being of other persons on the premises.
11. Where a Trespass Notice is sent, a copy shall be retained at the workplace and a copy shall be forwarded to the local police division.
12. When a Trespass Notice has been issued, the Principal will review the issues that gave rise to the Trespass Notice being issued and make a determination whether present circumstances warrant the Trespass Notice being rescinded. The Principal will conduct such review once every ninety (90) days after the Trespass Notice was issued.
13. A record of any trespassing notices will be kept by the Principal and by the Safe Schools Department. The Safe Schools Department will present a quarterly update report to the Board of Trustees.
14. An individual who wishes to appeal a trespass notice has available the following appeal process. The appeal process must be followed in the order



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

prescribed:

- i. ~~Communicate in writing directly~~ **The trespasser will write to** with the school principal and provide reasons why the trespass notice should be rescinded. The principal will respond within 14 days upon receipt of the **notice of** appeal.
- ii. **If the principal does not agree to rescind the trespass notice, the trespasser may** ~~Communicate~~ verbally or in writing with the school superintendent, advising why the trespass notice should be rescinded. The school superintendent will discuss the appeal with the school principal.
- iii. **If the principal after consulting with the superintendent does not rescind the trespass notice, the trespasser may** ~~Communicate~~ verbally or in writing with the Associate Director of Education (~~Academic Affairs~~). The Associate Director will discuss the appeal with the school superintendent.
- iv. The Associate Director of Education (~~Academic Affairs~~) will discuss the appeal with the Director of Education, as required.

At every stage of the appeal process, the views of both the school principal and the individual subject to the trespass notice will be considered.

The school principal, after having given reasonable consideration to the basis of the appeal and the advice of the area superintendent, (and the ~~a~~**A**ssociate ~~d~~**D**irector, where applicable), will render a decision within ~~2~~ **two** business days ~~with respect to the appeal~~ **of receipt of the notice of appeal.**

Definitions



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: TRESPASS

POLICY NO: S.S.14

School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviors and interactions.

Metrics

1. Annual Safe Schools Climate surveys administered to representative groups of TCDSB students.
2. Anonymous school climate surveys conducted with Parents and Staff at least every two years.
3. Safe Schools data: Reporting Forms – Part I, Trespass Notices, Violent Incidents Form.



REPORT TO

REGULAR BOARD

REPORT OF GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO FILLING A TRUSTEE VACANCY POLICY T.18

“Therefore, brothers and sisters, be all the more eager to confirm your call and election, for if you do this, you will never stumble.” (2 Peter 1:10)

Created, Draft	First Tabling	Review
September 4, 2018	September 11, 2018	Click here to enter a date.

Paul Matthews, General Legal Counsel

Peter Aguiar, Superintendent of Student Achievement & Wellbeing and Governance & Policy

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the Filling a Trustee Vacancy Policy (T.18) to reformat in meta policy format and to reflect changes recommended by Governance and Policy Committee.

The cumulative staff time required to prepare this report was 3 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. BACKGROUND

APPENDIX A: Filling a Trustee Vacancy Policy (T.18) with proposed amendments.

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Filling a Trustee Vacancy Policy (T.18) as amended and proposed in Appendix A.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

Date Approved: September 26, 2012	Date of Next Review: February, 2024	Dates of Amendments:
Cross References: Education Act, R.S.O. 1990, c. E.2 Municipal Elections Act, 1996,		
Appendix		

Purpose:

The policy outlines the options available to the board when choosing to fill a trustee vacancy that has occurred prior to the end of the term of the trustee.

Scope and Responsibility:

The Board of Trustees is responsible for this policy and will be supported by staff when called upon. The policy extends to the filling of the vacancy of a trustee position when the vacancy occurs during the term of the trustee.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Achieving Excellence in Governance



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

Policy:

The Toronto Catholic District School Board (TCDSB) is committed to a transparent, fair and equitable process in filling the vacancy of a trustee when that vacancy occurs during the term of the trustee.

The Board of Trustees will retain unfettered discretion in determining whether to appoint or to hold a by-election at the time the trustee vacancy occurs, subject to the relevant provisions of the Education Act.

The Board of Trustees asserts that the holding of a by-election is the generally advisable method for filling at trustee vacancy in a democratic society.

Regulations:

1. The secretary of the Board shall report the cause of a trustee vacancy at the first regular meeting of the Board or Standing Committee comprised of all Trustees after the cause is known.
2. The remaining trustees shall pass a resolution declaring the office vacant.
3. A communication will be sent to the vacant ward **ratepayers'** schools and parishes advising them of the vacancy and the go forward process.

Any other Trustee will be authorized to act on behalf of ratepayers in the vacant ward, **until such time as the vacancy is filled.**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

4. A by-election may be held to fill a trustee vacancy, **unless circumstances do not allow for it**, and the cost of the election shall be funded through an identified source.

5. If at the time a trustee vacancy occurs and the Board resolves to appoint an individual to fill the trustee vacancy by appointment, a variety of methods could be used ~~including, but not limited to, the invitation and ratepayer consultation.~~ **While not legally binding, the potential appointee will be asked to declare that he/she will not be a candidate for Trustee in the next municipal election.**

6. Ratepayer Survey:
 - a) Eligible voters in the vacant ward will be invited to attend at a school to cast a preferential vote or other electronic means.
 - b) The survey will be conducted by an independent third party.
 - c) The Board in its absolute discretion could resolve to appoint or not appoint the individual who received the most preferential votes. The Board will determine the minimum criteria at the time.

7. ~~Appointment by Invitation~~ **Outlined Below are Potential Methods for Appointments:**
 - a) The Board will invite applications **from applicants** eligible to serve as a Catholic School Board Trustee ~~from~~ **who reside in** the City of Toronto **as per the Education Act.**
 - b) Eligible candidates will appear before a special meeting of the Board of Trustees and interviewed.
 - c) ~~The Board could invite applications eligible to serve only from residents in the ward where the vacancy occurs.~~
 - d) The Board could open the position to nominations from the Trustees of the Board. Once nominations of individuals who are eligible to serve have



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

- been made and closed, those nominated would be invited to declare their interest and submit relevant information about themselves.
- e) The Board will decide if all eligible candidates who submit a completed package by the determined deadline will be invited to present and be interviewed by the Board of Trustees at a Special Board meeting to be scheduled through the Chair of the Board.
 - f) Only those eligible candidates selected through a pre-screening of completed packages submitted by the deadline date will be invited to present and be interviewed by the Board of Trustees. In the event that the Board chooses to use a screening process; the screening committee will be determined by the Board and may include parents, clergy and staff or other stakeholders.
 - g) The secretary of the Board will inform the public of the name of the person selected to fill the vacancy**

Relevant Sections of the Education Act

Vacancies

221. (1) Subject to section 224, if the office of a member of a board becomes vacant before the end of the member's term,

(a) the remaining elected members shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if a majority of the elected members remain in office; or

(b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office. 1997, c. 31, s. 112; 2009, c. 25, s. 26.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

Optional election

(2) Despite clause (1) (a), if members of the board are elected under the Municipal Elections Act, 1996, the remaining elected members may by resolution require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs,

- (a) in a year in which no regular election is held under that Act;
- (b) before April 1 in the year of a regular election; or
- (c) after the new board is organized in the year of a regular election. 2002, c. 18, Sched. G, s. 10. Same

(3) The secretary of the board shall promptly send to the clerk of the appropriate municipality a certified copy of the resolution under subsection (2). 1997, c. 31, s. 112.

Notice re clause (1) (b)

(4) Where clause (1) (b) applies, the secretary of the board shall promptly send to the clerk of the appropriate municipality a notice that clause (1) (b) applies and the notice shall be deemed to be a resolution indicating a by-election is required for the purposes of section 65 of the Municipal Elections Act, 1996. 1997, c. 31, s. 112.

Term of office

(5) A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office. 1997, c. 31, s. 112.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: FILLING A TRUSTEE VACANCY

POLICY NO: T. 18

Vacancies near election times

224. Where a vacancy occurs on a board,

- (a) within one month before the next election, it shall not be filled; or
- (b) after the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as for a vacancy that occurs after the board is organized. 1997, c. 31, s. 112.

Tie vote

227. If two or more candidates receive an equal number of votes at a meeting held under clause 221 (1) (a) to appoint a person to fill a vacancy or at a meeting to elect a person to fill a vacancy, the chair of the meeting shall provide for the drawing of lots to determine which of the candidates shall be appointed or elected. 1997, c. 31, s. 112.

Definitions:

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

An evaluation of the process will occur upon completion to ensure that it was transparent, fair and equitable.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEERECOMMENDATION OF GOVERNANCE AND
POLICY COMMITTEE TO UPDATE SMOKE &
VAPOUR FREE SPACE POLICY (B.B.04)

*“Dear friend, I pray that you may enjoy good health and that all may go well with you,
even as your soul is getting along well.” 3 John 1:2*

Created, Draft	First Tabling	Review
February 7, 2019	February 27, 2019	Click here to enter a date.

Casey (Catherine) Caldwell, Legal Counsel, Employee Relations

Peter Aguiar, Superintendent of Student Achievement & Wellbeing and Governance & Policy

RECOMMENDATION REPORT

Vision:

*At Toronto Catholic we transform the world through
witness, faith, innovation and action.*

Mission:

*The Toronto Catholic District School Board is an inclusive
learning community uniting home, parish and school and
rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to
lead lives of faith, hope and charity.*



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updates to the current Smoke Free Space Policy B.B.04. Revisions to this policy are necessary to comply with recent amendments to legislation following the legalization of recreational cannabis in Ontario. Appendix A includes a draft of the updated policy, which this report recommends renaming the Smoke & Vapour Free Space Policy. The proposed draft in Appendix A is subject to further consultation with employee groups at the TCDSB.

The cumulative staff time required to prepare this report was 7 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision

C. APPENDIX

Appendix A: Smoke & Vapour Free Space Policy (B.B.04) with proposed amendments.

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Trespass Policy (S.S.14) as amended and proposed in Appendix A.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
 SUB-SECTION: BUILDINGS
 POLICY NAME: SMOKE & VAPOUR FREE SPACE
 POLICY NO: B.B.04

Date Approved: January 2, 1987	Date of Next Review: February 2024	Dates of Amendments: January 16, 1995 July 18, 1991 May 19, 2016-Board
Cross References: <i>Smoke-Free Ontario Act, 2017</i> Federal Cannabis Act Ontario Cannabis Control Act, 2017 Ontario Human Rights Code Ontario Occupational Health and Safety Act Ontario Regulation 48/06 Electronic Cigarettes Act City of Toronto Municipal Code Chapter 709, Smoking (smoking bylaw) Education Act, Section 302(1) TCDSB Code of Conduct		

Purpose:

The Toronto Catholic District School Board (**the “Board”**) recognizes the benefits of a smoke, vapour, **cannabis** and tobacco free environment for learning, playing and working. This is achieved by prohibiting the smoking, vaping or usage of tobacco **and cannabis** products anywhere on Board **premises, in accordance with the Regulations outlined below.** ~~property, in Board premises and all locations where Board or School sanctioned activities take place.~~



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: SMOKE & VAPOUR FREE SPACE
POLICY NO: B.B.04

Scope and Responsibility:

This policy applies to all ~~employees of the Toronto Catholic District School Board~~ and individuals who use **on Board premises, including all students, employees and Trustees of the Board.** ~~buildings, facilities or Board-owned property.~~ The Director is responsible for this policy.

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Policy:

The Toronto Catholic District School Board is committed to the provision of a smoke, vapour, **cannabis** and tobacco free environment **on** ~~in~~ all **Board** premises.

Regulations:

1. **This policy is subject to human rights law and will be applied in accordance with the Ontario *Human Rights Code*. The Board is committed to providing accommodation in accordance with applicable human rights law.**
2. **Subject to exceptions provided for at law, no person shall do any of the following on Board premises or in any public area within 20 metres of Board premises:**
 - (1) **smoke or hold lighted tobacco;**
 - (2) **smoke or hold lighted cannabis;**
 - (3) **use an electronic cigarette;**



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
 SUB-SECTION: BUILDINGS
 POLICY NAME: SMOKE & VAPOUR FREE SPACE
 POLICY NO: B.B.04

(4) consume a prescribed product or substance, in a prescribed manner as set out in the *Smoke-Free Ontario Act, 2017*.

3. In accordance with the *Ontario Cannabis Control Act, 2017*, youth under the age of 19 are prohibited from buying, possessing, cultivating, consuming or sharing recreational cannabis on Board premises.
4. ~~The Board bans the sale and promotion of tobacco products on Board property.~~
5. The sale and use of tobacco products, **vapour products and cannabis products** is legally prohibited **on** all Board **premises**. ~~owned and/or operated school facilities and the Board owned and/or operated outdoor areas surrounding them. This includes while on educational excursions, in board vehicles or in personal vehicles parked on board property.~~
6. All employees of the Board have a duty to report to their supervisor the existence of any hazard of which he or she knows in accordance with the *Ontario Occupational Health and Safety Act*, including when another employee may be impaired. Impairment or being under the influence which comprises safety and ability to perform duties is unacceptable and will be dealt with accordingly.
7. ~~It is against the law to smoke within 9 metres of an entrance or exit of any building that is used by the public.~~
8. ~~Failure of students, employees, visitors and those who use board facilities to comply with the requirements of the *Smoke-Free Ontario Act, 2017* or other relevant legislation,~~ **Breach of this policy** may result in legal action (i.e. being charged and/or fined). **Employees who breach this policy may be subject to discipline up to and including termination. Students who breach this**



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
 SUB-SECTION: BUILDINGS
 POLICY NAME: SMOKE & VAPOUR FREE SPACE
 POLICY NO: B.B.04

policy may be subject to discipline in accordance with the *Education Act* and Board policies S.S.01 and S.S.03.

9. “No smoking/**No vaping**” signage shall be placed at each entrance and exit of **an** the enclosed workplace, place or area **on Board premises over which the Board exercises control. These signs will be posted** in appropriate locations and in sufficient numbers to ensure that employees, **students, Trustees** and the public are aware that ~~no smoking~~ **and the use of electronic cigarettes is prohibited in these areas** ~~or vaping is permitted in the enclosed workplace, place or area.~~
10. In accordance with the *Smoke-Free Ontario Act*, **2017** exceptions are made for the traditional use of tobacco that forms part of ~~Aboriginal~~ **Indigenous** culture and spirituality, when used for such purposes.

Definitions

Board Premises and Property

Includes all administrative buildings of the Board, Board operated buildings including schools, and **any land, premises, location or thing at, in or near where a student learns or a Board employee works.** ~~all locations where Board or School sanctioned educational activities are taking place.~~ **Incudes** Board-owned, **leased or rented** vehicles and machinery **and personal vehicles located on Board premises.** ~~are also considered to be Board property.~~

Cannabis

Has the same meaning as in subsection 2 (1) of the *Cannabis Act*.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: SMOKE & VAPOUR FREE SPACE
POLICY NO: B.B.04

Cannabis Product

Any product that contains cannabis, and includes the package in which cannabis is sold.

Electronic Cigarette means ~~any of the following:~~

- ~~1. A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.~~
- ~~2. A component of a device described in paragraph 1.~~
- ~~3. Any other prescribed device or product; (“cigarette électronique”)~~

E-substance

A substance that is manufactured or sold to be used in an electronic cigarette.

~~Individuals on Board Premises~~

~~Includes students, staff, trustees, contractors, parents/guardians, volunteers, permit holders and all others who are invited to or who work on Board property and in Board-operated buildings.~~

Medical Cannabis User

An individual who is authorized to possess cannabis for the individual’s own medical purposes in accordance with the *Education Act* or other applicable legislation.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: SMOKE & VAPOUR FREE SPACE
POLICY NO: B.B.04

Smoke, & Vapour, Cannabis and Tobacco Free Environment

An environment that is free of smoke caused by smoking or lit tobacco product, cannabis product or vapour product.

Tobacco product

Any product that contains tobacco, and includes the package in which tobacco is sold

Vapour Product

An electronic cigarette, an e-substance, or any component of an electronic cigarette and includes the package in which the electronic cigarette, e-substance or component is sold.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

A report will be brought to Board by staff on an annual basis detailing compliance and infractions of this policy.



REPORT TO

REGULAR BOARD

REPORT OF GOVERNANCE & POLICY COMMITTEE RECOMMENDING APPROVAL OF YEAR-END CELEBRATIONS FOR KINDERGARTEN CHILDREN POLICY S.M.18

“Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs.” Luke 18:16

Created, Draft	First Tabling	Review
February 18, 2019	2/27/2019	Click here to enter a date.
Shawna Campbell, Superintendent of Student Achievement & Wellbeing and Early Years Programs Peter Aguiar, Superintendent of Student Achievement & Wellbeing and Governance and Policy Development		
RECOMMENDATION REPORT		

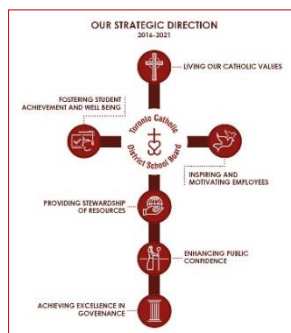
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends approval of the Year-End Celebration for Kindergarten Children Policy (S.M.18)

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy approval.

C. APPENDIX

Appendix A: Year-End Celebration for Kindergarten Children Policy (S.M.18)

D. STAFF RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Year-End Celebration for Kindergarten Children Policy (S.M.18) as proposed in Appendix A.



POLICY SECTION: STUDENTS

SUB-SECTION: MISCELLANEOUS

POLICY NAME: YEAR-END CELEBRATIONS FOR KINDERGARTEN CHILDREN

POLICY NO: S.M. 18

Date Approved:	Date of Next Review:	Dates of Amendments:
Cross References: S. 08 Blessing and Official Opening of Schools S. 02 School Events Communications and Invitee Protocols		
Appendix		

Purpose:

This Policy provides directions to school staff when conducting a kindergarten celebration at or near the child's completion of The Kindergarten Program.

Scope and Responsibility:

The policy extends to all elementary schools of the TCDSB, except where provided for otherwise. The school Principal will be responsible for implementing the policy and supporting the planning of the kindergarten celebration where appropriate.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being



POLICY SECTION: STUDENTS

SUB-SECTION: MISCELLANEOUS

POLICY NAME: YEAR-END CELEBRATIONS FOR KINDERGARTEN CHILDREN

POLICY NO: S.M. 18

Policy:

As a *Catholic* school community, we seek to acknowledge the completion of The Kindergarten Program by supporting an event that recognizes the accomplishments and celebrates the child's transition into the primary division.

Regulations:

The following procedures will be adopted where Principals and staff are organizing a kindergarten celebration:

- 1. In the event that a year-end kindergarten celebration is organized within a TCDSB elementary school, all Year 2 Kindergarten Program children and their families should be invited to attend the celebration at or near the end of the school year.**
- 2. The Principal/designate should ensure that an invitation to attend the celebration has been provided to the parents at least 30 days before the celebration is to occur.**
- 3. The Principal/designate should notify the TCDSB Communications Department of the date, time and details of such event. The Communications Department will report this in the listing of school events taking place.**
- 4. The area Superintendent, local Trustee, CSPC Chair and parish priest should be invited to the kindergarten celebration.**
- 5. The order of speakers for school events should be consistent with Blessing and Official Opening of Schools Policy (S.08), Regulation 3.**

Definitions:



POLICY SECTION: STUDENTS

SUB-SECTION: MISCELLANEOUS

POLICY NAME: YEAR-END CELEBRATIONS FOR KINDERGARTEN CHILDREN

POLICY NO: S.M. 18

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

- Elementary school principals will be asked to reply to an annual survey to determine if a year-end kindergarten celebration was held at their school.



REPORT TO

REGULAR BOARD

REPORT OF GOVERNANCE AND POLICY COMMITTEE TO APPROVE EMPLOYEE PHOTO IDENTIFICATION (ID) CARDS POLICY B.B.06

“But let all who take refuge in you be glad; let them ever sing for joy. Spread your protection over them, that those who love your name may rejoice in you.” Psalm 5:11

Created, Draft	First Tabling	Review
February 5, 2019	February 27, 2019	Click here to enter a date.

Deborah Friesen, (Acting) Executive Superintendent of Facilities Services
 Adrian Della Mora, Executive Superintendent of Human Resources
 Vince Burzotta, Superintendent of Safe Schools, Alternative Education and SSI
 Peter Aguiar, Superintendent of Student Achievement and Wellbeing & Governance and Policy

RECOMMENDATION REPORT

Vision:

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends approval and adoption of the Employee Photo Identification (ID) Cards Policy (B.B. 06).

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy adoption

C. BACKGROUND

Appendix A: Employee Photo Identification (ID) Cards Policy (B.B. 06)

Appendix B: Operational Procedures

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Employee Photo Identification (ID) Cards Policy (B.B. 06) as proposed in Appendix A and the Operational Procedures as proposed in Appendix B.



POLICY SECTION: BUILDINGS/PLANTS/GROUPS

SUB-SECTION: BUILDINGS

POLICY NAME: EMPLOYEE PHOTO IDENTIFICATION
(ID) CARDS

POLICY NO: B.B.06

Date Approved:	Date of Next Review:	Dates of Amendments:
Cross References: BBO5 Access Control		
Appendix: Appendix A: Operational Procedures		

Purpose:

The Toronto Catholic District School Board (TCDSB) is committed to ensuring a safe environment for students, employees and visitors at its facilities. The issuance and use of photo ID cards by all employees is one part of a risk mitigation strategy to ensure the safety of the TCDSB community. The wearing of a visible photo ID is intended to ensure that employees of the Board can be distinguished from proper visitors, other authorized occupants of TCDSB facilities and adults who may not have proper reason to be in a TCDSB facility.

Scope and Responsibility:

This policy extends to all schools and facilities of the TCDSB and all employees that access them. The Superintendents of Facilities and Human Resources are jointly responsible for implementation of this policy. The School Principal shall have the responsibility of administering and maintaining this policy within the school at the local level.

Alignment with MYSP:

Strengthening Public Confidence



POLICY SECTION: BUILDINGS/PLANTS/GROUPS

SUB-SECTION: BUILDINGS

**POLICY NAME: EMPLOYEE PHOTO IDENTIFICATION
(ID) CARDS**

POLICY NO: B.B.06

Policy:

The TCDSB shall ensure the issuance, distribution and accountability of employee photo ID cards to all existing and future TCDSB staff to decrease security risk in the school and employment environment.

Regulations:

1. TCDSB employees must wear their photo ID card in a visible manner at all times while on TCDSB premises in an employment capacity.
2. Employees may be permitted to remove their photo ID card when performing certain duties where the presence of the card will increase physical risk to the employee. If unsure, the employee should discuss the applicability of this exemption with their direct supervisor before performing the duty in question.
3. TCDSB employees are expected to treat their photo ID cards the same as all other Board issued property and are responsible for the security of the card.
4. TCDSB photo ID cards may be combined with access control cards to serve the dual risk mitigation purpose of photo identification and controlled access to various parts of a facility.
5. Operational guidelines shall be developed and practiced in order to ensure the implementation and maintenance of the Policy. Initial establishment and subsequent amendments to the guidelines shall be authorized by the Director or his/her designate.



POLICY SECTION: BUILDINGS/PLANTS/GROUPS
SUB-SECTION: BUILDINGS
POLICY NAME: EMPLOYEE PHOTO IDENTIFICATION
(ID) CARDS
POLICY NO: B.B.06

Evaluation and Metrics:

1. On an annual basis, the Superintendents of Facilities and Human Resources shall jointly provide the Director of Education with an assessment of the Board's compliance with the Employee Photo Identification Card policy. Should the Director deem the level of compliance to be insufficient then immediate remedial actions shall be taken and the Board of Trustees shall be notified through a formal report to the next available Committee or Board meeting.

Staff Photo Identification Cards B.B.06**OPERATIONAL GUIDELINE CONSIDERATIONS*****Onboarding Process***

- Offer of Employments should include language around photo ID cards
- Time of physically receiving ID card

Non-Permanent Employees and Visitors

- Human Resource's (HR) issuance of temporary ID cards for temporary staff at the Catholic Education Centre (CEC).
- Consideration of a cost recovery fee when temporary ID cards are not returned.
- Sign-in procedures for visitors at school offices or central security desk at CEC
- Issuance of visitor badges at schools or the CEC

Day-to-Day Procedures

- Procedures for when employees misplace ID card
- Procedures for when employees leave their ID card at home on a given day
- Procedures for when a lost ID card is found
- Definition of ID being "visible"
- Exemptions surrounding Health and Safety implications from wearing ID card

Offboarding Process

- Procedures for when employee has change in status of employment within the Board
- Procedures for when employee is terminated or retires from the Board

Departmental Roles

- Role of Facilities
- Role of Human Resources
- Role of Safe Schools
- Role of the School Principal



REPORT TO

GOVERNANCE AND POLICY
COMMITTEERECOMMENDATION OF THE GOVERNANCE AND
POLICY COMMITTEE TO UPDATE PROGRESSIVE
DISCIPLINE POLICY S.S.10

All scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness..” 2 Timothy 3:16

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	Click here to enter a date.

J. Shain, Acting Superintendent of Safe Schools

N. Adragna, Principal, Safe Schools Department

P. Aguiar, Superintendent of Student Achievement & Wellbeing and Governance & Policy

RECOMMENDATION REPORT

Vision:

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This Report recommends updating the current Progressive Discipline Policy S.S.10 to reflect current practice and to reformat in meta policy format.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

C. APPENDIX

1. Report Appendix A: Progressive Discipline Policy S.S.10
2. Report Appendix B: Mitigating and Other Factors
3. Report Appendix C: Ontario Student Record Requirements
4. Report Appendix D: Reporting Forms and Incident Summary Sample

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Progressive Discipline Policy S.S.10, and the accompanying regulations and forms, as amended and proposed in Report Appendices A, B, C and D.



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

Date Approved:

~~September 11, 2014 – SA~~
January 23, 2008 - Board

Date of Next Review:

~~September, 2017~~

Dates of Amendments:

~~January 23, 2008 – Board~~
September 11, 2014 – SA

Cross References:

- Code of Conduct Policy S.S. 09
- Education Act Part XIII, Behaviour, Discipline and Safety Bill 212, Progressive Discipline
- Bill 157, Keeping Our Kids Safe at School Bill 13, Accepting Schools Act Policy/Program Memorandum 145
- Policy/Program Memorandum 144
- Policy/Program Memorandum 128
- Policy/Program Memorandum 120
- ~~S.S. 09 Code of Conduct~~
- S.S. 01 Suspension and Expulsion Policy ~~Police/School Board Protocol~~ (Revised 2013) Caring and Safe Schools **in Ontario** (2013) **(2010)**

Appendix

- Appendix A – Mitigating and Other Factors
- Appendix B – OSR Requirements
- Appendix C – Reporting Form Part I, Part II and Incident Summary sample

Purpose:

The purpose of this policy is to outline the Board's progressive discipline strategy. This policy affirms the Board's commitment to supporting schools in building and sustaining a positive school climate that is safe, inclusive, and accepting for all students. This policy also affirms that the progressive discipline strategy will support students in their education so that all students reach their full potential.



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

Scope and Responsibility:

This policy applies to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, school principals, and all employees are responsible for this policy.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees

Financial Impact:

~~The TCDSB Safe Schools Department provides professional learning for TCDSB staff through delivery of certification modules. There is a cost associated with delivering these modules, which is largely funded through Board departmental budgets and grants.~~

Legal Impact:

~~The Education Act requires school boards to develop goals for promoting a positive school climate that is safe, inclusive, and accepting of all pupils.~~

~~Adherence to this policy by Board staff will contribute to reducing the risk of harm to students and legal liability to the Board.~~



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

Policy:

The TCDSB is committed to provide programs and activities that focus on the building of healthy relationships, a safe, inclusive, and accepting learning environment rooted in **Christ and** the Ontario Catholic **School** Graduate Expectations. A positive school climate is founded upon an effective continuum of strategies within a school and school-related activities to promote student empowerment and positive student behaviour.

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours.

Responses to behaviours that are contrary to the code of conduct must be developmentally appropriate. Information in the student's Individual Education Plan (IEP) must be considered in the determination of interventions, supports, and consequences for students with special education needs.

Regulations:

1. All schools must develop and implement a progressive discipline plan. Regular revision of the plan must be completed through a consultative process, including staff, students, **parents/guardians** and **the** broader community. (eg. ~~Toronto Police Services~~).



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

2. When implementing progressive discipline, the principal will review all findings from the school investigation and consider mitigating and other factors to determine the appropriate consequence(s), support(s) and/or intervention(s). **(See Appendix A)**
3. All inappropriate student behaviour, including bullying, will be subject to progressive discipline.
4. In an effort to maintain a positive school climate, **any board employee who becomes aware that a pupil student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I (See Appendix B). In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators and other staff in board-operated extended-day programs, employees and contractors of third-party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.** ~~any employee of the board who becomes aware that a pupil at a school of the board may have engaged in a serious incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators in board-operated extended-day programs, employees and contractors of~~



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

~~third party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.~~

The principal must investigate all reports. Once the investigation is complete, the principal; must communicate the results of the investigation to the teacher who made the report using the Safe Schools Incident Reporting Form - Part II **(See Appendix B)**. If a board employee who is not a teacher made the report, the principal will communicate the results of the investigation to that employee if the principal considers it appropriate.

5. A progressive discipline approach includes using prevention programs and early and ongoing interventions and supports, reporting serious student incidents, and responding to incidents of inappropriate and disrespectful behaviour when they occur. Some examples of intervention strategies include ongoing communication with parents **and students**, verbal reminders, review of expectations, and/or written assignments with a learning component that require reflection.
6. In some circumstances, short-term suspension may be a useful tool. In the case of a serious student incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.
7. A Principal shall disclose to the parents of a student who has been harmed by another student the following information:
 - the nature of the activity that resulted in harm to the student
 - the nature of the harm to the student
 - the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in response to the activity
 - the supports that will be provided for the student in response to the



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

harm that resulted from the activity

The Principal may not disclose the name of the student who caused the harm to the other student.

8. A Principal shall disclose to the parents of a student who caused harm (perpetrator) to another student the following information:
 - the nature of the activity that resulted in harm to the other student
 - the nature of the harm to the other student
 - the nature of any disciplinary measures taken in response to the activity (including providing a copy of any documentation placed in the student's OSR). **(See Appendix C)**
 - the supports that will be provided for the student in response to his or her engagement in the activity
9. **A principal shall not notify a parent of a student if, in the opinion of the principal, doing so would put the student at risk of harm from a parent of the student, such that notification is not in the student's best interest. When principals have decided not to notify the parents that their child was involved in a serious student incident, they must document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision. Principals should also refer students to board resource staff who, if needed, can make referrals to community-based service providers that can provide the appropriate type of confidential support.**

In circumstances where board employees have reason to believe that a student may be in need of protection, board employees must call a children's aid society according to the requirements of the Child, Youth and Family Services Act.



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

10. If a student is suspended for more than 5 days, the Principal is required to provide a program for suspended students.
11. A student who is expelled from all schools of the Board must be assigned to a program for expelled students.
12. A student who is expelled from his or her school only, must be assigned to a new school.
13. Board employees who work directly with students and who observe a student behaving in a way that is likely to have a negative impact on the school climate ~~shall~~ **must** respond to the student(s) if it is safe to do so. **If board employees feel it is not safe to respond, they will be expected to inform the principal orally verbally as soon as possible.**
14. A Principal is permitted to disclose to employees **who work directly with students**, on a need to know basis, information documented in a student's OSR pertaining to behaviour that may present risk of physical harm, so that the employee can carry out their duties.
15. Ongoing interventions may be necessary to address underlying causes of inappropriate behaviour. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counselling.
16. In cases where a student is being transferred to another school in order to address school safety, a transfer meeting must be held prior to the student's attendance in class and must include transition strategies and supports that the student may require. The receiving school must be in possession of the OSR prior to a transfer meeting. **Prior to the start of the transfer meeting, the principal must inform all staff in attendance that they must treat any information about the student and the incident disclosed at the meeting as confidential.**



POLICY SECTION: SAFE SCHOOL
 SUB-SECTION:
 POLICY NAME: PROGRESSIVE DISCIPLINE
 POLICY NO: S.S.10

In cases where the transfer is necessary to protect a student, it is preferable that the student who has been harmed not be moved.

17. Each school must have in place a safe and accepting schools team responsible for fostering a safe, inclusive, and accepting school climate that should include at least one student and must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. An existing school committee (e.g., the healthy schools committee) can assume this role. The chair of this team must be a staff member.

Definitions:

Discipline

~~a supportive and corrective approach to assist students in making appropriate decisions that reflect our Gospel values.~~

Progressive Discipline

a whole school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviour **that reflect our Gospel values.** (ppm 145)

School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school



POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

community feel safe, included, and accepted, and actively promote positive behaviours and interactions

Board Resource Staff

Centrally assigned support staff in the areas of Special Services, Social Work, and Psychology.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Anonymous Safe School Climate surveys administered to representative groups of TCDSB students and parents.
2. Annual review of suspension/expulsion data
3. ~~Regular review of Incident Logs and Safe Schools Reporting Forms Part I from the Progressive Discipline Safe Schools Application~~
4. Safe Schools Advisory Committee consultation
5. Safe and Accepting School Team consultation **at a local level**
6. Student Leadership Group consultation
7. Annual review of provincial safe schools data (Ministry Report)
8. ~~Review of the Toronto Police Service School Resource Officer (SRO) and Community School Liaison Officer (CSLO) activities and programs~~

TCDSB Progressive Discipline Policy, S.S. 10

APPENDIX A

Mitigating and Other Factors

Mitigating Factors

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Other Factors

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.
3. Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
4. How then suspension or expulsion would affect the pupil's ongoing education.
5. The age of the pupil.
6. In the case of a pupil for whom an individual education plan has been developed.
 - i. Whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan.
 - ii. Whether appropriate individualized accommodation has been provided, and
 - iii. Whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

TCDSB Progressive Discipline Policy, S.S. 10

APPENDIX B

Ontario Student Records (OSR) Requirements

1. Reporting form Part I **and documentation** must be kept in the OSR for a minimum of one year **if the principal has decided that action must be taken as a result of a serious student incident.**

For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report.

2. If the Principal has identified the incident as **violent**, the reporting form must be retained in that student's OSR
 - a. For **one year** if the student's suspension was quashed or withdrawn and the record of the suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period.
 - b. For **three years** if the student was suspended for the violent incident.
 - c. For **five years** if the student was expelled for the violent incident.

TCDSB Progressive Discipline Policy, S.S. 10

APPENDIX C

Reporting Forms and Incident Summary Sample

Reporting Form Part I



Reporting to the Principal - Safe Schools Incident

Reporting Form - Part I



Report No:	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART I		
Name of School:			
1. Names of pupil(s) Involved (if known)			
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> At School-Related Activity (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> On a School Bus (Route #) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> Other Location (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>		
3. When the Incident Occurred	Date: <div style="border-bottom: 1px solid black; width: 150px;"></div>	Time: <div style="border-bottom: 1px solid black; width: 100px;"></div>	
4. Type of Incident (check all applicable)	<p>Activities for which expulsion must be considered under section 310(1) of the Education Act</p> <div style="margin-top: 5px;"> <input type="checkbox"/> Possessing a weapon, including possessing a firearm <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner <input type="checkbox"/> Committing sexual assault <input type="checkbox"/> Committing robbery <input type="checkbox"/> Trafficking in weapons <input type="checkbox"/> Trafficking in illegal drugs <input type="checkbox"/> Giving cannabis to minor <input type="checkbox"/> Giving alcohol to a minor </div> <p>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</p> <div style="margin-top: 10px;"> <input type="checkbox"/> Possession of explosive substance <input type="checkbox"/> Serious or repeated misconduct <input type="checkbox"/> Refractory conduct <input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others </div>		

Reporting Form Part I (Continued)

Report No:	CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART 1 CON'T	
4. Type of Incident (check all applicable)	<p>Activities for which Suspension must be considered under section 306(1) of the Education Act</p> <p><input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.</p> <p><input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person</p> <p><input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Possessing alcohol</p> <p><input type="checkbox"/> Possessing cannabis, unless the pupil is a medical cannabis user</p> <p><input type="checkbox"/> Swearing at a teacher or at another person in a position of authority</p> <p><input type="checkbox"/> Possessing an illegal drug</p> <p><input type="checkbox"/> Being under the influence of alcohol</p> <p><input type="checkbox"/> Being under the influence of cannabis, unless the pupil is a medical cannabis user</p> <p>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</p> <p><input type="checkbox"/> Being under the influence of illegal drugs</p> <p><input type="checkbox"/> Harassment</p> <p><input type="checkbox"/> Aid/incite harmful behaviour</p> <p><input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others</p> <p><input type="checkbox"/> Fighting</p> <p><input type="checkbox"/> Habitual neglect of duty</p> <p><input type="checkbox"/> Persistent opposition to authority</p> <p><input type="checkbox"/> Physical assault</p> <p><input type="checkbox"/> Theft</p> <p><input type="checkbox"/> Use of profane or improper language</p> <p><input type="checkbox"/> Extortion</p> <p><input type="checkbox"/> Inappropriate use of electronic communications / media equipment</p>	
5. Report Submitted By: Name: _____ Signature: _____ Date: _____		
Role in School Community: Contact Information: Location: _____ Telephone: _____		
6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120. <input type="checkbox"/> Violent incident <small>Information is collected under the authority of Part XIII of the Education Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school principal. *As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law.</small>		

Reporting Form Part II**SAFE SCHOOLS INCIDENT REPORT FORM - PART II****ACKNOWLEDGEMENT OF RECEIPT OF REPORT****Report No:**

Report Submitted By: Name: _____ Date: _____

☐ **Investigation completed**

- ☐ Principal to communicate results to the teacher at a mutually convenient time*
- ☐ Principal to communicate results to other board employee at a mutually convenient time, as appropriate*

☐ **Investigation in progress**

- ☐ Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*
- ☐ Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*

Name:

(Principal): _____ Signature: _____ Date: _____

Note: Only Part II is to be given to the person who submitted the report.

In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.

Incident Summary Sample**St. Elsewhere**

Date: 2014-06-20
Report No: 106318
Student Name: Simpson, Bart

Incident Details

Location	Hallway
Date:	2014-02-25
Time:	01:30 PM

Infraction(s)

- ☒ Being under the influence of illegal drugs

Action Taken By Administration**Intervention(s)**

- ☒ Meeting with Parents
☒ Request Social Work Intervention
☒ Request Guidance Counsellor Intervention
☒ Request Child and Youth Worker Intervention
☒ Meeting with Principal/Vice Principal
☒ Other: Possible Drug Counselling

Outcome:

Given consideration to mitigating and other factors, suspension is not issued.

Principal Signature

Principal Name
Principal Title
Copy to OSR and Parent/Guardian

Date



REPORT TO

REGULAR BOARD

RECOMMENDATION OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE PERMITS POLICY B.R.05

*“For as we share abundantly in Christ's sufferings, so through Christ
we share abundantly in comfort too.” 2 Corinthians 1:5*

Created, Draft	First Tabling	Review
March 4, 2019	March 19, 2019	Click here to enter a date.
A. DiMondo, Sr. Manager, Community Use of Schools E. Pallotta, Sr. Coordinator, Development Services M. Loberto, Superintendent of Planning and Development P. Aguiar, Superintendent of Student Achievement & Wellbeing and Governance & Policy		
RECOMMENDATION REPORT		

Vision:

*At Toronto Catholic we transform the world through
witness, faith, innovation and action.*

Mission:

*The Toronto Catholic District School Board is an inclusive
learning community uniting home, parish and school and
rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to
lead lives of faith, hope and charity.*



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends amendments to the current Permit Policy B.R.05 to ensure the operational needs of the Boards are met.

The cumulative staff time required to prepare this report was 12 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

1. Report Appendix A: Permits Policy B.R.05
2. Report Appendix B: Operational Procedures
3. Report Appendix C: Rules and Regulations
4. Report Appendix D: Application for Permits

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Permits Policy B.R.05 and the accompanying regulations and forms as amended and proposed in Report Appendices A, B, C and D.



POLICY SECTION: Building/Plant/Grounds

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits

POLICY NO: B.R. 05

Date Approved: January 2007	Date of Next Review: February 2017	Dates of Amendments: May 2013 February 2014
Cross References: <ul style="list-style-type: none"> • Ministry of Education Memorandum 2006: B13 <i>Community Use of Schools</i> • A.13 Distribution of Advertisements • A.35 Accessibility Standards • B.B.04 Smoke and Vapour Free Space • H.S.03 Caretaking Deployment • H.S.06 Permit Supervisors • S.S.04 Access to School Premises • S.S.09 Code of Conduct 		
Appendix: <ul style="list-style-type: none"> • Appendix A - Operational Procedures • Appendix B - TCDSB Permit Rules and Regulations • Appendix C – Application for Permit 		

Purpose

This policy affirms the TCDSB'S commitment to making its facilities available for use by schools, organizations and community groups consistent with clearly articulated operational procedures.

Scope and Responsibility

This policy extends to all facilities operated by the TCDSB throughout the year. The Director of Education, supported by the Community Use of Schools Department, is responsible for this policy.

Alignment with MYSP:

Living Our Values

Fostering Student Achievement and Well-Being

Strengthening Public Confidence

POLICY NO: B.R. 05

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POLICY SECTION: **Building/Plant/Grounds**

SUB-SECTION: **Rentals/Permits**

POLICY NAME: **Permits**

POLICY NO: **B.R. 05**

4. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit charges.
5. Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. **Block booking of school spaces to restrict community use is not permitted.** In addition, from September to June inclusive, principals may reserve their school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.
6. From July to August inclusive, TCDSB facilities will be made available to approved groups on a priority basis. Gymnasium facilities may not be exclusively reserved by TCDSB personnel, and will be shared with other permit holders in the same building.
7. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or police training permits in their wards.
8. Permit Supervision and Cleaner Fees will be calculated based on the current rate structure, and are subject to HST charges. The cost of the permit will be shown on the confirmation contract.
9. Displacement of an existing permit for use of facilities by the TCDSB requires two weeks advance notice and approval from the school principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education or designate.
10. With the exception of all board-sponsored activities at TCDSB facilities, permit applicants shall provide a copy of their Third Party Liability Insurance Certificate naming the TCDSB as an additional insured.
11. In cases where there are multiple requests for the use of the same facilities, staff will make reasonable efforts to distribute the facilities equally amongst



POLICY SECTION: **Building/Plant/Grounds**

SUB-SECTION: **Rentals/Permits**

POLICY NAME: **Permits**

POLICY NO: **B.R. 05**

the applicants. Preference will be given to those permit groups that serve students in the immediate school community.

12. All appeals concerning permits shall be sent in writing to the Senior Coordinator of Development Services who will render a decision. In the case of a further appeal, the Associate Director ~~of Planning and Facilities~~ shall make the final decision.

Definitions

Code of Conduct

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct. The Code of Conduct establishes standards of behaviour for all members of the school community.

The standards of behaviour apply to all individuals involved in the publicly funded school system including but not limited to students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

Permit-Type 1

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of specified criteria.

Permit –Types 2



POLICY SECTION: **Building/Plant/Grounds**

SUB-SECTION: **Rentals/Permits**

POLICY NAME: **Permits**

POLICY NO: **B.R. 05**

This type of permit is intended for occasional or continuing use after 6:00 p.m. on a school day, and during non-school days and is processed centrally by the Community Use of Schools Department.

Evaluation and Metrics

The effectiveness of the policy will be determined by measuring the following:

The use of TCDSB sites will be monitored throughout the year based on the number of permits issued by TCDSB site, the revenues generated and expenditures incurred.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

A. PERMIT TYPES

i. Permit Type I:

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of the following:

- (1) The experience of facility use and relations with schools staff by the requesting group. Any group that consistently demonstrates positive experience in the use of a school facility and applies for by June 15 for continued use in September of the following school year will be given first priority. Due consideration will be given to new groups applying for a permit.
- (2) After consideration of (1), permits will be considered on the timing of the application.
- (3) Age appropriate ties to the existing student population will be strongly considered, (i.e. elementary school use for elementary-aged clients).
- (4) Local groups operating within the school community will be given priority.
- (5) The space requested is available and appropriate for the intended use.
- (6) Assessment of available space in schools as determined by staff needs, including staff planning/preparation and extracurricular activities.
- (7) Requests to use Auditoriums/Specially Designed Areas require the permit applicant to make an appointment with the school principal for the purpose of reviewing the space requested and discussing the intended use and all local arrangements, including payment for use of specialized school equipment pending approval by the school principal.
- (8) The impact of the proposed activity on the facility, including potential deterioration of the building.
- (9) Demonstrated respect by the facility user/permit holder for caretakers working in the capacity of permit supervisor. Groups who have had previous complaints about their conduct and have failed to take corrective action may be denied the use of the facility/permit.

ii. Permit Type II:

This type of permit is intended for occasional or continuing use after 6:00 p.m. on school days, and during non-school days and is processed centrally by the Community Use of Schools Department.

B. PRIORITIES FOR APPROVING PERMITS

Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Community Use of Schools Dept. Permits may be issued to any organization or individual on the following priority basis:

- (1) Toronto Catholic District School Board schools, Trustees, and related departments.
- (2) Catholic Church Organizations;



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (3) City of Toronto Parks, Forestry and Recreation programs;**
- (4) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;**
- (5) Community groups and youth groups not included in #4. above;**
- (6) Post-secondary teacher education institutions;**
- (7) Other groups/Commercial Entities**

- ~~(8) Local school and parish community;~~
- ~~(9) Registered Charities and Not for Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;~~
- ~~(10) ——— Others.~~

C. SUMMER PERMITS

~~Permits may be issued to any organization or individual on the following priority basis:~~

- ~~1. TCDSB Continuing Education programs;~~
- ~~2. Catholic Church Organizations;~~
- ~~3. City of Toronto Parks, Forestry and Recreation programs;~~
- ~~4. Registered Charities and Not for Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;~~
- ~~5. Community groups and youth groups not included in #4. above;~~
- ~~6. Post-secondary teacher education institutions;~~
- ~~7. Other groups.~~

D. FACILITIES AVAILABLE FOR PERMIT

Facilities typically available for permit include:

- (1) General/Multi- purpose room;**
- (2) Gymnasium;
- (3) Playing fields (for any weekend permit of longer than 3 hours, the permit holder must pay fees for a caretaker to provide access to washroom facilities inside the building);
- (4) Parking areas;
- (5) Access to washrooms;
- (6) Classrooms (requiring prior approval by principal); and
- (7) Library Resource rooms (requiring prior approval by principal).

E. PERMIT CATEGORIES

Permits are divided into three (3) categories:

CATEGORY A- Permits provided at no cost



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, to a maximum of 3 hours per use and education activities approved by the Director of Education.

CATEGORY B – Permits provided at reduced costs

The use of facilities for registered charitable organizations and B1 - Not-For-Profit groups as funded by Community Use of Schools grant provided by the Ministry of Education.

CATEGORY C – Permits provided at full cost

The use of facilities by all other groups, including adult groups and organizations of Commercial Enterprise.

F. PERMIT-TYPE II FACILITY USAGE FEES

Facility Usage Fees applicable to Permit Type II are charged as per the current rate structure.

Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or Toronto Police Service permits in their wards.

- (1) Permits issued for polling stations shall be at the rates established by municipal, provincial or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (2) Costs for the use of school equipment are to be approved by and arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment use requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (3) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

G. PERMIT SUPERVISION AND CLEANER FEES

Permit Supervision and Cleaner Fees are subject to the current rate structure, and are subject to HST number 107-694-119 RT001.

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
 - i. The celebration of the Eucharist, Catholic religious services or instruction, or education activities approved by the Director of Education;
 - ii. Catholic School Advisory Councils, on application through the school principal, for two fundraising events **(to a maximum of 20 hours)** to be held at the school and supervised by the school principal.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

H. PERMIT PROCESSING FEES

Permit Processing Fees are non-refundable as per the current rate structure.

Recovery of Direct Costs:

Staff members are authorized to secure from the permit holder, where appropriate, any additional costs for extra supplies that may result from a permit.

- (1) Permit holder shall be responsible for all costs associated with malicious and nuisance fire alarms.
- (2) The use of high performance fields identified in the Permit Rates Schedule will include a non-refundable fee of \$100/season/school in addition to the flat or hourly fee.

I. PERMIT APPLICATION APPROVAL NOTIFICATION TIMELINES

School facilities will not be available on Professional Development days after 6:00 pm.

(1) September – June (All Requests)

Acceptance of applications starts June 1, or the next following business day if June 1 falls on a weekend. All applications received by July 31 will be processed, approved, where possible, and confirmed in date and priority order by August 31. Applications from non-TCDSB users received after July 31 will be processed based upon the availability of appropriate facilities and times. **Permits will not be granted for community use of school facilities during the two weeks prior to school closing in June, two weeks prior to school commencing in September and during the first week of school in September, unless otherwise authorized by the School Principal or Community Use of Schools Department.**

(2) May-August – Exterior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. Applications received after March 1 will be processed based upon the availability of appropriate facilities and times. The deadline for summer permit applications is April 30th.

(3) July – August – Interior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. All applications received by May 1 will be processed, approved, where possible, and confirmed in date and priority order by June 15. **The deadline for summer permit applications is April 30th.**

Note that school availability for summer use may be limited to allow for scheduled and/or necessary maintenance, renovations and major cleaning.

J. CANCELLATION OF PERMITS

In the event that a permit is cancelled after confirmation due to Board related activities, Community Use of Schools Staff will make all efforts to accommodate the permit holder in alternate locations.

The following standards apply in respect of the cancellation of a permit:



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (1) Once the school year has begun, displacement of an existing permit for use by the school requires two weeks' advance notice and approval from the School Principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education.
- (2) Permit holders cancelling theatre/auditorium bookings shall do so 10 days prior to the event to avoid paying \$100 + HST penalty.
- (3) Permits in Priority Schools Initiative sites will receive a warning for the first "no show" and will be cancelled on the 2nd occurrence and charged a 3 hour "call out".
- (4) Due to operational requirements to reschedule caretaking staff from afternoon shift to day shift, elementary schools are not available for permit use on P.A. Days.**

K. SPECIAL EVENTS PERMITS

Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers. The Community Use of Schools

Department will determine the aforementioned need based on the nature of the event and the anticipated number of people in attendance.

L. SCHOOL PERMIT REQUESTS

Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the Community Use of Schools Department.

- (1) Annually, principals are requested to submit on-line requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year 2 weeks prior to June 1. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.**
- (2) Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.**
- (3) Block booking of school spaces to restrict community use is not permitted. Requests for permits must clearly identify the purpose of the school activity/event. If the school activity is not specified, the permit request will be rejected.**
- (4) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of 20 hours of custodial service per school year shall be provided at no cost to the school**



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

M. ELECTIONS

TCDSB as a Provincially funded institution makes its schools available for the purpose of polling station for Municipal, Provincial and Federal elections. Elections Canada submits payment based on the number of polling stations at each location. The cost per polling station is determined by Elections Canada. Further costs and/or security requirements are based on the Memorandum of Understanding between TCDSB and Elections Canada.

Once the requested facility has been assigned and permitted the polling stations cannot be relocated.

N. SECURITY DEPOSIT AGAINST POTENTIAL DAMAGES

- (1) Staff members are authorized to secure where appropriate, from the permit holder, a security deposit to indemnify the Board against potential damages that may result from a permit.
- (2) Adult ball hockey is limited to facilities that have been identified by the Planning and Facilities Department as having floors suitable for that purpose.
- (3) Community User groups will be required to submit a copy of their public liability insurance certificate prior to the issuance of a permit. Proof of liability insurance coverage shall be a minimum of \$2 Million and the TCDSB must be named as an additional insured on the insurance certificate
- (4) Letter of Credit or other suitable security deposit in the amount of \$1,000.00 may be requested from permit holders obtaining a permit for tournaments.



NAME 2F ORGANIZATION

PERMIT HOLDER/DESIGNATE

(Please Print)

APPENDIX B: TCDSB PERMITS RULES AND REGULATIONS

- (1) **Minimum ten (10) days advance notice is required before a Permit can be issued. This ten day notice applies to ALL Permit applicants.**
- (2) **Fees for Permits shall be paid thirty (30) days in advance** where applicable to the Board, by money order, certified cheque, bank draft, or by presentation of Visa, MasterCard or Debit Card for payment online.
- (3) The Board reserves the right to cancel or alter a Permit at any time. Should this occur, appropriate charges for cancelled date(s) will be refunded. The Board assumes **NO** responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to the Permit.
- (4) If, for any reason, a permitted facility is not required on any of the requested dates, refund of charges will be made **ONLY** if the Permits Department of the Board is notified in writing, e-mail or fax, **48-72 hours before the event is scheduled to occur**
- (5) The National Anthem shall be sung or played at all assemblies held in school buildings.
- (6) Alcoholic beverages, smoking, **vaping, cannabis**, illicit drugs and unlawful gambling of any form, are strictly prohibited and will **NOT** be allowed in any part of the building or Board property.
- (7) The building must be vacated by the time shown on the Permit. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the premises.
- (8) Adult supervision must be provided by the Permit Holder and must be to the satisfaction of the Board.
- (9) No organization whose policies or actions militate against the Church or country will be granted the use of any property of the Board.
- (10) Parking on Board property, where it is provided, is a privilege. All parking is at the risk and responsibility of the owner and/or driver of the vehicle.
- (11) Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment.
- (12) Permit Holders are not permitted the use of any school equipment unless authorized by the school Principal.
- (13) All equipment stored at schools by Permit Holders must be approved by school Principal, and is stored at the Permit Holder's own risk.
- (14) The School Board representative on the property during the hours of any Permit is in complete charge of the building. The Permit Holder is required to adhere to the instructions of the School Board representative.
- (15) Permit Holders are required to restrict activities to the locations stated on the Permit. However, washrooms closest to the activity are available for use by the Permit Holder and members of his/her party.
- (16) **The Permit Holder hereby releases, waives and forever discharges the Toronto Catholic District School Board and its employees, agents, officials, contractors, representatives, elected and appointed officials and successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the Permit Holder or his/her or its property, as the case may be, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising out of or as a result of, or in any way connected with, the issuance of this Permit.**
- (17) Rubber-soled, non-marking shoes must be worn in the gymnasium or auditorium for gymnastics or sports activities. The application of powder, wax, or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
- (18) **The Permit Holder shall, if requested by the Board, produce a certified financial statement showing disposition of monies received as a result of the use of Board property under a Permit.**
- (19) The Permit Holder is responsible for the theft, loss and all damages arising from the use of the school premises by the Permit Holder or a member of his/her party.
- (20) Permit Holder must have a copy of approved Permit at each event. Persons unable to produce this Permit may have entrance to school delayed pending verification by custodian.
- (21) The Permits (Community Use of Schools) Department must receive a copy of advertisements at least five working days before the permitted event. All advertisements of events to take place on Toronto Catholic District School Board property shall **not contain the name of the school (only the Municipal address) and must list the name and telephone number of the Permit Holder.**
- (22) Food or beverages, where approved as a part of the approved Permit, must be consumed **ONLY** in the assigned cafeteria and lunchroom areas.
- (23) Assignment of the Permit or subletting of the permitted premises by the Permit Holder to a third party is prohibited and will be grounds for immediate cancellation of the Permit.
- (24) Permit Holders must comply with all fire regulations, including keeping all exits and fire routes free from obstruction at all times. The Permit Holder during the period of use will be responsible for any fee charged by the City of Toronto or Fire Department for false alarm due to a malicious act.

I have read the Policy B.R. 05 and all Rules and Regulations and agree to abide by them as the Permit Holder.

Date: _____

Signature: _____



APPENDIX C - APPLICATION FOR PERMIT

TCDSB – Community Use of Schools Department

80 Sheppard Avenue East, Toronto, ON. M2N 6E8

Tel: 416.222-8282 Ext. 4370 Fax: 416.512.3426

Email: NewPermitBookingResponse@tcdsb.org

ALL INFORMATION MUST BE FULLY COMPLETED

Organization/Group Name:

Name of Applicant:

(must be 18 years of age or older)

Address:

Telephone: Ext.: Fax: Email:

PERMIT APPLICANT/S MUST SUBMIT THE FOLLOWING PRIOR TO PERMIT APPROVAL:

- 1) Public Liability Insurance Certificate naming the Toronto Catholic District School Board (TCDSB) AS AN ADDITIONAL INSURED.
- 2) CREDIT CARD payment authorization.

For use of Facility at:

(Please specify the name of the School you wish to permit)

Purpose of Meeting:

Please select the category that best describes the primary type of activity.

- ☐ Educational (e.g. homework, help, reading clubs)
 ☐ Parenting Support (e.g. new parent classes)
 ☐ Sports & Recreational (e.g. basketball, yoga)
- ☐ Health & Wellness (e.g. nutrition program, blood donation)
 ☐ Child Care Program
 ☐ Supports for Recent Immigrants
- ☐ Social (e.g. BBQ, meet and greet)
 ☐ Community Services (e.g. employment aid)
 ☐ Supports for Low-income Communities
- ☐ Meetings (e.g. neighbourhood action)
 ☐ Leadership (e.g. Scouts, Guides)
 ☐ Aboriginal-focused Programs
- ☐ Arts & Cultural (e.g. community theatre, concerts)
 ☐ Other: Please describe _____

Name of person(s) to be in authority (must be 18 years of age or older): ☐ Elected Official

Gender: (please check one) ☒ Female ☐ Male ☐ Both

Total Attendance:

Age of Participants: (please check one) ☐ 0-6 ☐ 7-12 ☐ 13-18 ☐ 19-24 ☐ 25-64 ☐ 65+ (Including spectators, performers, players, coaches, etc.)

THE TIMES INSERTED BELOW ARE THE TIMES OF ADMISSION TO THE BUILDING AND THE LATEST TIME THE BUILDING IS TO BE VACATED.

Start Date: End Date: Start Time: End Time:
 (From) (To) (From) (To)

Days of the week preferred: ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

Accommodation Required: ☐ GYMNASIUM ☐ LIBRARY ☐ STAFF ROOM ☐ AUDITORIUM ☐ CLASSROOM - HOW MANY?

☐ CAFETERIA ☐ PARKING LOT ☐ LUNCH ROOM ☐ FIELD ☐ OTHER:

****CAFETERIA & AUDITORIUM – ADDITIONAL COSTS MAY APPLY.**

****USE OF ANY SCHOOL EQUIPMENT MUST BE APPROVED BY THE PRINCIPAL.**

Will Admission or Tuition fees be charged? ☐ NO ☐ YES Price: No. of chairs required: No. of tables required:

Will refreshments be served? ☐ NO ☐ YES If yes, a designated food area must be booked. Light refreshments only are permitted.

Special request or Comment:

THE APPLICANT ACKNOWLEDGES, ACCEPTS AND WILL ABIDE BY ALL RULES, REGULATIONS AND RATES PERTAINING TO PERMITS AS AGREED BELOW. FAILURE TO COMPLY WITH THESE RULES & REGULATIONS CAN RESULT IN CANCELLATION OF THE PERMIT.

Date of Application

Signature of Applicant



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

RECOMMENDATION OF THE GOVERNANCE & POLICY COMMITTEE TO UPDATE THE ENVIRONMENTAL PRACTICE POLICY B.M.06

*"I can do all things through HIM who strengthens me."
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	Click here to enter a date.
A. Rashid, Senior Coordinator, Operations M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services F. Cifelli, D. Yack, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell Superintendents of Learning, Student Achievement and Well-Being D. Friesen, (Acting) Executive Superintendent of Facilities Services		
RECOMMENDATION REPORT		

Vision:

*At Toronto Catholic we transform the world through
witness, faith, innovation and action.*

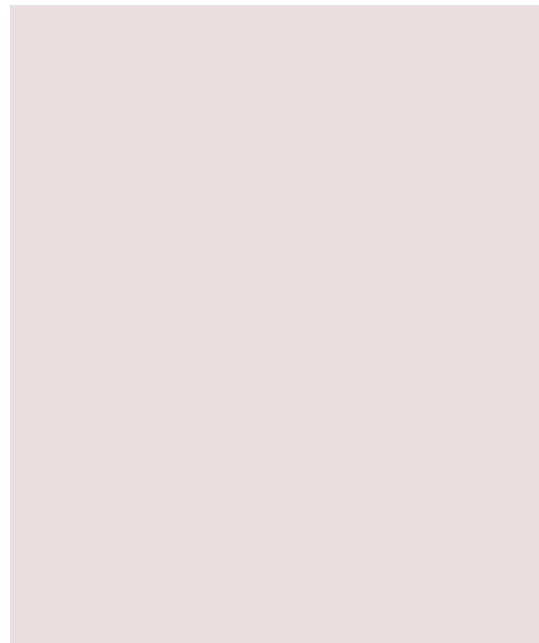
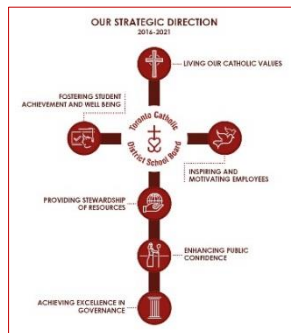
Mission:

Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



A. EXECUTIVE SUMMARY

This report recommends updates to the Environmental Practice Policy (B.M.06) to be reformatted in meta policy format and to reflect current practice.

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

1. Report Appendix A: Environmental Practices Policy (B.M.06) with proposed amendments.
2. Report Appendix B: Background Information for Environmental Policy B.M.06

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Environmental Practice Policy (B.M.06) as amended and proposed in Report Appendix A.



POLICY SECTION: Buildings / Plant / Grounds

SUB-SECTION: Miscellaneous

POLICY NAME: Environmental Practice

POLICY NO: B.M.06

Date Approved:

May 2014

Date of Next Review:

May 2017 **March 2024**

Dates of Amendments:

Cross References:

- Cross Reference: Environmental Practice – Waste Management and Purchasing B.M.06
- Ontario Ministry of Environment – Ontario Regulation 102/94, 103/94, **Waste Audits and Waste Reduction Workplans, Industrial, Commercial and Institutional Source Separation Programs**
- **Ontario Regulation 278/05, Asbestos on Construction Projects and in Buildings and Repair Operations**
- **Ontario Regulation 347, Hazardous Waste Removal**
- **Resource Recovery and Circular Economy Act, 2016, S.O. 2016, c. 12, Sch. 1**
- **Waste Free Ontario Act - Bill 151**
- **Ontario Climate Change Action Plan**
- **Ontario's Food and Organics Waste Policy Statement**
- **Ontario Regulation 243/07, Water Sampling and Testing Program**
- **Ontario Regulation 397/11, The Green Energy Act**
- **Ontario Regulation 463/10: Ozone Depleting Substances and other Halocarbons**
- Ontario Ministry of Education – 2009, Acting Today, shaping tomorrow: A Policy framework for environmental Education in Ontario Schools – 2007, Shaping Our Schools, Shaping Our future

Appendix

Appendix A: Background Information for Environmental Policy



POLICY SECTION: Buildings / Plant / Grounds

SUB-SECTION: Miscellaneous

POLICY NAME: Environmental Practice

POLICY NO: B.M.06

Purpose:

For the TCDSB to align its Environmental policy with the Provincial policies, (Ministries of Environment, Education and Labour) **and provide leadership and direction for the protection and conservation of the environment.**

Scope and Responsibility:

~~The scope extends to staff members, students, stakeholders, suppliers and contractors.~~ **This policy applies to all employees of the Toronto Catholic District School Board and individuals who use Board buildings, facilities or Board-owned property. The Director is responsible for this policy.**

Alignment with MYSP:

Living Our Catholic values

~~Strengthening Public Confidence~~

Providing Stewardship of Resources

Enhancing Public Confidence

Financial Impact:

~~The financial impact is realized through savings in waste management and energy reduction.~~

Legal Impact:



POLICY SECTION: Buildings / Plant / Grounds

SUB-SECTION: Miscellaneous

POLICY NAME: Environmental Practice

POLICY NO: B.M.06

~~Possible contravention to Municipal and Provincial Policies which may result in fines.~~

Policy:

1. The Toronto Catholic District School Board is committed to providing leadership and direction for the protection and conservation of the environment
2. In order to promote environmentally responsible practice in the workplace, all ~~employees of the board will:~~ **individuals on Board premises will:**
 - i) comply will all environmental legislation.
 - ii) increase the extent to which environmental issues are integrated into school board policies, procedures and strategic plans.
 - iii) Enhance the integration of environmentally responsible practices in the management of resources; purchasing, application and disposition.

Regulations:

1. All staff to ensure they comply with the environmental practices adopted by the Board. (Please see Environmental Register)
2. The Board shall consider environmentally friendly criteria in the purchase of goods and services which meet its standards of performance. Tender



POLICY SECTION: **Buildings / Plant / Grounds**

SUB-SECTION: **Miscellaneous**

POLICY NAME: **Environmental Practice**

POLICY NO: **B.M.06**

specifications will include a statement to this effect.

3. Construction and demolition projects will comply with legislation and regulations on environmental policies in effect.
4. Resources, materials and services will be provided to comply with policies.
5. ~~An~~ ~~standing~~ ~~Ad-Hoc~~ Environmental Committee be retained with a membership which includes representatives from the following groups:
 - a. **Executive** Superintendent of Facilities or designate
 - b. **Superintendent of Education**
 - c. Religious Education/Curriculum Staff
 - d. **Literacy Curriculum Staff**
 - e. **Physical Education Curriculum Staff**
 - f. ~~FMNI~~ **Indigenous Education Curriculum Staff**
 - g. Science Curriculum Staff
 - h. Materials Management Staff
 - i. Communications Staff
 - j. ~~Facilities/Maintenance Staff~~ **Facilities – Operations and Maintenance Staff**
 - k. **Facilities – Planning Staff**
 - l. **Technical Services Staff**
 - m. ~~CPCO – Elementary~~ **Principal**
 - n. ~~CPCO – Secondary~~ **Vice Principal**
 - o. TSU Representative
 - p. TECT Representative
 - q. ~~Student Trustee~~ **Members of ESLIT and CSLIT and/or Trustee**
 - r. CUPE 1280 member
 - s. CUPE 1328 member
 - t. Parent member – ~~CSAC~~ **CPSC**



POLICY SECTION: Buildings / Plant / Grounds

SUB-SECTION: Miscellaneous

POLICY NAME: Environmental Practice

POLICY NO: B.M.06

Definitions:

Board Premises and Property

Includes all administrative buildings of the Board, Board operated buildings including schools, and all locations where Board or School sanctioned educational activities are taking place. Board-owned vehicles and machinery are also considered to be Board property.

Individuals on Board Premises

Includes students, staff, trustees, contractors, parents/guardians, volunteers, permit holders and all others who are invited to or who work on Board property and in Board operated buildings.

Evaluation and Metrics:

That TCDSB continually demonstrate, by attitude and example, that preservation of the environment and concern for detrimental effects on the environment are integral parts of every function of the Board.

Policy Review Cycle:

2017

Fac 2018 006 Appendix A**Background Information for Environmental Policy B.M.06**TCDSB

- Ontario EcoSchools Program
- School Ground Greening TCDSB Guidelines
- School Tree Planting Program – MOU with City of Toronto (Urban Forestry Services). The Board installs protective tree cages when trees are planted. This program includes an educational component.
- Tree Management and Inventory. This Program includes management of all tree assets at all Board sites. Tree management include, tree removal; tree planting and tree pruning.
- Custodial Consumable Supplies – Environmentally friendly and biodegradable products are used at all school Board sites (*where possible*).
- Take Back the Light Program – Recycling of used light bulbs.
- Recycling program from Toner Cartridges for Photocopiers and Printers.
- Recycling program for Electronics through Technical Services.
- Environmental TCDSB Website
- Surplus Assets Disposal through Materials Management - GovDeals website.
- TCDSB Energy Management Plan 2019-2023 (*due July 2019*)
- Enbridge Energy Challenge – September to April
- Bottled Water – World Water Day – March 22
- Elimination of Bottled Water from all TCDSB sites by 2012
- Water Bottle Filling Stations installations at Board Sites through Operations, Renewal and Capital Departments
- Health and Safety, Disposal of Hazardous Waste Materials
- Health and Safety, Water Sampling and Testing Program
- TCDSB Earth Hour - Last Friday of March
- Earth Day – April 22
- TCDSB Energy Awareness Month – February: National Sweater Day, Phantom Friday, Flip the Switch Friday and Energy Education Day.
- Waste Free Litter-less Lunch Program (Boomerang Lunch) promoted since 2010
- Waste Reduction Week – 3rd week of October
- Waste Diversion – school participation in recycling and organics diversion
- Active and Sustainable Transportation Charter
- School Travel Planning Program – Planning
- Walk and Wheel to School – October
- Winter Walk Day – February
- Bike to School Week – October

Fac 2018 006 Appendix AEducation:

- Ministry of Education – Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools
- The Ontario Curriculum, Grades 1 to 8, Science and Technology 2007
- The Ontario Curriculum, Social Studies, Grades 1 to 6, History & Geography 7 & 8, 2018
- The Ontario Curriculum, Grades 9 & 10, Science, 2008
- The Ontario Curriculum, Grades 11 & 12, Science, 2008
- The Ontario Curriculum, Grades 9 & 10, Canadian & World Studies, 2018

Labour Regulations:

- Indoor Air Quality - OHS Act Employers shall take “ all reasonable precautions for the protection of the worker”
- Heat Stress – This is neither a regulation or policy ... Ministry of Labour requires that Employers consider heat stress under the Occupational Health and Safety Act’s general duty clause of “taking all reasonable precautions for the protection of a worker”

Environmental Regulations:

- Environmental Protection Act, R.S.O 1990, c. E.19
- Ontario Regulation 102/94 and 103/94, Waste Audits and Waste Reduction Workplans, Industrial, Commercial and Institutional Source Separation Programs
- Ontario Regulation 278/05, Asbestos on Construction Projects and in Buildings and Repair Operations
- Ontario Regulation 347, Hazardous Waste Removal
- Resource Recovery and Circular Economy Act, 2016, S.O. 2016, c. 12, Schedule. 1
- Waste Free Ontario Act - Bill 151
- Ontario Climate Change Action Plan
- Ontario’s Food and Organics Waste Policy Statement
- Ontario Regulation 243/07, Water Sampling and Testing Program
- Ontario Regulation 397/11, The Green Energy Act
- Ontario Regulation 463/10: Ozone Depleting Substances and other Halocarbons

City of Toronto:

- Toronto Municipal Code, Chapter 841 – Commercial Collection, includes diversion of 3 streams of waste, recycling and organics
- Toronto Municipal Code, Chapter 846 – Waste Transfer Stations
- Toronto Municipal Code, Chapter 517 and By-law 775-2010 – Idling Control Bylaw
- Long Term Waste Management Strategy 2019
- City of Toronto Shade Guidelines
- City of Toronto Green Standards
- Clean Toronto Together – Earth Week program organized by City of Toronto with participation by TCDSB

MASTER PENDING LIST AND ROLLING CALENDAR TO MARCH 28, 2019

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Nov-18 Corporate Services	Apr-19	Corporate Services	That staff return for final approval of the project once the RFP results are finalized (Public Meeting Room Audio Visual Upgrades –Funding)	Associate Director of Facilities, Business & Comm. Dev & CFO
2	Mar-19 Student Achievement	TBD	Corporate Services	That the consideration of the increase of wages of Lunchroom Supervisors be deferred until such time that the Board receives GSNs through the Budget process (Review of Compensation for Elementary Lunchtime Supervisors)	Associate Director of Facilities, Business & Comm. Dev & CFO
3	Mar-19 Corporate Services	Apr-19	Corporate Services	Report consolidating a report from Private session regarding the O'Connor House and Tony Wagner's and Denzil Minnan-Wong's delegations (Delegations: Tony Wagner and Denzil Minnan-Wong, Councillor for Ward 16 – Don Valley East and Deputy Mayor for The City of Toronto, O'Connor House))	Associate Director, Academic Affairs
4	Mar-19 Corporate Services	Apr-19	Corporate Services	That staff investigate and provide report regarding options for hiring an integrity commissioner to provide advice to the TCDSB Trustees (Municipal Conflict of Interest Act regarding Integrity Commissioner)	Director of Education/ General Legal Council
5	Mar-19 Corporate Services	TBD	Corporate Services	Report regarding further analysis to see how priority neighbourhoods could be assisted with bank fees (March 2019 School Cash Suite Progress Report)	Associate Director of Facilities, Business & Comm. Dev & CFO
6	Mar-19 Corporate Services	TBD	Regular Board	Corrected report with accurate information be brought to Board and tabled as part of the public record (Municipal Conflict of Interest Act regarding Integrity Commissioner)	Director of Education/ General Legal Council

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
7	Aug-18 Regular Board	TBD	Regular Board	Report on a community market or similar 'services-in-kind' approach as an enhancement for fundraising and donations in an attempt to close the wide gap that currently exists between our schools related to learning enhancements available for our students (Consultation Survey Results: Proposed Sharing of School Fundraising Revenue)	Director of Education
8	Jan-19 Regular Board	TBD	Regular Board	Report regarding Website Protocols (Delegation: Teresa de Stefano regarding TCDSB Website Protocols)	Associate Director of Facilities, Business & Comm. Dev & CFO
9	Feb-19 Regular Board	Apr-19	Regular Board	Report regarding SEAC's Recommendation to Board that a parent voice survey be devised to gain perspective of programs and services delivered for students in receipt of Special Education at the Board, and for SEAC to be consulted and included in the development of the survey (Results of the Toronto Catholic District School Board (TCDSB) Parent Voice Survey (August 23, 2018 Regular Board Meeting))	Associate Director, Academic Affairs
10	Feb-19 Student Achievement	Apr-19	Student Achievement	Report regarding the contents of the Presentation (Delegation: Paolo De Buono Regarding Improving the Perception of Equity at the Senior Management Level)	Associate Director, Academic Affairs
11	Feb-19 Student Achievement	Apr-19	Student Achievement	Report regarding the acceleration process for applicable students in our Board and possible policy development (Delegation: John Del Grande regarding Student Achievement and Student Performance)	Associate Director, Academic Affairs

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
12	Feb-19 Corporate Services	Apr-19	Student Achievement	Report that investigates the possibility of assisting with educational programs to certify library technicians, and further investigates the number of teacher librarians available to be librarians in our elementary schools (Inquiry from Trustee Rizzo regarding libraries in Elementary Schools)	Associate Director, Academic Affairs
13	Feb-19 Corporate Services	Apr-19	Corporate Services	Report regarding the status of the application of teaching cursive writing in our Board (Inquiry from Trustee Del Grande regarding Writing Programs in Schools)	Associate Director, Academic Affairs
14	Mar-19 Student Achievement	Apr-19	Student Achievement	Report including the JK French Immersion admission Policy with consideration for admission of the delegate's child to the JK French Immersion Program at St. Brigid Catholic School (Delegation: Greet Gemels, Representative of the Catholic School Parent Council (CSPC) for St. Brigid Catholic School, regarding Junior Kindergarten (JK) French Immersion)	Associate Director, Academic Affairs

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
8	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
9	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
10	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
11	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
12	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

13	September (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	A.D. Facilities, Business, Community Development
14	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
16	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
17	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
18	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
19	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
20	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development
21	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
22	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services
23	April (A)	Regular Board	Education Development Charges Policy Review	A.D. Facilities, Business, Community Development
24	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board</u> Metric	Director of Education
25	August (P)	Regular Board	<u>H.M. 19</u> Conflict Resolution Department	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

26	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts Policy Metric</u>	Director of Education
27	October (A)	Regular Board	Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	A.D. Facilities, Business, Community Development
28	November (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Director of Education
29	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
30	December (A)	Regular Board	Director's Annual Report	Director of Education
31	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
32	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
33	January (P)	Student Achievement	<u>A.35 Accessibility Standards Policy Metric</u>	Associate Director Academic Services
34	February (P)	Student Achievement	<u>S. 19 External Research Policy Metric</u>	Associate Director Academic Services
35	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
36	May (A)	Student Achievement	Staffing Status Report for Next School Year	A.D. Facilities, Business, Community Development
37	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
38	June (P)	Student Achievement	<u>B.B.04 Smoke & Vapour Free Policy Metric</u>	Associate Director Academic Services
39	September (A/P)	Student Achievement	Annual Safe Schools Report and <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
40	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

41	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion</u> Policy Metric	Associate Director Academic Services
42	September (P)	Student Achievement	<u>T.07 Community Engagement</u> Policy Report and <u>A.37 Communications</u> Policy Metric	Director of Education
43	October (A)	Student Achievement	Board Learning Improvement Plan Report	Associate Director Academic Services
44	October (A)	Student Achievement	Student Trustees: Voices that Challenge- CSLIT	Associate Director Academic Services
45	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
46	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO); the Grade 9 Assessment of Mathematics; and the OSSLT Assessment (EQAO)	Associate Director Academic Services
47	October (A)	Student Achievement	<u>S.22 Religious Accommodation</u> Policy Report and <u>S.S.02 Opening or Closing Exercises</u> Policy Report	Associate Director Academic Services
48	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
49	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Report	Associate Director Academic Services
50	November (P)	Student Achievement	<u>S.24 Combined (Split) Grade Classes for Elementary Schools</u> Policy Report	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

51	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services Policy Metric</u>	Associate Director Academic Services
52	December (P)	Student Achievement	<u>S.10 Catholic School Parent Council Policy Metric</u>	Associate Director Academic Services
53	December (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services