

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA
April 24, 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

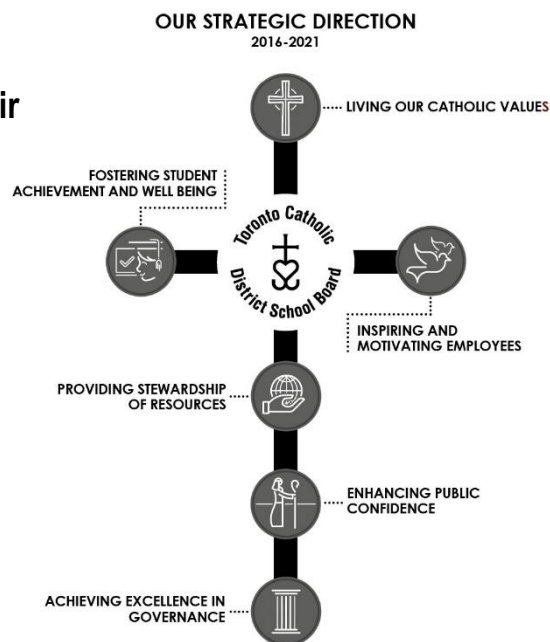
Ida Li Preti
Trustee Ward 3

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

Wednesday, April 24, 2019

7:00 P.M.

Pages

1. Call to Order
2. Memorials and Opening Prayer
School: Blessed Margherita of Citta di Castello Catholic School
3. Singing of O Canada
4. Roll Call & Apologies
5. Approval of the Agenda
6. Reports from Private Session
7. Notices of Motions
8. Declarations of Interest
9. Approval and Signing of Minutes of the Previous Meetings
 - 9.a Regular Board February 21, 2019 (Revised)
 - 9.b Special Board (Student Achievement) March 7, 2019

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10.c	From the Student Trustee(s)	118 - 119
11.	Delegations	
12.	Consideration of Motions for which previous notice has been given	
13.	Unfinished Business from Previous Meetings	
14.	Matters recommended by Statutory Committees of the Board	
14.a	Approved Minutes of the Special Education Advisory Committee Meeting Held March 27, 2019 (To Be Distributed)	
14.b	Approved Minutes of the Catholic Parent Involvement Committee Meeting Held February 11, 2019	120 - 131

Whereas Toronto Catholic Parent Involvement Committee (PIC) has mandate to recommend to the Director of Education and/or the Board of Trustees matters that affect parent engagement;

Whereas Toronto Catholic PIC members are provided emails and voice mailboxes to aid in their Toronto Catholic PIC duties and system parent engagement activities; and

Whereas the existing voice mail does not facilitate ease of access or frequent checking by volunteer members.

Motion # 19/02-07: That Toronto Catholic PIC members suggest to the Board of Trustees that the Voice-Mail boxes assigned to Toronto Catholic PIC Members be transitioned to digital mailboxes like that

used by Trustees and Board Staff where voice messages are automatically emailed as an attachment to that member.

14.c	Approved Minutes of the Audit Committee Meeting Held January 30, 2019	132 - 140
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16.	Reports of Officials for the Information of the Board of Trustees	
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17.e	From Governance and Policy Committee: Update to Trespass Policy (S.S.14)	279 - 286
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17.g	From the Governance and Policy Committee:School Excursions Policy (S.E.01)	298 - 493
17.h	From the Governance and Policy Committee:Good Neighbour Policy (S.S.25)	494 - 501
17.i	From the Trustee Service Ad Hoc Committee: Update to Trustee Services and Expenditures Policy (T.17)	502 - 537
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17.k	Liquor Waiver Request for St. Cecilia Catholic Elementary School Event on June 6, 2019	540 - 541
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19.	Listing of Communications	
20.	Inquiries and Miscellaneous	
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22.	Closing Prayer	
23.	Adjournment	

OUR MISSION

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

OUR VISION

*At Toronto Catholic we transform the world
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

Opposed

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

Crawford
Kennedy

The Amendment was declared

CARRIED

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

In Favour

Opposed

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

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.

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

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
Tanuan

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.

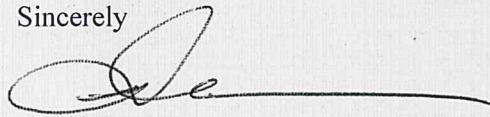
We have made significant headway in working with Metrolinx towards removal of the obstacles to finalize the transfer of three former residential properties from Metrolinx to TCDSB. We have also progressed on finalization of the tunnel access license agreement, to allow installation of the culvert to 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 flourish 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

OUR 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.*

OUR VISION

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



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

HELD THURSDAY, MARCH 7, 2019

STUDENT ACHIEVEMENT

PRESENT:

Trustees:

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

Student Trustees:

T. Dallin
J. Ndongmi

Staff:

D. Koenig
A. Della Mora
L. Noronha
P. Matthews
P. Aguiar
M. Caccamo
S. Campbell
F. Cifelli
P. De Cock

N. D'Avella
 G. Grant
 G. Iuliano Marrello
 M. Loberto
 K. Malcolm
 J. Shanahan
 S. Vlahos
 J. Wujek

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

External Guest: A. Robertson, Parliamentarian

Roll Call and Apologies

An apology was extended on behalf of Trustee Li Preti.

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.

MOVED by Trustee Tanuan, seconded by Trustee Martino, that all matters discussed in PRIVATE and DOUBLE PRIVATE and PUBLIC Sessions 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
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

**(PRIVATE and DOUBLE PRIVATE Sessions Minutes Distributed at the
April 4, 2019 Student Achievement and Wellbeing, Catholic Education and
Human Resources Committee Meeting)**

Declarations of Interest

Trustee Kennedy declared an interest in PUBLIC Session regarding the Review of Compensation for Elementary Lunchtime Supervisors, as well as an Item in PRIVATE Session as she has family who are employees of the Board. Trustee Kennedy did not participate in the discussions nor vote on the Items.

There were no Declarations of Interest in DOUBLE PRIVATE Session.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, 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 Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
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 SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION HELD MONDAY, MARCH 18, 2019

PRESENT:

Trustees:

M. Rizzo, Chair
M. Del Grande, Vice- Chair
N. Crawford
F. D'Amico
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
T. Lubinski
G. Tanuan

Student Trustee:

J. Ndongmi

Staff:

R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
N. D'Avella
P. De Cock
L. Di Marco
L. Maselli-Jackman
J. Shanahan
G. Iuliano Marrello

S. Vlahos

S. Harris, Recording Secretary

S. Tomaz, Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

3. Roll Call and Apologies

Apologies were extended on behalf of Trustees de Domenico and Martino, as well as Student Trustee Dallin.

5. Approval of the Agenda

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

The Motion was declared

CARRIED

6. Report from Private Session

Trustee Del Grande reported that the PRIVATE Session was recessed until such time as to continue discussion on a Facilities report and that in TRIPLE PRIVATE Session a Human Resources matter was discussed.

8. Declarations of Interest

Trustee Kennedy declared an interest in all the Items in the Agenda (10a), 10b), 11a), 11b), 11c), 11d) and 14a), as she has family members who are employees of the Board. Trustee Kennedy indicated that she would neither vote nor participate in discussions regarding the Items.

Trustee Kennedy left the horseshoe at 7:22 pm, due to a Declaration of Interest, as earlier indicated.

Trustee D'Amico joined the meeting via Teleconference at 7:23 pm.

10. Presentations

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

- 10a) Presentation from Linda Maselli-Jackman, Superintendent of Special Services, and Paul De Cock, Comptroller for Business Services and Finance, regarding Accountability Framework and Special Education Budget received.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee D'Amico disconnected via Teleconference at 7:46 pm and joined the horseshoe.

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

- 10b) Presentation from Sandra Mastronardi, representative for Autism Ontario and member of the Special Education Advisory Committee (SEAC), regarding Accountability Framework for Special Education (AFSE) received and referred to staff for a report.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

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

- 11a) Tyler Munro, representative for Integrated Action for Inclusion and member of the SEAC, regarding Accountability Framework** that the Delegate be allowed additional time to complete his delegation.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Opposed

Del Grande

The Motion was declared

CARRIED

MOVED by Trustee Di Giorgio, seconded by Trustee Li Preti, that the Item be received and referred to staff for a report.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

11b) Laura DiCredico regarding Accountability Framework and Autism Programs received and referred to staff for a report.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

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

11c) Irene Stumpf regarding Autism Support received and referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee Di Giorgio left the horseshoe at 8:50 pm.

MOVED by Trustee Del Grande, seconded by Trustee Li Preti, that Item 11d) be adopted as follows:

11d) Louis Busch regarding Suggestions for Supporting Students with Autism Transitioning to Schools that the delegate receive additional time to complete his delegation.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee Di Giorgio returned to the horseshoe at 8:55 pm.

MOVED by Trustee Li Preti, seconded by Trustee Lubinski, that the Item be received and referred to staff for a report.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

14. Matters recommended by Statutory Committees of the Board

From February 7, 2019 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting

MOVED by Trustee Del Grande, seconded by Trustee Li Preti, that Item 14a) be adopted as follows:

14 a) Accountability Framework for Special Education 2018-19:

Whereas the Provincial Government has recently introduced changes to the Autism Plan in Ontario; and

Whereas this change to the province's autism program will come into effect April 1st and is expected to bring more high-needs children into classrooms full-time; and

Whereas Education Minister Lisa Thompson has announced that the Government will subsidize an additional qualification course for teachers on supporting students with autism and that cannot happen until the next school year; and

Whereas the recent Ministry of Education announcement indicated additional funding for the remaining months in the 2018-19 school year; and

Whereas this funding applies to new students with Autism Spectrum Disorder (ASD) entering the Toronto Catholic District School Board (TCDSB) for the first time; and

Whereas students currently enrolled with TCDSB on a part-time basis and transitioning to full-time will not generate additional funding; and

Whereas the announcement confirms that the province will not be increasing funding for students transitioning from part time to full time; and

Whereas many children currently attend school on a modified schedule, and parents have said cuts in funding will leave them with little choice but to send their children to school more frequently, or full-time; and

Whereas given the ambiguity about the funding formula and the absence of details normally appearing in a Ministry B-Memorandum; and

Whereas the Grants for Student Needs (GSN) impact is based on funding formula assumptions and estimates regarding the number of potential new students entering TCDSB schools during the months of April, May and June 2019; and

Whereas the funding is not nearly sufficient to provide all of the additional resources students need; and

Whereas as per the 2018-19 Revised Budget Estimates, Special Education Programs & Services totals as follows:

Revenues \$137.7M

Expenses \$159.6M

Expenses in excess of Revenues is \$21.9M; and

Whereas the TCDSB has identified 1,789 Special Education Need Students (based on predominant exceptionality) with Autism this school year; and

Whereas as of April 1st, the school year is 70% completed and an additional influx of students will cause confusion for existing students, new students, families and school communities; and

Whereas the proposed funding to help with the transition of students with autism into the school setting does not extend beyond this school year; and

Whereas school Boards, principals, teachers and support staff will face huge challenges with the arrival of students on April 1st especially since teachers and front line staff cannot perform the roles of professional therapists; and

Whereas school Boards will not have supports or resources in place for April 1st to allow for the transition of students from therapy to school.

Therefore, be it resolved that the TCDSB request that the Provincial Government delay changes to the Autism Plan in Ontario until the new school year in order to accommodate and transition the entrance of students into the education system; and

Further be it resolved that the Provincial Government be requested to fully fund additional supports for new and partial students entering the school system as a result of changes to the Autism Plan in Ontario; and

Further be it resolved that the Ontario Catholic Schools Trustees Association (OCSTA) be requested to distribute this motion to all member Boards; and

Further be it resolved that the TCDSB send this motion to all school Boards across the province for endorsement.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that:

Whereas the TCDSB does not have a policy regarding refusing to admit special education students and students with complex needs: and

Whereas the TCDSB should not refuse to admit special need students with disabilities on the basis that staff believe they cannot accommodate the student's needs, e.g. due to staff absences; and

Whereas the TCDSB may ask or direct that a student not attend school; or that a student only attend school for part of the regular school day and that the student be removed from school in writing; and

Whereas the TCDSB may excuse students from school who are suspended, expelled or for public health purposes according to legislation; and

Whereas a refusal to admit students should only be imposed when necessary to protect health and safety; and

Whereas indefinite exclusions of students are not in the best interest of students; and

Whereas the TCDSB should set out fair procedures that must be followed when refusing to admit a student.

Therefore be it resolved that the TCDSB establish a comprehensive policy regarding the refusal to admit special education students and those with special needs and disabilities to school; and

Be it further resolved that a refusal to admit policy should depend on the TCDSB ensuring that students excluded from attending school are provided an equivalent educational program; and

Be it further resolved that students should not be excused unless it can be demonstrated that the student presents an imminent risk to health or safety; and

Be it further resolved that the policy include:

- a) Circumstances when a refusal to admit is permitted, and when it is not permitted;
- b) Procedures that must be followed when refusing to admit a student;
- c) Timelines dictating the maximum number of consecutive days a student can be excused from school;
- d) An appeal process; and

e) Data documentation and process for reporting to SEAC and Board.

Be it further resolved that the policy should include where the TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and

Be it further resolved that a refusal to admit policy be referred to the Governance and Policy Committee; and

Be it further resolved that staff prepare a comprehensive report on the implementation of a refusal to report policy; and

Be it further resolved that this motion take effect immediately.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Del Grande left the horseshoe due to a Declaration of Interest in the following motion:

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that:

Whereas, many issues exist for parents of special education children associated with learning and school settings; and

Whereas, understanding the concerns and perspectives of parents is essential to working effectively as partners; and

Whereas there is often a rift in communication between educators and parents who have special needs children (autism, learning disabilities, gifted, attention deficit hyperactivity disorder (ADHD), mild intellectual profiles, sensory, anxiety, behavioural); and

Whereas, education specialists may speak in professional jargon that parents don't always understand; and

Whereas professional advocates/counsellors that are specifically trained and designated to act as advocates for children with special needs and their parents in an intricate and often intimidating educational bureaucracy are required; and

Whereas not every issue will apply to every student and every student's family, therefore, Special Education Student/Family Advocates must be trained in special education, advocacy, counselling, conflict resolution mediation etc.

1) Therefore, be it resolved that the TCDSB consider establishing three new positions of Special Education Student/Family advocates that will assist parents to navigate the system with the following:

- Advocacy, complaint and appeal processes;
- School communication and school Board processes;
- Transitioning from grade to grade, from elementary to secondary;
- Parent meetings/conferences with teachers, principals, special education

professionals;

- Provide child and adolescent mental health information, community programs and services referrals;
- Impart Ontario Education Policy and research information;
- Prepare, produce, maintain and furnish information about knowing rights as a parent and child's rights in the school system; and
- Accommodate Special Education process assistance (Identification, Placement and Review Committee (IPRC)); and

- 2) Therefore, be it further resolved that approvals from the Ministry of Education be requested to establish and/or fund these positions; and
- 3) Therefore, be it further resolved that funds be included in the budget for consideration; and
- 4) Therefore, be it further resolved that staff report on available staffing resources that may be able to fill the new roles of Special Education Student/Family Advocates; and

Be it further resolved that this motion take effect immediately.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Tanuan, that *three* new positions of Special Education Student/Family Advocates be replaced with *two* new positions.

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

In Favour

Trustees Crawford
Di Giorgio
Di Pasquale
Li Preti
Lubinski

Opposed

D'Amico

Rizzo
Tanuan

The Amendment was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Lubinski,
that *Advocates* be replaced with *Communication Coordinators*.

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

In Favour

Opposed

Trustees Crawford
D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

The Amendment was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee Crawford requested that the Question be split.

Results of the Vote taken on Part 1 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Crawford

Part 1 of the Motion, as amended, was declared

CARRIED

Results of the Vote taken on Part 2 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Crawford

Part 2 of the Motion, as amended, was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Results of the Vote taken on Part 3 of the Motion, as amended, as follows:

In Favour

Trustees Di Pasquale
Rizzo

Opposed

Crawford
D'Amico
Di Giorgio
Li Preti
Lubinski
Tanuan

Part 3 of the Motion, as amended, was declared

FAILED

Results of the Vote taken on Part 4 of the Motion, as follows:

In Favour

Trustees Crawford
D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Opposed

Part 4 of the Motion, as amended, was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that:

Whereas families with children who have special need children with intellectual and/or developmental disabilities are being asked to pick up children early, start their school day later or keep children at home for indefinite periods of time; and

Whereas families with special need children may not have the flexibility or the financial means to leave their employment and pick up children from school - sometimes on a daily basis; and

Whereas asking parents to alter regular school hours for special need students is a further obstacle to many families and causes undue hardship for the child and the family; and

Whereas it is recognized that some students may present challenges and one of the common causes of excusing students from school may be due in part to behavioural issues; and

Whereas the TCDSB school personnel may not have the resources available to them to resolve issues regarding classroom management; and

Whereas it is not in the best interest of the school community if a student poses a safety concern; and

Whereas the practice of excusing special need students may deny some students inclusive educational opportunities; and

Whereas TCDSB does not formally track soft exclusions at the present time; and

Whereas the provision in the Education Act to exclude children from school is outdated and may violate the rights of children to an inclusive education; and

Whereas it is recognized that some students may present challenges, alternatives to exclusion should be available to students and families first; and

Therefore, be it resolved that the TCDSB create an emergency plan for accommodating special education disability students and/ or students with a physical disability that may be excused from regular hours of school; and

Further be it resolved than a central on call service be available to principals on an emergency basis when the parent(s) are not available to pick up their child; and

Further be it resolved that staff prepare a report on the implementation of an Emergency Plan for Special Education Disability Accommodation Needs and projected costs; and

Further be it resolved that staff bring this motion to next SEAC meeting for discussion, review and further recommendation (s).

Further be it resolved that staff review deploying existing staff on an on call basis and investigate other possible contract/part time resources to accommodate an Emergency Plan for Special Education Disability Accommodation Needs; and

Further be it resolved that funding for Emergency Special Education Disability Accommodation Needs be added to the budget and considered during budget deliberations; and

Further be it resolved that the Ministry of Education be requested to fund the Emergency Special Education Disability Accommodation Needs

Be it further resolved that this motion take effect immediately.

Results of the Vote taken, as follows:

In Favour

Trustees D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Opposed

Crawford

The Motion was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that:

To ensure that gym equipment, playground equipment and other like equipment and facilities are accessible for students with disabilities, that the TCDSB:

- 1) Conduct an inventory of the accessibility of existing gym and playground equipment;
- 2) Adopt a policy on specific requirements to ensure accessibility for new gym or playground equipment, in consultation with SEAC, and widely with families of students with disabilities; and
- 3) Require that all playgrounds be fenced and gates closed during the school day if possible; and

Be it further resolved that this motion take effect immediately.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee D’Amico, that going forward that all playground structures and outdoor equipment be reviewed for accessibility for students with special needs before purchase.

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

In Favour

Opposed

Trustees Crawford
D’Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

The Amendment was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee Di Giorgio requested that the Question be split.

Results of the Vote taken on Part 1 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
Di Pasquale
Li Preti
Rizzo

Di Giorgio
Lubinski
Tanuan

Part 1 of the Motion, as amended, was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Results of the Vote taken on Part 2 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Part 2 of the Motion, as amended, was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Results of the Vote taken on Part 3 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Di Giorgio

Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Part 3 of the Motion, as amended, was declared

CARRIED

Student Trustee Ndongmi wished to be recorded as voted in favour.

Trustee Del Grande returned to the horseshoe at 10:30 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that the meeting resolve back into PRIVATE Session.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR 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.*

OUR VISION

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



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

HELD THURSDAY, MARCH 21, 2019

Corporate Services

Trustees: N. Di Pasquale, Acting Chair
N. Crawford
F. D'Amico
A. Kennedy
I. Li Preti
T. Lubinski
M. Rizzo
G. Tanuan

Staff: R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
P. Matthews
S. Camacho
D. Friesen
M. Loberto
E. Szkeres Milne

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 Trustees de Domenico, Di Giorgio and Martino.

7. Declarations of Interest

There were none in PRIVATE Session.

In PUBLIC Session, the following Declarations of Interest were received from Trustees Del Grande, Kennedy and Rizzo as their family members are employees of this Board. Trustees Del Grande, Kennedy and Rizzo did not vote nor participate in the discussion regarding the following Items:

- 15a) **2019-20 to 2020-21 Consensus Enrolment Projections** - Trustees Del Grande and Kennedy; and Trustee Rizzo – Secondary Panel
- 15b) **2019-20 Budget Setting Plan and Consultation;** and
- 15i) **2019-20 Budget Setting Plan and Consultation: Appendix C**
Trustee Kennedy

Trustee Kennedy left the horseshoe at 11:05 pm due to a Declaration of Interest declared in Items 15a), 15b), and 15i), as stated above.

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

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

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico

Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

The Motion was declared

CARRIED

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

Trustee Kennedy returned to the horseshoe at 11:06 pm.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, 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
D'Amico
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

The Motion was declared

CARRIED

PRESENT (Following DOUBLE PRIVATE Session):

Trustees: N. Di Pasquale, Acting Chair
N. Crawford
F. D'Amico
A. Kennedy
I. Li Preti
T. Lubinski
M. Rizzo
G. Tanuan

Staff: R. McGuckin

S. Harris, Recording Secretary

7. Declarations of Interest

There were none in DOUBLE PRIVATE Session.

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

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the Items discussed in DOUBLE PRIVATE Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanan

The Motion was declared

CARRIED

**(DOUBLE PRIVATE Session 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
D'Amico

Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

OUR VISION

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



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

THURSDAY, MARCH 28, 2019

Trustees:

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

Staff:

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

D. Friesen
G. Iuliano Marrello
M. Loberto
K. Malcolm
L. Maselli-Jackman
J. Shanahan
S. Vlahos
J. Wujek

S. Harris, Recording Secretary
C. Johnston, Acting Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

6. Approval of the Agenda

MOVED by Trustee Tanuan, seconded by Trustee Martino, that the Agenda, as amended to include the Addendum, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

7. Reports from Private Session

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that the matters discussed in PRIVATE Session, regarding reports on legal, Education Development Charges and litigation matters, the approval of recommendations from the Audit Committee and the authorization of the Director to finalize the agreement with respect to a Board property, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

9. Declarations of Interest

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

Trustees Del Grande, Kennedy and Rizzo declared an interest in the following Items, as they have family members who are employees of the Board. Trustees Del Grande, Kennedy and Rizzo indicated that they would neither participate nor vote in discussions regarding the Items:

- 11c) Monthly Report from the Student Trustees in particular to E-Learning Courses and Classroom Sizes matters;
- 18a) 2019-2020 Preliminary Teacher Staffing Projections; and
- 18b) 2019 Ontario Catholic Schools Trustees Association (OCSTA) Annual General Meeting Resolutions 10-19, 15- 19, 16-19, 17-19, 18-19; 19-19, 20-19, and 21-19.

10. Approval and Signing of Minutes of the Previous Meeting

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Items 10a), 10b) and 10c) be adopted as follows:

- 10a) Special Board (Student Achievement) held February 7, 2019** approved;

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

10b) Special Board (Corporate Services) February 14, 2019 approved; and

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

10c) Regular Board held February 21, 2019 referred to staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee D'Amico joined the meeting at 7:32 pm.

10. Presentations

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

11a) Monthly Report from the Chair 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 Di Pasquale, that Item 11b) be adopted as follows:

11b) Monthly Report from the Director 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 Di Pasquale, seconded by Trustee Tanuan, that Item 11c) be adopted as follows:

11c) Monthly Report from the Student Trustees received.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Tanuan, that the Toronto Catholic District School Board (TCDSB) urge the Government to reconsider its decision to make mandatory four e-learning courses throughout high school and instead engage in further consultations with high school students in order to find alternative ways to modernize our education.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Di Pasquale, that the TCDSB urge the Ministry of Education to reconsider raising classroom size averages from 22 to 28 students.

Trustee Rizzo relinquished the Chair to Trustee Martino.

Trustees Del Grande, Kennedy and Rizzo declared an interest in the Amendments and left the horseshoe at 7:44 pm.

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

In Favour

Opposed

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

The First Amendment was declared

CARRIED

Student Trustees Dallin and Ndongmi wished to be recorded as voted in favour.

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

In Favour

Opposed

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

The Second Amendment was declared

CARRIED

Student Trustees Dallin and Ndongmi wished to be recorded as voted in favour.

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

In Favour

Opposed

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

The Motion, as amended, was declared

CARRIED

Student Trustees Dallin and Ndongmi wished to be recorded as voted in favour.

Trustees Del Grande, Kennedy and Rizzo returned to the horseshoe at 7:54 pm.

Trustee Rizzo reassumed the Chair.

12. Delegations

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 12a) be adopted as follows:

12a) Michael Penafiel regarding ShareLife Plaque of Appreciation Presentation 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

Student Trustees Dallin and Ndongmi wished to be recorded as voted in favour.

15. Matters Recommended by Statutory Committees of the Board

Trustee Crawford left the horseshoe at 8:02 pm.

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that Item 15a) be adopted as follows:

15a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held February 20, 2019 received Minutes and approved the following recommendations from SEAC to Board:

- 1) **Verbal Update regarding Feedback on the Special Education Fair held February 2, 2019** *that the Special Services Resource Fair be held in November 2019 and that SEAC members be available to assist;*
- 2) **Inquiry from Sandra Mastronardi regarding Budget** *that staff provide SEAC with a detailed and comprehensive special education “booklet” which includes and provides an overview with details of TCDSB operational revenues, instructional and non-instructional operation expenditures in relation to special education;*
- 3) **Inquiry from George Wedge regarding Physically Disabled Students Identified in the Accountability Framework** *that the number of students with physical disability either as their primary or secondary exceptionality be identified; and*
- 4) **Autism Ontario – News Release February 9, 2019 and February 12, 2019 regarding the Ministry of Children, Community and Social Services announces plan to clear Ontario Autism Program wait-lists, and Statement from Autism Ontario** *that a letter be written to the Ontario Ministry of Children, Community and Social Services relating to this particular concern, and that the draft letter be reviewed by SEAC prior to submission.*

Trustee Crawford returned to the horseshoe at 8:06 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

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

Trustee Rizzo relinquished the Chair to Trustee Martino.

Trustees Del Grande, Kennedy and Rizzo left the horseshoe due to a Declaration of Interest in the following Item, as earlier indicated.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Item 18a) be adopted as follows:

- 18a) 2019-2020 Preliminary Teacher Staffing Projections** that the Board of Trustees approve the preliminary staffing projections for 2019-2020 as outlined in the report.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustees Del Grande, Kennedy and Rizzo returned to the horseshoe at 8:17 pm.

Trustee Rizzo reassumed the Chair.

18b) The Chair reviewed Item **18b) 2019 OCSTA Annual General Meeting and the following Resolutions were held and/or for which an interest was declared:**

A-19 – Trustee Rizzo;

9-19 - Trustee Crawford;

15- 19 - Trustee Crawford; Trustees Del Grande, Kennedy and Rizzo declared an interest;

16-19 - Trustee Di Pasquale; Trustees Del Grande, Kennedy and Rizzo declared an interest;

17-19 - Trustees Crawford, Tanuan; Trustees Del Grande, Kennedy and Rizzo declared an interest;

18-19 - Trustee Tanuan; Trustees Del Grande, Kennedy and Rizzo declared an interest;

19-19 Trustee Tanuan; Trustees Del Grande, Kennedy and Rizzo declared an interest;

24-19 Trustee Rizzo;

28-19 Trustee Kennedy

29-19 Trustees Crawford, Rizzo

30-19 Trustee Kennedy;

33-19 Trustee Crawford;

34-19 Trustee Kennedy;

35-19 Trustee Del Grande; and

36-19 Trustee Del Grande

Trustees de Domenico and Martino left the horseshoe at 8:33 pm.

Trustee Di Giorgio left the horseshoe at 8:36 pm.

Trustee Di Giorgio returned to the horseshoe at 8:45 pm.

Trustee Rizzo relinquished the Chair to Trustee Lubinski.

Trustees Del Grande, Kennedy and Rizzo left the horseshoe due to a Declaration of Interest in Resolutions 10-19, 20-19 and 21-19 in Item 18b), as earlier indicated.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Item 18b) be adopted as follows:

- 18b) 2019 OCSTA Annual General Meeting Resolutions** that the Resolutions not held be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Tanuan

The Motion was declared

CARRIED

RESOLUTIONS AS CAPTURED IN THE ABOVE MOTION

1-19 Moved by Hamilton Wentworth Catholic District School Board (CDSB):
Accuracy of Municipal Voter Lists *approve 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;*

2-19 Moved by Simcoe Muskoka CDSB: Property Tax – School Board
Support *approve 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;

3-19 Moved by Waterloo CDSB: Parent Reaching Out (PRO) Grants *approve 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;*

4-19 Moved by Dufferin-Peel CDSB: Funding for Retrofitting/Renovating Schools *approve that the OCSTA 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;*

5-19 Moved by Dufferin-Peel CDSB: Funding for Students with Diverse Learning Needs, including Special Education Needs *approve that the OCSTA 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;*

6-19 Moved by Simcoe Muskoka CDSB: Special Education *approve that OCSTA continue to petition the Ministry of Education to review sustainable funding for Special Education;*

7-19 Moved by Dufferin-Peel CDSB: Student Transportation Funding *approve that the OCSTA 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;*

8-19 Moved by Dufferin-Peel CDSB: School Bus Driver Retention concerns *approve that the OCSTA 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;*

10-19 Moved by Dufferin-Peel CDSB: Occasional Teacher Costs *approve and refer to the Labour Relations Committee that the OCSTA 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;*

11-19 Moved by Peterborough Victoria Northumberland & Clarington CDSB Cybersecurity in School Boards *approve and refer to the Political Advocacy Committee 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;*

12-19 Moved by Simcoe Muskoka CDSB: Economic Realities with Capital Projects *approve and refer to the Political Advocacy Committee 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;*

13-19 Moved by Dufferin-Peel CDSB: Parent Reaching Out (Pro) Grants *approve and refer to the Political Advocacy Committee 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;*

14-19 Moved by Ottawa CDSB: Perceived Threat to Security *approve and refer to the Catholic Education and Trustee Enrichment Committee that 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;*

20-19 Moved by Dufferin-Peel CDSB: Support Staff Recruitment and Retention *receive and refer to the Labour Relations Committee that the OCSTA 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;*

21-19 Moved by Simcoe Muskoka CDSB: Chronic Shortage of Occasional Staff for Teachers, Early Childhood Educators and Educational Assistants, and Its Impact on Learning receive and refer to the Labour Relations Committee that OCSTA encourage the Ministry of Education to find ways to reduce teacher, Early Childhood Educator and Educational Assistance shortages;

22-19 Moved by Waterloo CDSB: Capital Priorities Program Committee receive and refer to the Political Advocacy Committee OCSTA petition the Ministry of Education to prioritize and funding of the Capital Priorities Program for the 2019-2020 school year;

23-19 Moved by Dufferin-Peel CDSB: Air Conditioning in all Schools receive and refer to the Political Advocacy Committee that the OCSTA 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;

25-19 Moved by Waterloo CDSB: Green Investments receive and refer to the Political Advocacy Committee 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;

26-19 Moved by Dufferin-Peel CDSB: Funding for Mathematics Courses receive and refer to the Political Advocacy Committee that the OCSTA 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;

27-19 Moved by Dufferin-Peel CDSB: 50 Day Limit Re-employment for Retired School Administrators receive and refer to the Political Advocacy Committee that the OCSTA 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;

31-19 Moved by Simcoe Muskoka CDSB: Home, School, Church receive and refer to the Catholic Education and Trustee Enrichment Committee that OCSTA

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

32-19 Moved by Simcoe Muskoka CDSB: Global Warming – Climate Change
receive and refer to the Catholic Education and Trustee Enrichment Committee 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;

Trustees de Domenico, Del Grande, Di Giorgio, Kennedy, Martino and Rizzo returned to the horseshoe at 9 pm.

Trustee Rizzo reassumed the Chair.

Time for business expired and the Chair called for a 15-minute extension, as per Article 12.6, to complete the debate on the Item, which was carried by majority vote, as follows:

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanan

Opposed

de Domenico
Martino

Trustee Rizzo relinquished the Chair to Trustee Del Grande.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Resolution A-19 be adopted as follows:

A-19 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”) *approve and that the Members confirm the amendments to the OCSTA By-Law as set out in Schedule 1 to this Resolution* that this be deferred to the April 4, 2019 Student Achievement and Well Being, Catholic Education and Human Resources Committee meeting.

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 Rizzo reassumed the Chair.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Resolution 9-19 be adopted as follows:

9-19 Moved by Ottawa CDSB: Equity regarding System/Department Principals *approve and refer to the Labour Relations Committee that the 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 that the resolution 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

Trustee D'Amico left the meeting at 9:05 pm.

Trustee Rizzo relinquished the Chair to Trustee Martino.

Trustees Del Grande, Kennedy and Rizzo left the horseshoe at 9:05 pm, due to a Declaration of Interest I Resolutions 15-19, 16-19, 17-19, 18-19 and 19-19, as earlier indicated.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Resolution 15-19 be adopted as follows:

15-19 Moved by Dufferin-Peel CDSB: Daily Occasional Teacher Roster Caps *receive and refer to Labour Relations Committee that the OCSTA 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 that this resolution be approved.*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
De Domenico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Tanuan

The Motion was declared

CARRIED

Trustee Di Giorgio left the horseshoe at 9:10 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Resolution 16-19 be adopted, as follows:

16-19 Moved by Dufferin-Peel CDSB: Hard Caps in Kindergarten Classes
receive and refer to Labour Relations Committee that the OCSTA 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 that this resolution not be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
De Domenico
Di Pasquale
Li Preti
Lubinski
Martino
Tanuan

The Motion was declared

CARRIED

Trustee Di Giorgio returned to the horseshoe at 9:12 pm.

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that Resolution 17-19 be adopted as follows:

17-19 Moved by Northwest CDSB: Regulation 274 Fair Hiring Practice
receive and refer to the Labour Relations Committee 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.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
De Domenico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Li Preti, that Resolution 18-19 be adopted as follows:

18-19 Moved by Dufferin-Peel CDSB: Ontario Regulation 274/12 – Hiring Practices *receive and refer to the Labour Relations Committee that the OCSTA 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.*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
De Domenico
Di Giorgio
Di Pasquale
Li Preti

Lubinski
Martino
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee di Domenico, that Resolution 19-19 be adopted as follows:

19-19 Moved by Dufferin-Peel CDSB: Qualified French Teacher

Recruitment & Retention *receive and refer to the Labour Relations Committee that the OCSTA 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.*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
De Domenico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Tanuan

The Motion was declared

CARRIED

Trustee de Domenico left the horseshoe at 9:17 pm.

Trustees Del Grande, Kennedy and Rizzo returned to the horseshoe at 9:17 pm.

Trustee Martino relinquished the Chair to Trustee Del Grande.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Resolution 24-19 be adopted as follows:

24-19 Moved by Waterloo CDSB: Renewal Funding for Administrative Buildings *receive and refer to the Political Advocacy Committee 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)*

that the Resolution not be approved.

Trustee Di Pasquale requested that the Question be split.

With the consent of the meeting, Trustee Rizzo withdrew her motion.

Results of the Vote taken on Part 1 of the Resolution, as follows:

In Favour

Trustees Crawford
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Opposed

Kennedy

Part 1 of the Resolution was declared

CARRIED

Trustee di Domenico returned to the horseshoe at 9:24 pm.

Results of the Vote taken on Part 2 of the Resolution, as follows:

In Favour

Trustees Martino

Opposed

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

Part 2 of the Resolution was declared

FAILED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Resolution 28-19 be adopted as follows:

28-19 Moved by Ottawa CDSB: Seat Belts on School Buses Committee

Recommendation *receive and refer to the Political Advocacy Committee that the 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 that this resolution be approved.*

Trustee D'Amico rejoined the meeting via Teleconference at 9:30 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Resolution 29-19 be adopted as follows:

29-19 Moved by Simcoe Muskoka CDSB: Trustee Honorarium and Benefits receive and refer to the Political Advocacy Committee:

That OCSTA petition the government to reconsider the formula on calculating School Board Trustees and minimally allow cost of living increases; and

That OCSTA approach the government to develop a plan for medical benefit coverage of school board trustees that this resolution be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Li Preti

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Resolution 30-19 be adopted as follows:

30-19 Moved by Waterloo CDSB: Trustee Honoraria *receive and refer to the Political Advocacy Committee 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 that this Resolution not be approved.*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
di Domenico
Del Grande
Di Giorgio

Crawford
Martino

Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo reassumed the Chair.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Resolution 33-19 be adopted as follows:

33-19 Moved by Ottawa CDSB: Use of word “Indian” *receive and refer to the Catholic Education and Trustee Enrichment Committee that 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."* that this resolution be approved immediately at the OCSTA Annual General Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
di 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 Del Grande, that Resolution 34-19 be adopted as follows:

34-19 Moved by Toronto CDSB: Legal Defence Fund and Insurance for Individual Catholic School Trustees receive and refer to the Budget and Human Resources Committee and the Political Advocacy Committee 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** that this resolution be approved immediately at the OCSTA Annual General Meeting (AGM).*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
di 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 Resolutions 35-19 and 36-19 be adopted as follows:

35-19 Moved by Dufferin-Peel CDSB: Investigation of a new method of vote allocation at the Annual General Meeting (AGM) of the OCSTA *that OCSTA investigate a new method for vote allocation at the AGM so that representation be aligned to the size of boards; and*

36-19 Moved by TCDSB: Weighted Voting for the Annual General Meeting of the OCSTA *that OCSTA investigate and develop a new method and policy for vote allocation for voting at AGMs which considers Trustee representation reflective of Catholic population by Board or District for implementation at the 2019 AGM that both Resolutions be approved immediately at the OCSTA AGM.*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
di Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy

Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

The Chair reviewed the Order Paper and the following Items were held:

18c) Trustee Tanuan;

18e) Trustee Rizzo;

18f) Trustee Rizzo;

18k) Trustees Rizzo; and

18m) Trustee Rizzo

MOVED by Trustee Del Grande, seconded by Trustee Martino, that the Items along with the staff recommendations not held, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
di Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy

Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

ITEMS AS CAPTURED IN THE ABOVE MOTION

- 18d) From Governance and Policy Committee: Update to Victim's Rights Policy (S.S.13) 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;
- 18g) From Governance and Policy Committee: Update to Filling a Trustee Vacancy Policy (T.18) 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;
- 18h) From Governance and Policy Committee: Update to Smoke Free Space Policy (B.B.04) that Trustees approve the updated Smoke and Vapour Free Space Policy (B.B.04), attached hereto as Appendix A, for further consultation with relevant TCDSB employee groups;
- 18i) From Governance and Policy Committee: (New) Year-End Celebrations for Kindergarten Children Policy (S.M.18) 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;
- 18j) From Governance and Policy Committee: (New) Employee Photo Identification Cards Policy (B.B.06) 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;
- 18l) From Governance and Policy Committee: Update to Permit Policy

(B.R.05) 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;

22a) Master Pending List and Rolling Calendar; and

22b) Annual Calendar of Reports and Policy Metrics for 2019

The Chair declared a five-minute recess.

The meeting continued with Trustee Rizzo in the Chair.

The attendance list remained unchanged.

Trustee Rizzo withdrew her hold on Items 18k) and 18m).

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that Items 18k) and 18m) be adopted as follows:

18k) From Governance and Policy Committee: Update to Progressive Discipline Policy (S.S.10 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; and

18m) From Governance and Policy Committee: Update to Environmental Practice Policy (B.M.06) received and 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.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
di 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 Kennedy, that the meeting resolve into TRIPLE PRIVATE Session.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
di Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti

Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

ITEMS NOT DISCUSSED

- 18c) From Governance and Policy Committee: Rescind AIDS (Acquired Immune Deficiency Syndrome) Policy (H.M.27);
- 18e) From Governance and Policy Committee: Update to Suspension and Expulsion Policy (S.S.01); and
- 18f) From Governance and Policy Committee: Update to Trespass Policy (S.S.14).

SECRETARY

CHAIR

CHAIR'S REPORT

MARCH 28 TO APRIL 24



TCDSB letter to provincial government regarding cuts to education



TCDSB letter to Mayor John Tory in support of autism



Letter to provincial government supporting Student Trustees call to action on e-learning and class sizes

NATIONAL AUTISM AWARENESS DAY

Raising the flag at the Catholic Education Centre for Autism Awareness Day

Trustee Del Grande and I will communicate and consult with trustees about any local issues within 24 hours of becoming aware of them.

Any invitations to events will be directed from our offices directly to the local trustee.

CHAIR'S REPORT

MARCH 28 TO APRIL 24



Trustees Nancy Crawford and Garry Tanuan at Autism Awareness Day Mass and Reception.

SAFE SCHOOL SYMPOSIUM



MARCH 28 TO APRIL 24

March 28

Regular Board Meeting

April 1

International Languages Meeting

School Parent Community Meeting

April 2

Honored to bring greetings to Autism Awareness Day with Trustee Ida LiPreti and Director Rory McGuckin

Attended Safe Schools Symposium with Trustee Ida Lipreti and Director Rory McGuckin. Trustee Ida LiPreti brought greetings on behalf of board.

Attended Parent Council Meeting

Attended the Commemorative Yonge Street Steering Committee.

Attended Autism Awareness Day Reception with Trustees Nancy Crawford and Garry Tanuan.

April 3

Attended Trustee Services Committee

Attended Political Action Committee

CHAIR'S REPORT

MARCH 28 TO APRIL 24.

April 4

Indigenous Education Teacher Symposium attended by Trustee Norm DiPasquale.

Attended Principal Meet and Greet with Vice Chair Mike Del Grande and Trustee Ida LiPreti

Attended Apple Training Session

Attended Student Achievement Committee

April 5

Attended Sts. Cosmas and Damian Catholic School Film Festival. Acted as judges with Associate Director Dan Koenig and Trustee Ida LiPreti.

Paid tribute to OAPCE's 80th Anniversary by bringing greetings to opening reception of their Annual General Meeting. Attended by several staff and trustees.

April 6

Attended mass with Cardinal Collins in honour of OAPCE's 80th Anniversary at Madonna Catholic Secondary School. Trustees Tanuan and DiPasquale joined me as well as many members of staff and parents.

Proud to stand with President of OAPCE Annalisa Crudo-Perri as she addressed thousands at the Education Rally held at Queen's Park.

Brought greetings from our board.

OAPCE 80TH ANNIVERSARY



CHAIR'S REPORT

MARCH 28 TO APRIL 24

April 9

Retreat Committee Meeting

Governance and Policy Committee

April 10

Meeting with Principal, Parent Council Chair and Superintendent regarding secondary school issues

The Heart in Motion at Cardinal Carter

April 11

Corporate Services Committee

April 12

School community STP Planning Meeting

April 15

International Languages Meeting

St. Norbert Community Consultation Meeting. Councillor Pasternak's office attended.

Education Town Hall Meeting attended by NDP Leader of the Official Opposition, MPP's and Trustees Ida LiPreti and Daniel DiGiorgio.

April 17

Madonna Secondary School Parent Council Meeting, BIA and Councillor Pasternak's office

St Norbert Parent Council Meeting

April 23

Commemoration of the Yonge Street Tragedy

Meagan's Walk

Exemplary Practise Awards

EDUCATION RALLY





Premier of Ontario
Le premier ministre
de l'Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Edifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

April 3, 2019

Ms. Maria Rizzo
Chair of the Board
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8



Dear Ms. Rizzo:

Thanks very much for your letter on behalf of the Toronto Catholic District School Board about adjustments to the Ontario Autism Program. I appreciate hearing your views and concerns.

I've noted your request for further clarity about funding, therapy access and supports for students with autism. I've asked the Honourable Lisa MacLeod, Minister of Children, Community and Social Services, and the Honourable Lisa Thompson, Minister of Education, to respond to you as soon as possible.

Thanks again for contacting me, and I wish you well.

Sincerely,

Doug Ford
Premier

c: The Honourable Lisa MacLeod
The Honourable Lisa Thompson



Director's Monthly Report March – April 2019

Following are highlights for the period of **March 25 – April 18**

April 2

- Along with accomplished alumni celebrated Career Day at St. Cyril Catholic School
- Along with the Chair, Trustees and Staff celebrated World Autism Awareness Day with a Flag Raising Ceremony at the CEC
- Brought greetings at the Secondary Safe Schools Ambassador Conference, along with the Chair and Trustee Li Preti
- Attended the 9th Annual Autism Awareness Evening Mass and Special Celebration at the CEC

April 5 and 6

- Along with the Chair, Trustees and Senior Staff, had the pleasure to attend and deliver remarks at the 80th Annual Ontario Association of Parents in Catholic Education Conference, Gala and Awards Ceremony

April 9

- Along with Trustee Del Grande and the Superintendent, attended Diversity Day at St. Lawrence Catholic School

April 12

- Had the pleasure to attend a Music Festival at Epiphany of Our Lord Catholic School
- Delivered remarks at Meaghan's Walk Crane Ceremony themed "Creating a Circle of Hope" at Yonge People's Theatre

April 16

- Witnessed the devotion of the intermediate students from St. Robert Catholic School present The Way of the Cross for Holy Week

April 18

- Attended a performance of the Passion Play at St. Joseph Morrow Park Catholic Secondary School



APRIL STUDENT TRUSTEE REPORT

CSLIT Updates:

Equity

This month, the Director of Equity attended both Faith Camp run by the Faith Ambassador and Voices that Challenge conference. These events served as platforms in which students had the opportunity to discuss Fast Fashion and the importance of water conservation. These conversation will serve as catalysts in igniting a spark for change in our Catholic student leaders.

Social Justice

This month, the social justice subcommittee has been focusing on outreach work in order to ensure that students find ways to deal with frustration and conflict in their communities in order to become peacemakers. On a global scale, the social justice subcommittee supported Development and Peace's Share the Journey initiative through encouraging students to sign action cards.

Elementary CSLIT

The ECSLIT had their final Face-to-Face meeting of the 2018-2019 year on April 4th. Guest Speaker David Mareello spoke about Financial Literacy and how to prioritize needs over wants. St. Bonaventure's "Plastic Free Future" team spoke about an initiative being started at their school. They are raising awareness to reduce plastic bag use and they are encouraging other schools to take this initiative to their schools. This month, donations of gently used backpacks were brought in. Director of Elementary Affairs, Chloe Panganiban, will be bringing these donations to the Philippines for needy students in the provinces. To close off the school year, the ECSLIT will be hosting their last Online meeting on the 2nd of May.

Public Relations

This month, Public Relations has focused CSLIT's various social media platforms on attracting attention to the March General Assembly, where the "Meet The Candidates" meeting took place, a precursor to the Student Trustee elections happening on April 30. A number of outreach surveys such as the budget consultation survey, and student voice opportunities such as the FCSS charter of



learners' rights forum, have been presented to the student body through Instagram. Public Relations will be using the various social medias and the Catholic Student Leadership website to promote upcoming CSLIT events and the Student Trustee elections that will be happening at the April General Assembly.

Angel Foundation for Learning

April is a month of planning for the Angel council. At the upcoming end of the year CSLIT gala, there will be raffle activity. All the proceeds will be donated to the Angel Foundation for Learning. The angel council is also working towards creating awareness for AFL, by supporting and promoting events such as the 'Do Good with Burritos' at a Chipotle restaurant (2323 Yonge Street). On Tuesday, April 30th, from 5:00 to 9:00 pm at this location, 33% of your purchase will go to AFL.

Faith

On Saturday, March 30th, the Faith Ambassador held the first CSLIT Faith Camp. The day was filled with up lifting and meaningful activities centered around building a strong relationship with God. The itinerary included three meals and activities in between. Similar to SMILE Camp, the Faith Ambassador separated the attendees into 5 groups. Engaging activities were planned as well as a lesson from Michael Consul. The Faith Ambassador presented a witness talk as well.

Social Affairs

The Social Affairs subcommittee is working diligently to prepare CSLIT's annual gala, an event aimed at celebrating the achievements of CSLIT from throughout the school year. The subcommittee is in partnership with AFL to host a raffle, raising funds for the Angel Foundation for Learning. Preparations are underway for the gala's theme and venue. In addition, the subcommittee is actively planning CSLIT's annual barbeque hosted in June.

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>My concern is that parent council meetings should not be just about how to raise money from pizza lunches, et cetera. A parent council meeting is not to be led by the school principal, it's about parent council engagement to help their child achieve academic success. The principal's role should be as a resource. Yes, I understand, that not all parent councils are created equally and that some leaders are timid and some aggressive. Parents do have a learning curve to follow to become effective.</p> <p>The Parent Chapter of Principles after four or five years has obtained the Board of Trustees approval. The document highlights what parents can be doing as well as how the school Board should be supporting. Now I am concerned that it has gone out of sight and will be out of mind. Toronto Catholic PIC should be helping to convey the importance of reading, understanding and using the Parent Chapter of Principles to parent councils.</p> <p>If you wish to know the hot buttons for trustees today it is transportation, special ed needs, international languages. One Trustee suggested a Toronto Catholic PIC rep should attend parent council meetings alongside the Trustee. Nothing should be taboo to talk about us working together as the bottom line is that we are all here for the kids. Let's all work together and reach out.</p> <p><u>Trustee Ida Li Preti:</u> I am here to learn. In Ward 3 we have a lot of schools in need of active parent engagement. Thank you for everything that you do.</p>
<p>6 Report from the Director of Education or Designate</p>	<p>Superintendent Wujek reported.</p> <ol style="list-style-type: none"> 1. The Updated Parent Engagement report will be going to Corporate services. It touches on four items: the previous two reports presented to the Board of Trustees last November, as well as the feedback received from Toronto Catholic PIC and OAPCE. I do not know if there will be any further recommendations from the Trustees. Please read the report and the recommendations coming out of what John Del Grande will be presenting. Consultation with Toronto Catholic PIC and with OAPCE will be on-going. The Chair delegated at the Student Achievement Committee meeting some of the ongoing themes that are of concern to Toronto Catholic PIC that we do need to address to improve parent engagement. We will meet to further discuss those articulations, so that in the future we can write a better report for the Board of Trustees and improve parent engagement on several different levels. Steps based upon these recommendations are underway to allow for better communication and collaboration so that an improved report can be written on parent engagement. May I suggest to a date be set to have a subcommittee meeting for this next stage of consultation to take place. If we are going to undertake a survey, what do we survey on? Will we just touch on what is important around parent engagement, parent councils, and Toronto Catholic PIC? 2. CSPC Workshops – We had to cancel the last one on budgeting and the role of the treasurer, because of the inclement weather. We are combining these items with our next session, which will precede the OAPCE Toronto meeting, to be held on February 28, 2019. Themes -- budgeting, role of the treasurer, conflict resolution. Please attend if possible and promote within your wards. 3. Thanks to all trustees for joining us at today's meeting. We will need to work together on the parent engagement issues. <p><u>M. Sequeira:</u> On May 13, 2019 we will be addressing the CSPC bylaws. I have worked with IT on the form to make it as simple as possible and will definitely send a snapshot of the steps. The</p>

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	CSPC Chair will have to submit the form and will need the assistance of the CSPC treasurer. A PowerPoint presentation has been made available for parents to review.
7 Financial Report from the Treasurer	<p>Toronto Catholic PIC Treasurer reported.</p> <p>Your mileage reports are due by Friday March 29th for January – March 2019 quarter. PRO-Grant funds are now available for use by this committee and we will need to be allocated to events.</p> <p>An overview of spending (attached as Appendix “A”) as reported by the TCDSB for January 31, 2019 was provided and discussed by the members.</p> <p>Motion # 19/02-03 MOVED THAT the Financial Report as presented be accepted. Mover: J. Fiorante W3 Seconded: R. Tellez-Rios W1 Motion Carried By Consent</p>
8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings	<p><u>Unfinished Business/Items Deferred from Prior Meeting</u></p> <p><u>8.1 Community Representative #3: Request for appointment:</u></p> <p>Whereas: Mr. Dennis Hastings has been an active member of Toronto Catholic PIC since 2010 in his assigned Wards, as a recorder of Toronto Catholic PIC events, and as attendee at Board of Trustee and Committee Meetings. He has now requested that he continue his membership as a Community Representative for this committee.</p> <p>Motion # 19/02-04 MOVED THAT the Toronto Catholic PIC members appoint Dennis Hastings to the position of Community Representative #3. Mover: D. Alvarez W11 Seconded: G. Feldman W2 Discussion Followed and a Recorded Vote was Requested (Community Reps did not vote):</p> <p>For: D. Alvarez (W11), G. Feldman (W2), R. Oliveros (W8), R. Bucalo (W7), B. Xavier (W11) Against: A. Crudo-Perri (W10), J. Fiorante (W3), G. Gikas (W6), N. Marriott (W2), I. Starck (PMAL1), A. Antonucci (W12), J. Romero (W9) Abstained: R. Tellez-Rios (W1), M. Hackett (W5) Motion Failed</p> <p><u>8.2 Appointment of Acting Members to Full Ward Members:</u></p> <p>Vice-Chair presiding over the meeting.</p> <p>Whereas: Toronto Catholic PIC Constitution Article 6.7 refers to the appointment of qualified individuals into acting positions.</p> <p>Whereas: With consent of the Committee, the Chair appointed 2 parents in the capacity acting positions at the January 21, 2019 regular meeting.</p> <p>Whereas: The prospective members filled out nomination forms and have been validated by Board staff as being eligible to serve as Parent – Ward Members.</p> <p>Motion # 19/02-05 MOVED THAT Toronto Catholic PIC members officially appoint under the provisions of Article VI the following individuals as full Committee Parent Members for their respective Wards until the next regularly scheduled Election cycle. Randy Bucalo -Ward 7 Rep 1</p> <p>Mover: J. Del Grande W12 Seconded: G. Feldman W2 VOTE For: 11; Against: 3 Motion Carried</p> <p>Chair presiding over the meeting.</p>

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p><u>8.3 Lift Jesus Higher Sponsorship:</u></p> <p>Whereas the Lift Jesus Higher Rally ("Rally") is the largest annual gathering in Toronto and Canada of Catholic Parents, Past Parents, Soon-To-Be Parents, Guardians, and Youth.</p> <p>Whereas the Rally gathers Catholics from the Province of Ontario and beyond, many of the attendees do come from Toronto.</p> <p>Whereas we have promoted Toronto Catholic Parent Involvement Committee ("Toronto Catholic PIC") for the past few years and our table has created interest from attending parents about the mandate of Toronto Catholic PIC and how they can assist Parent Engagement at Home, at the School Level and at the Board level.</p> <p>Whereas last year Toronto Catholic PIC successfully promoted Parents and Guardians within TCDSB to attend this Rally in Wards 8, 10, and 11.</p> <p>Whereas forty TCDSB High-School Students were sponsored by the TCDSB and an external parent group to attend the Youth Ministry portion of the Rally.</p> <p>Whereas the first level of Parent Engagement starts at home through assistance with Homework, Prayer, Youth Ministry, and Mass. We are building good students through the Catholic Faith that meet the Catholic School Graduate Expectations.</p> <p>Whereas Toronto Catholic PIC is a government mandated Committee that promotes Parent Engagement in the Home, in the School and in the Board and we are a Statutory Committee of a Catholic District School Board.</p> <p>Motion # 19/02-06 MOVED THAT Toronto Catholic PIC members approve \$1,250 to support parents to attend the 2019 Lift Jesus Higher Rally and that these parents will commit to spreading the message that Toronto Catholic PIC is mandated to assist parents with their children by providing resources, holding events and funding activities that encourage parent engagement at Home, at the School or at the Board.</p> <p style="text-align: right;">Mover: G. Feldman (W2) Seconded: M. Laframboise (CR2)</p> <p>Discussion on Motion for Consideration of \$1,250.00 sponsorship followed.</p> <p>Motion Carried by Consent</p> <p><u>8.4 CSPP Communication from the Board:</u></p> <p>Vice-Chair presiding over the meeting.</p> <p>Discussion on the Motion for Consideration re: parent council parent of distribution list around relevant matters discussed at Board of Trustee meetings, Board policies, etc. was deferred</p> <p><u>8.5 Toronto Catholic PIC Voice Mail Boxes:</u></p> <p>Whereas: Toronto Catholic PIC has mandate to recommend to the Director of Education and/or the Board of Trustees matters that affect parent engagement.</p> <p>Whereas: Toronto Catholic PIC members are provided emails and voice mailboxes to aid in their Toronto Catholic PIC duties and system parent engagement activities.</p> <p>Whereas: The existing voice mail does not facilitate ease of access or frequent checking by volunteer members.</p> <p>Motion # 19/02-07 MOVED THAT Toronto Catholic PIC members suggests to the Board of Trustees that the Voice-Mail boxes assigned to Toronto Catholic PIC Members be transitioned to digital mailboxes like that used by Trustees and board Staff where voice messages are automatically emails as an attachment to that member.</p> <p style="text-align: right;">Mover: J. Del Grande (W12) Seconded: R. Tellez Rios (W1)</p> <p>Discussion on Motion in Consideration re: digital voicemail boxes.</p> <p>Motion Carried by Consent</p>

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>Chair presiding over the meeting.</p> <p><u>8.6 Toronto Catholic PIC Trade Show Kit:</u></p> <p>WHEREAS: To meet one of the key objectives of Toronto Catholic PIC: increase awareness of the committee's function and forge relationship with parents.</p> <p>Motion # 19/02-08 MOVED THAT Toronto Catholic PIC members approve a budgetary amount of \$1,500 to be used to purchase a Toronto Catholic PIC Trade Show Kit which will include:</p> <ul style="list-style-type: none"> • Two (2) Custom printed retractable stands; • A tablecloth or table runner with the Toronto Catholic PIC logo; and, • A portable literature stand, to be used at all events in which Toronto Catholic PIC has rented a Vendor Table to increase the Visibility of Toronto Catholic PIC and Promote its mandate. <p>AND THAT the final design and ordering be referred to the Executive Committee for approval.</p> <p>Mover: J. Fiorante (W3) Seconded: G. Gikas (W6)</p> <p>Discussion on Motion for Consideration re: \$1,500.00 for trade show kit.</p> <p>Motion Carried by Consent</p> <p style="text-align: center;"><u>Matters Arising from the Minutes of Prior Meetings</u></p> <p><u>8.7 Information Signs for Parents & Community Members:</u></p> <p>Information sign templates were presented for final endorsement. Discussion followed, and the following Motion was made:</p> <p>Motion # 19/02-09 MOVED THAT Toronto Catholic PIC members refer to Staff the final selection of the style of the signs containing all the information of the templates as presented.</p> <p>Mover: R. Tellez Rios (W1) Seconded: N. Marriott (W2)</p> <p>Motion Carried by Consent</p> <p><u>8.8 OAPCE Conference Sponsorship:</u></p> <p>Motion for Consideration re: sponsorship of parents to attend conference - max \$10,000.00.</p> <p>Whereas: Toronto Catholic PIC's mandate is to develop strategies to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being</p> <p>Whereas: Toronto Catholic PIC also has a mandate to identify and reduce barriers to parent engagement,</p> <p>Whereas: Toronto Catholic PIC will not be hosting its own conference/parent summit this school year</p> <p>Whereas: Toronto Catholic PIC approved sponsorship of TCDSB parents to attend the OAPCE conference taking place (\$100 registration fee) in the spring at its last meeting</p> <p>Motion # 19/02-10 MOVED THAT Toronto Catholic PIC members approve an amendment of Motion 19/01-08 to increase the amount from \$5,000 to a maximum of \$10,000 which will allow for the subsidy of 100 TCDSB parents attendance at the OAPCE 2018 AGM provided that:</p> <ol style="list-style-type: none"> 1. OAPCE highlights that Toronto Catholic PIC is a primary partner for this event. 2. Toronto Catholic PIC provides the communication/invitation to TCDSB Parents to encourage them to attend the OAPCE AGM. 3. OAPCE provides to Toronto Catholic PIC a verified list of TCDSB Parents that utilized the subsidy and those that actually attended the OAPCE AGM. <p>Moved by Patricia Bozzo; seconded by Raul Tellez Rios</p>



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>OAPCE members voting: Natalia Marriott, Patricia Bozzo, Joe Fiorante, Isabel Starck, Ruth Oliveros, Melinda Hackett, Annalisa Crudo-Perri</p> <p>VOTE For: 12; Opposed: 4</p> <p>Motion is Carried</p> <p><u>8.9 CSPC Feedback/Situational Awareness Mechanism:</u> Deferred.</p> <p><u>8.10 FIOC Sponsorship:</u> Motion for Consideration re: \$600 for FIOC event</p> <p>Whereas: Toronto Catholic PIC's mandate is to develop strategies to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.</p> <p>Whereas: Toronto Catholic PIC also has a mandate to identify and reduce barriers to parent engagement</p> <p>Whereas: Faith in Our Child is a TCDSB supported group.</p> <p>Whereas: Good parenting helps create better students and students are more likely to do their homework with supporting parents.</p> <p>Motion # 19/02-11 MOVED THAT Toronto Catholic PIC members provide funding support in the amount of \$600 for the FIOC hosting of the event "Faith in Family Life for Student Achievement and Well-Being" featuring the speakers Kevin and Shona O'Brien.</p> <ol style="list-style-type: none"> 1) THAT Toronto Catholic PIC be acknowledged as an event co-sponsor. 2) THAT Toronto Catholic PIC be provided with table space to interact with Parents and Guests. 3) THAT Toronto Catholic PIC be provided a full accounting of costs and event summary. <p>Mover: G. Feldman (W2) Seconded: M. Laframboise (CR2)</p> <p>Discussion followed:</p> <p>Associated with FIOC: Mary Laframboise, Coordinator; Ruth Oliveros</p> <p>Motion Carried by Consent</p>
9 Subcommittee Reports & Recommendations	<p><u>STANDING (PERMANENT) SUBCOMMITTEES</u></p> <p><u>9.1 Budget & Priority Setting Subcommittee</u> Deferred.</p> <p><u>9.2 Governance & Procedure Subcommittee</u> Deferred.</p> <p><u>9.3 Nominating & Election Subcommittee</u> Deferred.</p> <p><u>9.4 Conference Planning Subcommittee</u> Deferred.</p> <hr/> <p><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></p> <p><u>9.5 Making Your Voices Heard:</u> Four options were presented, and discussions followed.</p> <p>Motion # 19/02-12 MOVED THAT Toronto Catholic PIC members permit the subcommittee to make a recommendation, considering the member's comments received at this</p>

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>meeting, with respect to being web-based diagram with links for more detail as well as a more detailed printed information sheet. The subcommittee will report back with their decision.</p> <p>Mover: I. Starck (PMAL1) Seconded: G. Feldman (W2)</p> <p>Motion Carried by Consent</p> <p><u>9.6 Communications and Dissemination Planning Subcommittee:</u> Deferred</p> <p><u>9.7 Toronto Catholic PIC/OAPCE/TCDSB Visioning:</u> Deferred</p>
10 Reports from Parent Members: Ward Representatives	Deferred.
11 New Business and Motions Arising Therefrom	<p><u>11.1 Parents Reaching Out Grants:</u> Deferred.</p> <p><u>11.2 Priorities and Focus Goals:</u> Deferred.</p>
12 Announcements & Date, Time & Location of Next Meeting	<p><u>12.1 Pending/Tracker List:</u> Deferred</p> <p><u>12.2 Future Meetings:</u> Next Committee Meeting - Monday, April 8, 2019 Monday, March 4 - Budget Subcommittee meeting.</p> <p>The formal meetings to be held in the Toronto Catholic PIC FY 2019/19 are on:</p> <p><i>Inaugural Meeting Monday October 15, 2018</i> <i>Meeting #1 Monday, November 19, 2018</i> <i>Meeting #2 Monday, December 10, 2018</i> <i>Meeting #3 Monday, January 21, 2019</i> <i>Meeting #4 Monday, February 11, 2019</i> <i>Meeting #5 Monday, April 08, 2019</i> <i>Meeting #6 Monday, May 13, 2019</i> <i>Meeting #7 Monday, June 17, 2019</i> <i>Meeting #8 Monday, September 16, 2019</i></p> <p>The formal meetings to be held in the Toronto Catholic PIC FY 2019/20 will be on:</p> <p><u>Elections 2019:</u> Elections for Even Wards Monday Oct 7, 2019 By-Elections for Odd Wards Wednesday Oct 9, 2019 2019/19 Inaugural Meeting Monday Oct 21, 2019 2019/19 Meeting 1 Monday Nov 18, 2019 2019/19 Meeting 2 Monday Dec 09, 2019</p> <p>There will be subcommittee and Executive meetings as needed.</p> <p style="text-align: center;">All at the: Catholic Education Centre, 80 Sheppard Avenue East. Room to be announced.</p>
13 Adjournment	<p>Motion # 19/02-13 MOVED THAT the meeting stand adjourned.</p> <p>Mover: G. Gikas W6 Seconded: R. Tellez-Rios W1</p> <p>Carried</p>



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	The Chair declared the meeting adjourned and Members rose at 09:59 PM

Respectfully submitted to the Members of Toronto CPIC,

John Del Grande, Chair

Geoffrey Feldman, Secretary

By resolution of the assembly (**19/04-03**) on
Monday April 8, 2019

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

APPENDIX "A" – Financial Report

CPIC Grant & Expenditure Summary
As at January 31, 2019

	CPIC 2018-19	PRO Grant 2018-19
	FR 1452	FR 1563
APPROVED FUNDING	21,262.00	-
CARRYOVER FROM PREVIOUS YEAR	52,695.41	3,278.82
TOTAL FUNDING	73,957.41	3,278.82
EXPENSES:		
Childcare	330.00	-
Election-Parent Recruitment Expenses	-	-
Media Advertising	-	-
Transcriptions	-	-
Mileage	569.18	-
Parent Resources	-	-
Printing & Supplies	1,229.72	-
Promotional Materials	970.52	-
Refreshments - Events	498.47	-
Refreshments - Meeting	846.50	-
Speaker Expenses	-	-
Telecommunication	1,564.60	-
Translation Services	-	-
TTC Tokens - Buses	-	-
TOTAL EXPENDITURES	6,008.99	-
CARRYOVER TO NEW YEAR	67,948.42	3,278.82



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

APPENDIX "A" – Financial Report (Cont'd)

CPIC - ANNUAL BUDGET & TRACKING 2018-2019

DATE: January 31st, 2019

BASE FUNDING	21,262.00
CARRYOVER FROM PREVIOUS YEAR	52,695.41
TOTAL FUNDING	73,957.41
MEETING & OPERATIONS - ALLOC. AMT 60% Base Funding	12,757.20
PARENTAL ENGAGEMENT ACTIVITIES - ALLOC. AMT 40%	8,504.80
YTD TOTAL EXPENDITURES	6,008.99
YTD TOTAL BALANCE	67,948.42

	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	Total
EXPENSES:													
Childcare			180.00	150.00									330.00
Election-Parent Recruitment Expenses													0.00
Media Advertising													0.00
Transcriptions													0.00
Mileage				569.18									569.18
Parent Resources													0.00
Printing & Supplies	865.50	359.22		5.00									1,229.72
Promotional Materials		612.96	357.56										970.52
Refreshments - Events		498.47											498.47
Refreshments - Meetings	202.79	114.36	182.79	346.56									846.50
Speaker Expenses													0.00
Telecommunications	134.36	848.95	267.66	313.63									1,564.60
Translation Services													0.00
TTC Tokens - Buses													0.00
TOTAL MONTHLY EXPENSES:	1,202.65	2,433.96	988.01	1,384.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,008.99

MEETINGS & OPERATIONS EXPENSES (will be further budgeted as follows):				
	Allocated Amount Breakdown	Expenses	Balance	
Childcare or Dependent Care	10%	1,275.72	330.00	945.72
Mileage/Transportation and Travel	30%	3,827.16	569.18	3,257.98
Printing & Supplies - Meetings	15%	1,913.58	207.61	1,705.97
Refreshments & Food	15%	1,913.58	846.50	1,067.08
Telecommunications	20%	2,551.44	1,564.60	986.84
Annual Elections	10%	1,275.72	0.00	1,275.72
MEETINGS & OPERATIONS YTD EXPENSE TOTALS:		12,757.20	3,517.89	9,239.31

PARENT ENGAGEMENT EXPENSES:			
	Allocated Amount	Expenses	
Media Advertising			
Promotional Materials			1256.37
Parent Resources			
Speaker Expenses			
Refreshments - Events			498.47
Printing & Supplies - Events			736.26
PARENT ENGAGEMENT YTD EXPENSE TOTALS:	8,504.80	2,491.10	6,013.70

APPROVED MONDAY APRIL 8, 2019 MOTION: #19/04-03



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

Appendix "B"

Toronto Catholic PIC Recommendation

Whereas: Toronto Catholic PIC has mandate to recommend to the Director of Education and/or the Board of Trustees matters that affect parent engagement.

Whereas: Toronto Catholic PIC members are provided emails and voice mailboxes to aid in their Toronto Catholic PIC duties and system parent engagement activities.

Whereas: The existing voice mail does not facilitate ease of access or frequent checking by volunteer members.

Motion # 19/02-07 **MOVED THAT** Toronto Catholic PIC members suggests to the Board of Trustees that the Voice-Mail boxes assigned to Toronto Catholic PIC Members be transitioned to digital mailboxes like that used by Trustees and board Staff where voice messages are automatically emails as an attachment to that member.

Mover: J. Del Grande (W12)

Seconded: R. Tellez Rios (W1)

Motion Carried by Consent

OUR 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.*

OUR VISION

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



MINUTES OF THE REGULAR MEETING OF THE AUDIT COMMITTEE OPEN (PUBLIC) SESSION

HELD WEDNESDAY, JANUARY 30, 2019

Trustees: A. Kennedy, Chair
M. Rizzo, Vice-Chair
M. Del Grande
D. Di Giorgio

External Members: R. Singh
N. Borges

Staff: R. McGuckin
L. Noronha
S. Camacho
P. De Cock
C. Giambattista

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

External Auditor: P. Hatt – Toronto Regional Internal Audit Team

The meeting commenced with Trustee Del Grande as Chair.

4. Election of Chair

The Chair called for nominations.

MOVED by Trustee Rizzo, seconded by Ryan Singh, that the name of Trustee Del Grande be placed in nomination.

The Motion was declared

CARRIED

Trustee Del Grande accepted.

MOVED by Nancy Borges, seconded by Ryan Singh, that the name of Trustee Kennedy be placed in nomination.

The Motion was declared

CARRIED

Trustee Kennedy accepted.

Results of the Vote taken, as follows:

Trustee Kennedy

Trustee Del Grande

Nancy Borges
Trustee Kennedy
Ryan Singh

Trustees Del Grande
Rizzo

Trustee Kennedy was declared Chair of the Audit Committee.

The meeting continued with Trustee Kennedy as Chair.

5. Election of Vice Chair

MOVED by Trustee Del Grande, seconded by Nancy Borges, that the name of Trustee Rizzo be placed in nomination.

The Motion was declared

CARRIED

Trustee Rizzo accepted.

There were no further nominations.

Trustee Rizzo was declared Vice-Chair of the Audit Committee.

6. Approval of the Agenda

MOVED by Nancy Borges, seconded by Trustee Rizzo, that the Agenda be approved.

The Motion was declared

CARRIED

7. Declarations of Interest

There were none.

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that Item 8) be adopted as follows:

8. Approval & Signing of the Minutes of the Meeting held November 6, 2018 for Public Session tabled until Legal Counsel is available.

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Nancy Borges, that Items 10a) and 15a) be adopted as follows:

10. Presentation

- 10a) Paula Hatt, representing the Toronto & Area Regional Internal Audit Team (RIAT) – Refer Item 15a) received; and**

15. Staff Reports

- 15a) Paula Hatt, representing the Toronto and Area RIAT Update – Refer Item 10 a) received.**

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Ryan Singh, that Items 10b) and 15b) be adopted as follows:

10. Presentation

- 10b) Paula Hatt, representing the Toronto & Area RIAT received; and**

15. Staff Reports

- 15b) Audit Committee Information Technology Update January 2019 received.**

The Motion was declared

CARRIED

Trustee Di Giorgio joined the meeting at 7:26 pm.

MOVED by Trustee Del Grande, seconded by Nancy Borges, that Item 15c) be adopted as follows:

- 15c) Summary of School and Catholic School Parent Council (CSPC) Audit Findings Update on RIAT Enterprise Risk Management** received.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Ryan Singh, that, if not already received, each school receive a summary or reconciliation of their activity for the HST rebate.

The Amendment was declared

CARRIED

MOVED by Nancy Borges, seconded by Trustee Di Giorgio, that staff come back to the March 26, 2019 Audit Committee Meeting with a more comprehensive and detailed analysis regarding the hospitality issue.

The Motion was declared

CARRIED

The Motion, as amended, was declared

CARRIED

MOVED by Nancy Borges, seconded by Ryan Singh, that Item 15d) be adopted as follows:

15d) Schedule of 2019 Internal School Audits received.

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that the Item be deferred until such time as a more fulsome report is received from staff.

The Motion was declared

LOST ON A TIE

The Motion of Receipt was declared

CARRIED

MOVED by Trustee Di Giorgio, seconded by Nancy Borges, that Item 15e) be adopted as follows

15e) 2018-19 First Quarter Financial Status Update received.

The Motion was declared

CARRIED

MOVED by Nancy Borges, seconded by Trustee Del Grande, that Item 15f) be adopted as follows

15f) Annual Agenda List received.

The Motion was declared

CARRIED

17. Inquiries and Miscellaneous

17a) Next Scheduled Meeting: March 26, 2019

MOVED by Trustee Del Grande, seconded by Nancy Borges, that the meeting resolve into PRIVATE Session.

The Motion was declared

CARRIED

Attendance: (Following PRIVATE Session)

Trustees: A. Kennedy, Chair
M. Rizzo, Vice-Chair
M. Del Grande
D. Di Giorgio

External Members: R. Singh
N. Borges

Staff: R. McGuckin
L. Noronha
P. Matthews
S. Camacho
P. De Cock

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

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that Item 8) be adopted as follows:

- 8. Approval & Signing of the Minutes of the Meeting held November 6, 2018 for Public Session** that the Minutes be lifted from the table and approved.

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that the meeting resolve into TRIPLE PRIVATE Session.

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

REGULAR BOARD

REVISED CONFLICT OF INTEREST ACT AND INTEGRITY COMMISSION

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples if you love one another.” John 13:34-35 NIV

Created, Draft

April 17, 2019

First Tabling

April 24, 2019

Review

[Click here to enter a date.](#)

Paul Matthews, General Legal Counsel

INFORMATION REPORT

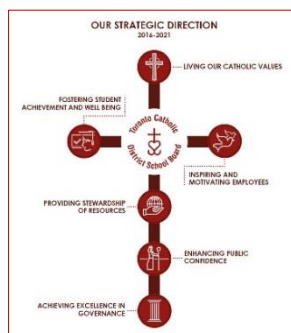
Vision:

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 confirms advice given at the Corporate Services, Strategic Planning and Property Committee meeting on March 21, 2019 that school board trustees will not have access to an Integrity Commissioner appointed by the city of Toronto.

The cumulative staff time required to prepare this report was 1.5 hours

B. PURPOSE

1. The purpose of this report is to clarify and correct advice previously given to the Board with respect to Bill 68 and changes to the *Municipal Conflict of Interest Act* (“MCIA”)

C. EVIDENCE/RESEARCH/ANALYSIS

1. At the February 21, 2019 Regular Board meeting, the Board of Trustees received a report (attached at APPENDIX A) on changes to the MCIA, effective March 1, 2019.
2. The report and the advice with respect to changes in the MCIA considered at that meeting was that trustees would have access to an Integrity Commissioner appointed by the city of Toronto. That advice has been determined to be inaccurate. School board trustees will not have access to an Integrity Commissioner appointed by the city of Toronto.
3. After discussion with the Ontario Ombudsman, and various municipal Integrity Commissioners in the Greater Toronto Area, it has been determined that school board trustees do not have access to the Integrity Commissioner appointed by the city of Toronto.
4. In a report to the Corporate Services, Strategic Planning and Property Committee on March 21, 2019 (APPENDIX B) it was confirmed that school board trustees will not have access to an Integrity Commissioner appointed by the city of Toronto.

5. So what can a judge consider when she has determined that a trustee has violated the MCIA? The judge can consider sections 9(2)(a) and 9(2)(c) of the MCIA. Those sections provide:

(2) Same – in exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member
(a) took reasonable measures to prevent the contravention
(c) committed the contravention through inadvertence or by reasons of an error in judgment made in good faith

6. In determining whether a trustee took “reasonable measures” (s.9(2)(a)) or acted in “good faith” (s.9(2)(c)) a court would likely give some consideration to a trustee who did consult with an Integrity Commissioner.
7. As has already been stated. Trustees do not have access to the Integrity Commissioner appointed by the City of Toronto, but the Board of Trustees has instructed staff to retain, if necessary, an Integrity Commissioner, after the Ontario Catholic School Trustees’ Association Annual General Meeting which concludes on April 27, 2019.

D. CONCLUDING STATEMENT

This report is for the consideration of the Board and.



REPORT TO

REGULAR BOARD

BILL 68 – CHANGES TO THE MUNICIPAL CONFLICT OF INTEREST ACT

A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13:34-35 NIV

Created, Draft	First Tabling	Review
February 14, 2019	February 21, 2019	Click here to enter a date.

P. Matthews, General Legal Counsel

INFORMATION REPORT

Vision:

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Mission:

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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

Bill 68 made important changes to the Municipal Conflict of Interest Act. The two most important changes that will regularly impact Trustees are:

- i. Trustees who declare a conflict of interest will now be required, effective March 1, 2019, to file a written statement with the secretary of the Board disclosing the Trustee's interest and the general nature of the conflict.
- ii. The Board will be required, effective March 1, 2019, to maintain a registry where copies of such written statements may be accessed by members of the public.

The cumulative staff time required to prepare this report was 3 hours

B. PURPOSE

This report highlights two significant changes, as well as other changes to the Municipal Conflict of Interest Act.

C. BACKGROUND

The modernizing Ontario's Legislation Act, 2016 also known as Bill 68 made important amendments to the *Municipal Conflict of Interest Act* ("the Act") which are scheduled to come into effect on March 1, 2019.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The following are the changes to the Act which come into effect on March 1, 2019:
 - i. At a meeting at which a trustee declares a conflict of interest, the trustee shall file a written statement of the interest and its general nature with the secretary of the Board (i.e. the Director of Education).
 - ii. Where a trustee, either on his or her own behalf or while acting for, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or the Board, the trustee shall not use his or her office in

any way to attempt to influence any decision or recommendation that results from consideration of the matter.

- iii. The Board is required to establish a registry which will contain:
 - a. Copies of written declarations made as prescribed in paragraph (i) above, and
 - b. A copy of the minutes from the meeting that documented that declaration of a conflict of interest
- iv. The registry described above must be available for inspection in the manner and during the time that the Board determines.
- v. Any member of the public, in reviewing the information in the Board's public registry or from any other source, will be entitled to make an application to a court to determine whether any trustee has acted contrary to the *Municipal Conflict of Interest Act*. ***This is a departure from the legislation's previous provisions extending this right to only an individual who qualified as an elector of the trustee in question.***
- vi. Where an application is made to a court alleging that a trustee has violated the *Municipal Conflict of Interest Act*, the court will now have discretion to consider whether the trustee took reasonable measures to prevent the contravention, including considering whether the trustee consulted with the municipal Integrity Commissioner.
- vii. In line with the new discretion to take trustees' reasonable measures into account, courts will also have a new ability to impose a range of penalties for contraventions of the *Municipal Conflict of Interest Act*. This range of penalties runs from lesser penalties such as a reprimand and suspension of remuneration, to more significant penalties such as declaring the trustee's seat vacant, disqualifying the trustee from running for re-election for up to 7 years, and ordering financial restitution where the trustee has made financial gain as a result of his or her contravention. Under the previous regime, only the more significant of these penalties were available and were applied to any circumstances where a trustee had violated the *Municipal Conflict of Interest Act*, regardless of any mitigating factors.

2. Please see **Appendix A** for two (2) memos received from OCSTA with respect to Bill 68.
3. The TCDSB Form upon which a Trustee shall file a written statement of the interest and its general nature with the secretary of the Board is found in **Appendix B**.

E. METRICS AND ACCOUNTABILITY

1. The TCDSB registry, where copies of written statements of a Trustee's conflict of interest, will be maintained by the Secretary to the Board, supported by the Recording Secretary.
2. This registry may be accessed by members of the public

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.

APPENDIX A

Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

February 7, 2019

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Beverley Eckensweiler, President

SUBJECT: Bill 68 Municipal Conflict of Interest Requirements - Update

Summary:

Bill 68, *Modernizing Ontario's Municipal Legislative Act* received Royal Assent on May 30, 2017. New requirements regarding conflict of interest **become effective March 1, 2019** for school boards.

The key new requirements are:

- All boards must establish a **registry of conflict of interest declarations from trustees** that is open to the public;
- All boards now require a **written declaration of conflict of interest** from trustees at all committee and board meetings.

OCSTA has drafted a template **conflict of interest declaration form** to assist boards with these requirements (attached).

The **registry** must contain the following information:

- A copy of each conflict of interest declaration and each conflict of interest statement by a trustee;
- An excerpt from the minutes of the meeting where the declaration is made;
- The registry may be organized by date, type of meeting and the statement and declaration documents filed for each trustee that declares a conflict of interest;
- The registry can be made public either via a web posting or a publically accessible file at the board office, accessible during standard office hours.

...Continue

Background Information:

Conflict of interest legislation is concerned only with pecuniary or financial interests. The *Municipal Conflict of Interest Act* refers to three kinds of financial interests:

1. Direct Interest: a trustee would have a direct interest if the board was considering buying property owned by the trustee;
2. Indirect Interest: a trustee is the senior officer of a company bidding for a board contract;
3. Deemed: a trustee's spouse, child or parent owns a company that is bidding for a board contract.

Declaring a Conflict:

If a trustee identifies a direct, indirect or deemed conflict of interest in a matter and is present at a meeting of the board or committee of the board which the matter is being discussed, he or she must declare a conflict **before** any discussion of the matter begins. The trustee is required to take the following steps:

1. Publicly declare the conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes of the meeting;
2. File a written statement of the interest and its general nature with the secretary of the committee or board (effective March 1, 2019);
3. Do not vote on any question in respect to the matter;
4. Do not take part in any discussion of the matter;
5. Do not attempt to influence the voting on any question related to the matter;
6. In a closed session of a committee or board meeting, the trustee with conflict should leave the room for as long as the matter is discussed and have that fact recorded in the minutes.

Filing Trustee Campaign Financial Statements:

As a reminder, all trustees are required to complete and file accurate campaign financial statements by 2:00 pm on March 29, 2019. If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

If you have any questions please contact myself or Stephen Andrews at sandrews@ocsta.on.ca.

Attachment

TEMPLATE

NAME OF BOARD

BOARD CONTACT INFORMATION

Statement & Declaration of Interest

Trustee Name: _____

Board/Committee Meeting Date: _____

Agenda Item: _____

Topic: _____

Statement & Declaration of Interest

Signature

Date

Date Filed in Registry



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

February 8, 2019

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Beverley Eckensweiler, President

SUBJECT: CLARIFICATION: Bill 68 Municipal Conflict of Interest

Further to the memorandum sent on Thursday, February 7, 2019 regarding Bill 68, *Modernizing Ontario's Municipal Legislative Act* that amend the *Municipal Conflict of Interest Act* we want to clarify its impact on school boards and trustees in two areas.

As of March 1, 2019:

1. All boards must establish a **registry of conflict of interest declarations from trustees** that is open to the public;
2. All boards require a **written declaration of conflict of interest** from trustees at all committee and board meetings.

All other aspects with respect to the *Municipal Conflict of Interest Act* pecuniary or financial interests remain unchanged.

If you have any questions please contact myself or Stephen Andrews at sandrews@ocsta.on.ca.

Toronto ON M2N 6E8

Trustee Name: _____

Board/Committee Meeting Date: _____

Agenda Item: _____

Topic: _____

[illegible]

Date _____

Page 152 of 550



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

BILL 68 – UPDATE ON CHANGES TO THE MUNICIPAL CONFLICT OF INTEREST ACT

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13:34-35 NIV

Created, Draft	First Tabling	Review
February 14, 2019	March 21, 2019	Click here to enter a date.

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

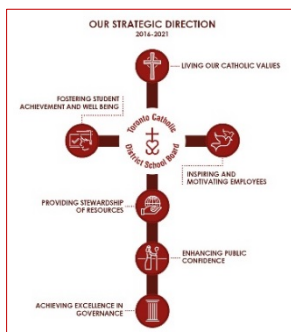
Vision:

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:

1. Advises that after discussion with the Ontario Ombudsman and various municipal Integrity Commissioners in the Greater Toronto Area, it has been determined that school board trustees do not have access to an Integrity Commissioner appointed by the City of Toronto.
2. Recommends that Ontario Catholic School Trustee Association (“OCSTA”) retain the services of an Integrity Commissioner on behalf of the 29 member Catholic Boards for a two (2) year trial period
3. Staff recommends that the Corporate Services Committee endorse the proposal (attached at APPENDIX A) to OCSTA from the Chair of the Board and that the Chair of the Board be requested to speak to such proposal at the OCSTA AGM.

The cumulative staff time required to prepare this report was 3 hours

B. PURPOSE

The purpose of this report is to clarify and correct advise previously given to the Board with respect to Bill 68 and changes to the *Municipal Conflict of Interest Act* (“MCIA”)

C. EVIDENCE/RESEARCH/ANALYSIS

1. At the February 21, 2019 Regular Board meeting of the Board of Trustees received a report on changes to the MCIA, effective March 1, 2019.
2. The report and the advice with respect to changes in the MCIA considered at that meeting was that trustees would have access to an Integrity Commissioner appointed by the city of Toronto. That advice has been determined to be inaccurate. School board trustees will not have access to an Integrity Commissioner appointed by the city of Toronto.

3. The relevant section of the MCIA is subsection 9(2)(b) which provides that if a judge has determined that a “member of a local board” has violated the MCIA, the judge may consider whether the member “disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the commissioner under the *Municipal Act, 2001* or *The City of Toronto Act, 2006* and acted in accordance with the advice, if any provided to the member by the commissioner”.
4. The term “local board” is defined in the MCIA to include school boards. If section 9(2)(b) of the MCIA was interpreted to include the definition of “local boards” as defined in the MCIA, school trustees would have access to the Integrity Commissioner appointed by the city.
5. After discussion with the Ontario Ombudsman, and various municipal Integrity Commissioners in the Greater Toronto Area, it has been determined that the definition of “local boards” as found in the MCIA is not the applicable definition to be used in interpreting section 9(2)(b) of the MCIA but rather the definition of “local boards” as defined in the *Municipal Act*. The definition of “local boards” in the *Municipal Act* expressly excludes school boards.
6. So what can a judge consider when she has determined that a trustee has violated the MCIA? The judge can consider sections 9(2)(a) and 9(2)(c) of the MCIA. Those sections provide:

(2) Same – in exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member

 - (a) took reasonable measures to prevent the contravention
 - (c) committed the contravention through inadvertence or by reasons of an error in judgment made in good faith
7. In determining whether a trustee took “reasonable measures” (s.9(2)(a)) or acted in “good faith” (s.9(2)(c)) a court would likely give some consideration to a trustee who did consult with an Integrity Commissioner.
8. As has already been stated. Trustees do not have access as of right to the Integrity Commissioner appointed by the City of Toronto, but the TCDSB may wish to privately retain an Integrity Commissioner to advise individual trustees on conflict matters.

9. Eric Roher, of Borden Ladner Gervais, advises that he has consulted with three municipal Integrity Commissioners in Ontario, two of whom advise that they have been privately retained by a school board.
10. As the revisions to the MCIA under Bill 68 have expressly recognized integrity commissioners as having specialized expertise in providing advice with respect to conflicts under the MCIA, the Board may wish to retain the services of an Integrity Commissioner directly or jointly with other school boards or through OCSTA.
11. Staff have confirmed with the executive director of OCSTA that the deadline for submitting resolutions to the OCSTA annual general meeting (“AGM”) from member boards or a proposal from an individual trustee member has passed.
12. A trustee entitled to vote at the OCSTA AGM is entitled to raise for discussion at the AGM “any matter with respect to which the member would have been entitled to submit a proposal at the AGM (had the deadline for submitting a proposal not passed).”

D. STAFF RECOMMENDATION

Staff recommends that the Corporate Services Committee endorse the proposal (attached at APPENDIX A) to OCSTA from the Chair of the Board and that the Chair of the Board be requested to speak to such proposal at the OCSTA AGM.

**Proposal by: Trustee Rizzo on behalf of the Toronto
Catholic District School Board**

**To: Ontario Catholic School Trustee Association (OCSTA)
Annual General Meeting (AGM)**

Whereas OCSTA represents all 29 publically funded Catholic School Board in the Province of Ontario;

And whereas Bill 68 – The Modernizing Ontario’s Municipal Legislation Act, 2017 – was recently enacted which, among other things, amended the *Municipal Conflict of Interest Act* (MCIA);

And whereas school trustees frequently require advice respecting their obligations under the MCIA;

And whereas Bill 68 has expressly recognized integrity commissioners as having specialized expertise in providing advice to trustees with respect to conflicts under the MCIA;

And whereas OCSTA may wish to consider retaining the service of an integrity commissioner on behalf of all member boards.

Therefore be it resolved that OCSTA retain the services of an Integrity Commissioner on behalf of the 29 member Catholic Boards for a two (2) year trial period;

And be it further resolved that if OCSTA funding is not currently available to retain an Integrity Commissioner, that member boards be charged a supplemental fee on a prorated basis to fund the position;

And be it further resolved that this proposal be referred to the appropriate OCSTA committee for a report on timelines and possible implementation.



REPORT TO

REGULAR BOARD

PROPOSED EDC BY-LAW AMENDMENT 2019

Wealth gained hastily will dwindle, but whoever gathers little by little will increase it... Proverbs 13:11

Created, Draft	First Tabling	Review
April 16, 2019	April 24, 2019	Click here to enter a date.
E. Pallotta, Sr. Coordinator, Development Services M. Loberto, Superintendent, Planning and Development		
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

Education Development Charges (EDC) are a primary source of revenue available to the Board to fund site acquisition/site development needs related to projected enrolment growth. The current EDC By-law rates now in place will not raise sufficient funds to support the acquisitions of land to accommodate oversubscription in our schools across the system.

On June 26, 2018, the Ministry of Education advised the Toronto Catholic District School Board (TCDSB) that it would only approve the EDC Regulation Estimates if the TCDSB passed a one-year EDC By-law at the rates that were in place prior to June 30, 2018. On June 28, 2018, the Ministry approved the TCDSB's EDC Regulation Estimates.

On June 29, 2018, the Board of Trustees approved a one-year By-law, TCDSB EDC By-law No. 190, in order to avoid a gap in EDC fund collection (the "Interim EDC By-law"). There were no appeals of the Interim EDC By-law. On November 15, 2018, the Board passed a successor EDC By-law 2018 – No. 191, with a five-year term.

On March 29, 2019, the Province enacted a further amendment to the EDC Regulation – *O. Reg. 55/19*. The amendment lifts the current cap on EDC rates and replaces it with restricted rate increases of:

- A maximum yearly increase of the greater of 5% or \$300 per residential unit; and
- A maximum yearly increase of 5% for non-residential rates.

This report recommends the adoption of an amendment to the EDC By-law in order to increase both the fees per residential unit and non-residential rates to the maximum permitted amount.

The cumulative staff time required to prepare this report was 6 hours.

B. BACKGROUND

1. ***The Board began preparation to pass a successor EDC By-law in early 2018.***
In early 2018, the TCDSB began the process of replacing EDC By-law No. 178 before it was set to expire on June 30, 2018. The Board completed all

necessary steps as mandated by the *Education Act* and was prepared to pass a successor By-law at a meeting of the Board of Trustees held on June 14, 2018.

2. ***The TCDSB EDC Regulation estimates were not approved in time to adopt the successor by-law.*** The Board was unable to pass the proposed By-law because the Ministry of Education failed to approve the TCDSB's estimates of pupil counts and school sites as required by *O. Reg. 20/98* and set out in the TCDSB's submission to the Minister of Education dated April 17, 2018 (the "EDC Regulation Estimates"), given the transition of government leadership.
3. ***The Ministry informed the Board that it would only approve the EDC Regulation Estimates for a one-year EDC by-law.*** On June 26, 2018, the Ministry of Education advised the TCDSB that it would only approve the EDC Regulation Estimates if the TCDSB passed a one-year EDC By-law at the rates that were in place prior to June 30, 2018: \$1,493 per dwelling unit and \$1.07 per square foot of gross floor area for residential and non-residential developments respectively. This was based on 75% of the charge allocated to residential development and 25% to non-residential development (although the effective rates are 82% residential and 18% non-residential shares).
4. ***The Board approved a one-year EDC By-law on June 29, 2018.*** The Board of Trustees approved a one-year By-law, TCDSB EDC By-law No. 190, to avoid a gap in EDC fund collection (the "Interim EDC By-law"). There were no appeals of the Interim EDC By-law.
5. ***O.Reg. 438/18 permitted school boards to adopt 5 year by-laws at the existing rates.*** October 12, 2018 the Province enacted *O. Reg. 438/18*, which required, amongst other limitations, that school boards with existing EDC by-laws could not increase the by-law rates in place as of August 31, 2018.
6. ***As a result, the Board approved a successor EDC By-law on November 15, 2018.*** On November 15, 2018, the TCDSB passed a successor EDC By-law 2018 No. 191 that applies to development that occurs in the City of Toronto (with the exception of certain exempted lands) over the remainder of the 5-year By-law term. The By-law came into force on December 3, 2018, and will expire on December 2, 2023.

As per *O.Reg. 438/18*, the EDC charge was \$1,493 per residential dwelling unit and \$1.07 per square foot of non-residential gross floor area.

7. ***The Province enacted an amendment lifting the current cap on March 29, 2019.*** The Province enacted a further amendment to the EDC Regulation – *O. Reg. 55/19 (Appendix ‘A’)*. The amendment lifts the current cap on EDC rates and replaces it with restricted rate increases of:

- A maximum yearly increase of the greater of 5% or \$300 per residential unit; and
- A maximum yearly increase of 5% for non-residential rates.

C. EVIDENCE/RESEARCH/ANALYSIS

1. ***The permissible EDC rates as per the O. Reg. 55/19 are outlined below.*** The amendment sets the following residential and non-residential rates for the TCDSB over the remainder of the 5-year EDC By-law term.

EDC Rates Payable prior to Building Permit Issuance	Existing In-force By-law Rates (Dec 3, 2018 to Apr 30, 2019)	Proposed EDC Rates				
		Year 1 (May 1, 2019 to Apr 30, 2020)	Year 2 (May 1, 2020 to Apr 30, 2021)	Year 3 (May 1, 2021 to Apr 30, 2022)	Year 4 (May 1, 2022 to Apr 30, 2023)	Year 5 (May 1, 2023 to Dec, 2023)
Residential EDC Rate Per Dwelling Unit	\$1,493	\$1,793	\$2,093	\$2,393	\$2,693	\$2,993
Non-Residential EDC Rate per Square Foot of GFA	\$1.07	\$1.12	\$1.18	\$1.24	\$1.30	\$1.37

The full By-law amendment is attached as *Appendix ‘B’* of the report.

2. ***The previously capped rates would have resulted in a financial shortfall of \$88.3 million per annum.*** Had the Board been required to maintain the ‘capped’ EDC rates of \$1,493 per residential dwelling unit and \$1.07 per square foot of non-residential gross floor area, the annual financial shortfall would have been \$88.3 million per year plus additional financing requirements, over the term of the By-law.

3. ***The permitted rate increases will reduce the financial shortfall over the term of the by-law to \$78.8 million per annum.*** The restricted rate increases afforded under *O. Reg. 55/19* reduces the financial shortfall by approximately \$10.0 million per annum to a level of \$78.8 million per year over the term of the by-law.

D. STAFF RECOMMENDATIONS

1. That Section 8 of the Toronto Catholic District School Board Education Development Charges By-law, 2018 No. 191 be repealed and replaced with the following:

Subject to the provisions of this by-law, the Board hereby imposes an education development charge per dwelling unit upon the designated categories of residential development and the designated residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use building or structure. The education development charge per dwelling unit shall be in the following amounts for the periods set out below:

- | | | |
|------|--|-------------------|
| i. | <i>May 1, 2019 to April 30, 2020 -</i> | <i>\$1,793.00</i> |
| ii. | <i>May 1, 2020 to April 30, 2021 -</i> | <i>\$2,093.00</i> |
| iii. | <i>May 1, 2021 to April 30, 2022 -</i> | <i>\$2,393.00</i> |
| iv. | <i>May 1, 2022 to April 30, 2023 -</i> | <i>\$2,693.00</i> |
| v. | <i>May 1, 2023 to December 2, 2023 -</i> | <i>\$2,993.00</i> |

2. That Section 11 of the Toronto Catholic District School Board Education Development Charges By-law, 2018 No. 191 be repealed and replaced with the following:

Subject to the provisions of this By-law, The Board hereby imposes an education development charge per square foot of gross floor area of non-residential development upon the designated categories of non-residential development and the designated non-residential uses of land, buildings or structures and, in the case of a mixed-use building or structure, upon the non-residential uses in the mixed-use building or structure. The education

development charge per square foot of non-residential floor area shall be in the following amounts for the periods set out below:

- i. *May 1, 2019 to April 30, 2020 - \$1.12*
- ii. *May 1, 2020 to April 30, 2021 - \$1.18*
- iii. *May 1, 2021 to April 30, 2022 - \$1.24*
- iv. *May 1, 2022 to April 30, 2023 - \$1.30*
- v. *May 1, 2023 to December 2, 2023 - \$1.37*

- 3. That the By-law amendment come into effect on May 1, 2019.

APPENDIX 'A'

Ministry of Education

Office of the ADM
Capital and Business Support Division
315 Front Street West
15th Floor
Toronto ON M7A 0B8

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division du soutien aux immobilisations et
aux affaires
315, rue Front ouest, 15^e étage
Toronto ON M7A 0B8



2019: B11

MEMORANDUM TO: Directors of Education
Superintendents of Facilities
Superintendents of Business

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: March 29, 2019

SUBJECT: Interim Changes to Education Development Charges (EDC)

Further to **Memorandum 2018: B15 Temporary Cap on Education Development Charge Rates**, I am writing to inform you of further amendments made to Ontario Regulation 20/98 (Education Development Charges – General) and Ontario Regulation 193/10 (Restricted Purpose Revenues) under the *Education Act*. These amendments will serve as an interim measure and provide school boards with the ability to propose modest EDC rate increases while the government continues to review the EDC policy framework.

Amendments to O. Reg. 20/98

The amendments to O. Reg. 20/98 will lift the current cap on EDC rates and replace it with restricted rate increases of:

- A maximum yearly increase of the greater of 5% or \$300 per residential unit; and
- A maximum yearly increase of 5% for non-residential rates.

Please note that these amendments do not restrict the ability of boards to pass bylaws for the full five-year term as set out in the *Education Act*. The amendments are effective as of March 29, 2019, and the amended regulation can be viewed on the e-Laws website at: <https://www.ontario.ca/laws>

Amendments to O. Reg. 193/10

The amendments to O. Reg. 193/10 will direct proceeds from the sale of land that was purchased using EDC funds back into school board EDC accounts. This will only apply to sites acquired after the regulation amendment is filed and which have not been used to provide pupil accommodation.

APPENDIX 'A'

Land Acquisition

All school boards should continue to identify priority sites for acquisition. EDC-eligible boards are requested to notify their capital analyst prior to acquiring land. All requests for Land Priorities funding should continue to be made to the ministry through your capital analyst. The ministry is also requesting that school boards engage with municipal governments before purchasing land and before finalizing any plans regarding future school investments.

Ongoing EDC Policy Framework Review

The ministry's review of EDCs was launched in fall 2018 as part of the government's commitment to develop a Housing Supply Action Plan (HSAP). The consultation has included representatives from the education and municipal sectors as well as the housing development industry. Additional information on the HSAP can be found at www.ontario.ca/housingsupply.

The ministry would like to thank representatives of the Council of School Business Officials' (COSBO) Working Group, the EDC Technical Advisory Committee and all participants of the HSAP consultations for the invaluable feedback offered during consultations related to EDCs.

Further details regarding the outcome of the review and consultations will follow in the coming months.

For further information, please contact:

Colleen Hogan, Director Capital Policy Branch	(416) 325-1705 Colleen.Hogan@ontario.ca
Paul Bloye, Director Capital Program Branch	(416) 325-8589 Paul.Bloye@ontario.ca

Sincerely,

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

APPENDIX 'B'



TORONTO CATHOLIC DISTRICT SCHOOL BOARD EDUCATION DEVELOPMENT CHARGES AMENDING BY-LAW, XX-2019

A by-law to amend the Toronto Catholic District School Board Education Development Charges By-law, 2018 No. 191

WHEREAS Section 257.70 of the Education Act, R.S.O. 1990, c. E.2 (the "Act") provides that a district school board may pass a by-law amending an education development charge by-law;

WHEREAS the Toronto Catholic District School Board (the "Board") passed the Toronto Catholic District School Board Education Development Charges By-law 2018 No. 191 on November 15, 2018 (the "2018 By-law");

WHEREAS the Board wishes to amend the 2018 By-law to increase the education development charges payable thereunder consistent with the legislative provisions established by O. Reg. 55/19 and adopted by the Province of Ontario on March 29, 2019;

AND WHEREAS the Board has given notice of the proposed amendment to the 2018 By-law in accordance with the regulations made pursuant to the Act, has ensured that the education development charge background study for the 2018 By-law dated April 17, 2018 and amended on October 1, 2018, as well as sufficient information to allow the public to understand the proposed amendment have been made available to the public, and has held a public meeting on April 24, 2019;

NOW THEREFORE THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD HEREBY ENACTS AS FOLLOWS:

1. Section 8 of the 2018 By-law is hereby repealed and replaced with the following:

Subject to the provisions of this by-law, the Board hereby imposes an education development charge per dwelling unit upon the designated categories of residential development and the designated residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use building or structure. The education development charge per dwelling unit shall be in the following amounts for the periods set out below:

i. May 1, 2019 to April 30, 2020 -	\$1,793.00
ii. May 1, 2020 to April 30, 2021 -	\$2,093.00
iii. May 1, 2021 to April 30, 2022 -	\$2,393.00
iv. May 1, 2022 to April 30, 2023 -	\$2,693.00

APPENDIX 'B'

v. May 1, 2023 to December 2, 2023 - \$2,993.00

2. Section 11 of the 2018 By-law is hereby repealed and replaced with the following:

Subject to the provisions of this By-law, The Board hereby imposes an education development charge per square foot of gross floor area of non-residential development upon the designated categories of non-residential development and the designated non-residential uses of land, buildings or structures and, in the case of a mixed use building or structure, upon the non-residential uses in the mixed-use building or structure. The education development charge per square foot of non-residential floor area shall be in the following amounts for the periods set out below:

i.	May 1, 2019 to April 30, 2020 -	\$1.12
ii.	May 1, 2020 to April 30, 2021 -	\$1.18
iii.	May 1, 2021 to April 30, 2022 -	\$1.24
iv.	May 1, 2022 to April 30, 2023 -	\$1.30
v.	May 1, 2023 to December 2, 2023 -	\$1.37

3. For greater certainty, the 2018 By-law No. 191 remains in full force and effect subject only to the amendments thereto described in Sections 1 and 2 of this amending by-law.
4. This amending by-law shall come into force on May 1, 2019.

ENACTED AND PASSED this 24th day of April, 2019

Chair

Director of Education and Secretary



REPORT TO

REGULAR BOARD

SUMMER SCHOOL LOCATIONS AND PROGRAMS 2019

"The teaching of the wise is a fountain of life, turning a person from the snares of death."

Proverbs 13:14

Created, Draft	First Tabling	Review
March 25, 2019	April 24, 2019	Click here to enter a date.
John Shain Superintendent of Safe Schools, Alternative Education, International and Continuing Education Alex Mazzucco Senior Coordinator International and Continuing Education Stefan Barrans Coordinator International and Continuing Education		
RECOMMENDATION 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 outlines the locations and dates for Summer School 2019 programs offered within the Toronto Catholic District School Board. Programs offered will support Student Success strategies, Ontario Catholic School Graduate Expectations and are aligned with the Multi Year Strategic Plan.

Over the past few years, there has been considerable growth in Summer School enrolments with the summer of 2018 seeing 25,769 registered students. Together with Saturday program offerings, Night School, and August Orientation programs, students are clearly availing themselves to continue their learning well past the traditional September to June daily timelines.

The growth in summer educational programs will not create fiscal cost pressures for the Board, as additional revenues will be generated to cover any incremental costs.

The cumulative staff time required for the preparation of this report was 20 hours.

B. PURPOSE

This report outlines the locations and dates for Summer School 2019 programs offered within the Toronto Catholic District School Board. Programs offered will support Student Success strategies, Ontario Catholic School Graduate Expectations and are aligned with the Multi Year Strategic Plan.

C. BACKGROUND

During the summer of 2018, there were **25,769** students enrolled in summer school programs. Summer school includes the following credit bearing and non-credit bearing programs:

- In school credit courses
- e-class courses
- Cooperative Education Program
- the leadership program at Camp Olympia
- overseas (Kenya, Italy, Ireland and Europe)

- Special Education Program(DDME/MEDD)
- Grade 6/7/8 Enrichment Literacy/Numeracy Program
- Grade 9 Transition Program
- Grade 9 Reach Ahead Program

D. EVIDENCE/RESEARCH/ANALYSIS

1. The growth in summer educational programs will not create fiscal cost pressures for the Board, as additional revenues will be generated to cover any incremental costs.
2. **Criteria used in the selection of sites:**
 - a) air conditioning
 - b) ability to provide diversity of programming
 - c) accommodations for special needs
 - d) representations in the four quadrants
 - e) capacity to meet anticipated demands
 - f) access to public transportation
 - g) freedom from major renewal work or construction.
3. The **Secondary Summer School Credit Program** is scheduled to run from Tuesday July 2, 2019 to Friday, July 26, 2019. The recommended locations for Secondary Credit courses are as follows:

WEST

Bishop Allen
Fr. Henry Carr
Michael Power/St. Joseph
St. Basil the Great

CENTRAL

Brebeuf
Cardinal Carter
Marshall McLuhan
St. Mary

EAST

Francis Libermann
Mary Ward

Senator O'Connor
St. Mother Teresa
St. Patrick

In Reserve: Msgr. Percy Johnson, Blessed Cardinal Newman, St. Joseph Morrow Park, and Jean Vanier.

4. e-Class Summer Credit Courses will be offered as follows:

Fully on-line credit courses will be offered during the two sessions below.

Summer Session 1(19 days): July 3 to July 29, 2019.

Summer Session 2(19 days): July 16 to August 12, 2019.

5. Special Education Programs will be offered as follows:

ELEMENTARY

St. Dominic Savio
St. Pius X

SECONDARY

Jean Vanier
James Cardinal McGuigan
Loretto College

6. Remedial Literacy/Numeracy:

The **Grade 6, 7 and 8 Mathematics and Language Enrichment Programs** are scheduled to run from **Tuesday July 2, 2019 to Tuesday July 23, 2019** at the following locations:

- 1 All Saints
- 2 Cardinal Leger
- 3 Loretto College CSS
- 4 Msgr. Percy Johnson
- 5 Our Lady of Lourdes
- 6 Our Lady of Sorrows
- 7 Our Lady of Victory
- 8 St. Pius X
- 9 St. Jane Frances
- 10 St. Maria Goretti
- 11 St. Monica
- 12 St. Nicholas of Bari
- 13 St. Timothy

7. Focus on Youth and Cooperative Education:

- Students will be able to earn two Secondary credits in an experiential learning placement. The programs will run from Tuesday July 2, 2019 to Friday August 9, 2019.

8. Grade Eight to Nine Transition Program, Credit Recovery and local programs:

- Secondary Schools will be able to offer a **four-week transition program**, credit bearing, to students registered in grade 9 for September 2019.
- Schools will be responsible for reviewing the summer permit with the appropriate SQS and the day administration will recommend staff to be hired to the Continuing Education Department after advertising locally. In addition, schools may also run a credit recovery program or any other credit course if it meets the local needs of their school. The program is running in all schools except for St. Michael Choir CSS as students typically enter the program prior to grade nine.

9. International Programs

- The Continuing Education and International Education department continues to offer 2 and 3-week Orientation programs during the month of August.
- Programs run out of the Catholic Education Centre and include ESL instruction and community-based learning.

E. STAFF RECOMMENDATION

Staff recommends that Summer School locations and programs listed in this report be approved by the Board.



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 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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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

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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

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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)

POLICY NO: S.S. 01

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:

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

- (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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POLICY NO: S.S. 01

- (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



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~~SUB-SECTION:~~

~~POLICY NAME: Suspension and Expulsion Policy (Consolidated)~~

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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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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.



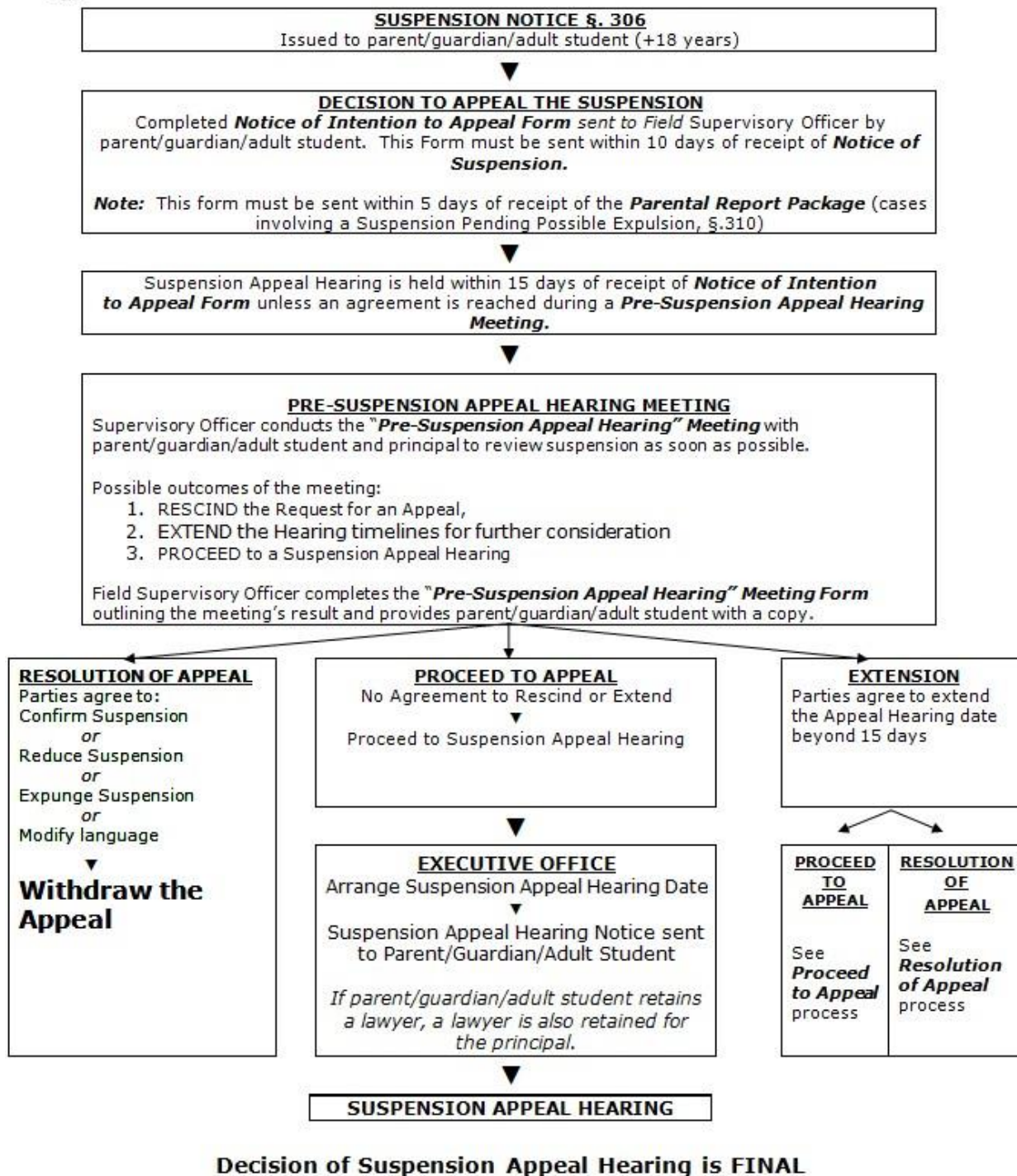
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Safe Schools Department
SUSPENSION APPEAL PROCESS





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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

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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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9.2 Exception Not Apply Where Procedural Only

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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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.



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Frequently Asked Questions for Expulsion Hearings



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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.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

~~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.~~



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

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;



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: Suspension and Expulsion Policy (Consolidated)

POLICY NO: S.S. 01

- 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

RECOMMENDATION OF THE GOVERNANCE AND POLICY COMMITTEE TO APPROVE REVISED COMMUNICATIONS POLICY A.37

*The spirit of the Lord speaks through me, his word is upon my tongue.
2 Samuel 23:2*

Created, Draft	First Tabling	Review
April 1, 2019	April 9, 2019	April 24, 2019

Shazia Vlahos, Chief of Communications & Government 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 updating the current Communications Policy A.37 to reformat in meta policy format and to align with current practices, procedures and legislation.

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

B. PURPOSE

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

C. APPENDIX

Report Appendix A: Communications Policy A.37

D. STAFF RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Communications Policy A.37, as amended and proposed in Report Appendix A.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COMMUNICATIONS POLICY

POLICY NO: A.37

Date Approved: October 23 rd , 2014	Date of Next Review: 2018 April 9, 2019	Dates of Amendments:
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Rescinds~~A.05, Lines of Communication~~~~T.11, Communication on Behalf of the Board~~**Cross References:**

- A.03, Advertising Policy
- A.29, Electronic Communication System- Acceptable Use Policy
- A.33, Guidelines For Trustees, Parents And Staff In Addressing School Related Concerns
- S.02, School Events Communications and Invitee Protocols
- S. 10 Catholic School **Parent Advisory Councils** Policy and *Education Act* Reg. 612
- T.7, Community Engagement Policy
- T.15, Provision Of Requested Information To An Individual Trustee
- T.16, Logo Use
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Education Act*
- *Personal Health Information Protection Act*
- *Child, Youth and Family Services Act*
- ~~*Employment Standards Act*~~
- *Occupational Health & Safety Act*
- ~~*Workplace Safety and Insurance Act*~~
- ~~*Ontario Accessibility & Disability Act*~~

Appendix**Purpose:**

The purpose of this policy is to ensure that communication across the Toronto Catholic District School Board (**TCDSB or the Board**) is well co-ordinated,



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COMMUNICATIONS POLICY

POLICY NO: A.37

effectively managed and responsive to the diverse information needs of stakeholders and supports the Board's mission, vision and values as outlined in the Multi-Year Strategic Plan (MYSP), **promotes Catholic education and maintains high quality communications standards.**

Scope and Responsibility:

This policy extends to stakeholders of the TCDSB. The Director of Education, supported by the **Chief of Communications & Government Relations** is responsible for this policy.

Alignment with MYSP:

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees

Strengthening Public Confidence

Living Our Values

Financial Impact:

~~Funds for communications initiatives are allocated annually as part of the Board's yearly budgeting process.~~

Legal Impact:

~~In general, there is no legal impact to the board, but a failure to follow the correct lines of communication, as outlined in the policy, could lead to liability against the~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COMMUNICATIONS POLICY

POLICY NO: A.37

~~board, should any negative consequences or harm arise as a result of that communication breach.~~

Policy:

The Toronto Catholic District School Board's (TCDSB)'s **Communications Policy** will promote and maintain open, accessible, timely and transparent internal and external communications with its stakeholders and members of the media designed to strengthen relationships, support programs and activities of the Board, and to celebrate the values of Catholic education.

Regulations:

A. External Communications

- 1) The Chair of the Board (**Chair**) is the official spokesperson for the Board of Trustees on matters of policy, and may make statements to the media or communicate with outside agencies on behalf of the Board of Trustees as outlined below. This authority may be delegated at **the Chair's** his/her discretion.
 - a) The Chair may address the media or public on matters pertaining to Board policy decisions **or when a matter is deemed to be politically sensitive.**
 - ~~b) When a matter is deemed to be politically sensitive, the Chair will be the official spokesperson.~~
 - c) When there is doubt as to the interpretation of Board policy, or where there is no established Board policy, the Chair of the Board shall seek direction



POLICY SECTION: ADMINISTRATION

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POLICY NO: A.37

from the Board **of Trustees** regarding the substance and manner in which the matter is to be **communicated to the** ~~expressed in~~ public.

- d) Trustees may address the media on local issues specific to their Ward, or as an individual trustee representing their own independent viewpoints on matters of public concern.
- 2) The Director of Education (or his/her designate) will be the official spokesperson of the **B**oard during crisis situations, and on matters of academic program, administrative, human resource, and educational (pedagogical) matters, and in the application of a Catholic lens to all educational issues.
- 3) The **Chief of Communications & Government Relations** will be the official spokesperson on daily school or **B**oard related issues, or as assigned by the Director of Education, and has **the** overall responsibility for all internal and external communications of the Board.
- 4) The Communications Department shall develop and implement ~~communication~~ plans, **briefing notes** and strategies on a proactive basis to promote awareness in support of TCDSB programs and priorities, **address potential issues** and oversees all **other** communication activities as determined by the Director of Education.
- 5) The Communications Department shall handle all inquiries from the media.
 - a) Requests **that come through the Communications Department**, whether general or specific in nature will be **handled by the Communications Department in a timely manner. Communications staff will seek direction or expertise from** ~~directed to~~ the appropriate TCDSB staff **when**



POLICY SECTION: ADMINISTRATION

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required. Requests that come through the Board of Trustees, shall be handled directly by the Trustee that has received the request with support from the Communications Department. ~~or Trustee with the necessary knowledge, expertise or professional training to respond appropriately in a timely manner.~~

- b) TCDSB staff **and Trustees** will inform the Communications Department of all media requests received, so that Communications personnel may provide direction and/or a timely response as appropriate, **and monitor any resulting media coverage.**
- 6) Staff designated to speak on behalf of the **B**oard will confine their remarks to **facts** and shall refrain from expressing any personal opinions.
- 7) The Communications Department has the responsibility to issue news releases **and official statements** to the media on behalf of the Board.
 - a) ~~All news releases must be approved by the Director of Education or his/her designate.~~
 - b) **The Director of Education and the** Chair ~~of the Board~~ shall be consulted on all news releases **and official statements** related to Board policies or initiatives.
 - c) Individual Trustees shall ~~be consulted~~ **with the Communications Department** on news releases involving schools ~~in Wards~~, programs or local issues in ~~their~~ **his/her** Ward.
- 8) The Communications Department is responsible for managing the **B**oard's **social media (ie. Twitter, Instagram, YouTube) and** website, as well as



POLICY SECTION: ADMINISTRATION

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supporting the maintenance and updating of individual school websites **to enhance TCDSB profile, reputation and reach.**

B. Internal Communications

- 1) The Communications Department shall be responsible for the maintenance of effective internal communications practices and protocols designed to ensure mutual awareness among Trustees, senior administrators, and school administrators on important issues impacting staff, schools and the community.

a) A Communications **webpage Handbook** shall be maintained **on the staff intranet including template letters for school use** and provided to all School Administrators in electronic format **on an annual basis.** (see ~~Appendix B~~).

b) Regular communications shall be delivered through all available modalities, as appropriate, with a commitment for translated materials to parents/guardians for whom English is a second language or English proficiency is limited.

c) **Parents/ guardians seeking translated materials for whom English is a second language or English proficiency is limited may do so by reaching out to the Community Relations Office, Interpreter Services or by visiting the TCDSB website, select Translate.**

d) Communications will adhere to confidentiality and privacy with respect to staff matters in accordance with **all relevant** legislative requirements ~~contained within the Employment Standards Act, Occupational Health &~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COMMUNICATIONS POLICY

POLICY NO: A.37

~~Safety Act, Workplace Safety and Insurance Act, Municipal Freedom of Information and Protection of Privacy Act.~~

- 2) The Director of Education or designate shall establish administrative processes to communicate and advise the Chair/Vice-Chair of the Board **of Trustees** on matters requiring the attention, understanding and deliberation of the Board of Trustees.
- 3) Superintendents of Education shall maintain ongoing communication with **Trustees** and notify **the Trustees** him/her of school issues including, but not limited to: significant parental concerns; Catholic School **Parent Advisory Councils (CSPAC)** concerns; school related incidents including injuries requiring medical services; bereavements of staff, students or parents; significant safe school concerns (lockdown, hold and secures, **trespass notices**, shelter in place, bullying, extreme acts of violence, **police being called to schools**, and police investigations); community concerns (i.e. busing, boundaries).
- 4) School Administrators shall maintain ongoing and timely communication with their Superintendent and School Trustee on matters that impact the school and the community; **and with the Communications Department on matters that may become issues or may garner media interest.**
 - a) The Superintendent and School Trustee shall be provided with copies (preferably electronically) of school newsletters, **CSPAC** minutes, community letters, etc. on an ongoing and timely basis.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

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POLICY NO: A.37

- b) Parental concerns shall be referred back to the School Superintendent (Cross reference: A.33, Guidelines For Trustees, Parents And Staff In Addressing School Related Concerns)
 - c) The School Trustee shall be informed and invited to attend all school events which are open to parents/community (Cross reference: S.02, School Events Communications and Invitee Protocols).
- 5) In accordance with Policy T. 15 *Provision of Requested Information To An Individual Trustee*, all requests for information shall be submitted and provided through the Office of the Director of Education.
- a) School Trustees shall communicate with Superintendents on regular basis to discuss school related issues of mutual concern.
 - b) School Trustees will respond to invitations from a school to special events in a timely manner.
- 6) Staff and Trustees shall be governed by A.29, Electronic Communication System- Acceptable Use Policy, when publicizing or responding to, or promoting any school or Board event.
- 7) Parental involvement and engagement initiatives shall be guided by the Board's Community Engagement Policy (Cross reference: T.7, Community Engagement Policy, and S. 10 Catholic School **Parent Advisory Councils** Policy and Education Act Reg. 612).



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COMMUNICATIONS POLICY

POLICY NO: A.37

Definitions:

Stakeholder: A person, group of people or an organization that holds a vested interest in the TCDSB community, including, but not limited to students, parents, staff, Trustees, parishes, the Archdiocese of Toronto, community and education partners, Catholic ratepayers.

School Administrator: Principal or his/her designate

Evaluation and Metrics:

The effectiveness of this policy ~~in supporting comprehensive best practice communications across the Toronto Catholic District School Board (TCDSB)~~ will be evaluated **on an as needed basis** annually. The highlights, analysis and findings will be ~~documented and published in a formal annual report and~~ presented to the Board of Trustees in September of each year for review.



REPORT TO

REGULAR BOARD

RECOMMENDATION OF THE GOVERNANCE AND POLICY COMMITTEE TO APPROVE REVISED SCHOOL EXCURSIONS POLICY S.E.01

*And you will have confidence, because there is hope; you will be protected
and take your rest in safety. Job 11:18*

Created, Draft	First Tabling	Review
April 1, 2019	April 9, 2019	April 24, 2019

Lori DiMarco, Superintendent of Curriculum, Leadership and Innovation
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 current School Excursions Policy S.E.01 to reformat in meta policy format and to align with current practices and procedures

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 policy revision.

C. APPENDIX

1. Report Appendix A: School Excursions Policy S.E.01
2. Report Appendix B: Excursions Handbook

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the School Excursions Policy S.E. 01 and the Excursion Handbook, as amended and proposed in Report Appendix A and Report Appendix B.



POLICY SECTION: STUDENTS
SUB-SECTION: EXCURSIONS
POLICY NAME: SCHOOL EXCURSIONS
POLICY NO: S.E.01

Date Approved: January, 1969	Date of Next Review: December 2016	Dates of Amendments: December 2013, December 1992, January 1987, April 1985
Cross References: <ul style="list-style-type: none"> • Education Act, §. 217 • Occupational Health and Safety Act • Ontario School Boards' Insurance Exchange • Ontario Highway Traffic Act • F.P.01 Purchasing Policy • H.M. 33 Acceptance of Hospitality or Gifts • S.M.04 Fund Raising in Schools • S.P.07 Athletic Physical Activities Within the Physical and Health Education Programs • S.S.09 Code of Conduct 		
Appendix Appendix A: The School Excursion Handbook		

Purpose:

This policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and **Ontario** Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, and parents and **volunteers** is a priority during excursions and will be a primary consideration when organizing any school excursion.



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for the ensuring the procedures are followed.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Financial Impact:

~~Generally there is no financial impact with this policy. All student costs associated with excursions must be reflective of the Ministry of Education's Guidelines for Fees for Learning Materials and Activities.~~

Legal Impact:

~~A primary goal of the school excursion policy is the safety of students while on school excursions. This policy will reduce the risk of legal liability to the TCDSB in the event a student suffers a personal injury while on a school excursion.~~



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

Policy:

The Toronto Catholic District School Board believes that well planned educational excursions enhance the physical, emotional, social, spiritual and academic development of the student. Consistent with the TCDSB Multi Year Strategic Plan, the Ontario Curriculum and the Ontario Catholic School Graduate Expectations, all excursions occurring at the TCDSB that ~~has~~ **have** students and staff members leaving the school facility will be for educational purposes. **The TCDSB is committed to an inclusive environment and strives to ensure that the classroom dynamics and activities support full participation of all students, where possible.** All excursions must follow the operational procedures outlined in the School Excursion Handbook.

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.
4. All contracts will follow the process outlined in F.P. 01 Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education; ~~except for the person granting the approval.~~ Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.

5. Relevant information about the excursion will be provided to parents/guardians prior to obtaining permission for their child's participation. Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education. Overnight and international excursions will be governed by the following:
 - i. Only approved vendors and third party service providers identified ~~in~~ **on** the **Board website** ~~School Excursion Handbook~~ can be used to support an overnight or international excursion.
 - ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff members participating in a school excursion.
 - iii. No personal profit or remuneration will be gained by any staff of the TCDSB in regards **to** an excursion.
 - iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.
 - v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for students.



POLICY SECTION: STUDENTS
SUB-SECTION: EXCURSIONS
POLICY NAME: SCHOOL EXCURSIONS
POLICY NO: S.E.01

7. The safety and supervision of all students on excursions is of utmost importance. The rules regarding safety and supervision are contained in the School Excursion Handbook.
8. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
9. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
 - i. relevance to the curriculum, where applicable;
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;
 - v. student health and safety.**
10. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards’ Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act-



POLICY SECTION: STUDENTS
SUB-SECTION: EXCURSIONS
POLICY NAME: SCHOOL EXCURSIONS
POLICY NO: S.E.01

11. On those occasions where an excursion includes a Sunday, the teacher's plan shall specify participation in the Sunday Eucharist for all students and supervisors.
12. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board's policy, S.M. 04 Fund Raising in Schools, contributions made by individual students and/or parents, and costs assumed by individual students and/or parents.
13. All elective personal spending by any of the participants, whether students, parents or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
14. There may be occasions when the approval of an excursion previously granted must be withdrawn. In these situations, the decision will be made by the staff person(s) responsible for the approval, as set out in the School Excursion Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is withdrawn, the staff person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.
15. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding costs contributed or assumed by students, their parents, or staff, is governed by the following:
 - i. the general rule is that the Board will not reimburse students, parents, or staff, for any financial costs contributed or assumed by them;



POLICY SECTION: STUDENTS
 SUB-SECTION: EXCURSIONS
 POLICY NAME: SCHOOL EXCURSIONS
 POLICY NO: S.E.01

- ii. when the ~~the~~ Board itself is reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
 - iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents or staff in connection with any private trip, or in connection with expenditures of a personal nature.;~~and~~
 - iv. ~~the principal shall specifically bring this regulation to the attention of any student or parent who makes a contribution or assumes any cost in relation to an excursion.~~
16. Reasonable attempts will be made to ensure that no student shall be prevented from participating on an excursion through inability to pay.
 17. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school **if their primary trip purpose is to supervise the students on that trip.**
 18. The TCDSB will not assume any liability whatsoever in connection with the organization, development or delivery of any private trip by staff, students, parents/guardians or other stakeholders that fall outside the parameters of this policy.



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

Definitions:

Excursion

An excursion is any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers.

Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi Year Strategic Plan, and in particular, the strategic priority of Living Our **Catholic** Values, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.

Excursions will include, but will not be limited to, the following:

- i. the use of local sites;
- ii. supplementary programs offered at a different location;
- iii. co-instructional programs;
- iv. one day trips within the Greater Toronto Area or beyond;
- v. overnight excursions within Canada; and
- vi. International trips.

Occupational Health and Safety Act

This legislation intends to protect workers from risks and hazards in the workplace. It sets out duties for all workplace parties and rights for workers and establishes procedures for dealing with workplace hazards.



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

Ontario Highway Traffic Act

This legislation applies to the provisional use of commercial and non-commercial motor vehicles on the roads and highways of Ontario, Canada. In the context of this policy, it references the transportation of students during excursions or sporting events.

Ontario Physical and Health Education Association (OPHEA)

OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living.

OPHEA Safety Guidelines must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE)

OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

Private Trip

Private trips are those excursions that have not received the Board's approval, as set out in the School Excursion Handbook, and those trips for which the organizers have not applied for approval. They may involve staff and students of the Board. The Board will assume no liability whatsoever in connection with the organization, development or delivery of the excursion.



POLICY SECTION:	STUDENTS
SUB-SECTION:	EXCURSIONS
POLICY NAME:	SCHOOL EXCURSIONS
POLICY NO:	S.E.01

School Excursion Handbook

The School Excursion Handbook prescribes the operational procedures for all excursions offered at TCDSB, including administrative procedures for planning and supervising excursions, types of excursions, application and permission forms, transportation requirements, emergency planning and insurance. Safety considerations for students involved in activities during an excursion are **also** governed by the OPHEA safety guidelines.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The School Excursion Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.



EXCURSION HANDBOOK

Prepared & Updated By:
Health/Physical Education/Outdoor Education Departments
November 2018

ACKNOWLEDGEMENTS

The Health, Physical and Outdoor Education Department expresses its gratitude to the following for their work in the preparation of this guide and is appreciative of the advice and suggestions made by many supervisory officers.

Dan Koenig, Superintendent, Curriculum & Accountability Team

Nick Biagini, Program Coordinator, Health/Physical/Outdoor Education

Patrick Keyes, Superintendent of Education, Student Success

Ed Cooling, Retired Teacher, Health/Physical/Outdoor Education Department

Agatha Veszeli, Resource Teacher, Health/Physical/Outdoor Education Department

Robert Kelly, Resource Teacher, Health/Physical/Outdoor Education Department

Nelli Domingues, Resource Teacher, Health/Physical/Outdoor Education Department

John Gardiner, Manager, Risk Management

Marco Iorfida, Transportation Planning Officer

Alex Mazzucco, Program Coordinator, Con/Ed/International Ed.

Stefan Barrans, Coordinator, Con/Ed/International Ed.

David Pagniello, Outdoor Education Resource Teacher

In order to improve this resource document, classroom teachers, resource teachers, curriculum facilitators, vice-principals, principals and parents are encouraged to forward comments and suggestions to the Physical/Health/Outdoor Education Department.

Published April, 2007 (Last edited March 2019)

For more information or copies of this document please refer to the TCDSB Intranet
(For staff)

(Supersedes the former TCDSB document titled "Toronto Catholic District School Board
Excursion Handbook" September, 2002)

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TORONTO CATHOLIC DISTRICT SCHOOL BOARD

MISSION STATEMENT

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 AND CATHOLIC VALUES OF TCDSB

Our Vision

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

Our Catholic Values

We believe...

- in the worth and dignity of every person
- in the critical role that our Catholic schools play in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good

- that high standards and expectations foster greater achievement that people thrive in a safe, healthy and compassionate environment grounded in respect for the diversity of every person, that teaching is responsive to individual needs
- that teaching and learning should be rooted in research and evidence
- that each of us shares responsibility for creating collaborative communities of learning
- that equity, diversity, accessibility and inclusivity are integral to the Catholic community
- that the 21st century competencies – collaboration, real world problem solving and innovation, knowledge construction, skilled communication, self-regulation and the use of information communication technology for learning, are essential.

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

The graduate is expected to be:

- A discerning believer
- An effective communicator
- A reflective, creative and holistic thinker
- A self-directed, responsible, lifelong learner
- A collaborative contributor
- A caring family member
- A responsible citizen

FORWORD

School excursions, including residential program experiences, which complement and enrich the school curriculum, are to be encouraged.

Over the years there has been a greater recognition of the importance of out-of-classroom experiences for students. School trips can expand and reinforce concepts learned in the classroom, provide for new and unique learning activities not available in the school, and make learning experiences more interesting and practical for students.

This excursion handbook has been prepared to provide for the safety of students and staff when they are participating in an excursion outside the classroom.

The hope is that through this document the TCDSB will ensure that pupils receive the optimum value from their excursions while keeping their safety foremost in the minds of participating supervisory school personnel.

Any excursion is to be considered as an extension of the school. Therefore all rules and regulations that apply in a school apply to an excursion, where applicable. (e.g. Code of Conduct, smoking, alcohol, drugs, weapons)

Limitations of The TCDSB Excursion Handbook

The TCDSB Excursion Handbook is designed to assist TCDSB staff seeking to enrich student learning. It is written for TCDSB staff in all grades from kindergarten through secondary school. It must be read with an understanding that all situations cannot be covered. For those situations not covered by this document, teachers, school principals and supervisory officers will have to make decisions based on TCDSB Regulations and policy.

Excursion or Activity Not Included in Handbook

If a particular excursion or activity is not included within the TCDSB Excursion Handbook or covered under the OPHEA Physical Education: Ontario Safety Guidelines, please contact the for Health/Physical/Outdoor Education department or your school superintendent for further information.

TCDSB defines an excursion as any event or activity which, for educational purposes, has students leaving school property. The following are items that govern school excursions:

- The excursion shall have an educational purpose with curricular relevance that is clearly identified by staff for students and their parents/guardians.
- The written consent of parents/guardians or students over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control shall be obtained for all excursions. Students over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control. Where the written consent cannot be obtained, the student shall be excluded from the excursion, unless the principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate.
- The principal shall make the decision to approve or not approve any excursion and participants, including those requiring additional approval from senior board officials.
- Student safety shall be the priority in the planning and implementation of all excursions.
- Every reasonable effort shall be made to ensure that all excursions are available and accessible to students with special needs.
- Every reasonable effort shall be made to ensure that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities and exceptionalities of the participants. As far as possible, the excursion shall be appropriate to the cultural backgrounds and experiences of all students.

- Excursion planning shall include careful consideration and preparation in relation to the following: funding, training, travel, supervision, risk management, contingency planning and evaluation.
- An appropriate and related program, including any assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion, without penalty.
- The principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document
- Any vendor used in planning an overnight or international excursion must be selected from the TCDSB Approved Vendor List

SECTION 1

TCDSB Excursion Approval & Document Definitions

1.1 Excursion Approval is required for all Excursions

All excursions require prior approval. This applies to any excursion which may take place on school days and/or weekends, and/or holidays and/or after school hours, pursuant to the procedures and requirements outlined in this document.

1.2 If Excursion approval is not obtained

If prior approval is not obtained, the TCDSB does not assume financial or other responsibility or liability for the excursion.

All TCDSB staff and/or volunteers who do not comply with the pre-approval process and requirements are not covered by the terms of the TCDSB general liability insurance, The Workplace Safety and Insurance Act, or student accident insurance policies. These are serious implications; teachers and principals are strongly advised to comply with these procedures.

1.3 Definitions

(a) **Policy**

A policy is a statement adopted by the TCDSB to chart a course of action.

(b) **Regulations**

Regulations, also adopted by the TCDSB, are detailed rules to be observed when the corresponding policy is put into practice by administration.

(c) **Administrative Procedures**

These are the techniques employed to ensure that regulations are followed. Usually they consist of items such as meetings, permission forms, health forms, identification cards, checklists, emergency procedures and so on.

(d) **Educational Purpose**

The term “**educational purpose**” refers to any event or program that is intended to complement or meet curriculum expectations.

(e) **Certified Teacher**

The term “**certified teacher**” refers to any employee of TCDSB who falls within the term “teacher” as defined in the “Education Quality Improvement Act” and is a member in good standing of the Ontario College of Teachers.

(f) **Occasional Teacher**

A teacher is an occasional teacher if he or she is employed by a Board to teach as a substitute for a teacher or temporary teacher who is or was employed by the Board in a position that is part of its regular teaching staff including continuing education teachers.

- Casuals are occasional teachers hired on a day-by-day basis and are paid a daily rate.
- Long-term occasional teachers sign a contract with a Board for a determined period of time (12 or more school days in the same assignment) within the school year replacing a specific teacher and assuming his or her duties.

(g) **School Excursion**

An excursion is any TCDSB or school approved event or program which, for educational purposes, has students leaving school property. A certified teacher who is a member in good standing of the Ontario College of Teachers must supervise all excursions.

Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi Year Strategic Plan, and in particular, the strategic priority of *Living Our Values*, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.

NOTE: All excursions must be under the supervision of a certified teacher.

Excursions will include, but will not be limited to, the following:

- i. the use of local sites;
- ii. supplementary programs offered at a different location;
- iii. co-instructional programs;
- iv. one day trips within the Greater Toronto Area or beyond;
- v. overnight excursions within Canada; and
- vi. International trips.

(h) **Volunteer Driver**

“Volunteer driver” is defined as an individual, authorized by the principal, who has agreed to transport students using his/her own or another licensed automobile and who meets the requirements of the TCDSB, as outlined in Section 6.6, pages 45.

(i) **Student Driver**

“Student driver” is defined as an individual who is presently attending school and is under the age of 21.

(j) Ontario School Board Insurance Exchange (OSBIE)

The **Ontario School Boards' Insurance Exchange** is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices. The OSBIE website is: www.osbie.on.ca

(k) Ontario Physical Health and Safety Association (OPHEA)

OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living. OPHEA Safety Guidelines **must** be followed when planning activities during all excursions.

(l) Occupational Health and Safety Act

This legislation intends to protect workers from risks and hazards in the workplace. It sets out duties for all workplace parties and rights for workers and establishes procedures for dealing with workplace hazards.

(m) Ontario Highway Traffic Act

This legislation applies to the provisional use of commercial and non-commercial motor vehicles on the roads and highways of Ontario, Canada. In the context of this policy, it references the transportation of students during excursions or sporting events.

(n) School Excursion Handbook

The TCDSB Excursion Handbook prescribes the operational procedures for all excursions offered at TCDSB, including administrative procedures for planning and supervising excursions, types of excursions, application

and permission forms, transportation requirements, emergency planning and insurance. Safety considerations for students involved in activities during an excursion are governed by the OPHEA Safety Guidelines.

(o) **Private Trips**

Private trips are those excursions that have not received TCDSB's approval, as set out in the TCDSB Excursion Handbook, and those trips for which the organizers have not applied for approval. They may involve staff and students of TCDSB. TCDSB will assume no liability whatsoever in connection with the organization, development or delivery of the excursion.

(p) **Volunteer**

A volunteer is an individual who gives of their time, for no remuneration, to assist school staff in carrying out his/her duties. The role and duties of the volunteer are determined by the principal. All volunteers who will be assisting students on a regular and/or an overnight excursion basis will be required to complete a Volunteer Registration Form and a Confidential Information and Communications Form as found in the **TCDSB Volunteer Manual** and shall be required by the Principal to submit a current Police Reference Check **before** the commencement of the assignment.

(q) **Supervisor**

A supervisor for an excursion is an individual who has been assigned specific duties and responsibilities related to the supervision, discipline and safety of the students on an excursion. In order for an individual to be classified as a supervisor on an excursion the person, and therefore included in the determination of the pupil-teacher-ratio, must either be an employee of TCDSB or a volunteer who has completed the requirements as outlined in the **TCDSB Volunteer Manual**.

SECTION 2

TCDSB Policy and Regulations Regarding School Excursions

The items found in this section are quoted directly from the TCDSB policy and regulation number S.E. 01.

Reading this section will provide one with an overview of statements dealing with school excursions. Explanation of the regulations, as well as forms and checklists that are necessary parts of the regulations follow in this document.

School Excursions

Policy:

The Toronto Catholic District School Board believes that well planned educational excursions enhance the physical, emotional, social, spiritual and academic development of the student. Consistent with the TCDSB Multi Year Strategic Plan, the Ontario Curriculum and the Ontario Catholic School Graduate Expectations, all excursions occurring at the TCDSB that has students and staff members leaving the school facility will be for educational purposes. All excursions must follow the operational procedures outlined in the TCDSB Excursion Handbook.

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The TCDSB Excursion Handbook of operational procedures will govern the respective aspects of this policy.

3. All excursions require the appropriate level of approval as prescribed in the TCDSB Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.
4. The TCDSB Excursion Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.
5. The TCDSB Excursion Handbook will contain the applicable administrative practices, rules and procedures which must be followed when dealing with school excursions.
6. All contracts will follow the process outlined in F.P. 01 Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate TCDSB in any way, unless expressly delegated by the Director of Education; except for the person granting the approval. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
7. Relevant information about the excursion will be provided to parents/guardians prior to obtaining permission for their child's participation. Permission forms found in or designed from directions given in the TCDSB Excursion Handbook must be used to secure the permission of parents/guardians.
8. For any overnight excursion, schools shall conduct at least one information meeting for parents/guardians. Exceptions to the requirement for an information meeting are secondary school retreats, TCDSB sponsored leadership programs and secondary school sport teams who have qualified for regional and provincial championships. In these instances, a notice to parents/guardians and signed parent/guardian approval may be considered in lieu of the required information meeting. (Refer to Section 4.11(c), page 26)

9. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education. Overnight and international excursions will be governed by the following:
 - i. Only approved vendors and third party service providers identified in the TCDSB Excursion Handbook can be used to support an overnight or international excursion.
 - ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff or staff family members participating in a school excursion.
 - iii. No personal profit or remuneration will be gained by any staff or staff family members of the TCDSB in regards an excursion.
 - iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.
 - v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for students.
10. Secondary school principals are authorized to approve excursions for retreats and school sport teams within Ontario. When other recreational activities are included in such excursions, approval is required as set out in the TCDSB Excursion Handbook.
11. In the event that a school team, or an individual representing the school, qualifies as a finalist for further imminent competition, approval may be granted immediately by the superintendent for overnight excursions within Canada, provided that the possibility of such excursions was discussed and communicated to parents/guardians at the beginning of the sport season and the parents/guardians have given their written approval. (Refer to Section 4.11(c), page 26).

12. The safety and supervision of all students in excursions is of utmost importance.

The rules regarding safety and supervision will be as contained in the TCDSB Excursion Handbook.

13. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.

14. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the TCDSB Excursion Handbook, including matters relating to:

- i. relevance to the curriculum, where applicable;
- ii. supervision ratios;
- iii. transportation;
- iv. excursion itineraries/activities;
- v. emergency plans

15. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the TCDSB Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:

- i. Student Accidents – Ontario School Board Insurance Exchange
- ii. Staff Accidents – The Occupational Health and Safety Act.

16. On those occasions where an excursion includes a Sunday, the teacher's plan shall specify participation in the Sunday Eucharist for all students and supervisors. (Refer to Section 4.21, page 30)

17. When TCDSB has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for

the excursion in accordance with the Board's policy, S.M. 04 Fund Raising in Schools, contributions made by individual students and/or parents/guardians, and costs assumed by individual students and/or parents/.

18. All elective personal spending by any of the participants, whether students, parents/ or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; TCDSB cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
19. There may be occasions when the approval of an excursion previously granted must be withdrawn, the decision will be made by the staff person(s) responsible for the approval, as set out in the TCDSB Excursion Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is withdrawn, the staff person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.
20. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding cost contributed or assumed by students, their parents/, or staff, is governed by the following:
 - i. The general rule is that TCDSB will not reimburse students, parents, or staff for any financial cost contributed or assumed by them.
 - ii. When TCDSB itself is reimbursed for some or all of the total cost of an excursion, TCDSB will share equitably the amount received in proportion to the losses incurred by the participants, including the TCDSB itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants.

- iii. There are no circumstances in which TCDSB will reimburse or offer any reimbursement in respect of expenses incurred by students, parents, or staff in connection with any private trip or in connection with expenditures of a personal nature and the principal shall specifically bring this regulation to the attention of any student or parent/ who makes a contribution or assumes any cost in relation to an excursion.

21. Reasonable attempts will be made to ensure that no student shall be prevented from participating in an excursion through inability to pay.

22. The TCDSB extends to all teachers, students and volunteer supervisors on TCDSB approved excursions the same liability coverage that would extend to them in the normal day to day operation of the school.

23. The TCDSB will not assume any liability whatsoever in connection with the organization, development or delivery of any private trip by staff, students, parents/guardians or other stakeholders that fall outside the parameters of this policy.

24. The TCDSB assumes no responsibility or liability for activities or events that do not comply with requirements outlined in this document. Teachers shall not become involved in student activities or events that do not meet the requirements outlined in this document.

25. No TCDSB employee shall engage in distribution of any literature on school property or use any equipment or property of the TCDSB to organize, promote or discuss any excursions that do not comply with the requirements outlined in this document, unless specific approval is obtained in advance.

26. No TCDSB employee shall use any forms, literature or any documents that may indicate to the parents/guardians or the students that unapproved excursions have been approved by the TCDSB.

27. Any marketing or advertising materials that include TCDSB or School's name, including logo, must be approved by TCDSB prior to incorporating them in any promotion, literatures or brochures.
28. Any teacher or principal who becomes aware of an activity or event that has not been formally approved according to the requirements of this document, shall make every effort to inform the students involved, and their parents/guardians, that the TCDSB does not assume any responsibility for such activity or event.
29. Private trips are those excursions that have not received TCDSB approval, as set out in the Handbook, and those trips for which the organizers have not applied for approval.
30. Travel and tour operator must provide the copy of travel medical insurance coverage to TCDSB prior to the trip for the teacher/supervisor/any TCDSB employees, who are travelling with the group. The details must include the type of coverage and minimum limits.
31. Outside groups including colleges/universities, particularly adults, must not be combined with TCDSB school trips except other Board Schools.
32. Tour operator must provide some form of photo identification. (e.g. driver license, passport) for any adults, not TCDSB employees, travelling with the TCDSB group. The principal must verify the original photo identification, prior to the excursion. A copy of the photo identification must be left on file at the school.

SECTION 3

Activities on School Excursions

3.1 OPHEA Safety Guidelines

Schools must refer to the appropriate OPHEA Safety Guidelines prior to taking part in any activity.

3.2 Activities not Covered in the OPHEA Safety Guidelines

For participation in an activity not specifically covered in the OPHEA Safety Guidelines permission of the area superintendent is required.

For examples of risk exposures that may be beyond the control of school resources or falls outside the intended design of the school premises go to:

<https://www.osbie.on.ca/riskapp/school-activities.aspx>

3.3 Areas Where No Travel is Allowed

No school may organize travel to:

- (a) natural disaster areas
- (b) war zones
- (c) regions with political or civil instability.

SECTION 4

Procedures for Taking Students on Excursions

4.1 Definition of Excursion

- (a) An excursion is any TCDSB or school approved event or program which, for educational purposes, has students leaving school property. Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi Year Strategic Plan, and in particular, the strategic priority of *Living Our Values*, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.

4.2 All Excursions Require Approval

All excursions require approval. This applies to any excursion which may take place on school days and/or weekends, and/or holidays and/or after school hours. If the school is responsible for organizing the excursion, approval must be obtained and all requirements which follow in this document must be met. If approval is not obtained, TCDSB schools or other sites will not support the event.

- a. Only approved vendors and third party service providers identified in the TCDSB Excursion Handbook can be used to support an overnight or international excursion.
- b. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for student.

4.3 Curricular Relevance of Excursions

Any excursion, except for co-instructional excursions, must have curricular relevance in order to be considered for approval. This means the participants must be involved in activities that relate directly to the curriculum expectations for the group. As part of the approval application, excursion organizers must include specific reference to curriculum expectations.

For example, a day excursion to a ski resort for a grade eight class could be considered for approval because it meets specific curriculum expectations:

By the end of grade 8, students will:

- Participate on a regular basis in physical activities that maintain or improve physical fitness.
- Follow safety procedures related to physical activity, equipment, and facilities, and continue to take responsibility for personal safety

4.4 Co-Instructional Excursions

Co-Instructional activities are an important aspect of any school program. As part of co-instructional activities many schools organize excursions. These excursions must be planned and organized according to the procedures laid down in the Handbook.

Section 1(1) of the Education Act defines co-instructional activities as follows:

“ . . . activities other than providing instruction that,

- a) support the operation of schools,
- b) enrich pupils' school-related experience, whether within or beyond the instructional program, or
- c) advance pupils' education and education related goals, and includes but is not limited to activities having to do with school-related sports, arts and cultural activities, . . .

Organizers of excursions that are to be considered co-instructional must be able to justify the excursion as it relates to the above definition. Excursions in isolation or of dubious relevance will not be approved.

4.5 Signing Contracts for Excursions

Any contract must be signed by the person granting the approval for the excursion. That is as follows:

- Day trips – Principal
- Overnight trips within Canada – Superintendent
- International Trips – Director of Education or designate

4.6 Signing Waivers / Elements of Risk Notice

Waivers can only be signed by parent/guardian, student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control.

The OSBIE/TCDSB Informed Consent Form, or equivalent supplied by the activity vendor, should be used for all higher risk activities. Uses include: a) activities involving water, b) contact sports (i.e. hockey, football, rugby, etc...), c) activities more susceptible to slips and falls (i.e. skating, skiing, zip lining, rock climbing walls, etc...).

For Long Distance Running activities, a permission form including an elements of risk notice should be used (see Cross Country Running Parent/Guardian Permission form)

4.7 Excursion Type and Who Grants Approval

(If unsure of from whom to seek approval contact the Outdoor Education Department or your superintendent)

Excursion Type	Examples	Approved By
Use of local site (No transportation required)	<ul style="list-style-type: none"> Walking trip to local park Skating at local arena Local tournament (soccer, volleyball, chess, etc.) 	Principal
Supplementary programs offered at different locations	<ul style="list-style-type: none"> Ontario Science Centre Art Gallery Computer lab Swimming program Royal Ontario Museum 	Principal
One day trips within Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	<ul style="list-style-type: none"> A one day tournament (soccer, volleyball, chess, etc.) where transportation is required Tour of Ontario Science Centre, Art Gallery, ROM Day trip to Niagara Falls One day visit to Conservation Centre, (Kortright, Pioneer Village etc.) Historical walk of downtown Toronto A one day ski trip (downhill or cross-country) 	Principal
One day trips within Canada involving water related activities <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	<ul style="list-style-type: none"> Use of any small water crafts Use of the Water Park at Canada's Wonderland One day visit to Wet N' Wild Toronto One day visit to an outdoor education centre which involves swimming 	Superintendent upon recommendation of Principal
Overnight excursions within Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	<ul style="list-style-type: none"> Outdoor Education Excursion to a residential centre (Lake St. George, Teen Ranch, Mansfield) Residential excursion to an outdoor centre (Albion Hills, Claremont, Pioneer Camp, Muskoka Woods etc.) Tournament requiring a stay of one or more nights A band or choir excursion requiring a stay of one or more nights Excursion to Ottawa, Montreal, Quebec City, etc. Any excursion requiring a stay of one or more nights Camping trips, canoe trips etc. 	Superintendent upon recommendation of Principal

Excursions - outside of Canada <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ul style="list-style-type: none"> • School excursion to Italy, United States, Germany etc. • International Tournament (sports, arts etc.) • Band or choir excursion to a foreign country • School group (language, history etc.) trip to a foreign country 	Director of Education or designate upon recommendation of Superintendent and Principal
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4.8 Non-Sanctioned Excursions

Trips that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved. Certain activities should not be approved because they are deemed to be unsafe. Examples of such activities include, but are not limited to: white water rafting, white water canoeing, white water kayaking, paint-ball games, para-sailing, hang gliding and bungee jumping, ‘swimming parties’ at private or non-regulated pools, rivers or lakes and hot-air balloon rides.

Other examples of risk exposures that may be beyond the control of school resources or falls outside the intended design of the school premises go to:

<https://www.osbie.on.ca/riskapp/school-activities.aspx>

4.9 All Excursions Supervised by a Certified Teacher

A certified teacher who is a member in good standing of the Ontario College of Teachers must supervise all excursions. This person will be referred to as “teacher-in-charge”.

4.10 Types of TCDSB Excursions

Refer to the chart in Section 5.1 page 35, for the appropriate form(s) to use for each of the following types of excursions.

(a) Use of Local Sites:

These sites are those to which students walk from the school.

(b) Supplementary Programs Offered at a Different Location:

These activities are regularly scheduled events to supplement classroom teaching, which may require transportation to the site. Supplementary

programs are considered programs that are repetitive in nature rather than a single event, such as swim programs, skating programs, and computer centres.

(c) **One-Day Trips within Canada:**

These are to a facility offering a program at a site where transportation is required, e.g., Kortright Centre for Conservation, Royal Ontario Museum, Black Creek Pioneer Village, Royal Winter Fair.

(d) Co-Instructional Excursions (local day trips):

These activities are outgrowths of programs but are NOT mandated by the Ministry of Education. These take place off school property and may require transportation, e.g., sports tournaments, debating events, choir or band rehearsals and performances, and regional computer labs. These are considered single excursion events.

It is recommended that there be two or more adult supervisors, one of which is to be a certified teacher.

(e) Overnight Excursions within Canada:

These involve overnight stays and transportation to the site, e.g., TRCA Field Centres, trips to Quebec City or Ottawa, camping trips, band tours and exchanges.

(f) Trips/Excursions Outside of Canada:

These include one day and overnight trips. Because these trips have implications for health insurance and/or liability insurance, they require the approval of the Director of Education, or designate.

NOTE: “Private trips” are not to be considered as a TCDSB excursion. (refer to (o). page 10; #29, page 17 for more information on TCDSB policies related to private trips.)

4.11 Principal’s Responsibilities for Overnight School Excursions: Within Canada

For each trip/excursion for which a stay of one or more nights is involved, the school principal shall:

- (a) Complete the **School Excursion Approval Application Form**, (Appendix IV page 127), and submit it to the appropriate area superintendent. For TCDSB - subsidized excursions, this form is to be submitted a minimum of **5 weeks** before the departure date. For excursions other than TCDSB

subsidized excursions, the form is to be submitted a minimum of **8 weeks** before the departure date.

- (b) Complete and sign the **Principal's Checklist**, (Appendix IV, page 128) and submit this form along with the **School Excursion Approval Application Form**. (see (a) above.)
- (c) Conduct an information meeting for the parents/guardians of students involved at least **3 weeks** before the proposed excursion. Exceptions to the requirement for an information meeting are secondary school retreats, TCDSB sponsored leadership programs and secondary school sport teams that have qualified for regional and provincial championships. In these instances, a notice to parents and a signed parental approval may be considered in lieu of the required information meeting. If, however, additional sports and/or recreational activities are planned as part of the retreat or championship tournament, an information meeting **must be held**.
- (d) At the information meeting the principal shall arrange for the distribution of a sheet which outlines: expected outcome of the excursion; expectations of students with regard to behaviour and comportment; consequences of failure to live up to the stated expectations; and spaces for signatures of student and parent or guardian;
- (e) Make transportation arrangements. (Refer to Section 6, "**Transportation**" pages 42-49 for more information)
- (f) Obtain a **Permission form** and **Student Health and Safety form** signed by a parent/guardian for each student.
- (g) Make copies and share any **Student Plans of Care** with the supervising teacher(s)

4.12 Principal's Responsibilities for International Excursions

Please refer to Appendix I, pages 88-116 for what is required when planning an international excursion.

4.13 Staff Meeting Required for The TCDSB Excursion Handbook Review

At the beginning of the school year, the principal shall set aside one staff meeting or part thereof, to discuss student safety and behavior, and provide attendees an opportunity to review the TCDSB Excursion Handbook and the individual school “Code of Behavior”.

4.14 Teacher-in-charge of Excursion

One teacher on any excursion must be appointed as “teacher-in-charge” of the excursion. The teacher-in-charge of the excursion must be aware of, and make sure that all other supervisors are aware of, the **Emergency Action Plan(s)** for each excursion, (refer to Appendix V, pages 144-157, for more information). Supervisors must be well acquainted with the items contained in the TCDSB Excursion Handbook.

Please note that occasional teachers are not to be considered as teacher-in-charge of an excursion.

4.15 Planned Outline of Excursion Required

A teacher must submit to the principal, for his/her approval, a planned outline of each excursion well in advance of the excursion date.

4.16 Consumption of Alcohol by TCDSB Staff on Excursions Prohibited

A staff member, while holding personal responsibility for the well-being and safety of students, will not consume alcoholic beverages at any time during excursions.

4.17 Supervision Requirements

At least one of the adult supervisors on the excursion **must** be a certified teacher from the school involved. For any **extended and/or overnight excursions** in which students of both sexes are involved, **adult supervisors of both sexes** must be present.

(a) Number of Adult Supervisors for Excursions Within Canada

A sufficient number of adult supervisors must be provided to ensure that adequate care is taken of the students. Every reasonable precaution shall be taken to ensure the safety of students while on a school excursion.

As children grow in age and experience, the ratio of supervisors to students should reflect this change. With respect to supervision, the following minimum ratios are required for excursions that do NOT involve water related activities:

Grade Level	Ratio*
Kindergarten	1:6
Primary (Gr. 1-3)	1:10
Junior (Gr. 4-6)	1:15
Intermediate (Gr. 7-10)	1:20
Senior (Gr. 11 and up)	1:25

In the case of split grades the lower grade level ratios are to apply.

***For Excursions involving Water Related Activities – Please refer to the *Quick Reference Chart* for the related Supervision Ratios– Section 8.8, page 60**

(b) Number of Adult Supervisors for International Excursions

Grade Level	Ratio
Intermediate (Gr. 7-10)	1:12
Senior (Gr. 11 and up)	1:12

(c) **“Buddy System” Required**

The teacher-in-charge of the excursion must organize a “buddy system” so that student numbers can be determined quickly in the event of an emergency.

4.18 Requirements for Adult Volunteers for Excursions

Principals may assign to a person who volunteers to serve, without remuneration, such duties in respect of the school as are approved by TCDSB, and may terminate such assignment (Education Act s.171 (1)(4).)

The principal shall:

- ensure all volunteers on overnight excursions, complete a Volunteer Registration Form and a Confidential Information and Communication Form as found in the TCDSB Volunteer Manual and ensure said volunteer submits to a current Police Reference Check, (PRC) including the Vulnerable Sector Screening Process, prior to the excursion

Note: volunteers for day excursions are excluded from obtaining a PRC

- ensure that all volunteers are supportive of the TCDSB’s Mission Statement and the basic tenets of the Catholic School System;
- ensure that volunteers are aware of and supportive of all relevant TCDSB policies;
- be responsible for the recruitment, evaluation and termination of volunteers;
- be responsible for an orientation session for volunteers; and
- ensure that duties of teachers under the Education Act and its Regulations are respected. Volunteers must not assume the duties of teachers as defined in the Education Act and its Regulations.

The volunteers shall:

- function under the direction and supervision of the principal and staff to whom they are assigned;
- strictly respect the principle of confidentiality.

Special Note: Appendix VI pages 158-160, ***“SUGGESTIONS FOR VOLUNTEERS ON EXCURSIONS”*** can be copied and provided to volunteers to give them specific information on what is expected of volunteers on field trips.

4.19 Inclusion of Students Unable to Pay for Trip

Reasonable attempts will be made to ensure that no student be prevented from participating through inability to pay. However no trip need be cancelled because someone cannot pay.

4.20 Students Remaining at School

The principal shall make adequate provision for profitable schoolwork for those remaining at school.

4.21 Sunday Eucharist

Where an excursion includes a Sunday, the teacher-in-charge of the excursion's plan shall specify participation in the Sunday Eucharist for all students and supervisors.

4.22 Students Billeted in Homes in Other Locations

The TCDSB advises against billeting students as this would expose our students to an unacceptable level of risk for personal harm because there is no way to adequately assess the character and background of the billeting family. Even if parents consent to this form of billeting arrangement and agree to hold the Board harmless, the Board can still be exposed to significant financial and legal risk.

4.23 Christmas Break or March Break Trips

These popular trips are subject to all approvals as outlined in the TCDSB Excursion Handbook. Teacher-organizers must first obtain approval, from their principal, **before starting** with any planning and/or contracts.

4.24 Statement of Disclosure

The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff or staff family members participating in a school excursion.

No personal profit or remuneration will be gained by any staff or staff family members of the TCDSB in regards an excursion.

Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.

Please refer to TCDSB policy on Conflict of Interest Board Policy H.M.31.

4.25 Chart of Excursion Type and Steps Required – What I have to do!

The following chart is intended as a guide to assist teachers in organizing excursions. However teachers **must** review the relevant sections of the Handbook when planning an excursion. An excursion that involves watercraft, water activities, additional risk etc. requires further planning than what is outlined below.

Excursion Type	Steps Required – What I have to do!
Use of local site	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – Local and Regular Use Sites (page 130) completed once each school year for entire school year. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each excursion. 3. Copy of Student Plan of Care reviewed and carried for those students who require one 4. Emergency Action Plan for Injuries completed once each school year for the local and regular use site(s) covered by the permission form. (refer to page 147) 5. Emergency Action Plan for Transportation completed once each school year for the local and regular use site(s) covered by the permission form. (refer to page 152)
Supplementary programs offered at different locations	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – Local and Regular Use Sites (page 130) completed once each school year for entire school year. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each program or excursion. 3. Copy of Student Plan of Care reviewed and carried for those students who require one 4. Emergency Action Plan for Injuries completed once for each program covered by the permission form. (refer to page 147) 4. Emergency Action Plan for Transportation completed once for each program covered by the permission form. (refer to page 152)
One day trips within Canada <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. Copy of Student Plan of Care reviewed and carried for those students who require one 3. Informed Consent Form – for use with higher risk activities (page 138) 4. Student Participation Checklist for Water Related Activities (pages 133-4) 5. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each program or excursion. 6. Emergency Action Plan for One-Day Excursion (Injuries and Transportation) completed once for each program covered by the permission form. (refer to page 154)

Excursion Type	Steps Required – What I have to do!
<p>Overnight excursions within Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. School Excursion Approval Application Form (page 127) - completed for each excursion and sent with completed Principal's Checklist to Superintendent for approval. 2. Principal's Checklist (page 128) completed once for each excursion and attached to School Excursion Approval Application Form. 3. Have a parent meeting at least 3 weeks prior to each excursion. 4. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 5. Student Participation Checklist for Water Related Activities (pages 133-4) 6. Student's Health and Safety Information Form (pages 135-36) - completed once for each excursion. The teacher-in-charge must sign and keep a copy of this form with them and one copy left in school office prior to each excursion. 7. Copy of Student Plan of Care reviewed and carried for those students who require one 8. Consent To Medical Treatment Form (page 137) - completed once for each excursion. The teacher-in-charge must keep a copy of this form with them and one copy left in school office prior to each excursion. 9. Emergency Action Plan for Injuries completed once for each excursion covered by the permission form. (refer to page 147) 10. Emergency Action Plan for Transportation completed once for each excursion covered by the permission form. (refer to page 152)

Excursion Type	Steps Required – What I have to do!
<p>Excursions - outside of Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. Document One: School Excursion Application Form for International Excursions (refer to page 101) - completed for each excursion and sent to school principal or department head for approval. If necessary Document Two: Pre-Tour Checklist before Signing Agreement/Paying Deposit provided to tour operator (page 102-3). 2. Document Three: Excursion Approval Form and Documents / Information Required from Tour Operator for all International Excursions (4 pages) (refer to pages 104-8) and Document 4: Principal/Coordinator's Checklist (refer to page 109) Complete both and forward to Director of Education or designate for approval. 3. Once approval from Director of Education or designate then teacher-in-charge can: <ul style="list-style-type: none"> • have a parent/guardian meeting to outline trip at least 3 weeks prior to excursion • develop a comprehensive parent/guardian permission form as outlined in planning guide 4. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 5. OSBIE Informed Consent Form – for higher risk activities (page 138) 6. Student Participation Checklist for Water Related Activities (pages 133-4) 7. Student's Health and Safety Information Form (2 pages) (refer to pages 135-6) - completed once for each excursion. The teacher-in-charge must sign and keep a copy of this form with them and one copy left in school office prior to each excursion. 8. Copy of Student Plan of Care reviewed and carried for those students who require one 9. Consent To Medical Treatment Form (refer to page 137) - completed once for each excursion. The teacher-in-charge must keep a copy of this form with them and one copy left in school office prior to each excursion. 10. Make it a requirement that all participants purchase Travel Medical and Trip Cancellation Insurance. 11. Emergency Action Plan for Injuries completed once for each excursion covered by the permission form. (refer to page 147) 12. Emergency Action Plan for Transportation completed once for each excursion covered by the permission form. (refer to page 152)

SECTION 5

Excursion Forms

5.1 Chart of Excursion Type and Permission Form Required

Excursion Type	Permission Form(s) Required	Approved By
a) Use of local site b) Supplementary programs offered at different locations	Parent/Guardian Permission Form – Local and Regular Use Sites (page 130)	Principal
One day trips within Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	Parent/Guardian Permission Form – All Excursions (page 131-2) OSBIE Informed Consent Form – for use with higher risk activities – (page 138)	Principal
One day trips within Canada involving water related activities <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	Parent/Guardian Permission Form – All Excursions (page 131-2) OSBIE Informed Consent Form (page 138) Student Participation Checklist for Water Related Activities (pages 133-4)	Superintendent upon recommendation of Principal

<p>Overnight excursions within Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. <i>School Excursion Approval Application Form</i> (page 127) <u>and</u> 2. <i>Principal's Checklist</i> (page 128) <u>and</u> 3. <i>Parent/Guardian Permission Form – All Excursions</i> (page 131-2) 4. <i>OSBIE Informed Consent Form</i> – for higher risk activities (page 138) – as required 5. <i>Student Participation Checklist For Water Related Activities</i> – (pages 133-4) – as required 6. <i>Student's Health and Safety Information Form</i> (2 pages) (refer to pages 135-6) - completed once for each excursion. The teacher-in-charge must sign and keep a copy of this form with them and one copy left in school office prior to each excursion. 7. <i>Consent To Medical Treatment Form</i> (refer to page 137) - completed once for each excursion. The teacher-in-charge must keep a copy of this form with them and one copy left in school office prior to each excursion. 8. Make it a requirement that all participants purchase Travel Medical and Trip Cancellation Insurance. 9. <i>Emergency Action Plan for Injuries</i> completed once for each excursion covered by the permission form. (refer to page 147) 10. <i>Emergency Action Plan for Transportation</i> completed once for each excursion covered by the permission form. (refer to page 152) 	<p>Superintendent upon recommendation of Principal</p>
<p>Excursions - outside of Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. <i>Document One: School Excursion Application Form for International Excursions</i> (refer to page 101) 2. <i>Document Three: Excursion Approval Form and Documents/ Information Required from Tour Operator for all International Excursions</i> (refer to pages 105-108) <u>and</u> 3. <i>Document 4: Principal/Coordinator's Checklist</i> (refer to page 109) <u>and</u> 4. <i>Parent/Guardian Permission Form</i> (pages 131-2) 5. <i>OSBIE Informed Consent Form</i> – for use with higher risk activities (page 138) – as required 6. <i>Student Participation Checklist for Water Related Activities</i> (pages 133-4) – as required 	<p>Director of Education or designate upon recommendation of Superintendent and Principal</p>

5.2 School Excursion Approval Application Form – Overnight Trips Within Canada (Appendix IV, page 126)

The use of the School Excursion Approval Application Form is compulsory. It is to be completed and submitted by the principal to the field superintendent.

(Refer to chart Section 5.1, page 35)

An approved excursion (i.e. one which has the appropriate level of signed approval of the principal, field superintendent and/or director) means that the TCDSB takes responsibility for supervision, program relatedness and its share, if any, of financial responsibilities.

Approval is required before ANY contract with carriers and/or travel agents and/or program personnel can be signed.

A copy of the School Excursion Approval Application Form can be found in Appendix IV, page 128. Schools can copy this form or download copies from the TCDSB's Intranet or the Physical/Health/Outdoor Education website.

This application form **IS NOT REQUIRED** for single day excursions in the immediate surrounding area. (Refer to chart Section 5.1, page 35, for appropriate form for single day excursion.)

5.3 Principal's Checklist (Appendix IV, page 128)

The "Principal's Checklist" must be completed and submitted with the School Excursion Approval Application Form. It is intended to provide the superintendent with the information necessary to make a decision on whether to grant approval for the excursion.

5.4 Teacher's Checklist (Appendix IV, page 129)

The "Teacher's Checklist" is provided as a guide to assist teachers in planning an excursion.

5.5 Standard TCDSB Parent/Guardian Permission Forms

(a) Parent/Guardian Permission Form for Local and Regular Use Sites – Annual Use Form (Appendix IV, page 130)

For local and regular use sites which students walk from the school, such as a church, park, natural area etc. This form is to be completed once each school year for the entire year. The form should be completed in duplicate and sent home with the students. One copy is to be signed by the parent/guardian and returned to school and one copy is to be kept at home.

A second use for the annual use form is when a supplementary program is offered. This could include activities such as skating programs, art classes, computer labs, etc. The form should be completed as above. If transportation is required then the teacher-in-charge must complete the EAP for transportation (refer to Appendix V, pages 151-152).

(b) Parent/Guardian Permission Form- All Excursions (Appendix IV, pages 131-2)

This form can be used for all single day and overnight excursions.

5.6 Student Participation Form for Water Related Activities (Appendix IV, pages 133-4)

Any Excursion that involves a water related activity needs to use this checklist.

A copy of this checklist is to be submitted to the Principal and Superintendent, along with all other related forms, for approval. Water activities may include but are not limited to: swimming, use of small water craft, water park activities.

5.7 Student Health and Safety Information Form

(Appendix IV, pages 135-6)

The Student Health and Safety Information Form is to be used for all overnight excursions and all sports team participants. The information on this form is to be kept confidential. It is necessary for the well-being of the student that the information be as complete as possible. The teacher-in-charge of the excursion is required to ensure the forms are completed properly and is to sign each form. A copy of this form should be kept at the school and a signed copy carried by the teacher-in-charge of the excursion. These forms are specific to an excursion and should be disposed of in an appropriate manner after the excursion is completed.

If a parent/guardian refuses to provide completed forms it is at the discretion of the appropriate superintendent to grant permission for the student to attend the excursion.

5.8 Consent to Medical Treatment Form (Appendix IV, page 137)

The Consent to Medical Treatment form is to be used for all overnight excursions. This form allows a student to receive medical treatment in case of an emergency or when a parent/guardian cannot be reached. These forms are specific to an excursion and should be disposed of in an appropriate manner after the excursion is completed.

If a parent/guardian refuses to provide completed forms it is at the discretion of the appropriate superintendent to grant permission for the student to attend the excursion.

A copy of this form should be kept at the school and a copy carried by the teacher-in-charge of the excursion.

5.9 Volunteer Driver - Authorization to Transport Students Form (Appendix IV, pages 139-140)

The “**Volunteer Driver - Authorization to Transport Students Form**” is to be completed by any person who will be transporting students in a non-school vehicle.

The form is in three parts as follows:

- **Part 1** – to be completed by all volunteer drivers.
- **Part 2** – to be completed and attached to Part 1 if the volunteer driver is not the vehicle owner.
- **Part 3** – to be completed and attached to Part 1 if the volunteer driver is a student.

For more information about requirements for volunteer drivers refer to Section 6.7 pages 45-47.

5.10 Transportation Form – Ordering TTC Tickets (Appendix IV, page 141)

The regular TCDSB Transportation Form is to be used when ordering TTC tickets. The completed form is to be sent to the Student Transportation Services Department.

5.11 Media Consent Form (Appendix IV, page 142)

The Media Consent Form is to be used for an excursion when the students may be either interviewed or photographed by the media. No student may be interviewed or photographed, by the media, unless this form is signed by the parents/guardians prior to the excursion.

5.12 Emergency Action Plan for Injuries Form (Appendix V, page 147)

For all excursions an Emergency Action Plan for Injuries must be completed. Please review page 147 prior to completing this form. A copy of this form must accompany the teacher-in-charge of the excursion and a copy must be left at the school office.

5.13 Emergency Action Plan for Transportation Form

(Appendix V, page 152)

For all excursions where transportation is part of the excursion an Emergency Action Plan for Transportation must be completed. Please review pages 151-152 prior to completing this form. A copy of this form must accompany the teacher-in-charge of the excursion and a copy must be left at the school office.

5.14 Emergency Action Plan for One Day Excursion (Injuries and Transportation) (Appendix V, page 154)

This form is designed for excursions that take place in a single day and require transportation. It is a combined simplified version of the above two forms. A copy of this form must accompany the teacher-in-charge of the excursion and a copy must be left at the school office.

5.15 Bus Seating Plans - (Appendix V, Pages 155-157)

For all excursions where a school bus or highway coach is used to transport students a bus seating plan must be completed and attached to the EAP for Transportation.

- School Bus Seating Plan for Grades K-5 – 3 Students per Seat (155)
- School Bus Seating Plan – 2 Students per Seat (156)
- Highway Coach Seating Plan (157)

5.16 OSBIE Informed Consent Form – (Appendix IV, Page 138)

The OSBIE Informed Consent Form, or waiver forms supplied by activity vendors, should be used for all higher risk activities. Uses include: a) activities involving water, b) contact sports (i.e. hockey, football, rugby, etc...), c) activities more susceptible to slips and falls (i.e. skating, skiing, zip lining, rock climbing walls, etc...).

SECTION 6

Transportation

6.1 Emergency Action Plan for Transportation

In any situation where transportation (e.g. bus, car, train, plane, boat, canoe, horse etc.) is part of an excursion there are a variety of concerns that must be dealt with prior to the excursion. An Emergency Action Plan (EAP) for Transportation must be prepared. Items that may be included in an EAP for transportation can be found in, Appendix V, pages 150-152. A copy of this form (page 152) must accompany the teacher-in-charge of the excursion and a copy must be left at the school office.

6.2 School-Arranged Transportation

Once approval for an excursion has been granted, the school principal will arrange his or her own transportation. Contact Student Transportation Department for a list of TCDSB recommended transportation companies. If another company is used the principal must ensure the company has adequate insurance. In the latter case refer to Appendix X Insurance Requirements for Transportation of Students pages 173-174.

For overnight trips once transportation has been arranged the principal will notify the Superintendent indicating the name of the carrier, the destination, accommodation(s) and the name of a contact person. The contact person would usually be the teacher-in-charge of the excursion. The name of a contact person is necessary in case the bussing arrangements have to be changed due to an emergency or inclement weather.

For excursions where travel by watercraft is necessary please refer to Section 10, **“Activities Involving Watercraft”**, pages 65-67.

6.3 Renting Vehicles

1. It is highly recommended that vehicles such as vans, buses etc. not be rented by parents, students or employees for transporting students. If a parent, student or employee does rent such a vehicle - for the transportation of students - then they should do so in the name of TCDSB. In addition all the rules and regulations apply that relate to:
 - volunteer drivers
 - provincial licensing requirements
2. If a parent, student or employee has a rental vehicle for personal use and at that time volunteers to transport students then the same rules and regulations apply as if the driver used his/her own personal vehicle.
3. Schools are asked to no longer, purchase, rent or lease 10+ passenger vans given the poor safety record of these vehicles. Parent volunteers with access to these types of vehicles should not be allowed to transport students.
4. Principals must make parents, students or employees who rent vehicles aware of the OSBIE requirements for rental of vehicles (see excerpt below) - refer to the OSBIE website for a complete and up-to-date version of the OSBIE document

Rental/Temporary Substitute/Donated/Borrowed Vehicles

*In 2006, changes to the Ontario Highway Traffic Act and the Insurance Act made the personal automobile Third Party Liability of a RENTER of any vehicle in Ontario the primary coverage. To address cases where employees rent vehicles to conduct school board business in Ontario, effective January 1, 2007, OSBIE members carrying their Fleet Auto insurance with OSBIE can purchase an endorsement to make the board's Third Party Automobile Liability coverage primary. **For this endorsement to apply, any vehicles rented by employees for school board business up to 30 days must be in the name of the school board.** (n.b. as of the printing of this document TCDSB has purchased this endorsement).*

Legal Liability for damage to non-owned vehicles is covered for rental vehicles under the Comprehensive General Liability policy, Endorsement #2, subject to a \$250 deductible. From a risk management perspective, however, it is recommended that school boards advise employees to purchase the Deductible Waiver coverage available on a daily rate through the rental agency. This will make the rental agency's coverage primary if there is any damage to the rental vehicle itself, and will reduce the effect of claims experience rating on the school board's premiums.

6.4 Bus Seating Plan

For excursions where a bus is used to transport students, other than public transit, a bus seating plan must be completed and copies attached to the EAP for Transportation. Blank copies of various bus seating plans can be found in, Appendix V, pages 155-157.

6.5 Severe Weather or Poor Driving Conditions

- (a) During severe weather or poor driving conditions, principals must ensure that weather and road conditions are conducive to travel before students leave for an excursion.
- (b) An excursion may not leave the school by vehicle if any one or more of the following exist:
 1. There are blizzard conditions en route or Environment Canada forecasts blizzard or severe weather conditions.
 2. The Ontario Provincial Police has issued an advisory against travel on any en route highway.
 3. The wind-chill falls in the "very high or extreme" categories as defined by Environment Canada.
 4. On return trips the teacher-in-charge must verify weather and road conditions. Every reasonable effort must be made by the teacher-in-charge to contact the school principal to assist in making the decision to change the trip itinerary.

6.6 Students Arranging Own Transportation

From time to time, for the sake of convenience, students on a one-day excursion are requested to travel to or from a location other than their home school.

(a) Elementary Students

Elementary grade students are not to travel without appropriate supervision to or from locations. All excursions begin and end at the home school unless a parent requests, in writing, a different procedure for his/her child. This parental request must be subsequently approved by the principal or supervising officer.

(b) Secondary Students

Secondary School groups will have to decide on a procedure, appropriate for the age of the students and the circumstances involved. For example, it may not be appropriate for individual students to travel without appropriate supervision late in the evening. However signed parental permission must be received prior to allowing any student(s) to make arrangements or plans that allow him/her to travel unsupervised. The information from the parents must include information on what alternative arrangements have been made.

6.7 Volunteer Drivers

“Volunteer drivers” are defined as individuals, authorized by the principal, who have agreed to transport students using their own or another licensed automobile and who meets all the requirements of the TCDSB, as outlined below.

Prior to any student being transported by a volunteer driver the teacher-in-charge of the excursion is expected to ensure that all the relevant sections of the **“Volunteer Driver - Authorization to Transport Students Form” (Appendix IV, pages 139-140)** are completed and submitted to the school principal for authorization. (Refer to Section 5.9, page 40 for a detailed description of the form.)

- (a) Volunteer drivers should hold a minimum of a valid Ontario Class G2 or better license. (For more information on the graduated licensing system in Ontario refer to Appendix IX, pages 170-172).
- (b) Volunteer drivers must have the following current insurance coverage on any vehicle used to transport students for an excursion:
 - Motor Vehicle Liability, with a limit on liability of at least \$1,000,000;
 - Accident Benefit;
 - Uninsured Automobile
- (c) Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident.
- (d) If a vehicle which is not owned by TCDSB is being operated by a volunteer or any other TCDSB employee for approved school activities, the TCDSB's non-owned automobile insurance endorsement will respond to third party liability claims in excess of the owner's insurance limit up to a total of \$20 million.
- (e) There is no coverage provided by the TCDSB's insurance for damage to a volunteer or employee's vehicle while they are being operated for TCDSB activities.
- (f) According to provincial legislation, passengers who are injured would recover accident benefits coverage from their own or a parent's/guardian's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they are riding.
- (g) For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of third party automobile liability insurance. Volunteers and TCDSB employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

- (h) The law requires that all drivers possess and carry a valid certificate indicating they possess insurance coverage.
- (i) Volunteer drivers must provide TCDSB with prompt written notice, with particulars, of any incident (e.g. accident, police involvement) arising out of the use of a licensed automobile during a trip on TCDSB-related business.

6.8 Written Approval of Vehicle Owner Required

If the volunteer is not the vehicle owner, the school principal must obtain the written approval of the owner of the particular vehicle. This ensures that the owner of the vehicle (likely the person holding insurance) is aware that the volunteer driver is using the car to transport students. (Refer to Appendix IV, “Volunteer Driver - Authorization to Transport Students Form – Part 2”, page 140)

6.9 Air Bags

If a vehicle is equipped with a front seat passenger-side air bag, students must not be transported in that seat unless;

- the air bag has been properly deactivated and/or
- the student meets the minimum requirements for safety

According to the latest information from Transport Canada, in any vehicle where the front seat air bag has not been properly deactivated, all children under the age of 12 years should be seated in the rear seat.

6.10 Child Booster Seats and Restraints

Booster seats are required for students under the age of eight, weighing more than 18 kg but less than 36 kg (40-80 lbs.) and who stand less than 145 cm (4 feet 9 inches) tall.

A student can start using a seatbelt alone once **any one** of the following criteria is met:

- The student turns eight years old;

- The student weighs 36 kg (80 lbs.); or
- The child is 145 cm (4 feet 9 inches) tall.

6.11 Parents/Guardians must be Advised Child(ren) Being Driven by Volunteer Driver(s)

- (a) Principals must include in the Parent/Guardian permission Form that students are being driven by volunteer drivers
- (b) If the volunteer driver is a student the guidelines below, Section 6.12, must be adhered to.

6.12 Students Driving Personal Vehicles

The principal, at his or her discretion, may refuse to permit a student to act as a volunteer driver if, in the opinion of the principal, it would be unsafe or otherwise inappropriate.

There are certain additional conditions which are required if students elect to transport other students. The student driver must:

- (a) complete Part 1 and Part 3 of the **“Volunteer Driver - Authorization to Transport Students Form”** (Appendix IV, pages 139-140) prior to excursion
- (b) if the student is not the vehicle owner then Part 2 of the **“Volunteer Driver - Authorization to Transport Students Form”** must be completed. This ensures that the vehicle owner (likely the person holding insurance) is aware of what his/her car is being used for
- (c) have completed a driver education course and
- (d) possess, as required by provincial law, valid and adequate insurance coverage

In addition to the above the principal must have written permission from the parent/guardian of all student passengers acknowledging that they consent and understand that another student driver is transporting their child.

6.13 Private/Rented Aircraft

TCDSB staff will not take TCDSB students on flights using personal or rented aircraft. The TCDSB's insurance policy excludes coverage where the aircraft is owned/leased/rented by an employee.

6.14 Commercial Aircraft

Only licensed, certified commercial passenger air carriers are to be used.

6.15 Flight Cancellation Insurance

Cancellation insurance, if available, is the responsibility of the student or parent/guardian. Cancellation and resultant loss of any funds, no matter what the cause, is the responsibility of the student, parent/guardian or their insurer (should coverage have been purchased). The TCDSB assumes no financial responsibility in the event of flight cancellation for whatever reason.

SECTION 7

Safety and Medical Requirements

7.1 Introduction

Provided excursions are planned and carried out appropriately, they can and should be considered an integral component of a student's learning. Excursions in general, and outdoor education activities in particular, require a high level of care, safety, instruction and planning. There is the risk of injury in these activities. As such, leadership, certification, preparation and informed parental consent must be done in accordance with all regulations as described.

7.2 Physical Education: Ontario Safety Guidelines

The Ontario Physical and Health Educators Association (OPHEA), in conjunction with other partners, created a document entitled Physical Education: Ontario Safety Guidelines. These guidelines delineate **minimum** safety standards that must be met by teachers and administrators in addressing the safety components of their school program.

The OPHEA Safety Guidelines give considerable detail about safety and safe practices for many activities. Teachers **must** review these guidelines prior to having TCDSB students take part in any activity and where appropriate teachers **must** make use of the guiding principles in the document and to use the services of certified instructors and technicians in the activities. The guidelines are reviewed and updated regularly so teachers and administrators must review the on-line guidelines to ensure any activity being considered is planned using the most current Safety Guidelines.

The procedure to access these guidelines can be found at the OPHEA website: www.safety.ophea.net

7.3 Emergency Action Plan for Injuries (Appendix V, page 147)

Given that there is an element of risk in all physical activity, an encounter with an injury or accident is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an emergency if it occurs. The key to the **Emergency Action Plan for Injuries** is getting the professional care to the injured person as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an **Emergency Action Plan for Injuries**. A fill-in-the-blanks copy of an **Emergency Action Plan for Injuries** can be found on page 138. A copy of this form must accompany the teacher-in-charge of the excursion and a copy must be left at the school office.

Please review the section “**When an Injury Occurs**” pages 148-149 prior to going on any excursion.

If the excursion is a day trip and not overnight then the single page form “**Emergency Action Plans – One Day Excursion**” (page 154) can be used for both EAP for Injuries and Transportation.

7.4 Travel Medical Insurance

For international excursions participants must have travel medical insurance.

7.5 Vaccinations

For international excursions, where necessary, participants must have appropriate and up-to-date vaccinations.

7.6 Student Health Card

It is strongly recommended that students carry their personal health card or a photocopy on all school excursions.

Privacy policies dictate that student health card numbers are not to be collected for excursions.

According to the Ontario Government's Ministry Of Health website:

“Even if you do not have a Health Card, physicians and hospitals must provide you with emergency health care services.”

7.7 First Aid Training

It is strongly recommended that at least one teacher and/or teacher on overnight excursions and/or day excursions have knowledge of emergency first aid procedures. For excursions such as hikes and/or canoe trips, it is mandatory that one of the supervisors/instructors has emergency first aid training (e.g. St. John Ambulance). The name of that person and his/her qualifications are to be included as information to parents.

7.8 Students Requiring Special Care

Several times each school year, excursions are planned for classes which include a student who requires special consideration for transportation and/or medical care and/or feeding and/or sleeping arrangements. Every attempt should be made to include these students as part of the school community during educational excursions.

TCDSB and the various destination facilities make every attempt to include students with special care needs. At some locations, wheelchair access is difficult if not impossible. However, every consideration is to be given to include special care students in class excursions. When students with special care needs participate in a class excursion, the following shall be consulted as considered:

- (a) TCDSB's Protocols for Prevalent Medical Conditions Handbook, 2018;
- (b) the School Administrator's Manual;
- (c) the need for an educational assistant for a special need student; and
- (d) the need for appropriate transportation arrangements.

The school principal should initially contact the regional program coordinator of special services for up-to-date information about available services.

The principal and parent/guardian should meet to discuss whether the excursion location and available services would be appropriate and agreeable for the student(s) involved.

The safety and physical-emotional-medical well-being of each student is the most important consideration in deciding if the student does or does not participate.

7.9 Use of Prescription Medication by Students while on Excursions

“Any request by parents for the administration of oral medication or the injection of medication in an emergency must be processed according to the procedures outlined in the Protocols For Prevalent Medical Conditions Handbook, 2018. Similarly, parents should be informed of their responsibility of alerting school personnel when medication needs to be taken by a student or is self-administered by a student.”

7.10 Use of Non-Prescription or Over-the-Counter Drugs by TCDSB Students while on an Excursion

Students bringing prescription or over-the-counter medications must give the medications to a supervisor for safe storage. The medication must be taken in the presence of a supervisor and the remaining medication returned immediately to the supervisor for safe storage.

Students should never carry their own medication with the exception of inhalers for breathing problems and injectable medication such as Epinephrine using EpiPen® or AUVI-Q for anaphylaxis. Refer to TCDSB booklet **ANAPHYLAXIS – PROTOCOL AND GUIDELINES 2013**; and **Protocols For Prevalent Medical Conditions Handbook, 2018** for more information.

All supervisors on an excursion must be made aware of students who carry either of the above medications.

7.11 Use of Illegal Drugs/Alcohol and/or Tobacco by TCDSB Students while on Excursion

Students, even those of legal age, are NOT allowed to consume alcohol on TCDSB property or TCDSB excursions. The use of tobacco is NOT allowed on TCDSB property and TCDSB organized excursions.

Students should be advised that if they are caught with illegal drugs that the police will be called to deal with the matter.

Students and parents should be made aware, in clear terms, what the consequences are for breaking the rules. (TCDSB Policy Manual Section S.M. 10)

7.12 Fire Drill-Evacuation Procedure

As an extension of TCDSB's fire drill procedures, TCDSB requires the following action:

If an excursion is to a conventional residential outdoor Centre, a fire drill procedure is generally dealt with when students arrive. The teacher-in-charge of the excursion should ensure this is done during the pre-trip planning meeting with Centre staff.

Excursions, which use motels, hotels, and/or dormitory residences, require that the teacher-in-charge investigate evacuation procedures and provide accurate details to students. It is most important that a predetermined meeting location be established in the event that a fire alarm is sounded.

7.13 Anaphylaxis – The Life-Threatening Allergic Reaction

DEFINITION: Anaphylaxis is a **SEVERE, and LIFE-THREATENING** allergic reaction caused by exposure to a trigger (allergen).

Common allergen triggers are foods, insect stings, medications, exercise and latex rubber. An anaphylactic reaction involves symptoms from one or more body systems as noted below.

*Refer to: **Protocols for Prevalent Medical Conditions Handbook, 2018***

BODY SYSTEMS	SYMPTOMS
SKIN	Hives (red itchy welts or swelling on skin), Itching, Warmth, Redness
EYES	Swollen, itchy, running, bloodshot or with mucous
NOSE	Nasal Congestion or hay fever-like symptoms, running, itchy, stuffy, sneezing
THROAT	Sore, swollen
STOMACH/DIGESTIVE SYSTEM	Vomiting, cramps, bloating, nausea, diarrhea
URINARY SYSTEM	Incontinence
RESPIRATORY SYSTEM	Difficulty breathing, severe asthmatic reaction, coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, trouble swallowing, hoarse voice
CIRCULATORY SYSTEM	Drop in blood pressure, unconsciousness, pale/blue colour, dizziness/lightheadedness, weak pulse, fainting, shock, loss of consciousness
NEUROLOGICAL	Anxiety, headache
OTHER	Disorientation, sense of foreboding, fear or apprehension, sense of doom, uterine cramps

The very nature of anaphylaxis has serious implications for students/staff participating in school excursions (particularly to remote sites).

An incidence of anaphylactic shock is regarded as a medical emergency and must be **treated within a 3-minute timeframe**. Treatment includes a 3-Step Plan.

- 1) Injection of medication (Epinephrine using Epi-pen or AUVI-Q)
- 2) Have student take a fast acting antihistamine, either a tablet or syrup
- &
- 3) Obtain immediate hospital aid by calling 911

Any student who has been diagnosed as anaphylactic must carry a minimum of two epinephrine auto-injectors e.g. Epi-pens or AUVI-Q while on an excursion.

Each administration of epinephrine is intended to provide relief of symptoms for 15-20 minutes. Repeated applications should be given if symptoms persist or worsen, or if emergency transport to a hospital is prolonged due to distance/accessibility.

It is important that as part of the preplan of any trip that all students and staff, who are going on the trip, be informed of all Anaphylaxis procedures and routines, prior to the trip.

The student body and all staff should be made aware of and prohibited from bringing any known allergen triggers of the anaphylactic students.

A cell phone or radio for reaching 911 must accompany any supervisor working with the identified student.

Where food allergens are a known catalyst, preventative measures must be taken. This is especially so with excursions which involve dining out or overnight accommodation. Restaurants/kitchens are to be alerted to the identified student's dietary restrictions, and traveling classmates are to be restricted from packing snacks (which may contain traces of certain allergens). It must be stressed that mere proximity, not necessarily consumption, could lead to an attack.

Incidents of anaphylactic reaction should be documented on the Ontario School Boards Insurance Exchange (OSBIE) Incident Report Form found at the OSBIE website.

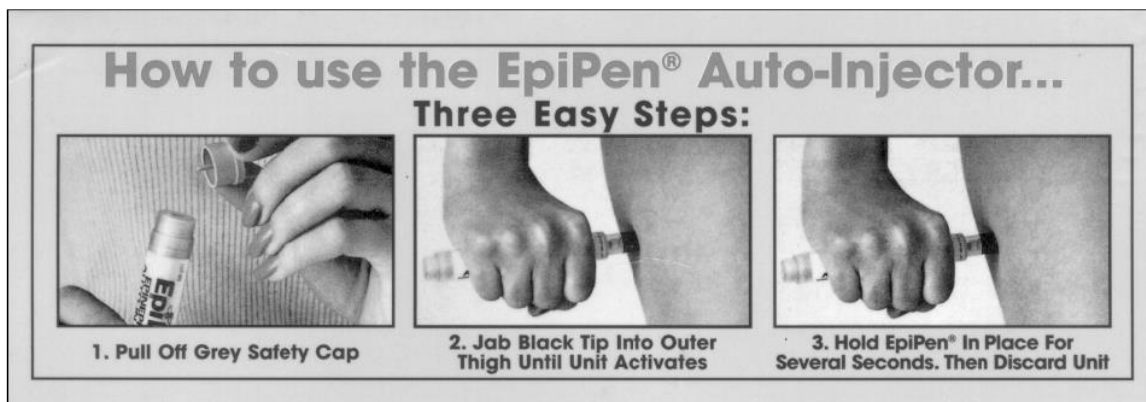
<http://osbie.on.ca/english/index.cfm>

7.14 Emergency Procedures for Students Without a Medical Diagnosis of Anaphylaxis and Prescribed medication

Only a physician can diagnose anaphylaxis. School staff, **will not attempt to diagnose Anaphylaxis**. If a student **appears** to be developing an anaphylactic reaction and the school **does not** have medical information as required by this protocol, then the on-site supervisor shall:

1. Begin **emergency medical procedures** by injecting the student with the teacher-in-charge or supervisors epinephrine auto-injector (Epi-pen or AUVI-Q).
2. Call 911 and inform them that you have a person who is experiencing anaphylactic shock and that you have injected epinephrine (epi-pen® or AUVI-Q).

See the TCDSB documents **ANAPHYLAXIS – PROTOCOL AND GUIDELINES 2013**, and refer to the **Protocols for Prevalent Medical Conditions Handbook, 2018** for further information.



SECTION 8

Excursions Involving Water Activities

8.1 Safety and Water Activities

“It is to be understood that water activities and swimming are synonymous with each other and are bound by the same rules of safety.” (Coroner’s Jury, November 25, 1983.)

A heightened safety-consciousness is warranted in excursions involving water activities.

See the Quick Reference Chart for Water Activities (Section 8.8) and Modified Supervision Ratios for those related activities.

8.2 Ontario Physical Health Education Safety Guidelines

Prior to taking part in any activity involving water (e.g. swimming, boating) teachers/supervisors must reference and follow the on-line OPHEA Safety Guidelines specific to the activity. A copy of the OPHEA Guidelines can be found at the OPHEA website: www.safety.ophea.net

8.3 Leaving Students Unsupervised is Forbidden

Students should never be left unsupervised during any water activity. A further reference from the Coroner’s Report (see 8.1 above) deals with the necessity for constant and alert supervision. The student who drowned was in knee deep water. Again, we quote, “under no circumstances, should any group of children in the water be left unattended and without careful and close supervision at any time.” (Coroner’s Jury Recommendation Number 10, November 25, 1983.)

8.4 Supervising Systems

Teachers are required to use a system of supervision while students are engaged in swimming activities. Recognized systems for the supervision of swimming activities include the following:

- subdivision of students into age groups with the use of colour coded arm bands
- use of the “buddy system” (Coroner’s Jury Recommendation Number 6, November 25, 1983)

8.5 Students Involved in a Stream or Pond Study

Students involved in a stream or pond study activity at an outdoor education field centre are not required to have the swim qualifications needed for a Recreational Water Activity such as a swim program under the following conditions:

- The activity is supervised by an instructor from the field centre
- The students do not enter the water unless it is less than 60 cm deep

8.6 Water Parks

Water parks are those facilities which have slides, pools and various play areas where water is involved. **The use of such facilities is to be considered as synonymous with swimming.** All the rules regarding lifeguards, minimum swimming qualifications, supervision and safety apply.

8.7 Using Private Pools or Pools in Hotels with Students Prohibited

Teachers are not to use swimming pools in private homes and/or yards and/or apartment-condominium buildings for swim programs and/or for student swimming parties/pool parties. Students are not to use pools when staying in hotels.

The intent of this rule is to avoid allegations of improper behaviour and to cover the possibility that adequate supervision and qualification rules are not being followed.

8.8 Quick Reference Chart: Excursions to Amusement Parks and Other Excursions Involving Water not found in the OPHEA Safety Guidelines

The age and maturity level of the students; as well educational value of the activity should be taken into consideration when planning an excursion. Supervisors must be with students at all times.

Quick Reference Chart	What is required				Supervision Ratio
	Parent/ Guardian Permission Form – All Excursions	Informed Consent Form	TCDSB Water Competency Testing – see Checklist	Student Health and Safety Information Form	
<i>Maid of the Mist</i> - Niagara Falls Boat Tour (Gr. 4+)	✓	✓		✓	Gr. 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Toronto Island Ferry (Gr. 1+)	✓	✓		✓	Gr. 1-3 = 1:6 Gr 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Pontoon Boat at Lake St George Outdoor Ed Centre (Gr 4-12)	✓	✓		✓	Gr. 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Canada's Wonderland – No Water Park Usage (Gr. 4+)	✓	✓		✓	Gr. 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Canada's Wonderland including Water Park (Gr. 4+)	✓	✓	✓	✓	Gr. 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Wet'n'Wild Water Park (Gr. 4+)	✓	✓	✓	✓	Gr. 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
City of Toronto Splash Pads (Kindergarten and up)	✓	✓		✓	Gr. K-3 = 1:6 Gr 4-6 = 1:10 Gr. 7-10 = 1:12 Gr. 11+ = 1:15
Swimming or Small Craft Water Activities (See OPHEA Safety Guidelines for complete list of requirements)	✓	✓	✓	✓	See OPHEA Safety Guidelines and Section of 4.17 of TCDSB Excursion Handbook

8.9 *Student Participation Checklist for Water Related Activities*

(Appendix IV, pages 133-4)

Any Excursion involving water activities must use the Student Participation Checklist. Students must meet or exceed the OPHEA minimum safety standards, or have a valid swim test or swim certification (see checklist). Students are to be tested by a certified lifeguard instructor. Schools should not use certified lifeguards from their own school to administer the swim test.

Students who do not have their water competency qualifications cannot participate in swimming, waterpark, or small craft water activities. These students must be clearly highlighted on the TCDSB Water Competency Checklist. The permission form sent home for this student must clearly state that he/she has not passed their water competency test and cannot participate in the water related activities portion of the excursion. Appropriate supervision of these students is required.

Supervisors must be with students at all times.

SECTION 9

School Swim Program

9.1 Ontario Physical Health Education Safety Guidelines

Prior to taking part in any swimming activity teachers/supervisors must reference the OPHEA Safety Guidelines. A copy of the OPHEA Guidelines can be found at the OPHEA website: www.safety.ophea.net

9.2 Classroom Teacher's Role

- (a) If a teacher is organizing and supervising a class involved in a “learn to swim” program, usually at a location away from the home school, she/he will remain in the observation area to maintain surveillance of the students who are swimming and to supervise any non-participants.
- (b) Teachers involved in direct instruction and/or coaching may do so if the student teacher ratio does not exceed 25:1:
 - the teacher holds a valid Ontario Teacher's Aquatic Standard (OTAS) certificate
 - additional instructors are required for groups where the student teacher ratio exceeds 25:1.
- (c) A teacher who does not hold a valid aquatic standards certification may be involved as a team coach providing there are sufficient numbers of lifeguards provided.

9.3 Private Home Pools, Apartment/Condominium Pools, or Hotel Pools are Not Allowed for Swimming Lessons

Principals and/or teachers will not use a private residence pool or one in an apartment, condominium building.

9.4 Limits on Non-Swimmers

Non-swimmers: students who have not passed the Swim Test are to be confined to the shallow end with appropriate supervision. See OPHEA Safety Guidelines.

9.5 Students with Warts, Disease, Sores

Regardless of pool regulations, students with plantar warts, any skin disease or sore must not enter the pool.

9.6 Lifeguard Requirements during a Physical Education Class, Competition or School Swim Team Practice

The following are excerpts from Ontario Regulation 565 under the Health Protection and Promotion Act, 1990. A public pool is exempt from the safety supervision requirements [as they relate to number of lifeguards], during a period when the pool is being used solely by one or more groups each not exceeding twenty-five in number for aquatic instruction, practice, competition or display under the direct supervision of a certified aquatic instructor or coach.

Every aquatic instructor and every coach shall,

- (a) be at least seventeen years of age;
- (b) be the holder of one of the following qualifications that has been issued to him or her and that has been dated not more than two years prior to the date on which he or she is acting as an aquatic instructor or coach,
 - (i) The Canadian Red Cross Society's Leader Award or Water Safety Instructor Award.
 - (ii) The Young Men's Christian Association's Instructor Certificate.
 - (iii) The Life Saving Society Canada's Instructor Certificate together with an assistant lifeguard certificate.
 - (iv) The Ontario Teacher's Aquatic Standard, where the holder is giving aquatic instruction under the auspices of a school board or board of education.

- (v) Where the holder is giving underwater aquatic instruction, an instructor certificate issued by,
 - 1. The National Association of Underwater Instructors
 - 2. The Professional Association of Diving Instructors, or
 - 3. The Association of Canadian Underwater Councils.
 - (vi) A lifeguard certificate.
 - (vii) A certificate that the Minister of Health considers equivalent to a qualification referred to in paragraphs (i) to (vi); and
- (c) have available at the pool when on duty the certificate referred to in clause (b) or a copy thereof that is certified by the operator and permit the owner, the operator or a public health inspector to examine the certificate at any time.

9.7 Teacher Awareness of Emergency Procedures

All teachers must be aware of emergency procedures and equipment.

9.8 Dialing 911 in Emergencies

In the event of drowning, serious injury or emergency, call 911 for aid.

SECTION 10

Activities Involving Watercraft

10.1 Responsibility for Safe Use of Watercraft

Any activity involving watercraft has inherent risks. **A heightened safety-consciousness is warranted in excursions involving watercraft activities.** It is ultimately the responsibility of the teacher-in-charge of the excursion who has the final say in whether an activity takes place or is cancelled due to safety concerns. The safety concerns could be things such as; watercraft condition, lack of sufficient safety devices, weather conditions, student behavior etc.

10.2 Non Swimmers Excluded from Watercraft Activities

NON SWIMMERS: THOSE STUDENTS WHO HAVE NOT PASSED THE SWIM TEST OR ATTAINED APPROPRIATE QUALIFICATIONS ARE NOT ALLOWED TO PARTICIPATE IN WATERCRAFT ACTIVITIES – SEE STUDENT PARTICIPATION CHECKLIST FOR WATER RELATED ACTIVITIES (Appendix IV, Pages 134-135).

It should be noted that this rule does not restrict TCDSB students from participation in events which involve:

- (a) Ferry boat service to Toronto Islands
- (b) Toronto Harbour registered tour boats (e.g. as part of Harbourfront's Education Afloat program)
- (c) Use of the pontoon research platform at Lake St. George Field Centre. However, while on board this vessel, TCDSB students will wear an approved life jacket or approved Personal Flotation Device.

For any other program involving watercraft, the appropriate superintendent approval is required before non-swimmers, as defined above, may be included.

10.3 Safety Training

The teacher-in-charge of the excursion must ensure all passengers of watercraft are briefed about safety or evacuation procedures prior to departure.

10.4 Safety/Rescue Equipment

The "Safe Boating Guide" published by the Canadian Coast Guard clearly states which items **MUST** be aboard small watercraft. Secure a current copy of the guide from the Canadian Coast Guard through either their website, www.ccg-gcc.gc.ca, or by telephoning 1-800-267-6686.

10.5 Wearing of Approved Flotation Devices:

(a) Instruction

In situations where instruction (examples: learning to sail, windsurf and/or canoe) is the activity, the OPHEA Safety Guidelines **must** be followed.

(b) Travel

In situations where recreational travel (example: canoe trip, sailing on an open lake) is the activity, the OPHEA Safety Guidelines **must** be followed.

(c) Exceptions

It should be noted that the only exceptions to the mandatory wearing of a government approved lifejacket or PFD include:

1. Ferry boat service to Toronto Islands
2. Toronto harbour registered tour boats

For any other exceptions, the appropriate superintendent approval is required.

10.6 Passenger/Weight Limitations

No watercraft shall carry more passengers and/or weight than recommended by the manufacturer.

10.7 Rules for Canoe Tripping

(a) Canoe Tripping Defined

Canoe tripping is defined as travelling in groups through wilderness or semi-wilderness areas for a period of time which includes at least one overnight camp.

Special Note: Canoe tripping is **not allowed** at the **elementary** level.

WHITE WATER ACTIVITIES are **not allowed** at the elementary or secondary levels.

(b) Ontario Physical Education Safety Guidelines

All requirements and planning outlined in the Physical Education: Ontario Safety Guidelines – Secondary Curricular must be followed in order for TCDSB secondary students to be involved in a canoe tripping experience. A copy of the OPHEA Guidelines can be found at the OPHEA website: www.safety.ophea.net

(c) Pre-Planned Schedule

All canoe tripping experiences with TCDSB secondary students are to be pre-planned by the teacher/principal and approved by the appropriate Superintendent at least four weeks prior to the trip. The plans must clearly outline contingency plans (i.e. delay due to bad weather); response to emergency situations and rescue/evacuation plans should such be necessary.

SECTION 11

Procedures for a Medical Emergency

11.1 Emergency Action Plan for Injuries

Supervisors in charge of an excursion must have an Emergency Action Plan for Injuries (EAP) in place prior to participating in any excursion. Refer to Appendix V pages 146-147, to create an EAP. In addition a copy of the EAP and complete itinerary must be left at the school.

If the excursion is a one day trip and not overnight then the single page form “**Emergency Action Plans – One Day Excursion**” (page 154) can be used for both EAP for Injuries and Transportation.

11.1.1 Student Plan of Care

Any student with one of the four *Prevalent Medical Conditions (anaphylaxis, Asthma, Diabetes, Epilepsy and Seizures)* should have a **Plan of Care** filled out. One copy should be with the teacher accompanying the student. Refer to the **Protocols for Prevalent Medical Conditions Handbook, 2018**

11.2 Student Health & Safety Form; Health Card Numbers

The teacher-in-charge must carry a copy of each student’s **Health and Safety Form**. Privacy policies dictate that student health card numbers should not be collected for excursions.

According to the Ontario Government’s Ministry Of Health website:

“Even if you do not have a Health Card, physicians and hospitals must provide you with emergency health care services.”

11.3 Location of an Excursion

The location of your excursion greatly determines the procedures you follow. A broken arm on a canoe trip requires a different procedure than the same accident on a bus trip to Midland. Plan for and act according to the location of the excursion.

11.4 Neck Injury

IF YOU SUSPECT BACK AND/OR NECK INJURIES, AVOID MOVING THE PATIENT UNLESS YOU ARE TRAINED TO HANDLE SUCH A CASE. CALL IN TRAINED PERSONNEL. CALL FOR AN AMBULANCE.

11.5 Concussion Protocol

11.6 Calling 911; & if no ambulance is available

The principal or teacher-in-charge of the excursion must call 911 and arrange to have the patient moved to the emergency department at the nearest hospital.

When parents/guardians are unavailable, the principal or teacher-in-charge must designate another supervisor (e.g. teacher or parent) to accompany the student to the hospital. If at all possible, this supervisor must not be the teacher-in-charge of the trip. The supervisor must stay with the student until relieved by another supervisor or parent/guardian.

If an ambulance cannot reach the student, then:

- (a) Subject to the approval of the owner, a private vehicle may be used
and
- (b) The student is to be accompanied by a responsible person approved by the principal or teacher-in-charge. If at all possible this person must not be the teacher-in-charge of the trip.

11.7 Students Not To Be Sent Home Alone

If a student is ill and/or injured, he or she must **NOT** be sent home unaccompanied. If the student's parents/guardians are unavailable to accompany the ill/injured student, the principal or teacher-in-charge will designate a supervisor (teacher or parent/guardian) to accompany the student home. However no ill/injured student should be left unattended.

11.8 Contact Principal

At the first opportunity, the teacher-in-charge of the excursion must make every reasonable effort to contact the principal and inform him/her of the accident.

11.9 Advise Parents/Guardians

The principal must advise the parents/guardians as soon as possible.

11.10 Parent/Guardian Responsibility

If the parents/guardians can get to the location of the accident or a hospital, the person supervising the student should surrender responsibility to them.

11.11 TCDSB Staff or Volunteer Injuries

A teacher or volunteer, who is injured, is required to report any injury, no matter how insignificant, to his/her principal. At that point the principal must complete the **Accident Investigation Report – For Staff Injuries**. Refer to Section 14.1, pages 80, for a complete guide to reporting staff or volunteer injuries.

11.12 Reporting Accidents and/or Serious Injuries

School principals and/or site supervisors must complete an OSBIE electronic **“Incident Report Form”** (refer to Appendix IV, page 143) on any matter which gives rise to an injury requiring medical attention to TCDSB students or visitors to the school site or during an off-site school activity. Accurate reporting of details, in our increasingly litigious environment, is essential as the content of the incident report is often heavily relied upon where a legal action arises out of any incident. Timely reporting is essential to maximize the Insurer’s opportunity to collect evidence of the accident and increase the probability of recovering the loss from a third party. Delayed reporting could cause TCDSB to lose its insurance coverage for the claim.

In the event that a serious injury (i.e. where the injured party requires hospital admission - excluding minor out-patient treatment) or fatality occurs on the school property or during an off-site school activity, the principal or designated supervisor must immediately telephone the Risk Management Department at the Catholic Education Centre. Should Risk Management personnel be unavailable, then the supervisor should call directly to OSBIE's Claims Administrator at the insurer's office. In addition to the above the principal or designated supervisor must report the incident to the appropriate Superintendent.

School principals and/or site supervisors must complete an electronic Incident Report Form for every incident resulting in serious injury.

The Claims Administrator will advise the principal how to proceed and will caution the principal to instruct his/her staff to refrain from providing information to any other parties (except police). Please note that an incident report form is still required.

Risk Management Department (CEC): **222-8282 Ext. 2101 or 2258**

OSBIE's Claims Administrator: **1-800-668-6724**

OSBIE website: <http://osbie.on.ca/english/index.cfm>

11.13 Dealing with the Media during Emergencies

TCDSB has a document titled The Communications Handbook which indicates how staff is to deal with the media. Contact the Communications Department at the C.E.C., ext. 5314, for a copy or schools can access the Communications Department on the TCDSB intranet website.

SECTION 12

Special Considerations for Principals

Preface Note

The following items are those of a discretionary nature. They do not have the weight of a regulation. However, since the principal bears the burden of responsibility for all the students of his/her school, the following factors are to be considered when out-of-school excursions are being planned.

12.1 Excursion Planning Approval

A teacher must consult with and obtain the approval of the principal before the planning for an excursion may proceed.

12.2 Relationship to Curriculum

Excursions are intended to be a valid extension of and/or an enrichment of the existing in-school program. The principal should look carefully at the planned excursion to see that this is considered in all planned activities. The TCDSB attempts to avoid excursions which might be called “events in isolation”.

12.3 The Institute for Catholic Education (ICE) documents

Appendix VII, pages 161-168, is a copy of The Institute for Catholic Education (ICE) documents. These should be referred to when planning an excursion. As stated in the ICE documents, “Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.”

12.4 Duration and Distance of Excursion

The excursions for students in kindergarten to grade 5 should generally be of a short duration and distance. Long distance and overnight programs should be considered appropriate for grades six and above and then only after both teacher and students have had several short, successful field trip experiences.

12.5 Cancellations

Part of your trip planning should include knowledge of forecasted weather patterns. Decisions on alternate programs, should inclement weather or other circumstances place you in a situation where the excursion must be concluded, should be included in your plan.

12.6 Sending Students Home

A plan should be created in consultation with the teacher-in-charge on what will be done if one or more students are so disruptive that they are to be returned to the school or home. The plan should include notification of the student's parent/guardian and the principal. Plans for the transportation of the disruptive students should also be considered.

12.7 Teacher Experience and Maturity

The principal should carefully weigh the experience of the teacher(s) involved against the demands and complexity of the trip.

12.8 Use of Parent/Guardian Volunteers on Excursions

Schools often use parent volunteers to aid in the supervision of students as well as helping carry out programs. A few suggestions are offered here:

- (a) Refer to the TCDSB volunteer manual "Volunteers Welcome!" available on the TCDSB internet website.

- (b) Parents/Guardians should have an active role both in the planning and execution of the excursion.
- (c) Be realistic about the size of the group assigned to any parent/guardian. A suggested ratio for the primary division is one adult for every six students. For the junior and intermediate divisions, one adult for every ten students will do.
- (d) Introduce parents/guardians and students to each other. Explain the roles of parents/guardians to students.
- (e) Discuss with parents/guardians your expectations for children's behavior and strategies for coping with misbehavior.
- (f) Before the excursion, meet with parent/guardian volunteers and discuss such items as the purpose of the excursion, what will be done in the classroom before and after the event and, outline the general nature of the excursion and what the teaching staff hope will be learned from it.

Special Note: Appendix VI pages 158-160, ***“SUGGESTIONS FOR VOLUNTEERS ON EXCURSIONS”*** can be copied and provided to volunteers to give them specific information on what is expected of volunteers on field trips.

12.9 Requirements for Adult Volunteers for Excursions

Principals may assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the TCDSB and to terminate such assignment (Education Act, s.171 (1)(4)).

The principal shall:

- ensure all volunteers on overnight excursions, complete a Volunteer Registration Form and a Confidential Information and Communication Form as found in the TCDSB Volunteer Manual and ensure said volunteer submits to a current Police Reference Check, (PRC) including the Vulnerable Sector Screening Process, prior to the excursion

Note: volunteers for day excursions are excluded from obtaining a PRC

- ensure that all volunteers are supportive of the TCDSB's Mission Statement and the basic tenets of the Catholic School System;
- ensure that volunteers are aware of and supportive of all relevant TCDSB policies;
- be responsible for the recruitment, evaluation and termination of volunteers;
- be responsible for an orientation session for volunteers; and
- ensure that duties of teachers under the Education Act and its Regulations are respected. Volunteers must not assume the duties of teachers as defined in the Education Act and its Regulations.

The volunteers shall:

- function under the direction and supervision of the principal and staff to whom they are assigned;
- strictly respect the principle of confidentiality.

12.10 Planning for the Behavior Program (BP) Students on Excursions

Please refer to The TCDSB Special Services Department for assistance in planning excursions involving student with special needs.

SECTION 13

Special Considerations for Teachers

13.1 Excursion Planning Approval

A teacher must consult with and obtain the approval of the principal before the planning for an excursion may proceed.

13.2 The Institute for Catholic Education (ICE) documents

Appendix VII, pages 161-168, is a copy of The Institute for Catholic Education (ICE) documents. These should be referred to when planning an excursion. As stated in the ICE documents, “Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.”

13.3 Pre-trip Visit

It is not always possible to pre-visit a site but it is certainly highly desirable. If you as teachers travel to the site, you will quickly recognize problems and shortcomings in your plans as well as seeing opportunities which would otherwise not be considered.

13.4 Excursion Impact on Students

The mere novelty of travelling to a site, which is new, different and unknown, has an impact on your students. They will recall events and facts learned from such excursions long after the event has passed. Since the impact of a field trip is significant, it is worth maximizing the time away. Teachers should refer to the **“Teacher’s Checklist”** found in Appendix IV page 129, for a complete listing of the steps needed to plan an excursion.

13.5 Keeping Students Involved

We have observed students at a variety of sites. Some students come to a given facility and pour off the bus uncertain of where they are or what they are to do or see. Others have definite tasks assigned to them. Our observation is that supervision is less troublesome when students have an active role. Follow up surveys show that the actively involved student retains ideas, facts and concepts for a longer period of time than those students who simply show up at a facility.

An orientation to a site in the early stages of an excursion increases comfort and safety for supervisors and students.

13.6 Pre-Trip/Post-Trip Activities

Neither of these opportunities should be missed. A considerable amount of map reading practices can be done – with enthusiasm – by students using road and/or topographical maps to plan routes to a novel site. Their motivation is high. Once the trip is complete, the opportunity to show and tell others about their trip keeps the enthusiasm for the experience at a high level.

13.7 Student Planning

Generally, students make impulsive decisions in the planning process. They are more interested in getting on with the “doing” of the event than in the form of it. This is a good opportunity for growth as you work with them on such items as appropriate clothing lists, menu planning (and the associated problems of storage, refrigeration, and cooking), division of duties and sharing the workload.

This can be a time to practice letter-writing skills as students request information. Of course, follow up letters of appreciation are equally important in the planning process.

13.8 Lost Students

You and your class should work out a locating system if someone should become separated from the group. A good prevention and safety strategy is to “buddy-up” students so a student is less likely to wander off alone.

13.9 Use of Drugs, Alcohol and Tobacco

The use of drugs, alcohol and tobacco are potentially problematic. Schools have a code of conduct which is to be followed. It is worth spending time, with all appropriate grades, discussing the consequences of having or using any of the three on a school outing, prior to the experience. (Refer to Sections 7.9, 7.10 & 7.11, pages 53-54, for more information)

13.10 Use of Personal Vehicles on TCDSB Business

Please refer to Section 6.7 “Volunteer Drivers”, pages 45-47, for information on the use of personal vehicles for TCDSB business.

13.11 List of Students and Emergency Contacts

For all excursions a listing of participants is to be provided to the person listed in the Handbook (refer to Section 5.1 “**Excursion Type and Permission Form Required**” page 35-6) authorized to grant the approval. Along with the list of participants and accompanying teachers and other supervisors, a parent or guardian who can be reached in case of any emergency is also to be listed.

13.12 Student Identification

For all excursions, participants should have their name or some form of identification on their person.

13.13 Student Health Card

It is recommended that students carry their personal health card or a photocopy on all school excursions.

Privacy policies dictate that student health card numbers should not be collected for excursions.

According to the Ontario Government's Ministry Of Health website:

"Even if you do not have a Health Card, physicians and hospitals must provide you with emergency health care services."

13.14 Students without Ontario Medical Coverage

Students who are new to the province may not have OHIP coverage. In such cases it is suggested that the parent/guardian of the student should arrange private medical coverage through a private company such as Blue Cross OR Green Shield, for the duration of the excursion. Refer to Section 14.2(b) "**Student Accident Insurance (SAI)**", page 81, for more information on student medical coverage.

13.15 Planning for the Behavior Program Students

Please refer to The TCDSB Special Services Department for assistance in planning excursions involving student with special needs.

SECTION 14

Information Regarding Insurance, Liability and Safekeeping of Funds

14.1 Reporting of a TCDSB Staff Injury

A teacher is required to report any injury, no matter how insignificant, to his/her principal. At that point the principal must complete the **Accident Investigation Report – For Staff Injuries**.

The following is an outline of the procedures designed to assist the schools/workplaces when completing the **Accident Investigation Report – For Staff Injuries**.

- The **Accident Investigation Report – For Staff Injuries** is completed and signed by a principal or supervisor. Under no circumstance should the injured employee be asked to complete or sign the report.
- The report must be completed within two working days after learning of the accident. If the reports are submitted later than the prescribed time, the Workplace Safety and Insurance Board (formerly WCB) will subject the TCDSB to a monetary penalty for late filing.
- If a staff member visiting a school, or assigned to temporary duties at a school, sustains a work-related injury, it is the responsibility of the principal or supervisor to complete the report as he/she would for regular staff.
- Please read the instructions on the front page of the Accident Investigation Report carefully prior to completing the form.

Once the report is completed and signed, fax it promptly to the Benefits and Compensation Department at (416) 229-7051.

14.2 Insurance Considerations

(a) Liability Insurance

The TCDSB provides liability insurance, via its carrier, Ontario School Board Insurance Exchange, for all staff carrying out activities on behalf of the TCDSB including activities carried out on excursions. The liability insurance provides coverage in any instance where a claim of negligence is filed against the TCDSB or its employees. Volunteers who are adequately trained for assisting with supervision of activities are also covered under the TCDSB's liability insurance policy.

(b) Student Accident Insurance (SAI)

In September each year, SAI is offered to all students for a modest premium. SAI provides medical coverage, including dental, as one of its primary benefits. SAI is highly recommended for all students where medical coverage, via the employer of parents/guardians is not available; especially those involved in sports, co-op education, shop and any other high-risk activities.

Whether purchased or not, SAI provides coverage for students while on any TCDSB approved excursion. Sporting events (i.e. competitive events between schools) are not included in the SAI definition of excursion and, as such, are covered only where the student has purchased SAI.

(c) Travel Insurance

Medical expenses for accidents, which occur outside of Canada, can be costly. Prudent teachers, students and volunteers who are travelling outside of Canada will purchase appropriate travel insurance.

Some Student Accident Insurance (SAI) plans (i.e. Super Plan) also provide accidental death, emergency hospital and repatriation coverage and may

provide an adequate and less expensive alternative to other travel insurance options.

(d) Trip Cancellation Insurance

Trip cancellation insurance may be purchased through a travel agent at the time of payment if such an excursion warrants this type of insurance. Normally, deposits and/or full payments are not refundable. Cancellation insurance provides financial protection (i.e. refunds) in the event of illness or death of the traveler(s) or a member of the traveler's family.

Some SAI plans (i.e. Super Plan) also provide trip cancellation insurance. Refer to Section 14.2 (b) "**Student Accident Insurance (SAI)**", above, for more information.

(e) Automobile Insurance

The Province of Ontario's no-fault insurance affords protection for both bodily injury and property damage to the vehicle owner and the owner's family. Therefore, if a student or an adult travelling in any vehicle (or if hit while a pedestrian) is hit by any vehicle, that person is protected under their own policy.

The TCDSB maintains a non-owned auto insurance policy which will provide coverage for claims in excess of the insurance carried on a vehicle not owned by the TCDSB, where an accident occurs while carrying out TCDSB business. All vehicle passengers are covered for any excess (secondary) cost, to a limit of \$20 million, arising after the primary (i.e. driver's policy) policy coverage limits have been exhausted. Primary coverage for students travelling in an automobile would be provided by the insurance policy of their parents/guardians. In the event that a student's parents/guardians did not have insurance (i.e. don't own or lease a vehicle),

primary insurance coverage would then normally be provided by the insurer of the owner of the vehicle.

For information on the requirements for volunteer drivers refer to Section 6.7 “**Volunteer Drivers**” pages 45-47.

For information on the requirements for students driving personal vehicles refer to Section 6.12 “**Students Driving Personal Vehicles**” pages 47.

14.3 Financial Considerations

Principals should ensure arrangements are in place for covering all the financial matters related to an excursion, including a refund procedure, a contingency fund and an accounting for all expenditures.

- i. Only TCDSB approved vendors and third party service providers identified in the TCDSB Excursion Handbook can be used to support an overnight or international excursion.
- ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff or staff family members participating in a school excursion.
- iii. No personal profit or remuneration will be gained by any staff or staff family member of the TCDSB in regards an excursion.
- iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.
- v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for student.

14.4 Safekeeping of Funds

To safeguard all funds collected for school excursions, schools should take necessary precautions, e.g. deposit funds in bank accounts, and use school safe where available. Money should not be left in areas that are easily accessible, e.g. secretary's desk, unlocked filing cabinets, etc.

14.5 Withdrawal of Permission

On those rare occasions on which the approval of an excursion previously granted must be withdrawn, the decision will be made by the staff person(s) responsible for the approval, as set out in this Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is withdrawn, the staff person(s) responsible for the approval, as set out in this Handbook, shall endeavour, as soon as possible, to advise all concerned and to assist them in minimizing resulting losses.

SECTION 15

Special Considerations for Students

Preface Note: This section can be brought to the attention of the students or used in a behavioral contract.

15.1 Adherence to School's Code of Conduct

Students shall adhere to the school's Code of Conduct for the duration of all excursions. Students who fail to adhere to the Code of Conduct while on excursions will be subject to the same consequences as if the students were in attendance at school during regular school hours.

15.2 Student Behavior on Excursions

While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the principal. Students will be responsible to follow the directions and supervision of the teacher-in-charge, teachers on the excursion or any volunteers acting as supervisors on the excursion. Students shall comply with their obligations under section 23 of Regulation 298 to the Education Act, including the following:

- exercise self-discipline;
- accept just discipline as would be exercised by a kind, firm and judicious parent;
- be courteous to fellow pupils and obedient and courteous to teachers;
- be clean in person and habits; and
- show respect for public or private property.

15.3 Responsibility for Damages or Costs for Being Sent Home

Students will be responsible for any applicable losses or costs should they engage in misconduct, including a breach of the school's Code of Conduct. This could include costs for transportation home or for damages resulting from misconduct.

15.4 Responsibility for Missed Work

Students will be responsible for completing any regular schoolwork missed while on the excursion.

SECTION 16

School Administrative Procedures

16.1 Reproduction of Forms, Checklists

Any of the documentation, which follows in the Appendices, may be duplicated for staff use. For some items, such as medical forms, it is necessary to produce a double set. One set should remain at the school, while the other goes with the teacher-in-charge.

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APPENDIX I

TCDSB PLANNING REQUIREMENTS FOR INTERNATIONAL EXCURSIONS



Outdoor Education
Department
TCDSB

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PREAMBLE

As today's youth come of age and are educated in a world more interconnected than any other time in history, the ability to learn about the plight of the world's poorest is literally at his/her fingertips. Following the words of Pope Francis, the Toronto Catholic District School Board expects that their graduates "[develop] attitudes and values founded on Catholic social teaching and act to promote social responsibility, human solidarity and the common good" during their time in school. Similarly, yet another Toronto Catholic District School Board Graduate Expectation is that students, "[respect] and affirm the diversity and interdependence of the world's peoples and cultures." International travel and first-hand service to the world's most disadvantaged is the most effective way of educating students, giving them the opportunity to "take initiative and demonstrate Christian leadership" as well as a life-changing experience which reaffirms their commitment to Catholic teachings regarding social justice and global equity.

As leader of the Catholic Church, Pope Francis sets goals and guidelines for Catholic disciples across the globe to follow. Francis, a Jesuit, takes his name from St. Francis of Assisi- a 13th century friar who dedicated his life to caring for the poor and disadvantaged in society. In the early days of Francis's papacy, he made it clear that the priorities of the Catholic Church under his leadership will be to care for and protect all of humanity- "...especially the poorest, the weakest, the least important, those whom Matthew lists in the final judgment on love: the hungry, the thirsty, the stranger..."

When Toronto Catholic District School Board students travel overseas, they are given the unique opportunity to apply the teachings regarding social justice they have learned in the classroom. In forming connections and friendships with individuals from different walks of life, students generate empathy and an understanding of the needs of the poor. International excursions involve an exchange of knowledge, as students often find that those they have come to "help" have more to teach them than they could have ever imagined. Immersing oneself in another culture reveals a shared humanity between Toronto students and native citizens, shattering the myth that people from the "developed" and "developing" world are somehow fundamentally different. Volunteering abroad drives

home the point that we now more than ever live in a global community in which we all share responsibility for the well-being of one another.

Many parents may have concern for the safety of their children in the developing world, such concerns can be exaggerated and a product of many negative stereotypes associated with the developing world. While the images of violence, poverty, and disease attached to the developing world are not unsubstantiated, students who travel abroad receive vaccinations prior to departure and are accompanied by security throughout the entirety of their stay. The security staff act more as a source of comfort than an actual deterrent- the students end up viewing the staff more as friends than guards within a week of the trip. Many educators would argue that it is precisely because violence, poverty, and disease exist in the developing world that it is important to allow our youth to travel abroad. Shielding children from the realities that billions of people on the Earth live with every day, only propagates ignorance and preserves an unjust status quo. It is precisely because these issues exist that we must encourage our youth to travel.

Pope Francis has decried the “globalization of indifference” in today’s increasingly unequal world. Students who return from trips in the developing world return recognizing that the phrase, “that is not our problem” has no place in their lives. The Pope also has made clear that simply proclaiming Christianity isn’t enough- words must be followed by actions. It is imperative that today’s youth be encouraged and given the opportunities to act on the teachings regarding social justice they have studied in the classroom.

International travel has an educational value that cannot be quantified nor underestimated. It makes abstract teachings reality, demonstrating to Canada’s future leaders that indifference to the plight of the most disadvantaged in our global society has no place in their lives.

INTRODUCTION

An international excursion has many more potential risks and may involve activities that are outside the realm of standard excursion activities (e.g. airline travel, swimming on a coral reef etc.) There is no way to cover all potential variations or situations that may be part of an international excursion. Due to the potential higher risk and complexity of an international excursion there are planning aspects unique to this type of excursion.

Teachers/TCDSB staff etc. who wish to take students on an international excursion **must** hire a TCDSB approved outside agency (tour operator) to organize the excursion. The person/agency planning the excursion must follow the guidelines as laid out in this TCDSB document.

Getting TCDSB approval for an international excursion is in three steps:

1. Principal/coordinator approval for the planning process to be undertaken
2. Final approval from the Director of Education or designate for the international excursion
3. Signed parental/guardian approval

This section of the TCDSB Excursion Handbook is designed to assist TCDSB staff with the planning for an international excursion. It has been organized so that TCDSB staff can follow through the section and using the information and documents provided follow the 3 step process.

General Requirements for TCDSB International Excursions from the TCDSB Excursion Handbook

The information in the first few pages, below, is a summary of some pertinent information from other areas of the TCDSB Excursion Handbook.

Restrictions on School Excursions and Activities

Areas Where No Travel is Allowed

No school may organize travel to:

- (a) natural disaster areas
- (b) war zones
- (c) regions with political or civil instability.

Please check with Foreign Affairs Canada for information related to these issues.

Foreign Affairs Canada (1-800-267-6788) (website: <http://travel.gc.ca/>)

Procedures for Taking Students on Excursions

Signing Contracts for Excursions

Any contract must be signed by the person granting the approval for the excursion.

That is as follows:

- Day trips – Principal
- Overnight trips within Canada – Superintendent
- International Trips – Director of Education or designate

Excursion Type and Who Grants Approval

(If unsure of from whom to seek approval contact the Outdoor Education Department or your superintendent)

Excursion Type	Examples	APPROVED BY
Excursions - outside of Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	<ul style="list-style-type: none"> School excursion to Italy, United States, Germany etc. International Tournament (sports, arts etc.) Band or choir excursion to a foreign country School group (language, history etc.) trip to a foreign country 	Director of Education or designate upon recommendation of Superintendent and Principal

Types of TCDSB Excursions

(f) Trips/Excursions Outside of Canada:

These include one day and overnight trips. Because these trips have implications for health insurance and/or liability insurance, they require the approval of the Director of Education or designate.

NOTE: “Private trips” are not to be considered as a TCDSB excursion. (refer to #17, pages 14 for more information on Board policies related to private trips.)

Students Billeted in Homes in Other Locations

Billeting students has often been used as a means of reducing costs for excursions as well as an opportunity for students to meet new people in different cultural situations.

The principal shall approve, in advance, any billeting arrangements.

Before planning any such arrangement, the supervisor-in-charge must make every effort to ensure that students are entering a safe and secure environment.

The teacher-in-charge shall include information about the accommodation and/or billeting arrangements on the Parent/Guardian Permission Form, including:

- (i) the name(s) of the individual(s) with whom the student will be billeted;

- (ii) contact information, including the telephone number and address, of the individual(s) with whom the student will be billeted;
- (iii) whether any other students will be billeted with the student; and
- (iv) any other pertinent information regarding the individual(s) with whom the student will be billeted.

Where possible, students should be billeted in groups of two or more.

Christmas Break or March Break Trips

These popular trips are subject to all approvals as outlined in the Handbook.

Teacher-organizers must first obtain approval, from their principal, **before starting** with any planning and/or contracts.

Sunday Eucharist

Where an excursion includes a Sunday, the teacher-in-charge of the excursion's plan shall specify participation in the Sunday Eucharist for all students and supervisors.

Statement of Disclosure

The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff or staff family members participating in a school excursion.

No personal profit or remuneration will be gained by any staff or staff family members of the TCDSB in regards an excursion.

Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.

No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for student.

Please refer to TCDSB policy on Conflict of Interest Board Policy H.M.31.

Additional Requirements for Planning a TCDSB International Excursion

The Planning Process

As indicated in the introduction the planning process is divided into 3 steps:

1. Initial approval from the appropriate principal or coordinator – this first step is designed to allow preliminary planning without having to finalize all the arrangements.
2. The second step in the process involves final approval from the Director of Education or designate. At this stage all the documentation from the tour operator, dates, activities and cost have to be completed
3. The third and final step in the approval process is the parent/guardian information meeting and the signed approval from same.

Principal's Responsibilities for International Excursions

There continues to be certain political and social unrest around the world. It is incumbent upon the organizers of any trip that takes students abroad to ensure that the intended destination is safe. In addition, trip organizers must ensure that students and their parents/guardians are fully apprised of the risks associated with international travel.

In addition to any other applicable requirements outlined in this Handbook (such as the overnight excursion requirements), trip organizers must take the following steps when an international excursion is planned:

- (a) Any contract must be signed by the Director of Education or designate.
- (b) The trip organizer must check with Foreign Affairs Canada and International Trade Canada (1-800-267-6788) (website: <http://travel.gc.ca/>) in advance of the excursion, to determine whether the intended destination has been deemed dangerous for travelers.

- (c) The trip organizer must enquire about, and pursue, cancellation options with the tour operator, in an effort to reduce the financial impact of a cancellation or delay of an international excursion.
- (d) The trip organizer must inform participants in international excursions that the excursion may be cancelled or delayed at some time in the future if there is political unrest, the threat of war or insurrection, or the threat of terrorism at the destination.
- (e) The trip organizer must inform participants of any risks associated with the international excursion, Board policy, and cancellation options.
- (f) If cancellation insurance is available for the international excursion, the trip organizer must require that all participants purchase such insurance.

If the trip organizer learns that the destination may be dangerous for travellers, the trip organizer must delay or cancel the international excursion.

Teacher-in Charge

One teacher on any excursion must be appointed as “teacher-in-charge” of the excursion. Please note that occasional teachers are not to be considered as teacher-in-charge of an excursion. (Section 4.14, p. 25 – TCDSB School Excursion Handbook).

Choosing a Tour Operator

When travelling to foreign countries planning is of paramount importance. There are professional tour operators who have the experience and expertise in planning these excursions. TCDSB has canvassed many tour operators and has developed a list of approved operators. These tour operators have been made aware of the requirements expected by TCDSB. Any person planning an international excursion for TCDSB students **must** use one of these tour operators. A list of these recommended operators is available from the TCDSB link below:

<http://intranet.tcdsb.org/Departments/BusinessServices/MaterialsManagement/Pages/Travel-and-Tour-Operator's-List.aspx>

Tour Leader or Manager

The tour operator **must** provide a tour leader or manager for each TCDSB excursion. Tour operators must provide documentation of a current Police Reference Check, (PRC) including the Vulnerable Sector Screening Process, for the tour leader or manager prior to the excursion.

PLANNING A TCDSB INTERNATIONAL EXCURSION

Step One

1. Read through Appendix I of the TCDSB Excursion Handbook
2. Gather General Information from TCDSB approved vendor (Document Two - Pre-Tour Checklist)
3. Complete Document One and submit to Principal/Coordinator

Step Two

1. Gather specific information and complete all 4 pages of Document Three
2. Principal must complete Document 4
- 3 Submit both documents to Director of Education for approval

Step Three

1. Parent/Guardian Student Meeting,
2. Confirm contract with TCDSB approved vendor
3. Collect money and Final forms

Special Note: Approval must be received before moving to the next step. This is a simplified version of the process. Reference to Appendix I of the TCDSB Excursion Handbook for specific information is necessary.

Step One of the Planning Process for
TCDSB International Excursions - Approval of
Principal/Coordinator

To complete the first part of the planning process the teacher-in-charge is responsible to complete Document One, **“School Excursion Application Planning Form for International Excursions”**. The completed form with any supporting documentation is to be given to the appropriate school principal or department coordinator and once the document is approved the teacher-in-charge can then proceed to the next stage of the planning process.

Step One involves research and enough planning to allow the person approving the excursion an opportunity to make sure the excursion meets TCDSB requirements related to curricular relevance, cost, and safety. At this stage of the planning process the teacher-in-charge can contact tour operators but cannot commit to any formal agreement nor allow any marketing by tour operators to the students or parents/guardians. All research is for information purposes only so the person granting approval has enough information to make an informed decision. In addition if the teacher-in-charge wishes to inform students and parents/guardians of the nature of the excursion he/she must do so with the complete understanding that the excursion has not been approved but is only being considered.

Document Two, “Pre-Tour Checklist - Before Signing Agreement/Paying Deposit” can be provided to any prospective tour operator to facilitate the planning process. A more formalized checklist is included in the second part of the planning process once preliminary approval has been obtained. Written documentation from the tour operator is not required at this stage but may assist in gaining approval for the final stages of the planning process.

**SCHOOL EXCURSION APPROVAL APPLICATION FORM****Use for: ALL OVERNIGHT, OUT-OF – CANADA AND INTERNATIONAL EXCURSIONS**

Name of Teacher or Organizer of Excursion _____

Position of Responsibility: _____ School: _____

Type of Excursion: Curricular: ☐ Co-Instructional: ☐ Both: ☐Excursion Description: (location(s), mode of travel, accommodations, participants, activities being planned and any relevant information to assist the person granting approval - use back of page if necessary)

_____Curricular relevance or purpose of the excursion: _____

Related Credit Courses: (if applicable) _____

Name(s) of Approved Supervisor(s): _____

Anticipated No. of Students Involved: _____ Grade(s): _____

Dates: from _____ to _____
Day Month Year Day Month Year

Your child will be transported by (check all that are appropriate):

- ☐ Charter Bus ☐ Public Transit ☐ Volunteer Driver ☐ Student Volunteer Driver
☐ Other (please specify): _____

Estimated Cost For Entire Group :		Anticipated Sources of Revenue:	
Accommodation:	\$	School Accounts:	\$
Travel:	\$	School Fund Raising:	\$
Cost of Occasional Teachers	\$	TCDSB Subsidies:	\$
Meals:	\$	Student's/Parent's Share:	\$
Programs/Materials:	\$	Other (a)	\$
Other:	\$	Other:(b) Teacher contributions if	\$
TOTAL:	\$	TOTAL:	\$

It is understood that this excursion **WILL NOT** proceed without approvals and signed parental forms completed, and a finalized list of student participants provided to the appropriate Superintendent.Signature of Principal: _____ Date: _____
(indicates recommendation of this excursion) For approval of excursion refer to Section 4.7 p. 21 of The TCDSB Excursion HandbookHave all supervisors completed their iCOD (Offence Declaration) for the current school year? Yes ☐ No ☐**EXCURSION APPROVAL****AND**_____
Signature of Superintendent
(All Overnight/Out of Canada/International)_____
Director or Designate
(All Overnight/Out-of-Canada/International)**EXCURSION NOT APPROVED****AND**_____
Signature of Superintendent
(All Overnight/Out of Canada/International)_____
Director or Designate
(All Overnight/Out-of-Canada/International)

Document Two*Pre-Tour Checklist before Signing Agreement/Paying Deposit*

In addition to TCDSB Policy for School Excursions, all schools must follow the below procedures while booking tours with TCDSB approved vendors for international tours.

- 1) School must check the validity of Tour Operator's TICO & IATA certificate and get copies of same prior to booking trips/paying advance. This is to ensure against the Tour Operator's bankruptcy in order to recover the paid money.
- 2) School must get in writing information on the cancellation fees, administration fees for changes in itinerary or participants.
- 3) School must get in writing information on the Tour Operator's refund policy.
- 4) School must get the copy of current valid "Liability Insurance Certificate". Certificate must be a minimum of 2 million Canadian dollars. TCDSB must be listed as 'Additional insured' on the certificate.
- 5) School must get the copy of current valid "Errors & Omissions Certificate" (Professional) for a minimum of 1 million Canadian dollars. TCDSB must be listed as 'Additional insured' on the certificate.
- 6) School must ensure that tour leader/manager provided by operator for the tour must have a current clear police background check before they have any contact with students.
- 7) Tour Company must book travel arrangements in foreign countries and take responsibility for travel insurance and quality for same.
- 8) Tour Company must insure all activity providers comply with (as far as practicable) and have copies of OPHEA Safety Guidelines that relate to any specific activity in which students will be involved.
- 9) Travel tour operator should provide certified tour leader / manager as responsible for administering first aid and administering medications as required by students. If not by travel operator, then school should designate teacher, who can take care of these responsibilities.
- 10) Travel tour operator must provide "Risk Assessment Plan", "Safety Plan" & "Crisis Response Plan" for the following:
 - Students identified as anaphylactic
 - Students with allergies / life threatening allergies
 - Missing students
 - Care to be taken while using public transit
 - Handling & reporting of minor accidents & major accidents
 - Hotel & accommodation safety
 - Food Safety

(Page 1 of 2)

Document Two*Pre-Tour Checklist before Signing Agreement/Paying Deposit*

- Water Safety (swimming/boating/canoeing etc.)
 - How situation will be handled In case of weather/natural disaster, flight issues (delay/cancellation) and road transportation issues (breakdown, delay or cancellation). A written detailed explanation of areas of responsibility for all participants, (i.e. who makes the decision to change itinerary for inclement weather etc.) must be provided.
 - Domestic /international destination issues (Security, Safe country, travel documents, weather conditions, pandemic outbreak, people, local foods, safety etc.),
 - Night time security personnel provided (if applicable)
 - List of emergency contact numbers including 24 hour emergency toll free number of tour operator & tour leader cell # as well as local office details or contacts at tour destination. This list must be accessible to chaperones/teachers/supervisors, Principals, Students and Parents.
 - List of hospitals, emergency medical & ambulance numbers, consulate/embassies, local police at tour destination.
- 11) Travel tour operator must provide, in writing, a procedure for communicating changes to itineraries before and after departures. Document must be provided to school, teachers/leaders/chaperones, students and parents.
 - 12) Travel Operator must provide travel insurance to all travelers that cover:
 - trip cancellation - before departure, trip interruption, after departure & unused portion of pre-paid travel arrangements,
 - emergency medical insurance,
 - loss/damage/delay - baggage & personal effects,
 - flight accident insurance
 - travel accident insurance.
 - 13) Prior to the trip, the Travel operator must provide the detailed Itinerary sheets showing Transportation (Flight/bus details), Hotel reservations, Food/Activities and Public transports.
 - 14) Prior to the trip, the travel operator must provide the details of travel documents required while booking for international tours including their assistance.

(Page 2 of 2)

Step Two of the Planning Process for TCDSB International Excursions - Approval of Director of Education

Once step one is completed and approval has been given the teacher-in-charge can complete the planning process that will hopefully lead to approval from the Director of Education, or designate. Once this approval has been given the final approval process can take place.

This second step involves a more formalized and comprehensive planning process. All documentation and material from the tour operator must be attached to the final checklist.

At this stage of the process, the teacher can, if he/she wishes hold a “Marketing Meeting” with the vendor and interested parties. However it must be made clear to all parties that the excursion will not go forward until it has been approved by the Director of Education or designate.

Document Three **“Excursion Approval Form and Documents/Information Required from Tour Operator for all International Excursions”** is a comprehensive list of the information that must be submitted to the Director of Education, or designate, for approval. The more complete the information and documentation the quicker and more likely approval will be granted. Since final booking cannot be made until the Director of Education or designate grants approval this information must be submitted in time to allow time for the final booking of the excursion.

Document Four is the **“Principal’s Checklist for International Excursions”** that must accompany Document Three.

Document Three
Excursion Approval Form and Documents/Information Required from
Tour Operator for all International Excursions

Date of Excursion: _____

Destination(s): _____

School Name: _____ Date: _____

Teacher-in-Charge: _____

Travel Tour Operator Name: _____

Travel Tour Operator Address: _____

Travel Tour Operator TICO & IATA Number: _____

Travel Tour Operator Contact Name: _____

Travel Tour Operator Contact Number: _____

Travel Tour Operator Contact E-mail: _____

Name of Travel Insurance Company: _____

- ☐ Tour operator is from the TCDSB Approved Vendor List
- ☐ A complete copy of trip itinerary is attached with explanation of activities
- ☐ A complete breakdown of trip costs is attached
- ☐ Copy of Travel Tour Liabilities Insurance Certificate has been attached.
- ☐ Copy of Errors and Omissions Certificate has been attached.

Principal/Coordinator Signature

Date

(Page 1 of 4)

Please indicate with a checkmark (✓) for complete, an (X) for not complete or NA (Not Applicable) for each of the following

NOTE: If an item is marked not complete (X) please provide an explanation and/or timeline as to when item will be completed

Tour Operator Responsibilities

- _____ Tour operator has provided the clear details of Administration & Cancellation fees before advance payment & contract sign
- _____ Tour operator has provided valid IATA certificate for international ticketing & tours
- _____ Tour operator has provided detailed itinerary sheets for transportation (flight / bus / train), hotel reservations, food & other activities if applicable
- _____ Tour operator has provided details of travel documents required for international tours
- _____ Tour operator has provided certified first aid administrator/tour leader for administering first aid & medications as required by participants
- _____ Tour operator has provided valid Liability Insurance Certificate for a minimum of 2 million Canadian dollars - School or TCDSB name is included in this certificate as "additional insured"
- _____ Tour operator has provided valid Errors & Omissions Certificate - School or TCDSB name is included in this certificate as "additional insured"
- _____ Tour operator has provided information on Travel Insurance to cover trip cancellation / interruption, emergency medical, loss/damage/delay - baggage & personal effects & travel accident insurance to each participant
- _____ Tour operator has provided current Police clearance certificate for background check of Tour Leader(s) / Manager(s), who is going with tour
- _____ Tour operator has provided the process of communicating changes to Itineraries before and after departures that include School, teachers / chaperones, students and parents

(Page 2 of 4)

Please indicate with a checkmark (✓) for complete, an (X) for not complete or NA (Not Applicable) for each of the following

NOTE: If an item is marked not complete (X) please provide an explanation and/or timeline as to when item will be completed

Risk Assessment & Safety Plan

- _____ Arrangement has been made for students identified as Anaphylactic or students with one of the four Prevalent Medical Conditions during the excursion
 - _____ During flight
 - _____ Land or water transportation
 - _____ At hotel or other accommodation
 - _____ At all restaurants or any location where food is being served
- _____ Supervisor-in-Charge will carry an Epi-pen or AUVI-Q and a copy of the **Student Plan of Care**, if students require one.
- _____ Student who has been identified as Anaphylactic will carry an Epi-pen or AUVI-Q
- _____ Tour operator will be responsible for providing a person responsible to carry and administer an Epi-pen or AUVI-Q
- _____ Arrangement is made for students requiring special care - flight, hotel, bus, hotel etc.
- _____ I have reviewed TCDSB handbook, **TCDSB Protocols for Concussions**
- _____ Action plan for missing students is prepared
- _____ Safety guidelines for using public transit have been prepared
- _____ Alternate arrangement plan for flight delay / cancellation have been prepared
- _____ Alternate arrangement plan for road transportation issues (breakdown, delay or cancellation) have been prepared
- _____ Tour Destination details for weather conditions, pandemic outbreak, security, safe country, people, local foods, travel documents required etc. have been provided
- _____ A plan for the Hotel & Accommodation safety for students has been provided
- _____ A plan related to food safety for students has been prepared
- _____ All Physical Education activities, in which the students will take part, have been reviewed to ensure they meet the OPHEA Safety Guidelines
- _____ A safety plan is in place for all activities, in which the students will take part, that are not covered by the OPHEA Safety Guidelines (e.g. construction of schools)
- _____ For water transportation all Water Safety guidelines have been met
- _____ For water transportation, in case of inclement weather or breakdown plans for alternate /delayed or cancellation of travel have been provided
- _____ Night Time Security has been arranged
- _____ Bus seating plan completed

(Page 3 of 4)

Please indicate with a checkmark (✓) for complete, an (X) for not complete or NA (Not Applicable) for each of the following

NOTE: If an item is marked not complete (X) please provide an explanation and/or timeline as to when item will be completed

Emergency / Crisis Management Plan

- _____ A plan is in place for the handling & reporting procedure for minor accidents
- _____ A plan is in place for the handling & reporting procedure for major accidents
- _____ A plan is in place if a student goes missing
- _____ A plan is in place for the handling & reporting procedure in case of weather / natural disaster
- _____ A list of emergency contact numbers including 24 hours emergency toll free number of tour operator & tour leader cell # has been prepared and made accessible to chaperone/teachers, principal, students and parents.
- _____ A list of appropriate hospitals, consulates / embassies, local police, medical & ambulance numbers for tour destination has been prepared and made accessible to chaperone/teachers, principal, students and parents.

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Document Four

Principal's Checklist for International Excursions

This form is to be completed by the principal, signed and attached to Document Three "Teacher-in-Charge Checklist".

School: _____ Date: _____

A checkmark indicates the action has been completed. A blank indicates no action has been taken. (NA) indicates the item is not applicable for the excursion. Please use the back of the form to add any explanations.

- _____ I have reviewed Appendix I p. 92-93, "**Principal's Responsibilities for International Excursions**".
- _____ I have reviewed Section 12 "**Special Considerations for Principals**" pages 68-71, of The TCDSB Excursion Handbook.
- _____ I have reviewed Section 4.25 "**Excursion Type and Steps Required – What I have to do!**" pages 29-32, of The TCDSB Excursion Handbook.
- _____ Tour operator is from the TCDSB Approved Vendor List
- _____ I have reviewed Sections 12.8 "**Use of Parent/Guardian Volunteers on Excursions**" pages 69-70 and Section 12.9 "**Requirements for Adult Volunteers on Excursions**" pages 70-71, of The TCDSB Excursion Handbook.
- _____ I have reviewed with the teachers TCDSB handbook, **ANAPHYLAXIS – PROTOCOL AND GUIDELINES 2013**, and **Protocols for Prevalent Medical Conditions, 2018**
- _____ I have reviewed with teachers TCDSB handbook, **TCDSB Protocols for Concussions**
- _____ The school staff has been in-serviced regarding excursions.
- _____ Standard Parent/Guardian Permission Form is being used.
- _____ provide teachers/supervisors with a copy of the **Student Plan of Care**, if a student requires one. Refer to **Protocols for Prevalent Medical Conditions, 2018**.
- _____ A parent meeting is being planned. Date if known _____.
- _____ Arrangements will be made for students who have been identified with one of the four Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy and Seizures).
- _____ Arrangements will be made for students requiring special care.
- _____ Every effort will be made to ensure that no student is prevented from participation through inability to pay.
- _____ Arrangements will be made for students unable to take part in the excursion.
- _____ Arrangements have been made for participation in the Sunday Eucharist for all students and supervisors
- _____ At least one of the supervisors/instructors is qualified in first aid.
- _____ All TCDSB water policies have been reviewed.
- _____ All TCDSB watercraft policies have been reviewed.
- _____ All TCDSB canoe-tripping policies have been reviewed.
- _____ All TCDSB private or rented aircraft policies have been reviewed.
- _____ There will be a copy at school, of any contract/proposed contract with any travel agent.
- _____ All supervisors have been reminded to complete the iCOD (Offence Declaration) for the current school year. <https://www.tcdsb.org/FORSTAFF/iCodDocs/Pages/default.aspx>

Signature of Principal

Date

(Page 1 of 1)

Step Three of the Planning Process for TCDSB International Excursions - Approval of Parent/Guardian

Once the excursion has been approved by the Director of Education, or designate, the teacher-in-charge is required to hold a parent/guardian information meeting. At this meeting the teacher-in-charge can provide complete information to students, parents/guardians. Once this meeting is held the teacher-in-charge can collect signed TCDSB forms required for an international excursion. The teacher-in-charge is required to complete the documentation necessary for this type of trip at least 8 weeks prior to the date of the excursion.

The TCDSB documentation required is:

1. Signed Parent/Guardian Permission Form
2. Student's Health and Safety Information Form (2 pages)
3. Consent to Medical Treatment Form

School Generated Parent/Guardian Permission Form for TCDSB International Excursions

The Parent/Guardian permission form is one of the most important documents being sent home. Two copies of this form should be sent to the parent/guardian for each student. One copy is to be signed and returned to the school, the second copy is to be kept by the parents/guardians for their information. The form shall contain, but is not limited to, the following information (where applicable):

- School Name
- Date
- Teacher-in-Charge
- Date of tour
- Full cost of tour
- Additional tour costs for which students' will be responsible
- Tour Cancellation Charges if trip cancelled by student
- Travel Tour Operator Name
- Travel Tour Operator Address

- Travel Tour Operator TICO & IATA Number
- Travel Tour Operator Contact Name
- Travel Tour Operator Contact Number
- Travel Tour Operator Contact E-mail

Destination & Tour Details including

- full itinerary with a comprehensive description of all activities
- the location of the excursion with relevant times and dates
- the nature and purpose of the excursion
- the supervision that will be provided and by whom
- transportation arrangements
- how parents will be contacted should an injury occur
- plans that are in place should cancellations, delays, alternate transportation arrangements become necessary
- indicate when students are being driven by a volunteer driver
- indicate when the volunteer driver is a student
- the cost of the activity for students and supervisors (where applicable) and any special needs such as lunches, clothes, money etc.
- indicate that Parents/Guardians are responsible to make the necessary arrangements if, for any reason, it becomes necessary to send their son/daughter home prior to the end of the excursion. The Board is in no way responsible for reimbursing parents/guardians if this situation occurs.
- a reminder that the parent/guardian should let the school know of any relevant medical conditions, e.g. allergies
- any additional information, which could have a bearing on whether, the parent/guardian would give or withhold permission for their child to fully participate in the excursion; and
- highlight any unusual factors, such as rigorous exercise, water sports, canoeing, etc. Special risks must be clearly brought to the attention of the students and the parent/guardian.
- a reminder that cancellation, travel and medical insurance coverage must be purchased as part of the package



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

STUDENT'S HEALTH AND SAFETY INFORMATION FORM

The information you provide on these forms is collected under the authority of the Education Act, R.S.O. 1991, Section 170(1) and will be used for administration of school excursions and in the event of a medical emergency. All information is collected, used, disclosed, and disposed of in accordance with the Municipal Freedom of Information and Protection of Privacy Act (RSO 1990 M.56).. If you have any questions regarding the collection or use of this information, please contact the school Principal.

School Name: _____

Name of Child: _____ Date of Birth: _____ Sex: _____
First Name Last Name Y- M- D M or F

Student's Home Address: _____
Number Street City Postal Code

Student's Home Phone Number: _____

Mother's (Guardian's) Name: _____ Cell #: _____

Mother's (Guardian's) Address: _____
 (If different from student's)

Place of Employment: _____ Phone #: _____

Father's (Guardian's) Name: _____ Cell #: _____

Father's (Guardian's) Address: _____
 (If different from student's)

Place of Employment: _____ Phone #: _____

Family Doctor: _____ Phone #: _____

Does your child have a Student Plan of Care for one of the following:

Anaphylaxis ☐ Asthma ☐ Diabetes ☐ Epilepsy and Seizure ☐

Provide details of any special condition(s) your child may have which must or should be taken into consideration in his/her participation in a full academic and physical program:

Allergy: ☐insect ☐plant ☐food ☐drug/serum ☐other allergy or sensitivity: _____

Does your child carry an Epi Pen or AUVI-Q? Yes ☐ No ☐

Asthma: _____

Diabetes: _____

Epilepsy or Seizure: _____

Feet or Legs: _____

Heart: _____

Skin: _____



**TORONTO CATHOLIC DISTRICT SCHOOL BOARD
STUDENT'S HEALTH AND SAFETY INFORMATION FORM**

Recent illness or operation:

Other:

Concussion(s) date(s):

Details of Concussion:

Blood type (if known):

Date of last Tetanus shot (if known):

If there are any other medical details that you feel might be of some assistance to the teacher to ensure the safety of your child, please contact the teacher at school or use the space below to inform the teacher of these details.

Signature of Parent or Guardian
(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

Date

Signature of Teacher-in-charge of Excursion

Date



TORONTO CATHOLIC DISTRICT SCHOOL BOARD CONSENT TO MEDICAL TREATMENT

(a) *When on Field Trips*

and (b) *When parents cannot be contacted*

The information on this form is collected under the authority of the Education Act, R.S.O. 1991, Section 170(1) and will be used for administration of school excursions and in the event of a medical emergency. If you have any questions regarding the collection or use of this information, please contact the school Principal.

To: Any Qualified Health Care Provider

CONSENT TO MEDICAL TREATMENT

I hereby consent to the administration of any medical treatment deemed by any qualified medical practitioner to be necessary for the health and welfare of my child, _____

Child's Name

including the administration of an anesthetic and the performance of any necessary operation during the period _____ *to*

Y – M – D

_____,

Y – M – D

Dated at _____ *this* _____ *day of* _____

Parent Contact Numbers: _____ Cell: _____

Parent email: _____

Signature of Parent or Guardian

Date

(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

(Page 1 of 1)



Definitions and Contacts related to planning a TCDSB International Excursion

The International Air Transport Association (IATA) is the trade association of airlines. Our 240 members comprise 84% of the total air traffic.

The Travel Industry Council of Ontario (TICO) is a self-managed, not-for-profit corporation, responsible for administering and enforcing the Ontario *Travel Industry Act, 2002* and Ontario Regulation 26/05 on behalf of the Ontario government. The legislation governs all of the approximately 2,500 travel retailers and travel wholesalers registered in Ontario. In addition, TICO administers an industry-financed Travel Compensation Fund to protect against bankruptcy/services not provided for the money paid in advance.

Liability Insurance Certificate – proof that provider has liability insurance to cover personal/body injury, property damage, incidental professional and malpractice, environmental impairment, sexual assault, non-owned automobile etc. For TCDSB the minimum amount is 2 million Canadian dollars – copies available from the vendor's insurer.

Errors & Omissions Certificate (Professional) – proof that provider has liability insurance, to pay for damages incurred if the professional's services are deemed to be faulty. For TCDSB the minimum amount is 1 million Canadian dollars – copies available from the vendor insurer.

IMIAT – International Association for Medical Assistance to Travellers (imiat.org).

OPHEA – Ontario Physical Health Educational Association – The provincial organization responsible for The Ontario Physical Education Safety Guidelines

The Ontario Physical Education Safety Guidelines represent the minimum standards for risk management practice for school boards. They focus the attention of teachers, intramural supervisors and coaches on safe practices, in every activity, in order to minimize the element of risk. To access these guidelines: www.safety.ophea.net

Canadian Contacts

- 1) Government of Canada Office – travel.gc.ca/offices
- 2) Foreign Affairs Canada and International Trade Canada (1-800-267-6788)
website - <http://travel.gc.ca/>
- 3) Canadian Emergency Watch and Response Centre (Ottawa) – 613-996-8885
(call collect)
 - a. Email: sos@international.gc.ca
 - b. Consult: travel.gc.ca/emergencies
- 4) Travel updates
 - a. travel.gc.ca/updates
 - b. travel.gc.ca/rssfeeds
 - c. Follow DFAIT on Twitter at @DFAIT_MAECI
- 5) Information/Issues Concerning Canadian Passports
passportcanada.gc.ca
 1-800-567-6868
 Twitter – twitter.com/passportcan
 Facebook – facebook.com/passportcan
 You Tube – youtube.com/passportcan
 From outside Canada 819-997-8338

APPENDIX II

CONSIDERATIONS FOR EXCURSION APPROVAL (PRINCIPAL/SUPERINTENDENT)



CONSIDERATIONS FOR EXCURSION APPROVAL (Principal/Superintendent)

This two-page list of questions is intended to be a guide to assist the person responsible for granting approval for an excursion. Depending on the nature and duration of the excursion, some items may have a greater importance and some not applicable. Each situation is unique so please adapt the list to suit your situation.

- Have you reviewed Section 12 “**Special Considerations for Principals**” pages 72-75, of The TCDSB Excursion Handbook?
- Have the teachers reviewed Section 13 “**Special Considerations for Teachers**” pages 76-79, of The TCDSB Excursion Handbook”?
- Has the school staff been in-serviced regarding excursions?
- Has the school staff been in-serviced regarding safety?
- What is the educational value of the trip?
- What is the name of the teacher-in-charge of the trip?
- Is there an outline for the trip?
- For excursions where it is needed has an Excursion Approval Form been completed and sent to the person granting approval?
- For excursions where it is needed has the Principal’s Checklist been completed and submitted with the Excursion Approval Form?
- Is the standard Parent/Guardian Approval Form being used?
- Have all Student Health Information and Medical Consent Forms been completed?
- Have the Student Plans of Care for the Four Prevalent Medical Conditions been shared?
- What arrangements are included for students requiring special care?
- What is the number of male and female students?
- What is the number of male and female supervisors?
- What efforts have been made to ensure that no student is prevented from participation through inability to pay?
- What arrangements have been made for students remaining in school?

(Page 1 of 2)



CONSIDERATIONS FOR EXCURSION APPROVAL (Principal/Superintendent)

- If the excursion includes a Sunday have arrangements been made for participation in the Sunday Eucharist for all students and supervisors?
- Is there a copy of a list of student participants and emergency contacts:
 - with the teacher-in-charge ▪ on file at the school?
- Is there a copy of a list of staff members, including statement of health records, next of kin and emergency contact numbers:
 - with the teacher-in-charge ▪ on file at the school?
- Is there a list of emergency support services in the area e.g. police, hospital etc.? (names and numbers where possible)
- First Aid Training: What is the name of the person qualified?
What is the nature of the qualification?
- Is there an Emergency Action Plan in place for injuries?
- Is there an Emergency Action Plan in place for transportation?
- Is there a map showing the trip route, itinerary?
- Is there a copy on file at the school of any contract or proposed contract with any travel agent?
- Are there any water activities included in the trip plans?
 - If so, how are TCDSB water policies to be implemented?
- Are there any small watercraft activities included in the trip?
 - If so, how are TCDSB watercraft policies to be implemented?
- Are there any canoe tripping activities included in the trip?
 - If so, how are TCDSB canoe tripping policies to be implemented?
- Are there any private or rented aircraft activities included in the trip?
 - If so, how are TCDSB private or rented aircraft policies to be implemented?

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APPENDIX III

CHARTS

Excursion Type and Permission Form Required

Excursion Type	Permission Form(s) Required	Approved By
Use of local site	Parent/Guardian Permission Form – Local and Regular Use Sites (page 130)	Principal
Supplementary programs offered at different locations	Parent/Guardian Permission Form – Local and Regular Use Sites (page 130)	Principal
One day trips within Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	Parent/Guardian Permission Form – All Excursions (page 131-2) Consent/Waiver Form - (OSBIE or Vendor supplied) – for higher risk activities (page 138) – as required	Principal
One day trips within Canada involving water related activities <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	Parent/Guardian Permission Form – All Excursions (page 131-2) Consent/Waiver Form - (OSBIE or Vendor supplied) – for higher risk activities (page 138) – as required Student Participation Checklist for Water Related Activities (page 133-4) – as required	Superintendent upon recommendation of Principal
Overnight excursions within Canada <ul style="list-style-type: none"> Co-Instructional Programs Curricular 	School Excursion Approval Application Form (page 127) Principal's Checklist (page 128-9) Parent/Guardian Permission Form – All Excursions (page 131-2) Consent/Waiver Form (OSBIE or Vendor supplied) – for higher risk activities (page 138) – as required Student Participation Checklist for Water Related Activities (page 133-4) – as required	Superintendent upon recommendation of Principal

<p>Excursions - outside of Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<p>Document One: School Excursion Application Form for International Excursions (page 101)</p> <p>Document Three: Excursion Approval Form and Documents/ Information Required from Tour Operator for all International Excursions (page 105-108)</p> <p>Principal's Checklist International Excursions (page 109)</p> <p>Parent/Guardian Permission Form (pages 131-2)</p> <p>Consent/Waiver Form (OSBIE or Vendor supplied) – for higher risk activities (page 138) – as required</p> <p>Student Participation Checklist for Water Related Activities (page 133-4) – as required</p>	<p>Director of Education or designate upon recommendation of Superintendent and Principal</p>
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Excursion Type and Steps Required –

What I have to do!

The following chart is intended as a guide to assist teachers in organizing excursions. However teachers **must** review the relevant sections of the Handbook when planning an excursion. An excursion that involves watercraft, water activities, additional risk etc. requires further planning than what is outlined below.

Excursion Type	Steps Required – What I have to do!
Use of local site	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – Local and Regular Use Sites (page 130) completed once each school year for entire school year. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each excursion. 3. Copy of Student Plan of Care reviewed and carried for those students who require one. 4. Emergency Action Plan for Injuries completed once each school year for the local and regular use site(s) covered by the permission form. (refer to page 147) 4. Emergency Action Plan for Transportation completed once each school year for \ the local and regular use site(s) covered by the permission form. (refer to page 152)
Supplementary programs offered at different locations	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – Local and Regular Use Sites (page 130) completed once each school year for entire school year. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each program or excursion. 3. Copy of Student Plan of Care reviewed and carried for those students who require one 4. Emergency Action Plan for Injuries completed once for each program covered by the permission form. (refer to page 147) 5. Emergency Action Plan for Transportation completed once for each program covered by the permission form. (refer to page 152)

Excursion Type	Steps Required – What I have to do!
<p>One day trips within Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 2. OSBIE Informed Consent Form – for use with higher risk activities (page 138) – as required) 3. Student Participation Checklist for Water Related Activities (page 133-4) – as required 4. List of students taking part in the excursion, one copy carried by teacher-in-charge and one copy left in school office prior to each program or excursion. 5. Copy of Student Plan of Care reviewed and carried for those students who require one 6. Emergency Action Plan for One-Day Excursion (Injuries and Transportation) completed once for each program covered by the permission form. (refer to page 154)
<p>Overnight excursions within Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. School Excursion Approval Application Form (page 127) - completed for each excursion and sent with completed Principal's Checklist to Superintendent for approval. 2. Principal's Checklist (page 128) completed once for each excursion and attached to School Excursion Approval Application Form. 3. Have a parent meeting at least 3 weeks prior to each excursion. 4. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 5. OSBIE Informed Consent Form – for higher risk activities (page 138) as required 6. Student Participation Checklist for Water Related Activities (page 133-4) – as required 7. Student's Health and Safety Information Form (pages 135-6) - completed once for each excursion. The teacher-in-charge must sign and keep a copy of this form with them and one copy left in school office prior to each excursion. 8. Student Plan of Care for Anaphylaxis, Asthma, Diabetes, Epilepsy and Seizure – as required, a copy should be carried by the supervising teacher(s) 9. Consent To Medical Treatment Form (page 137) - completed once for each excursion. The teacher-in-charge must keep a copy of this form with them and one copy left in school office prior to each excursion. 10. Emergency Action Plan for Injuries completed once for each excursion covered by the permission form. (refer to page 147) 11. Emergency Action Plan for Transportation completed once for each excursion covered by the permission form. (refer to page 152)

Excursion Type	Steps Required – What I have to do!
<p>Excursions - outside of Canada</p> <ul style="list-style-type: none"> • Co-Instructional Programs • Curricular 	<ol style="list-style-type: none"> 1. Document One: School Excursion Application Form for International Excursions (refer to page 101) - completed for each excursion and sent to school principal or department head for approval. If necessary Document Two: Pre-Tour Checklist before Signing Agreement/Paying Deposit provided to tour operator (page 102-3). 2. Document Three: Excursion Approval Form and Documents / Information Required from Tour Operator for all International Excursions (4 pages) (refer to pages 105-108) and Document 4: Principal/Coordinator's Checklist (refer to page 109) Complete both and forward to Director of Education or designate for approval. 3. Once approval from Director of Education or designate then teacher-in-charge can: <ul style="list-style-type: none"> • have a parent/guardian meeting to outline trip at least 3 weeks prior to excursion 4. Parent/Guardian Permission Form – All Excursions (page 131-2) - completed once for each excursion. Two copies needed, one copy is to be signed and returned by the student and one copy retained by the parent/guardian. 5. OSBIE Informed Consent Form – for higher risk activities (page 138) – as required 6. Student Participation Checklist for Water Related Activities (page 133-4) – as required 7. Student's Health and Safety Information Form (2 pages) (refer to pages 135-6) - completed once for each excursion. The teacher-in-charge must sign and keep a copy of this form with them and one copy left in school office prior to each excursion 8. Student Plan of Care for Anaphylaxis, Asthma, Diabetes, Epilepsy and Seizure – as required, a copy should be carried by the supervising teacher(s) 9. Consent To Medical Treatment Form (refer to page 137) - completed once for each excursion. The teacher-in-charge must keep a copy of this form with them and one copy left in school office prior to each excursion. 10. Make it a requirement that all participants purchase Travel Medical and Trip Cancellation Insurance. 11. Emergency Action Plan for Injuries completed once for each excursion covered by the permission form. (refer to page 147) 11. Emergency Action Plan for Transportation completed once for each excursion covered by the permission form. (refer to page 152)

APPENDIX IV

TCDSB

EXCURSION

FORMS



SCHOOL EXCURSION APPROVAL APPLICATION FORM

Use for: ALL OVERNIGHT EXCURSIONS WITHIN CANADA

Name of Teacher or Organizer of Excursion _____

Position of Responsibility: _____ School: _____

Type of Excursion: Curricular: ☐ Co-Instructional: ☐ Both: ☐

Excursion Description: (location(s), mode of travel, accommodations, participants, activities being planned and any relevant information to assist the person granting approval - use back of page if necessary)

Curricular relevance or purpose of the excursion: _____

Related Credit Courses: (if applicable) _____

Name(s) of Approved Supervisor(s): _____

Anticipated No. of Students Involved: _____ Grade(s): _____

Dates: from _____ to _____
Day Month Year Day Month Year

Your child will be transported by (check all that are appropriate):

☐ Charter Bus ☐ Public Transit ☐ Volunteer Driver ☐ Student Volunteer Driver

☐ Other (please specify): _____

Estimated Cost For Entire Group:		Anticipated Sources of Revenue:	
Accommodation:	\$	School Accounts:	\$
Travel:	\$	School Fund Raising:	\$
Cost of Occasional Teachers	\$	TCDSB Subsidies:	\$
Meals:	\$	Student's/Parent's Share:	\$
Programs/Materials:	\$	Other (a)	\$
Other:	\$	Other:(b) Teacher contributions if applicable	\$
TOTAL:	\$	TOTAL:	\$

It is understood that this excursion **WILL NOT** proceed without approvals and signed parental forms completed, and a finalized list of student participants provided to the appropriate Superintendent.

Signature of Principal: _____ Date: _____
(indicates recommendation of this excursion) For approval of excursion refer to Section 4.7 p. 21 of [The TCDSB Excursion Handbook](#)

Have all supervisors completed their iCOD (Offence Declaration) for the current school year.
Yes___No___

Excursion Approved

Excursion Not Approved

Signature of Superintendent
(All Overnight Excursions)

or

Signature of Superintendent
(All Overnight Excursions)



PRINCIPAL'S CHECKLIST

This form is to be completed by the principal, signed and attached to the Excursion Approval Form.

A checkmark indicates the action has been completed. A blank indicates no action has been taken. (NA) indicates the item is not applicable for the excursion. Please use the back of the form to add any explanations.

- ____ I have reviewed Section 12 **"Special Considerations for Principals"** pages 69-70, of The TCDSB Excursion Handbook.
- ____ I have reviewed Section 4.25 **"Excursion Type and Steps Required – What I have to do!"** pages 29-32, of The TCDSB Excursion Handbook.
- ____ I have reviewed Sections 12.8 **"Use of Parent/Guardian Volunteers on Excursions"** pages 69-70 and Section 12.9 **"Requirements for Adult Volunteers on Excursions"** pages 70-71, of The TCDSB Excursion Handbook.
- ____ I have reviewed with the teachers TCDSB handbook, **ANAPHYLAXIS – PROTOCOL AND GUIDELINES 2013**, and **Protocols for Prevalent Medical Conditions, 2018**
- ____ I have reviewed with teachers TCDSB handbook, **TCDSB Protocols for Concussions**
- ____ The school staff has been in-serviced regarding excursions.
- ____ Standard Parent/Guardian Permission Form is being used.
- ____ A parent meeting is being planned. Date if known _____.
- ____ Arrangements will be made for students who have been identified as anaphylactic.
- ____ Arrangements will be made for students requiring special care.
- ____ Copies of any Student Plan of Care will be shared and carried by the supervisor(s)
- ____ Every effort will be made to ensure that no student is prevented from participation through inability to pay.
- ____ Arrangements will be made for students unable to take part in the excursion.
- ____ Arrangements have been made for participation in the Sunday Eucharist for all students and supervisors
- ____ At least one of the supervisors/instructors is qualified in first aid.
- ____ All TCDSB water policies have been reviewed.
- ____ All TCDSB watercraft policies have been reviewed.
- ____ All TCDSB canoe-tripping policies have been reviewed.
- ____ All TCDSB private or rented aircraft policies have been reviewed.
- ____ There will be a copy, on file at the school, of any contract or proposed contract with any travel agent.
- ____ All supervisors have been reminded to complete their iCOD (Offence Declaration) for the current school year. <https://www.tcdsb.org/FORSTAFF/iCodDocs/Pages/default.aspx>

Signature of Principal

Date

(Page 1 of 1)



TEACHERS' CHECKLIST

This Checklist is intended to be sequential. Depending on the nature and duration of the excursion, some items may have a greater importance. Adapt the list to suit your situation.

- ____ Preliminary written proposal submitted to school principal well in advance of excursion date(s) (8-10 weeks).
- ____ Principal's approval/support obtained.
- ____ TCDSB Application for School Excursion Form submitted and school's superintendent's signed approval obtained.
- ____ Detailed program developed (includes site visit, pre-trip activities, activities on site, equipment needs, student checklists, reservations at sites and so on) and approved by principal.
- ____ Parents/Guardians informed of details of trip.
- ____ Parent/Guardian meeting held.
- ____ Two copies of the Parent/Guardian Permission Form sent out and one signed copy returned for each student.
- ____ Health Information Forms and Consent to Medical Treatment Forms given to students.
- ____ Student Health & Safety Information Forms and Consent to Medical Treatment Forms have been completed and returned for all students.
- ____ I have obtained and read any Student Plans of Care for Anaphylaxis, Asthma, Diabetes, Epilepsy and Seizure.
- ____ If the excursion includes a Sunday arrangements have been made for participation in the Sunday Eucharist for all students and supervisors.
- ____ Emergency Action Plan for Injuries is completed. (Appendix V, page 148)
- ____ Emergency Action Plan for Transportation is completed. (Appendix V, Page 153)
- ____ Emergency Action Plan for Day Trips (where applicable) is completed. (Appendix V, Page 155)
- ____ I have reviewed **"When an Injury Occurs"** on pages 149-150 of The TCDSB Excursion Handbook
- ____ I have reviewed TCDSB handbook, **ANAPHYLAXIS – PROTOCOL AND GUIDELINES 2013**, and **Protocols for Prevalent Medical Conditions, 2018**
- ____ I have reviewed the TCDSB handbook, **TCDSB Protocols for Concussions**
- ____ Arrangements have been made for students who have been identified as anaphylactic.
- ____ Clear established routine for handling emergencies is in place.
 - ◆ Accidents ◆ Lost Students ◆ Fire ◆ Anaphylaxis
- ____ List of students and emergency contact left with:
 - ◆ Teacher-in-charge ◆ School ◆ Superintendent
- ____ Post-trip presentation to parents/guardians, other students, is planned.
- ____ Students have proper identification.
- ____ A "buddy system" has been organized with the students.

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TORONTO CATHOLIC DISTRICT SCHOOL BOARD

PARENT/GUARDIAN PERMISSION FORM LOCAL AND REGULAR USE SITES (Annual Use Form)

School: _____

The school will be using (specific name of church, hall, park etc.)

*This/These facility(ies) is/are to be used on a regular basis throughout the _____ -
_____ school year for the students of grade _____.*

*I give permission for my child, _____ to take part in
supervised activities at the above named location(s) for the school year _____ -
_____.*

Principal's Signature (indicates approval of this/these events).
(To be signed before copies are sent for signature of parent/guardian)

Date

Signature of Parent or Guardian
(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

Date



TORONTO CATHOLIC DISTRICT SCHOOL BOARD PARENT/GUARDIAN PERMISSION FORM – ALL EXCURSIONS

School: _____

I/We give permission for my/our child, _____
Student's full name

To go on the school excursion to: _____

Nature and purpose of the excursion: _____

☐ We will not be participating in water related activities

☐ We will be participating in water related activities – see attached Additional Excursion Information form

Departure time from school: _____ Departure Date: _____

Y-M-D

Anticipated return time to school: _____ Return Date: _____

Y-M-D

Your child will be transported by (check all that are appropriate):

☐ Charter Bus ☐ Public Transit ☐ Volunteer Driver ☐ Student Volunteer Driver

☐ Other (please specify): _____

Teacher-in-Charge _____

Supervisor(s): (1) _____ (2) _____

(3) _____ (4) _____

Cost of Excursion \$ _____
per student:

Cost of Excursion \$ _____
per supervisor: (if applicable)

Extra costs for students: _____

The receipt of the following information is acknowledged by the signature of the parent or guardian.

1. *If an excursion is organized without approval being obtained, the TCDSB declines to assume financial or other responsibility of personal liability incurred by students and/or their parent(s)/guardian(s) in connection with their private arrangements for excursions which are not part of the school curriculum.*
2. *Each child's parent(s)/guardian(s) is/are to receive a copy of the pertinent information contained on the approval form*
3. *Please indicate on the back of this form or on the **Student Health Information Form** any relevant medical information concerning your child.*
4. *If an alternate travel, accommodation or activity plan for your child has been made, list details on the reverse side and sign that your permission is given for these changes.*
5. **Parents/Guardians are responsible for making the necessary arrangements if, for any reason, it becomes necessary to send their child(ren) home prior to the end of the excursion. The TCDSB is in no way responsible for reimbursing parents/guardians if this situation occurs.**

Principal's Signature (indicates approval of this/these events).
(To be signed before copies are sent for signature of parent/guardian)

Date

Signature of Parent or Guardian

Date

(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)



TORONTO CATHOLIC DISTRICT SCHOOL BOARD ADDITIONAL INFORMATION FORM – ALL EXCURSIONS

Additional Information:

☐ We will be participating in water related activities:
The Activities Include:

☐ In order to participate in the activity listed above your child must pass a Swim Test as stated in the Ontario Physical Health Education Association (OPHEA) Safety Guidelines. Alternatively, your child must hold one of the following current certificates: Swim to Survive or Swim to Survive+ (both received within 12 months of the excursion); or Bronze Medallion or higher (certified within 24 months of the excursion).

☐ Your child may still participate wearing a properly fitting Personal Flotation Device (PDF) as per the OPHEA Safety Guidelines.

☐ Your child can not participate in the water portion of the activity listed above if they do not pass the swim test

Parent/Guardian: please check the appropriate boxes below:

☐ My Child has a Current Certificate – copy attached. I give my child permission to participate in the water activities listed.

☐ I give permission for my child to do the Water Competency Test (to be administered by an NL Certified Lifeguard and documented by a representative of the school). If my child passes the test, I give my child permission to participate in the water activities listed.

☐ I do **NOT** give permission for my child to participate in any water activities. My child has permission to participate in any other non-water related activities.

Principal's Signature (indicates approval of this/these events).
(To be signed before copies are sent for signature of parent/guardian)

Date

Signature of Parent or Guardian
(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

Date

(page 2 of 2)

TORONTO CATHOLIC DISTRICT SCHOOL BOARD



STUDENT PARTICIPATION CHECKLIST FOR WATER RELATED ACTIVITIES

School:
Principal:
Teacher:
Class Grade:
Date:

Facility/Pool Name:
Address:
Instructor Name:
Lifesaving Society ID #:
Telephone:

STUDENT NAME	DID NOT PASS SWIM TEST or HAVE SWIM Certificate	PASS OPHEA SWIM TEST Administered NL Certified Lifeguard Valid within 12 months of the activity or excursion	HAS SWIM TO SURVIVE CERTIFICATE Grade 4-6 (copy attached) Valid within 12 months of the activity or excursion	HAS SWIM TO SURVIVE + CERTIFICATE Grade 7-12 (copy attached) Valid within 12 months of the activity or excursion	Has CURRENT (within 24 months of certification date) Bronze Cross, Bronze Medallion or Higher (copy attached)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

REPORT APPENDIX B

STUDENT NAME	DID NOT PASS SWIM TEST or HAVE SWIM Certificate	PASS OPHEA SWIM TEST Administered NL Certified Lifeguard Valid within 12 months of the activity or excursion	HAS SWIM TO SURVIVE CERTIFICATE Grade 4-6 (copy attached) Valid within 12 months of the activity or excursion	HAS SWIM TO SURVIVE + CERTIFICATE Grade 7-12 (copy attached) Valid within 12 months of the activity or excursion	Has CURRENT (within 24 months of certification date) Bronze Cross, Bronze Medallion or Higher (copy attached)
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

STUDENT'S HEALTH AND SAFETY INFORMATION FORM

The information you provide on these forms is collected under the authority of the Education Act, R.S.O. 1991, Section 170(1) and will be used for administration of school excursions and in the event of a medical emergency. All information is collected, used, disclosed, and disposed of in accordance with the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 M.56).. If you have any questions regarding the collection or use of this information, please contact the school Principal.

School Name: _____

Name of Child: _____ Date of Birth: _____ Sex: _____
First Name Last Name Y- M- D M or F

Student's Home Address: _____
Number Street City Postal Code

Student's Home Phone Number: _____

Mother's (Guardian's) Name: _____ Cell #: _____

Mother's (Guardian's) Address: _____
 (If different from student's)

Place of Employment: _____ Phone #: _____

Father's (Guardian's) Name: _____ Cell #: _____

Father's (Guardian's) Address: _____
 (If different from student's)

Place of Employment: _____ Phone #: _____

Family Doctor: _____ Phone #: _____

Does your child have a Student Plan of Care for one of the following:

Anaphylaxis ☐ Asthma ☐ Diabetes ☐ Epilepsy and Seizure ☐

Provide details of any special condition(s) your child may have which must or should be taken into consideration in his/her participation in a full academic and physical program:

Allergy: ☐insect ☐plant ☐food ☐drug/serum ☐other allergy or sensitivity: _____

Does your child carry an Epi Pen or AUVI-Q? Yes ☐ No ☐

Asthma: _____

Diabetes: _____

Epilepsy or Seizure: _____

Feet or Legs: _____

Heart: _____

Skin: _____



**TORONTO CATHOLIC DISTRICT SCHOOL BOARD
STUDENT'S HEALTH AND SAFETY INFORMATION FORM**

Recent illness or operation:

Other:

Concussion(s) date(s):

Details of Concussion:

Blood type (if known):

Date of last Tetanus shot (if known):

If there are any other medical details that you feel might be of some assistance to the teacher to ensure the safety of your child, please contact the teacher at school or use the space below to inform the teacher of these details.

Signature of Parent or Guardian
(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

Date

Signature of Teacher-in-charge of Excursion

Date



TORONTO CATHOLIC DISTRICT SCHOOL BOARD CONSENT TO MEDICAL TREATMENT

(b) When on Field Trips

and (b) When parents cannot be contacted

The information on this form is collected under the authority of the Education Act, R.S.O. 1991, Section 170(1) and will be used for administration of school excursions and in the event of a medical emergency. If you have any questions regarding the collection or use of this information, please contact the school Principal.

To: Any Qualified Health Care Provider

CONSENT TO MEDICAL TREATMENT

I hereby consent to the administration of any medical treatment deemed by any qualified medical practitioner to be necessary for the health and welfare of my child, _____

Child's Name

including the administration of an anesthetic and the performance of any necessary operation during the period _____ to _____
Y – M – D

Y – M – D

Dated at _____ this _____ day of _____

Signature of Parent or Guardian

Date

(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

(Students Under 18 Years)

The _____ is arranging
(Name of school)

(Description of activity and dates)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK:

Educational activity programs, such as the activity listed above, involve certain elements of risk. Injuries may occur while participating in these activities.

The risk of sustaining injuries can result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you bear the responsibility for any injury that might occur.

The Toronto Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(Name of student) (Description of activity)

to be held on _____
(Date)

Signature of Parent/ Guardian: _____ Date: _____



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS – PART 1

This will authorize: _____
(Name of Volunteer Driver)

to transport students participating in the events listed on the attached school schedule **OR**

to transport students participating in the following school activity: _____

Driver's License No.: _____ Driver's Phone No.: _____

Vehicle Information: Make: _____ Year: _____ License No. _____

Vehicle Owner: _____

(Vehicle owner's name)

If the volunteer driver is not the vehicle owner then a completed part 2 must be attached.

Insurance Co.: _____ Policy No.: _____

If volunteer driver is a student then a completed part 3 must be attached.

Driver Declaration: Please read carefully before signing.

1. I declare that I hold a valid unrestricted Ontario Class G2 or better license.
2. I understand that when transporting students, safety is my first responsibility. Since it is important to focus on driving and to reduce driver distractions I will not use a cellular phone (hand-held or hands-free or any other hand-held (mobile) wireless communication device while driving students. Wireless hand-held devices include but are not limited to cellular phones, Blackberrys, PDAs, MP3 players, GPS, etc. Hand-held (mobile) wireless communication devices can only be used when the vehicle is safely parked.
3. I understand that the TCDSB will not provide legal advice nor assistance to anyone charged in relation to the use of hand-held (mobile) wireless communication devices.
4. I declare that I am using a licensed automobile, which carries valid automobile Third Party Liability insurance, with a limit on liability of at least \$1,000,000. In addition the vehicle has; Accident Benefit and Uninsured Automobile coverage
5. I understand that the TCDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted. The TCDSB's Third Party Liability insurance provides protection up to a total of \$20 million for each occurrence.
6. I understand that there is no coverage provided by the TCDSB's insurance for damage to a volunteer or employee's vehicle. In addition there is no coverage for a premium adjustment as the result of an accident while the vehicle is being operated for TCDSB activities.
7. I understand that according to provincial legislation, passengers who are injured would recover accident benefits coverage from their own or a parent's/guardian's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they are riding.
8. I understand that if a vehicle is equipped with a front seat passenger-side airbag, students must not be transported in that seat if they do not meet the minimum requirements for safety, unless the airbag has been properly deactivated. According to the latest information from Transport Canada, all children aged 12 and under should be seated in the back of any vehicle where the air bag has not been properly deactivated.
9. I promise to provide the school TCDSB with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on TCDSB-related business.

Driver's Signature (indicates the above has been read and agreed to)

Date

Date

School Name

Principal's Signature



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS - PART 2

This part must be completed if the volunteer driver is not the vehicle owner.

Declaration to be signed by the vehicle owner.

1. I declare that I have read the Driver Declaration on the first part of this authorization form.
2. I declare that I have authorized _____ to drive my vehicle to transport students participating in the school events listed.
3. I declare that he/she holds an unrestricted G2 or better driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
4. I declare the vehicle described above is mechanically fit and that there are seatbelts in good working condition for all passengers and that appropriate car/booster seats are used.

Owner's Signature (indicates the above has been read and agreed to)

Date



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS - PART 3 STUDENT VOLUNTEER DRIVER AUTHORIZATION

If the volunteer driver is a student the following must be completed:

Date of driver education course: _____.
Y – M – D

I am aware that my son/daughter _____ will be a volunteer
(Name of Volunteer Driver)
driver and will be transporting other students.

Parent/Guardian Signature

Date



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

EXCURSION ORDER

FOR TTC TICKETS ONLY

SCHOOL _____ LOCATION # _____

DATE OF TRIP: _____

DESTINATION: _____

TORONTO TRANSIT TICKETS	QUANTITY
ADULTS	
CHILDREN (12 YEARS OF AGE OR UNDER)	
STUDENTS (19 YEARS OF AGE OR UNDER)	

SIGNATURE OF PRINCIPAL: _____ DATE: _____

Y - M - D

----- FOR BOARD USE ONLY -----

REQUISITION # _____

Cost Centre:

Cost Element/GLAcct:

DATE ORDERED: _____

SIGNATURE: _____

**PLEASE SEND COMPLETED FORM TO
STUDENT TRANSPORTATION SERVICES, CEC**



TORONTO CATHOLIC DISTRICT SCHOOL BOARD MEDIA CONSENT FORM

I, _____, hereby give my consent to
(Name of Parent/Guardian)

The Toronto Catholic District School Board for my child,

_____, of _____,
(Name of Student) (Name of School)

to participate in the media activity on _____
(Date)

at _____, and to be filmed,
(Location)
audiotaped, videotaped or photographed by print or broadcast media.

I also consent to my child being interviewed for the purpose of broadcast or printing by the news media on the following topics:

Signature of Parent/Guardian

(or student over the age of 18 years or students 16 or 17 years old who have withdrawn from parental control)

Date

This personal information is collected under the authority of the Education Act and is used for the purpose of promoting Catholic education in Toronto.

OSBIE Incident Report Form

The OSBIE incident report form is to be accessed at the following OSBIE website:

<http://www.osbie.on.ca/incident-reports/>

A copy of the file will be sent by OSBIE to TCDSB Risk Management Department.

APPENDIX V

EMERGENCY ACTION PLANS (EAP)

INTRODUCTION TO EMERGENCY ACTION PLANS

1. Emergency Action Plan for Injuries

Given that there is an element of risk in all physical activity, an encounter with an injury or accident is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an emergency when it occurs. The key to the **Emergency Action Plan for Injuries** is getting the professional care to the injured person as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an **Emergency Action Plan for Injuries**. A fill-in-the-blanks copy of an **Emergency Action Plan for Injuries** can be found on page 147.

Please review the section “**When an Injury Occurs**” pages 149-150 prior to going on any excursion.

2. Emergency Action Plan for Transportation

In any situation where transportation (e.g. bus, car, train, plane, boat, canoe, horse etc.) is part of an excursion there are a variety of concerns that must be dealt with prior to the excursion. An **Emergency Action Plan for Transportation** must be completed so that plans are in place to deal with emergencies that may arise. A copy must accompany the teacher-in-charge and a copy kept on file at the school. A fill-in-the-blanks copy of an **Emergency Action Plan for Transportation** can be found on page 152.

3. Emergency Action Plan for One Day Excursion (Page 154)

This form is a simplified version of the two forms above. It contains all the information needed for a single day excursion.

EMERGENCY ACTION PLAN FOR INJURIES

The following is a sample **Emergency Action Plan for Injuries** taken from information found in: Ministry of Tourism/Recreation booklet “Exercise Caution, Prevent Sport Injuries, 1988” and Ministry of Tourism/Recreation Provincial Sport Organizations Risk Management Manual, 1987.

Each supervisor on the excursion should know the following information:

1. Location and access to the first-aid kit.
2. Location and access to a telephone.
3. Telephone number of ambulance (if area does not have 911 service).
4. Telephone number of hospital.
5. Know directions and best access routes to hospital.
6. Each supervisor should be made aware of the students who are carrying medication, such as inhalers, EpiPen® or Allerject®.

Additional Information for Overnight Excursions

When on an overnight excursion the following information should be included as part of the EAP:

7. The teacher-in-charge of the excursion should have a copy of each student’s **“Health and Safety Information Form”**. (Appendix IV, p. 135-6)
8. The teacher-in-charge of the excursion should have a copy of each student’s **“Consent to Medical Treatment Form”**. (Appendix IV, page 137)
9. Each supervisor should know the telephone number and location of any overnight accommodation.
10. A copy of the **Student Plan of Care**, if a student requires one for Anaphylaxis, Asthma, Diabetes, Epilepsy and Seizure (Refer to the Protocols for Prevalent Medical Conditions Handbook 2018)



EMERGENCY ACTION PLAN FOR INJURIES

School: _____ Date: _____

Principal: _____ Contact No: _____

1. Teacher-in-charge _____ Contact No: _____

2. Teacher-in-charge _____ Contact No: _____

Date of Excursion: _____

Destination: _____

Location of first aid kit: _____

Location of telephone: _____

Name of nearest hospital _____ Telephone No: _____

911 emergency service available: Yes ☐ No ☐ If no ambulance number: _____

Describe Location _____

How will parents be notified if an emergency should arise: _____

Location of Parent/Guardian emergency meeting: School Library ☐ Gymnasium ☐
School Office ☐ Other ☐ (explain) _____

Additional Information for an overnight excursion:

See above ☐ if different from above complete below.

Location: _____

Telephone No.: _____ Contact Name: _____

Location and access to first aid kit: _____

Location and access to telephone: _____

Name of nearest hospital See above ☐ If different from above complete below.

Name of nearest hospital _____ Telephone No: _____

Describe Location _____

How will parents be notified if an emergency should arise: _____

Location of Parent/Guardian emergency meeting: School Library ☐ Gymnasium ☐
School Office ☐ Other ☐ (explain) _____

When An Injury Occurs

Please review the following information prior to taking part in an excursion.

1. Initially, when coming in contact with the injured student, take control and assess the situation.
2. Keep in mind the **Cardinal Rule of Injury Care**:

A. DO NOT MOVE THE INJURED STUDENT.

B. IF A STUDENT CANNOT START A MOVEMENT BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.

3. Instruct any bystanders to leave the injured student alone.
4. Leave any of the student's equipment in place.
5. Evaluate the injury. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
7. If an ambulance is required:
 - a) Request assistance from another person (teacher/administrator/parent).
 - b) Have this person call an ambulance with the following information:
 - I. State that it is a medical emergency;
 - II. State what the emergency is;
 - III. Give exact location and closest cross streets;
 - IV. Give the telephone number from where you are placing the call;
 - V. Report back to the **in-charge** person and confirm that you made the call and give estimated time of arrival;
 - VI. Go to the access entrance and wait for the ambulance.

8. Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
9. Do not be forced into moving the injured student unnecessarily.
10. Do not provide the injured student with food or drink.
11. Stay calm. Keep an even tone in your voice.
12. When ambulance attendants arrive, instruct them on what happened, how it happened and what you have done. If aware, you can inform them about any medical-related problems or past injuries of the participant.
13. The **in-charge person or a designated adult** should accompany the injured student to hospital to help reassure the student and give the relevant medical history and injury circumstances to the physician.
14. THE PARENTS/GUARDIANS OF THE INJURED STUDENT MUST BE CONTACTED as soon as possible after the injury.
15. Complete an accident report and file with appropriate TCDSB Official and school administrator.
16. Establish emergency communication procedure for off-site activities - e.g. cellular phone.

Emergency Action Plan for Transportation

An **Emergency Action Plan for Transportation** may include but are not limited to items such as:

1. Proof of adequate insurance. (NOTE: *If the school is using a bus company taken from a TCDSB approved list proof of insurance is not necessary. (For information on insurance refer to Appendix X, page 170-2)*)
2. The school should have readily available, in the office, a list of all contact names in respect of the excursion. This would include the teacher-in-charge, transport company and destination.
3. A list of contact number(s) for each student should be in the possession of the teacher-in-charge of the excursion and on file at the school.
4. Students should receive full safety briefings regarding the use of emergency gear and emergency procedures, possibly from the transportation provider, in advance of the excursion.
5. Contingency plans should be formulated for each aspect of the excursion, and should be shared with supervisors, students and transportation provider.
6. For excursions involving boating activities, the boat operator should be notified of the number of students under 40 kilograms, as these students will require a child's lifejacket. The excursion should not proceed if the boat does not have the requisite number of proper-fitting lifejackets for all adults and students, as well as any other necessary lifesaving equipment.
7. Where appropriate, a route map should be posted at the school and be part of the parent information night. Copies should be made available to parents.

8. Where appropriate a proposed itinerary, listing anticipated risks and counter-measures should be posted at the school and be part of the parent information night. Copies should be made available to parents.
9. A procedure for notifying parents in case of an emergency should be available at the school and for overnight excursions, be part of the parent information night. Copies should be made available to parents. A meeting place for parents should be planned for in case an emergency arises.
10. The teacher-in-charge of the excursion must organize a “buddy system” so that student numbers can be determined quickly, in the event of an emergency.
11. Where appropriate, a location should be designated to the students as the place to meet should an emergency arise. (e.g. Meet at the flagpole outside the building if the fire alarm should sound and evacuation became necessary or if travelling by subway and the student does not get off with the group the student should get off at the next stop and wait for a supervisor to retrieve them.)
12. Where appropriate a bus seating plan must be completed and a copy kept by the teacher-in-charge and a copy kept on file at the school office. Blank copies of various bus seating plans can be found on pages 155-7.



EMERGENCY ACTION PLAN FOR TRANSPORTATION

School: _____ Date: _____

Principal: _____ Contact No: _____

1. Teacher-in-charge _____ Contact No: _____

2. Teacher-in-charge _____ Contact No: _____

Date of Excursion: _____

1. Destination: _____

Contact Name: _____ Contact No: _____

2. Destination: _____

Contact Name: _____ Contact No: _____

Mode(s) of Transport: School Bus ☐ Highway Coach ☐ Aircraft ☐ Automobile ☐

Other ☐ Explain: _____

Watercraft ☐ Explain: _____

1. Carrier: _____

Contact Person: _____ Phone No.: _____

Carrier is from TCDSB approved list: Yes ☐ No ☐ If no, proof of adequate insurance must be attached to this Emergency Action Plan for Transportation form.

Person reviewing safety briefing: Carrier ☐ Teacher-in-charge ☐ Other ☐

2. Carrier: _____

Contact Person: _____ Phone No.: _____

Carrier is from TCDSB approved list: Yes ☐ No ☐ If no, proof of adequate insurance must be attached to this Emergency Action Plan for Transportation form.

Person reviewing safety briefing: Carrier ☐ Teacher-in-charge ☐ Other ☐

How will parents be notified if an emergency should arise: _____

Location of Parent/Guardian emergency meeting: School Library ☐ Gymnasium ☐

School Office ☐ Other ☐ (explain) _____

Bus seating plan completed: Yes ☐ No ☐

Combined Emergency Action Plan (Transportation/Injuries) for One Day Excursions

This form is a simplified version of the two previous forms and is intended to be used for one-day excursions since the information required for one-day excursions is usually simpler than for more involved overnight excursions. However if necessary the two single page versions of EAP forms for injury and/or transportation can be used for one-day excursions.



EMERGENCY ACTION PLANS – ONE DAY EXCURSIONS

INJURIES

School: _____ Date: _____

Principal: _____ Contact No: _____

1. Teacher-in-charge _____ Contact No: _____

2. Teacher-in-charge _____ Contact No: _____

Date of Excursion: _____

Destination: _____

Location of first aid kit: _____

Location of telephone: _____

Location of epi-pen® or allject®: _____

Names of students who have been identified as anaphylactic: _____

Name of nearest hospital _____ Telephone No: _____

911 emergency service available: Yes ☐ No ☐ If no, ambulance number: _____

Describe location of hospital: _____

TRANSPORTATION

1. Destination: _____

Contact Name: _____ Contact No: _____

Mode(s) of Transport: School Bus ☐ Highway Coach ☐ Aircraft ☐ Automobile ☐

Other ☐ Explain: _____

Watercraft ☐ Explain: _____

1. Carrier: _____

Contact Person: _____ Phone No.: _____

Carrier is from TCDSB approved list: Yes ☐ No ☐ If no, proof of adequate insurance must be attached to this Emergency Action Plan for Transportation form.

Person reviewing safety procedures: Carrier ☐ Teacher-in-charge ☐ Other ☐

How will parents be notified if an emergency should arise: _____

Location of Parent/Guardian emergency meeting: School Library ☐ Gymnasium ☐

School Office ☐ Other ☐ (explain) _____

Bus seating plan completed: Yes ☐ No ☐



SCHOOL BUS SEATING PLAN FOR GRADES K-5

THREE STUDENTS PER SEAT

SCHOOL: _____ DATE: _____

FRONT OF BUS

A	B	C	D	E	F
<u>SEAT 1A</u>	<u>SEAT 1B</u>	<u>SEAT 1C</u>	<u>SEAT 1D</u>	<u>SEAT 1E</u>	<u>SEAT 1F</u>
<u>SEAT 2A</u>	<u>SEAT 2B</u>	<u>SEAT 2C</u>	<u>SEAT 2D</u>	<u>SEAT 2E</u>	<u>SEAT 2F</u>
<u>SEAT 3A</u>	<u>SEAT 3B</u>	<u>SEAT 3C</u>	<u>SEAT 3D</u>	<u>SEAT 3E</u>	<u>SEAT 3F</u>
<u>SEAT 4A</u>	<u>SEAT 4B</u>	<u>SEAT 4C</u>	<u>SEAT 4D</u>	<u>SEAT 4E</u>	<u>SEAT 4F</u>
<u>SEAT 5A</u>	<u>SEAT 5B</u>	<u>SEAT 5C</u>	<u>SEAT 5D</u>	<u>SEAT 5E</u>	<u>SEAT 5F</u>
<u>SEAT 6A</u>	<u>SEAT 6B</u>	<u>SEAT 6C</u>	<u>SEAT 6D</u>	<u>SEAT 6E</u>	<u>SEAT 6F</u>
<u>SEAT 7A</u>	<u>SEAT 7B</u>	<u>SEAT 7C</u>	<u>SEAT 7D</u>	<u>SEAT 7E</u>	<u>SEAT 7F</u>
<u>SEAT 8A</u>	<u>SEAT 8B</u>	<u>SEAT 8C</u>	<u>SEAT 8D</u>	<u>SEAT 8E</u>	<u>SEAT 8F</u>
<u>SEAT 9A</u>	<u>SEAT 9B</u>	<u>SEAT 9C</u>	<u>SEAT 9D</u>	<u>SEAT 9E</u>	<u>SEAT 9F</u>
<u>SEAT 10A</u>	<u>SEAT 10B</u>	<u>SEAT 10C</u>	<u>SEAT 10D</u>	<u>SEAT 10E</u>	<u>SEAT 10F</u>
<u>SEAT 11A</u>	<u>SEAT 11B</u>	<u>SEAT 11C</u>	<u>SEAT 11D</u>	<u>SEAT 11E</u>	<u>SEAT 11F</u>
<u>SEAT 12A</u>	<u>SEAT 12B</u>	<u>SEAT 12C</u>	<u>SEAT 12D</u>	<u>SEAT 12E</u>	<u>SEAT 12F</u>



SCHOOL BUS SEATING PLAN

TWO STUDENTS PER SEAT

SCHOOL: _____ DATE: _____

FRONT OF BUS

A	B	C	D
<u>SEAT 1A</u>	<u>SEAT 1B</u>	<u>SEAT 1C</u>	<u>SEAT 1D</u>
<u>SEAT 2A</u>	<u>SEAT 2B</u>	<u>SEAT 2C</u>	<u>SEAT 2D</u>
<u>SEAT 3A</u>	<u>SEAT 3B</u>	<u>SEAT 3C</u>	<u>SEAT 3D</u>
<u>SEAT 4A</u>	<u>SEAT 4B</u>	<u>SEAT 4C</u>	<u>SEAT 4D</u>
<u>SEAT 5A</u>	<u>SEAT 5B</u>	<u>SEAT 5C</u>	<u>SEAT 5D</u>
<u>SEAT 6A</u>	<u>SEAT 6B</u>	<u>SEAT 6C</u>	<u>SEAT 6D</u>
<u>SEAT 7A</u>	<u>SEAT 7B</u>	<u>SEAT 7C</u>	<u>SEAT 7D</u>
<u>SEAT 8A</u>	<u>SEAT 8B</u>	<u>SEAT 8C</u>	<u>SEAT 8D</u>
<u>SEAT 9A</u>	<u>SEAT 9B</u>	<u>SEAT 9C</u>	<u>SEAT 9D</u>
<u>SEAT 10A</u>	<u>SEAT 10B</u>	<u>SEAT 10C</u>	<u>SEAT 10D</u>
<u>SEAT 11A</u>	<u>SEAT 11B</u>	<u>SEAT 11C</u>	<u>SEAT 11D</u>
<u>SEAT 12A</u>	<u>SEAT 12B</u>	<u>SEAT 12C</u>	<u>SEAT 12D</u>



HIGHWAY COACH SEATING PLAN

SCHOOL: _____ DATE: _____

FRONT OF BUS

A	B		C	D
<u>SEAT 1A</u>	<u>SEAT 1B</u>		<u>SEAT 1C</u>	<u>SEAT 1D</u>
<u>SEAT 2A</u>	<u>SEAT 2B</u>		<u>SEAT 2C</u>	<u>SEAT 2D</u>
<u>SEAT 3A</u>	<u>SEAT 3B</u>		<u>SEAT 3C</u>	<u>SEAT 3D</u>
<u>SEAT 4A</u>	<u>SEAT 4B</u>		<u>SEAT 4C</u>	<u>SEAT 4D</u>
<u>SEAT 5A</u>	<u>SEAT 5B</u>		<u>SEAT 5C</u>	<u>SEAT 5D</u>
<u>SEAT 6A</u>	<u>SEAT 6B</u>		<u>SEAT 6C</u>	<u>SEAT 6D</u>
<u>SEAT 7A</u>	<u>SEAT 7B</u>		<u>SEAT 7C</u>	<u>SEAT 7D</u>
<u>SEAT 8A</u>	<u>SEAT 8B</u>		<u>SEAT 8C</u>	<u>SEAT 8D</u>
<u>SEAT 9A</u>	<u>SEAT 9B</u>		<u>SEAT 9C</u>	<u>SEAT 9D</u>
<u>SEAT 10A</u>	<u>SEAT 10B</u>		<u>SEAT 10C</u>	<u>SEAT 10D</u>
<u>SEAT 11A</u>	<u>SEAT 11B</u>		<u>SEAT 11C</u>	<u>SEAT 11D</u>
<u>SEAT 12A</u>	<u>SEAT 12B</u>		<u>SEAT 12C</u>	<u>SEAT 12D</u>
<u>SEAT 13A</u>	<u>SEAT 13B</u>		<u>SEAT 13C</u>	<u>SEAT 13D</u>
<u>SEAT 14A</u>	<u>SEAT 14B</u>	<u>SEAT 14C</u>	<u>WASHROOM</u>	

APPENDIX VI

SUGGESTIONS FOR

VOLUNTEERS ON

EXCURSIONS

SUGGESTIONS FOR VOLUNTEERS ON EXCURSIONS

Field trips are a wonderful way for teachers to enhance what their students are learning in the classroom. They also provide parents an opportunity to be directly involved in their child's education. Here are some tips to help you, and your child, get the most out of field trips:

Volunteer if you can: Taking a day off from work to chaperone a field trip is a great way to see what your child is learning and what your child and his/her friends are really like at school. Research shows that children whose parents are involved in school do better than those whose parents are not. So, if you can, take the time to chaperone a field trip

Save conferences for later: Avoid the temptation to discuss your child's progress with the teacher during a field trip. As a chaperone, you have responsibilities and the teacher needs to stay focused on the details of the field trip. Schedule another time where both you and the teacher can focus on your child.

Leave the siblings at home: Field trips are designed to reinforce what the students have been studying in class. Therefore, the field trip won't be as meaningful to younger siblings. Besides, other children could distract you from your role as chaperone. If the destination is truly wonderful, plan a second trip, with the whole family, later.

Be a model: How students behave is a reflection on the school. Therefore, principals and teachers expect students' behaviour to be exemplary. Chaperones should model good behaviour by listening to and following the rules laid out by the teacher. Let the students see you paying attention when the teacher, principal, or featured speaker is talking. If you're driving, obey the speed limit, wear your seat belt, do not use wireless communication devices and please don't smoke around the children.

Be in charge: As a chaperone, you're not along to be the students' buddy. You're the boss. Enforce the rules consistently, right from the beginning. Be stern, if necessary, and make sure the students understand the consequences for any misbehaviour.

Be discreet: The teacher may need to divulge private information to you about one of the students (e.g., medical condition), or you may overhear private conversations among the students. In either case, keep the information to yourself unless there's an emergency.

Keep to the schedule: Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely and keep the kids on time all day long.

Focus on the children: Although chaperoning may be a good opportunity to meet other parents, you need to stay focused on keeping your group of students together and on task. If you want to meet other parents, organize a get-together or attend a PTA meeting.

Be honest with the teacher: Don't wait until the end of the field trip to "vent" serious frustrations. Immediately report to the teacher if the children in your group behave in an unsafe or disrespectful manner.

Pass along compliments: Let the teacher know if you get compliments about your group's or the school's behaviour while on the trip. Congratulate the children, as well, for being excellent ambassadors for the school.

One last thought - if you're not one of the "official" chaperones, please don't be an "unofficial" one. When other parents show up at field trip destinations, it causes problems for the teacher and school. Remind yourself that the field trip is a learning opportunity for the class, not a family outing. The best thing non-chaperone parents can do is to be eager listeners when their children return from the field trip.

Adapted from: *Report to Parents*, by National Association of Elementary School Principals.

APPENDIX VII

THE INSTITUTE FOR CATHOLIC EDUCATION DOCUMENTS (ICE)

THE INSTITUTE FOR CATHOLIC EDUCATION (ICE)

The Institute for Catholic Education is dedicated to working with, bringing together, and assisting all those who share responsibility for English Catholic education in their efforts to promote and maintain Catholic schools animated by the Gospel and reflecting the tenets of the Catholic faith.

The Institute was established by the Bishops of Ontario in 1986. Recognizing the collaborative nature of Catholic education, the direction of the Institute for Catholic Education is confined to a board of Directors with representatives from the associations of Catholic Bishops, teachers, trustees, parents and administrators.

Institute for Catholic Education, 10 St. Mary Street, Suite 604,
Toronto, Ontario M4Y 1P9, Telephone: 416-962-0031, Fax: 416-962-1672

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USING THE GRADUATE EXPECTATIONS

Context

This image of the learner was developed by the Institute for Catholic Education in consultation with representatives of the Catholic community across Ontario.

The life roles, knowledge, skills and attitudes outlined in this document describe the distinctive expectations that the Catholic community has for graduates of Catholic secondary schools.

These expectations are based on research which identified current and future educational goals and priorities across the province and enhance the expectations of the Ontario Ministry of Education and Training as outlined in provincial curriculum documents.

Purpose

The starting point for the design of a provincial curriculum framework begins with the learning expectations which define what all students are expected to know, to do and to value when they graduate from secondary school.

The knowledge, skills and values described in this document create a common reference point from which Catholic curriculum writers can develop more comprehensive and specific curriculum in each subject area.

Catholic curriculum and resource materials, at all grade levels, contribute to achieving these expectations for graduating students. Teachers in Catholic schools will use these expectations to make curriculum decisions concerning program planning, instructional strategies, evaluation and assessment.

Catholic schools provide educational programs and services for students with a variety of learning needs and abilities. This framework document recognizes the need for flexibility to accommodate individual student differences.

As growth to full Christian maturity is a lifelong journey, we recognize that the attainment of these expectations will continue beyond graduation from secondary school. Because faith development is also an internal process, some expectations are beyond quantitative measurement.

We know too, that because of our human condition, we cannot expect to achieve all of these guiding principles perfectly; yet we persevere courageously, grounded in our essential humanity and humble dependence on God.

The Christian vision regarding the value of the human person and his/her journey is passed on only through community. Therefore, it is imperative that everyone in the Catholic community shares the responsibility to educate our young people.

The Institute for Catholic Education encourages students, teachers, parents, guardians, school councils, employees, business, labour community groups and individuals to discuss and use this document to guide the education and faith formation of students in Ontario Catholic schools.

EXPECTATIONS OF THE ONTARIO CATHOLIC SCHOOL GRADUATE

CATHOLICISM'S CORE UNDERSTANDING OF THE HUMAN CONDITION

Distinctive expectations for graduates of Catholic schools are determined and shaped by the vision and destiny of the human person emerging from our faith tradition. This Christian anthropology or world view, reveals the dignity and value of the person. Our tradition tells us God creatively and lovingly calls each of us into the wonder of life, sustaining us by the power of the Holy Spirit, throughout the human journey, into life eternal. We acknowledge that the journey includes moments of brokenness and sin. We recognize in the person of Jesus, the risen Christ, the human face of God sharing our life in order to heal us of our brokenness and liberate us from sin.

This Christian vision of the human journey is best understood within the context of relationship. It is accomplished in community, in solidarity with brothers and sisters in the Church and beyond.

Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.

VISION OF THE LEARNER

THE GRADUATE IS EXPECTED TO BE:

1. **A *discerning believer*** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. **An *effective communicator*** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
3. **A *reflective, creative and holistic thinker*** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. **A *self-directed, responsible, lifelong learner*** who develops and demonstrates their God-given potential.
5. **A *collaborative contributor*** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. **A *caring family member*** who attends to family, school, parish, and the wider community.
7. **A *responsible citizen*** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

1. A DISCERNING BELIEVER FORMED IN THE CATHOLIC FAITH COMMUNITY

WHO:

- a. Illustrates a basic understanding of the **saving story** of our Christian faith.
- b. Participates in the **sacramental life** of the church and demonstrates an understanding of the centrality of the Eucharist to our Catholic story.
- c. Actively reflects on **God's Word** as communicated through the Hebrew and Christian scriptures.
- d. Develops attitudes and values founded on Catholic **social teaching** and acts to promote social responsibility, human solidarity and the common good.
- e. Speaks the **language of life**..."recognizing that life is an unearned gift and that a person entrusted with life does not own it but that one is called to protect and cherish it." (Witnesses to Faith)
- f. Seeks intimacy with God and celebrates **communion** with God, others and creation through prayer and worship.
- g. Understands that one's purpose or **call in life** comes from God and strives to discern and live out this call throughout life's journey.
- h. Respects the **faith traditions**, world religions and the life-journeys **of all people of good will**.
- i. Integrates faith with life.
- j. Recognizes that "sin, human weakness, conflict and forgiveness are part of the human journey" and that the cross, the ultimate sign of forgiveness is at the heart of **redemption**. (Witnesses to Faith)

2. AN EFFECTIVE COMMUNICATOR WHO:

- a. Listens actively and critically to understand and learn in light of gospel values.
- b. Reads, understands and uses written materials effectively.
- c. Presents information and ideas clearly and honestly and with sensitivity to others.
- d. Writes and speaks fluently one or both of Canada's official languages.
- e. Uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life.

3. A REFLECTIVE AND CREATIVE THINKER WHO:

- a. Recognizes there is more grace in our world than sin and that hope is essential in facing all challenges.
- b. Creates, adapts, and evaluates new ideas in light of the common good.
- c. Thinks reflectively and creatively to evaluate situations and solve problems.
- d. Makes decisions in light of gospel values with an informed moral conscience.
- e. Adopts a holistic approach to life by integrating learning from various subject areas and experience.
- f. Examines, evaluates and applies knowledge of interdependent systems (physical, political, ethical, socio-economic and ecological) for the development of a just and compassionate society.

4. A SELF-DIRECTED, RESPONSIBLE, LIFE LONG LEARNER WHO:

- a. Demonstrates a confident and positive sense of self and respect for the dignity and welfare of others.
- b. Demonstrates flexibility and adaptability.
- c. Takes initiative and demonstrates Christian leadership.
- d. Responds to, manages and constructively influences change in a discerning manner.
- e. Sets appropriate goals and priorities in school, work and personal life.
- f. Applies effective communication, decision-making, problem-solving, time and resource management skills.
- g. Examines and reflects on one's personal values, abilities and aspirations influencing life's choices and opportunities.
- h. Participates in leisure and fitness activities for a balanced and healthy lifestyle.

5. A COLLABORATIVE CONTRIBUTOR WHO:

- a. Works effectively as an interdependent team member.
- b. Thinks critically about the meaning and purpose of work.
- c. Develops one's God-given potential and makes a meaningful contribution to society.

- d. Finds meaning, dignity, fulfillment and vocation in work which contributes to the common good.
- e. Respects the rights, responsibilities and contributions of self and others.
- f. Exercises Christian leadership in the achievement of individual and group goals.
- g. Achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others.
- h. Applies skills for employability, self-employment and entrepreneurship relative to Christian vocation.

6. A CARING FAMILY MEMBER WHO:

- a. Relates to family members in a loving, compassionate and respectful manner.
- b. Recognizes human intimacy and sexuality as God given gifts, to be used as the creator intended.
- c. Values and honours the important role of the family in society.
- d. Values and nurtures opportunities for family prayer.
- e. Ministers to the family, school, parish, and wider community through service.

7. A RESPONSIBLE CITIZEN WHO:

- a. Acts morally and legally as a person formed in Catholic traditions.
- b. Accepts accountability for one's own actions.
- c. Seeks and grants forgiveness.
- d. Promotes the sacredness of life.
- e. Witnesses Catholic social teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society.
- f. Respects and affirms the diversity and interdependence of the world's peoples and cultures.
- g. Respects and understands the history, cultural heritage and pluralism of today's contemporary society.
- h. Exercises the rights and responsibilities of Canadian citizenship.
- i. Respects the environment and uses resources wisely.
- j. Contributes to the common good.

APPENDIX VIII

LIST OF TRANSPORTATION SUPPLIERS

For the most up-to date list of TCDSB approved transportation suppliers go to Student Transportation Services on the TCDSB's

Sharepoint website at:

<http://sharepoint01/sts/default.aspx>

Check under “Bus Companies”

APPENDIX IX

GRADUATED

LICENSING FOR

AUTOMOBILE

DRIVERS

Graduated Licensing for Automobile Drivers

As of April 1, 1994, all new drivers applying for their first car license enter Ontario's Graduated Licensing System (GLS). Graduated licensing lets new drivers get driving experience and skills gradually. The two-step licensing process takes at least 20 months to complete.

To apply for a license, a young person must be at least 16 years old and pass a vision test and a test of his/her knowledge of the rules of the road and traffic signs. After passing these tests, he/she will receive a Class G1 license and a driver information package for new drivers. He/she must pass two road tests to become fully licensed.

New drivers earn full driving privileges in two stages and have five years to complete the program (G1 or G2) and graduate to a full license (Class G).

Class G1

New drivers of passenger vehicles learn to drive with six important conditions with a G1 license. A new driver must hold a G1 license for a minimum of 12 months before attempting the G1 road test. This time can be reduced to eight months if the new driver successfully completes an approved driver education course. Drivers earn a G2 license after successfully completing the G1 road test.

A G1 driver is required to:

- maintain a zero blood alcohol level while driving;
- be accompanied by a fully licensed driver, who has at least four years driving experience, and a blood alcohol level of less than .05 per cent, in case he/she needs to take over the wheel;
- ensure the accompanying driver is the only other person in the front seat;
- ensure the number of passengers in the vehicle are limited to the number of working seat belts;

- refrain from driving on Ontario's "400-series" highways or on high speed expressways such as the Queen Elizabeth Way, Don Valley Parkway, Gardiner Expressway, E.C. Row Expressway and the Conestoga Parkway;
- refrain from driving between midnight and 5:00 a.m.

Note: If the accompanying driver is a driving instructor licensed in Ontario, a G1 driver may drive on any road.

Class G2

New drivers must hold a G2 licence for a minimum of 12 months before they can attempt the G2 road test. At this level, he/she has more privileges because of his/her driving experience. He/she may drive without an accompanying driver on all Ontario roads anytime. However, he/she is still required to:

- maintain a zero blood alcohol level while driving;
- ensure the number of passengers in the vehicle is limited to the number of working seat belts.

To further protect youth on Ontario roads, **effective September 1, 2005**: the number of young passengers that teen G2 drivers can carry will be limited from midnight to 5 a.m. as follows:

- Initially, G2 drivers 19 or under can carry only one passenger aged 19 or under.
- After the first six months, and until the G2 driver earns a full G licence or turns 20, they can carry only three passengers aged 19 or under.

The passenger restrictions do not apply if the G2 driver is operating a motor vehicle after 5 a.m. and before midnight.

These restrictions will not apply if the G2 driver is accompanied by a full "G" licensed driver (with at least four years driving experience) in the front seat, or if the passengers are immediate family members.

APPENDIX X

INSURANCE

REQUIREMENTS FOR

TRANSPORTATION OF

TCDSB STUDENTS

INSURANCE REQUIREMENTS FOR TRANSPORTATION OF STUDENTS

TRANSPORTATION CONTRACTS

It is recommended that transportation contracts with bus companies, and others, include an indemnity hold harmless clause to indemnify the TCDSB for any claims brought against them arising out of the operation of the vehicle. In addition, there should be a requirement for the contracting company to carry comprehensive general liability insurance (CGL) for claims that arise from injuries sustained, unrelated to the operation of the vehicle. For instance, dropping a child off at the wrong bus stop would be an example of a claim that would fall under a CGL insurance policy, and not the automobile liability coverage. There should be a requirement for the TCDSB to be named as an additional insured on the CGL Policy of the contractor.

LIABILITY REQUIREMENTS

The Third Party Liability insurance limits for school buses are as follows:

SEATING	LIABILITY LIMITS
1 to 7	\$1,000,000
8 to 12	\$5,000,000
13 plus	\$8,000,000

Schools that use independent operators, other than those from the TCDSB approved list (Appendix VII), must ensure that these operators are carrying at least the minimum insurance limits.

TEACHERS AND VOLUNTEERS

Teachers and volunteers must have \$1,000,000 liability limits in order to become volunteer drivers. (\$200,000 is the minimum required by law.)

TAXIS

Taxis should carry the minimum limits, outlined above, based on seating capacity.



REPORT TO

REGULAR BOARD

RECOMMENDATION OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE THE GOOD NEIGHBOUR POLICY S.25

“Do not plan harm against your neighbour who lives trustingly beside you.” Proverbs 3:29

Created, Draft	First Tabling	Review
April 1, 2019	April 9, 2019	April 24, 2019

Deborah Friesen, Acting Executive Superintendent of Facilities Services
Shazia Vlahos, Chief Communications Officer
Peter Aguiar, Superintendent of Student Success & Accountability 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 current Good Neighbour Policy S. 25 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 1 hour.

B. PURPOSE

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

C. APPENDIX

1. Report Appendix A: Good Neighbour Policy S.25
2. Report Appendix B: Operational Procedures

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Good Neighbour Policy S.25 and the Operational Procedures, as amended and proposed in Report Appendix A and Report Appendix B.

POLICY SECTION: **Schools**

SUB-SECTION:

POLICY NAME: **Good Neighbour**POLICY NO: **S. 25****Date Approved:**Dec 11th, 2014**Date of Next Review:**

2018

Dates of Amendments:**Cross References**

- Community Engagement Policy T. 07
- ~~School Design—New and Additions~~ **Facilities Management BB.01**
- **Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns A.33**
- **School Events Communications and Invite Protocols S.02**

Appendix

Appendix A – Operational Procedures

Purpose

The Good Neighbour Policy recognizes the importance of communicating board information to neighbours located near a school, with regard to construction work, as well as major events, that may impact the neighbourhood.

Scope and Responsibility

This policy extends to all schools within the TCDSB. The Director is responsible for implementation of this policy.

Alignment with MYSP:

Inspiring **Enhancing** Public Confidence



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Good Neighbour

POLICY NO: S. 25

Policy

Upon undertaking planning for a new school initiative, including construction of a new building or addition, as well as any significant school community event **that will impact the immediate neighbourhood**, communication shall be offered in a timely manner to the immediate local school community.

Regulations

1. The principal in conjunction with relevant staff, up to and including, communications department, school superintendent and superintendent of facilities, shall determine the structure and content of all communication to all immediate neighbours regarding the specific initiative.
2. In the event of new construction, a building addition, a site modification, additional portables, major new program changes and/or a large special event, a communication strategy will be developed to encompass the various stages of the process. Specific **G**uidelines for each are found within the Operational Procedures.
3. All school/community meetings and all communications with local politicians shall be done in collaboration with the school trustee and school superintendent.



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Good Neighbour

POLICY NO: S. 25

Definitions

Local School Community: Students who attend the school, parents, staff and immediate surrounding neighbours and stakeholders, (eg **e.g.**, *Before and After School Program* providers).

Evaluation and Metrics

The effectiveness of the policy will be determined by measuring the following:

1. The success of the policy is anticipated to be a stronger community connection between the school and the surrounding neighbours. Fewer complaints received by school and board staff, as well as the local trustee would also be anticipated.
2. The majority of telephone and email inquiries/complaints will be more efficiently directed to the appropriate department or staff person **and Trustees** for a response.

S.25-Good Neighbour Policy S.25**Appendix A: Operational Procedures**

1. In the event of new construction or an addition, a communication strategy will be developed to encompass the various stages of the process, including:
 - a) At the inception for public consultation pertaining to site modification.
 - b) At notification of construction activity delineating activity and scheduling.
 - c) Direct mail provided to adjacent neighbouring properties and properties in direct view of the site. **The letter shall include Trustee contact information.**
 - d) The ~~CSAC~~ **Catholic School Parent Council (CSPC)** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - e) A school/community meeting will be called. **The local Trustee will be invited by the school principal/area superintendent.**
 - f) A (non-permanent) custom sign board notifying of the new school or addition construction.
 - g) Website information and parish bulletins will be updated as appropriate.
 - h) A thank you letter to the community will be provided at the end of significant school construction.**
 - i) All communication will be coordinated by the Facilities Department with the school Principal, school Trustee and Communications Department.**

2. In the event of site modification, a communication strategy will be developed to encompass the various stages of the process, including:
 - a) ~~At the inception for public consultation pertaining to site modification.~~

- b) At notification of construction activity delineating activity and scheduling.
 - c) Direct mail provided to adjacent neighbouring properties and properties in direct view of the site.
 - d) The ~~CSAC~~ **CSPC** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - e) ~~A (non permanent) custom sign board notifying of the new school or addition construction.~~
 - f) Website information and parish bulletins will be updated as appropriate.
3. In the event of portables being added to a school site, a communication strategy will be developed at various stages of the process, including:
- a) At notification of construction activity delineating activity and scheduling.
 - b) Notification provided to adjacent neighbouring properties and properties in direct view of the portable.
 - c) The ~~CSAC~~ **CSPC** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
4. In the event of major program changes, (such as French Immersion, daycares, before and after school programs), being added to a school site, a communication strategy will be developed at various stages of the process, including:
- a) The ~~CSAC~~ **CSPC** of the affected school be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.

- b) Additional signage ~~notifying~~ **giving notice** of the new program, as required.
- c) Website information and parish bulletins will be updated as appropriate.
- d) Notify the local municipal ~~e~~Councilor.

Commented [FD(1)]: An academic SO should review this item

5. In the event of a new traffic pattern/flow being added to a school site, a communication strategy will be developed at various stages of the process, including:

- a) The ~~CSAC~~ **CSPC** of the affected school be made aware by the principal at the next scheduled meeting, and the school community immediately thereafter.
- b) Notify the local municipal ~~e~~Councilor.

6. In the event of a major school event at a school site, a communication strategy will be developed, including:

- a) A flyer to the immediate adjacent neighbouring properties and properties in direct view of the site.
- b) Additional signage to notify of the event.
- c) Local school website information will be updated as appropriate.



REPORT TO

REGULAR BOARD

REPORT OF THE TRUSTEE SERVICE ADHOC COMMITTEE TO UPDATE TRUSTEE SERVICES AND EXPENDITURES POLICY T.17

"This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins."

1 John 4:10

Created, Draft	First Tabling	Review
April 16, 2019	April 24, 2019	Click here to enter a date.
S. Camacho, Chief Information Officer P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

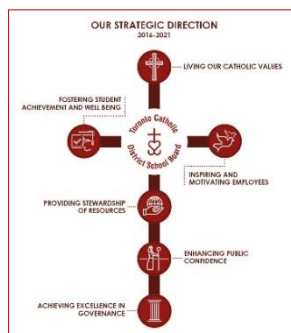
Vision:

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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 updates to the current Trustee Services & Expenditure Policy (T.17). The Trustee Services Ad Hoc Committee provided feedback regarding the equipment and support services required by the Trustees to carry out their responsibilities as a member of the board. This report recommends amendments to Board Policy T.17 in order to respond to the feedback provided by Committee members.

The amendments include updates to the equipment and services provided to trustees, and new overall budget limits for individual trustee and central pooled expenditure categories. This report converts previous limits within the individual trustee budgets to guidelines, updates the meal reimbursement rates and defines the term of hospitality.

The Trustee Service Adhoc Committee approved a motion to recommend directly to the Board, approval for the amended Trustee Services and Expenditure Policy (T.17) and a shared use fund for childminding costs piloted for one year.

The cumulative staff time required to prepare this report was 32 hours.

B. PURPOSE

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

C. BACKGROUND

1. *The motion approved by the Trustee Service Ad Hoc Committee resolved that:*
 - A. That the Committee recommend to Board that the Trustee Service and Expenditure Policy (T.17), as amended be approved and that a shared use fund be created for childminding in the amount of \$1,000 per annum for Trustees, piloted for one year until a review by Trustees in determining its use and cost, and that if it is determined that transfers between individual Trustees budget is not already prohibited within the policy, then staff shall add that prohibition.

2. ***The recommended TCDSB Policy T.17 (Trustee Services and Expenditures) appears in Appendix A and the recommended Policy with changes highlighted appears in Appendix B.*** The changes are based on feedback received during the Ad Hoc Committee meetings on January 22nd, February 25th, and April 3rd.

D. EVIDENCE/RESEARCH/ANALYSIS

Summary of Changes:

1. Information Technology

This section of the policy focuses on the technology equipment provided to trustees for the length of their term. In order to improve clarity, there has been significant wording and styling changes to this section of the policy.

The following summarizes the changes to the Information Technology Equipment section:

- a) Clarified that IT equipment is owned by the Board and provided to trustees for the purpose of supporting their work on Board Business.
- b) Generalized the equipment types in the policy to allow future models changes (i.e. Smartphone vs Blackberry), while still maintaining the use of Board standards.
- c) Clarified that trustees be provided with up to four technology devices over their four-year term of office, at a cost that shall not exceed \$7,500 per 4-year term.
- d) Clarified the budget source for equipment, accessories and upgrades.
- e) Removed the requirement to charge the base cellphone plan to a trustee's individual budget.
- f) Clarified the ability of trustees to purchase equipment at the end of their term.
- g) Clarified that repairs will be charged to the pooled trustee budget.

2. Support Services

- a) Clarified where and at what times the board will provide IT support for trustees as well as clarifying the level of services offered to trustee offsite or at odd-hours.
- b) Provided an expanded definition of support services provided by the Communications Department, in particular, emphasizing the managing of messaging to families, school communities and media.
- c) Inserted the role of the Communications Department to provide support to trustees to manage responses to specific incidents or emergent issues that represent a significant public interest, concern or reputational risk to the Board.

3. Professional Development

- a) Professional development resources expanded to include religious/Catholic publications and periodicals;
- b) Professional development expense limitation removed and a guideline of \$4000 per annum is proposed to be established.

4. Board Representation Activities

- a) Inserted the costs associated with Trustees serving as a Board Representative at specified events and activities, and other events approved by the Board of Trustees.

5. Travel on Board Business

- a) Travel for the purpose of official Board business includes the reimbursement for public transportation fares inclusive of TTC and other regional public transportation fares.

6. Additional Out-of-Pocket Expenses

- a) The limit for hospitality expenses eliminated, effectively placing hospitality expenses into a guideline for “All Other Expenses” category.

7. Reimbursement of Out-of-Pocket Expenses

- a) Inserted the requirement that hospitality expenses must be submitted for reimbursement complete with original itemized receipts.

8. Reporting

- a) No material changes.

9. General Provisions

- a) Inserted the overall budget limit of \$11,000, which all trustees’ expenses shall not exceed, and defined guideline amounts for expense sub-categories, i.e. professional development, internet, phone, long distance and roaming costs.
- b) Inserted a regulation that transferring funds to another trustee is not permitted.
- c) Inserted a regulation in the event there is an in-year and accumulated fiscal surplus, any unspent amount remaining in the Trustee’s Individual expense budget may accumulate in a pooled reserve account and reallocated to other Board wide priorities with the knowledge and approval of the Board of Trustees.
- d) Inserted a regulation that recognizes any accommodation related (for Accessibility for Ontarians with Disabilities Act (AODA) purposes) trustee expenses shall be funded from the Trustees’ Pooled expense budget.

10.Definitions

- a) Additional definitions provided to describe the Trustees' Individual and Pooled expense budget provisions, and technology terminology.
- b) Inserted a definition for hospitality.

E. COMMITTEE RECOMMENDATION

That the Board of Trustees accept the recommendation of the Trustee Service Ad Hoc Committee to approve the Trustee Services and Expenditures Policy (T.17) as amended and proposed in Appendix A.

POLICY SECTION: **Trustees**

SUB-SECTION:

POLICY NAME: **Trustee Services and Expenditures**POLICY NO: **T. 17**

Date Approved: September 2015	Date of Next Review: October 2020	Dates of Amendments: October 19, 2017- Board; April 23, 2015 – Board; September 12, 2013 – Corporate Affairs; May 15, 2012 – Board; March 7, 2012 – Board; February 14, 2012 – Governance and Framework Committee; June 10, 2009; August 26, 2008 – Supervision Team (The Board)
Cross References: Employee Expenses (F.M.01) <i>Education Act</i> , RSO 1990 Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017) <i>Public Sector Expenses Review Act</i> , 2009 Broader Public Sector Expenses Directive (Ontario, updated February 23, 2017) Broader Public Sector Perquisites Directive (Ontario) <i>Broader Public Sector Accountability Act</i> , 2010 (Part IV – Expense Claims: Allowable Expenses)		
Appendix A - Trustee Expense Limits		

Purpose:

A Board Policy is required to establish the rules and regulations regarding the reimbursement of expenses, and the provision of central support services in compliance with the Ontario Education Act, Broader Public Sector Directive for Expenses, and any other related Ontario Regulations.

Scope and Responsibility:

This policy governs the manner in which the Toronto Catholic District School Board shall provide equipment and support services, reimburse Trustees for professional development activities and specified out-of-pocket expenses required to carry out their responsibilities as a member of the Board.

Alignment with MYSP:

Strengthening Public Confidence
Excellence in Governance

Policy:

The Toronto Catholic District School Board shall provide equipment and support services required by Trustees to carry out their responsibilities as a member of the Board. In addition, Trustees will be reimbursed for professional development activities and specified out-of-pocket expenses incurred in carrying out their duties.

Only expenses expressly permitted in this policy will be eligible for compensation.

Regulations:

A. Information Technology

Information Technology (IT) Equipment

1. At the beginning of each term, Trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the Board. The technology equipment items will be offered according to the contracts and standards in place at the Board for such items at the time of order.
2. Each Trustee can order up to four (4) technology equipment items at any point in time during the 4-year term depending on their needs, regardless of the start date of their elected term. All technology equipment and accessories costs shall not exceed \$7,500 per trustee per 4-year term. Equipment must be chosen from a predefined equipment list based on the Board Standard at the time of order. Only one of each device type can be ordered per 4-year term. These types include:
 - Tablet device
 - Cellular phone (smart phone)
 - Laptop Computer with dock and monitor
 - Multi-function printer
3. All equipment purchased shall be charged to the Trustees' Pooled Budget. The final cost and equipment type of the selected equipment shall be posted online along with individual trustee expenses.
4. Trustees may purchase additional accessories such as cases, cables, headsets, chargers, and other small technology items from the Trustee's Individual expense budget.
5. Trustees will be provided with 1 (one) Board standard cellular phone and associated cellular phone plan. The standard Board cellular phone plan cost shall be funded through the Trustees Pooled expense budget. Charges over and above the standard plan shall be charged to the Trustee's Individual expense budget.
6. Minor equipment configuration changes (i.e. more memory, larger hard drive) of Board standard technology equipment can be requested by trustees in order to meet their individual needs. Changes must be reviewed and approved by the Chief Information Officer to ensure compliance with security standards and software reliability. Minor changes should also not diminish the efficiency benefits

associated with technology standardization and should not result in additional technical support being provided to the trustee on top of the standard support offering. All cost associated with these changes shall be charged to Trustees' Pooled Budget and shall not exceed the overall technology equipment limit of \$7,500 per 4-year term.

7. To ensure effective use of technology and security of the Board's systems and data, all technology equipment will be loaded with the Board's standard software applications, configuration, and security applications.
8. Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the trustee's term of office. Equipment that is being replaced must also be returned to the Board.
9. At the end of the Trustee's term of office, the Trustee may purchase any equipment at the depreciated book value as determined by the Chief Financial Officer, plus any associated contract fees. To ensure compliance with Board contracts and security practices, all Board licensed software, data, and service shall be returned or removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.
10. Lost, stolen, damaged or broken equipment must be reported to the Board. Any repair expenses shall be charged to Trustees' Pooled Budget and shall not exceed the overall technology equipment limit of \$7,500 per 4-year term. Repair or replacement costs over the \$7,500 limit can be charged to a Trustee's Individual expense budget.

Home Based Carrier Service Plans

11. Trustees shall be permitted to expense home internet services (high-speed, wireless, fibre, etc.) and one (1) phone line in order to support the trustee in conducting the official business of the Board. Such services shall be procured by individual trustees and charged to the Trustee's Individual expense budget.
12. Trustees shall not be reimbursed for additional home based phone lines, faxes, or other similar service since such services are offered at Board offices and/or through the trustee's Board issued cellphone.

Technology for Student Trustees

13. Student Trustees shall be entitled to the same technology and related expenses as if they were full members of the Board of Trustees. For clarity, although student

trustee terms are shorter and do not align with regular trustee terms, they will still be offered new equipment at the start of their term and will have the same overall technology equipment budget.

B. Support Services

1. Trustees will have access to the following services throughout their term of office:
 - (a) research, administrative and constituency supports
 - (b) newsletters
 - (c) courier delivery
 - (d) photocopying
 - (e) photography for Community events
 - (f) business cards
 - (g) promotional materials as approved by the Board
 - (h) Information Technology support as defined below
2. Research, administrative and constituency support will be provided through Trustee Services support staff. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.
3. The Communications Department will provide support to Trustees for public communications products sent on behalf of the Board. In addition, the Board of Trustees will consult with the Communications Department regarding:
 - (a) Responses to specific incidents or emergent issues that may result in significant public interest, concern, or reputational impact,
 - (b) Messaging to families and communities regarding board priorities, initiatives and matters related to government relations/initiatives,
 - (c) School community events when providing greetings on behalf of the Board,
 - (d) Requests from outside organizations to promote, publicize or engage in events and/or initiatives,
 - (e) Training and support with traditional and social media as related to their role, and
 - (f) Review of factual content in trustee newsletters.

4. Printing services will be provided through the Board and charged to the Trustee's Individual expense budget.
5. No newsletters or promotional materials will be provided or distributed for the incumbent trustee or any electoral candidate in the three months prior to any municipal election.
6. Amounts expended on photocopying, business cards and other promotional materials, including costs incurred by schools, will be charged to the Trustee's Individual expense budget.

Information Technology Support

7. Trustees will be provided appropriate access to standard Board systems in order to conduct official business of the Board. These systems include typical office systems such as email, calendaring, telephone extension, voice mail, web conferencing, and meeting management software.
8. Within the Trustees' shared office space at the CEC, trustees will be provided a shared desk with a monitor and keyboard to be used in conjunction with the Board issued laptops. The space will also be equipped with a shared multifunction printer, large display screen, and basic cable television.
9. Trustees will be offered similar technology support services offered to employees including access to the Service Desk (helpdesk) and technical support during business hours. Trustee will also have access to on-site technical support during all regularly scheduled board meetings at the CEC. In addition, Trustees may also request support after-hours on days when no Board meetings are scheduled. Such technical support must be requested in advance and is offered on a "best efforts" basis and based on staff availability.

C. Professional Development

1. Trustees may subscribe to educational and religious/Catholic publications or periodicals. They may also travel outside Ontario and Canada with the prior approval of the Board, in order to attend educational and religious conferences, conventions or workshops to become knowledgeable and remain current with educational trends and/or participate as a speaker.

2. Professional development expenses may include:
 - (a) course, conference or workshop registration;
 - (b) travel to the event via public transportation or personal vehicle according to section D of this policy;
 - (c) standard hotel accommodation;
 - (d) meals for the registrant not included in the registration fee. The allowable meal expense reimbursement limits will be set according to the Broader Public Sector Expenses Directive, and amended from time to time as required;
 - (e) faxes, and internet charges related to the conduct of trustee duties at the event;
 - (f) where the professional development activity is outside of the Greater Toronto Area, transportation to the event via public carrier at the lowest practicable costs and taxi charges during the event may be included as expenses. If transportation to the event is via personal vehicle, applicable parking charges may be included in addition to the per kilometer reimbursement; and
 - (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.
3. Professional development will be reimbursed from the Trustee's Individual expense budget established for this purpose.
4. Courses of study, which lead to diplomas or degrees, or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

D. Board Representation Activities

1. Trustees may be reimbursed for attending events and dinners as representatives of the Board for the following specified events, which will be paid for through their Individual Trustee expense budget:
 - Ontario Catholic Schools Trustee Association (OCSTA), Canadian Catholic Schools Trustee Association (CCSTA) events within Ontario/Canada
 - Cardinal's Dinner
 - Angel Foundation Gala
 - Ordinandi Dinner
2. In addition, Trustees may be reimbursed to attend other events in their official capacity of representing the Board with the approval of the Board of Trustees.

E. Travel on Official Business of the Board

1. Trustees may be reimbursed for out-of-pocket travel expenses incurred while on official Board business. Eligible expenses include:
 - (a) a rate per kilometer to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time as specified in appendix A;
 - (b) paid parking associated with the travel;
 - (c) public transportation fares; and
 - (d) taxi fares to and from the meeting site.
2. Travel expenses where previous approval was obtained by the Board of Trustees shall be reimbursed upon submission and approval of the Trustee Travel Expense Claim. The amount claimed will be charged against the maximum payable under this policy for travel expenses outlined in the appendix A.

F. Additional Out of Pocket Expenses

1. In addition to travel on Board business, trustees may be reimbursed for the following out-of-pocket expenses incurred in their role as members of the

Board:

- (a) Hospitality expenses, to hold school or ward based meetings;
 - (b) Other reasonable hospitality expenses, consistent with duties of a Trustee under Official Board Business and with Broader Public Sector Expense Directives;
 - (c) Consumable supplies for home-based office;
 - (d) Postage for board business or communicating with constituents;
 - (e) Development and printing of constituency materials other than newsletters including advertisements;
 - (f) Community and/or School or Student recognition
2. Reimbursement for out of pocket expenses shall not exceed the limit per annum for Chair, Vice Chair and Trustee as described in appendix A.
 3. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from the Trustee's Individual expense budget.
 4. Trustee Expense Claim Forms and accompanying original receipts will be submitted through Trustee Services support staff.

G. Reimbursement for Out-of-Pocket Expenses

1. All claims for reimbursement of out-of-pocket expenses must be approved by the Director of Education (or Associate Director designate) via Trustee Service support staff.
2. Trustees may appeal a decision concerning their expenses to the next public session of the Board.
3. Claims forms will detail the nature of the expense, the category of the expense, the rationale for the claim, the method of payment, and/or names of persons hosted or locations visited.
4. Only expenses specifically permitted under this policy may be claimed for reimbursement.

5. Where the forms have not been duly completed or the Director of Education is of the opinion that the claim is outside the provision of the policy, the Director is authorized and obligated to deny the claim. Rationale for denial will be provided to the trustee prior to denial of the claim.
6. Hospitality expenses must be supported by the original itemized receipts, and there will be no reimbursement for alcoholic beverages.

H. Reporting

All expenses for the quarter must be submitted within two weeks of the quarter end directly to Trustee Service support staff. Expenses must be submitted on completed expense claim forms with original signatures accompanied by all original, itemized receipts.

Expense claim forms will be processed by Trustee support staff within one month of the quarter end.

1. All trustee expenses will be posted 45 days after the quarter end to the Board Web Site according to the following categories:
 - (a) IT Equipment and accessories
 - (b) Internet, long distance and roaming services
 - (c) Postage and Printing
 - (d) Professional Development
 - (e) Travel for Board Business
 - (f) Hospitality
 - (g) Advertising and Promotion
 - (h) Research and Professional Services
2. All expense reports will remain on the Board website until 1 year after the expiry of the current term of office.

I. General Provisions

1. All individual trustee expenses shall not exceed the total Trustee's Individual expense budget, and transferring funds to other trustees is not permitted.

2. Unspent funds in the Trustee Services Pooled or Individual expense budget cannot be carried forward to the next Trustees' budget year. In the event there is an in-year and accumulated fiscal surplus, any unspent amount remaining in the Trustee's Individual expense budget may accumulate in a pooled reserve account and reallocated to other Board wide priorities with the knowledge and approval of the Board of Trustees.
3. Where a trustee requires to spend over the established limits for reason of accommodation, such overages shall be accommodated by the Board in accordance with AODA, and may be charged to the Trustees' Pooled Budget at the discretion of the Director of Education.
4. The budget year for trustee expenses is from December 1st until November 30th.
5. Services and re-imbursement limits may be reduced by the Board of Trustees in any given budget year to reflect budgetary considerations.
6. Where an amount has been paid by the Board to a trustee in violation of the *Education Act* or Board policy and where such amount has not been repaid to the Board, the Board will withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.

J. Definitions

Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017)

This directive sets out the rules for government employees, appointees, contractors and other designated persons to claim reimbursement for work-related travel, meal and hospitality expenses.

Broader Public Sector Expenses Directive (Ontario, updated February 23, 2017)

This directive sets out the requirement for designated broader public sector (BPS) organizations to establish rules related to perks in cases where perks are provided through public funds.

Broader Public Sector Perquisites Directive (Ontario)

The requirements set out in this document raise the level of accountability and transparency for designated broader public sector (BPS) organizations, contributing to greater alignment with the high standards expected in ministries and agencies of the Government of Ontario.

“Official Business” of the Board or “Board Business”

Any work or attendance to an event or meeting which is reasonably connected to the duties of board members (trustee) as defined in section 218 of the Education Act and the Trustee Code of Conduct.

Information Technology (IT) Equipment

Any board standard physical computing device and associated components that is issued by the Board for use in conducting the Business of the Board. This includes any accessories, cables and other small peripherals.

“Board standard” technology

A standard set of technology equipment, software, and associated services that is used to ensure efficient IT support, security, and effective use of Board funds. These standards are set by the Chief Information Officer and are updated periodically.

Trustee's Individual Expense Budget

An overall annual budget for each trustee for expenses directly related to Trustees' official business, including, travel, professional development, service fees, and other related expenses. This budget does not include funds for IT equipment.

Trustees' Pooled Expense Budget

An overall annual budget for trustee expenses directly related to trustees events such as trustee meetings and other related expenses. This budget also provides funds for IT equipment.

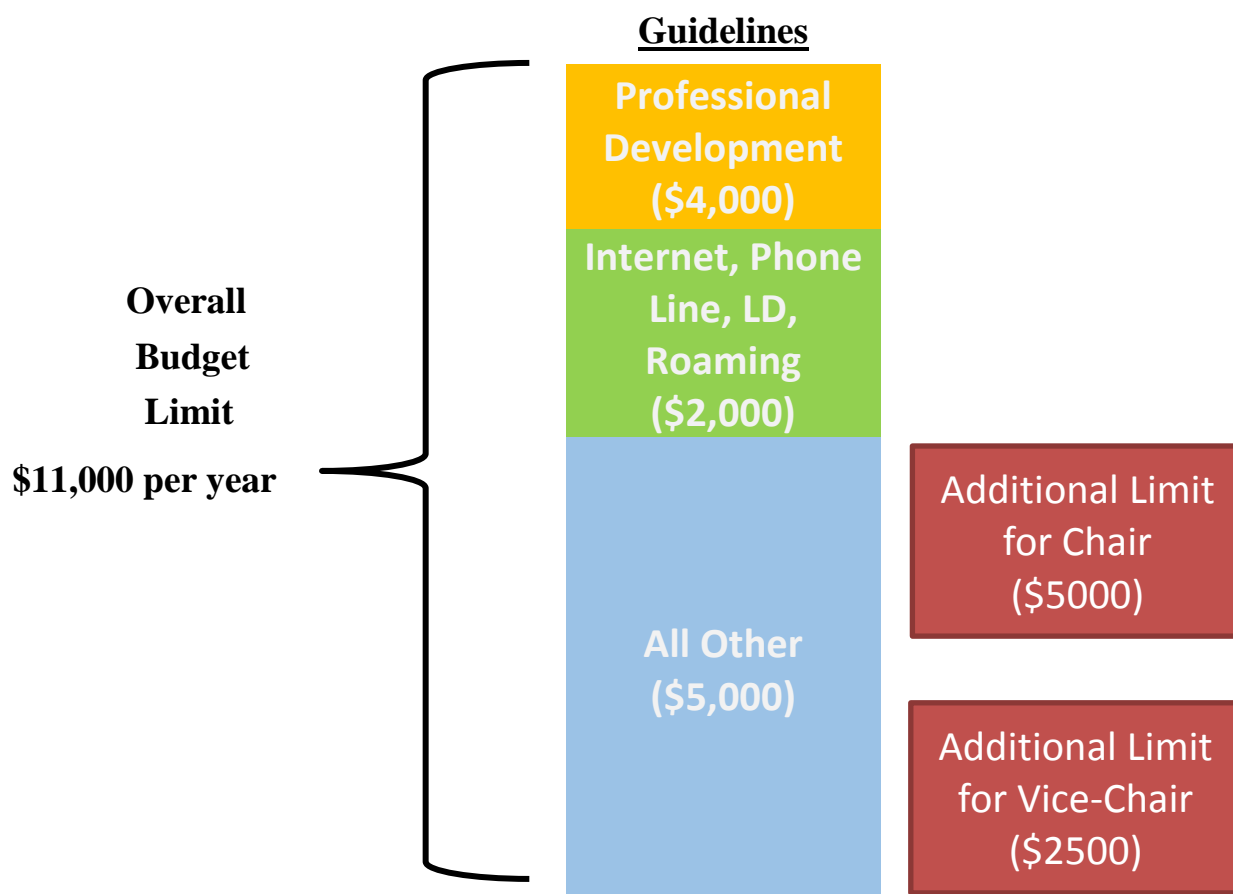
Hospitality Expenses

For the purposes of this policy, *hospitality* is the provision of food, beverage, accommodation, transportation and other amenities inclusive of but not limited to childminding, translator and interpreter services.

Evaluation and Metrics:

Financial reporting and public disclosure of trustee services and expenditures will be disclosed as required by this Board Policy on a quarterly basis.

Appendix A - Trustee Expense Limit



Type	Limits	Notes
Yearly Overall Amount	\$11,000/year	The maximum overall amount per year
Additional Amounts for Chair and Vice Chair	Chair \$5,000/year Vice-Chair 2,500/year	Additional amounts added to support the work of the Chair and Vice-Chair

Meal and per Kilometer Rates*Meal Rates in Canada*

Meal	Maximum Amount *
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$30.00

*Taxes and Gratuities included; Itemized Receipts required

2019 Mileage Rates

Total Kilometers Driven Per Year	Rate Per Kilometer
0 – 5,000 km	\$0.58
Over 5,000 km	\$0.52

Ad Hoc Trustee Services – CURRENT**Policy:**

The Toronto Catholic District School Board shall provide equipment and support services required by trustees to carry out their responsibilities as a member of the Board. In addition, it will reimburse Trustees for professional development activities and specified out-of-pocket expenses incurred in carrying out their duties.

Only expenses expressly permitted in this policy will be eligible for compensation.

Regulations:**A. ~~Equipment~~**

~~Trustees will be provided with the following equipment and associated services for use throughout their term of office, the particular items be provided in consultation with the individual trustee. The cost for equipment and associated services will be funded through a block account within the Trustee Services budget and apportioned to Trustees according to use. Any charges above the specified limits will be the responsibility of individual trustees:~~

- ~~(a) home based computer and printer~~
- ~~(b) home based fax machine~~
- ~~(c) TCDSB home based telephone line~~
- ~~(d) cellular phone or Blackberry~~

PROPOSED**Policy:**

The Toronto Catholic District School Board shall provide equipment and support services required by Trustees to carry out their responsibilities as a member of the Board. In addition, Trustees will be reimbursed for professional development activities and specified out-of-pocket expenses incurred in carrying out their duties.

Only expenses expressly permitted in this policy will be eligible for compensation.

Regulations:**A. Information Technology****Information Technology (IT) Equipment**

1. At the beginning of each term, Trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the Board. The technology equipment items will be offered according to the contracts and standards in place at the Board for such items at the time of order.
2. Each Trustee can order up to four (4) technology equipment items at any point in time during the 4-year term depending on their needs, regardless of the start date of their elected term. Any costs above \$7,500 are subject to the approval of the Chair of the Board and the Director of Education. Equipment must be chosen from a predefined equipment list

- ~~(e) — tablet computer (WiFi only)~~
- ~~(f) — filing cabinet~~
- ~~(g) — large cross cut shredder with accessories~~
- ~~(h) — voice mail and answering service~~
- ~~(i) — high speed internet service~~
- ~~(j) — office software~~

~~2. — All equipment and services will be in accordance with the Information Standard for Trustee Home Offices. Equipment may be obtained from the Boards standard supply catalogue or other equipment of equal dollar value. At the end of the Trustee's term of office the Trustee will have the option to purchase any equipment at the depreciated value or return the equipment to the Board.~~

~~3. — Maximum expenditures, inclusive of taxes and service charges, for telephony, data and internet services shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures — Expense Limits for the following services:~~

- ~~(a) — cellular telephone services or Blackberry,~~
- ~~(b) — long distance charges,~~
- ~~(c) — high speed internet, associated telephone lines and associated costs to get emails on iPad or Tablets.~~

~~The monthly maximum to be reviewed annually to reflect cost increases.~~

based on the Board Standard at the time of order. Only one of each device type can be ordered per 4-year term. These types include:

- Tablet device
- Cellular phone (smart phone)
- Laptop Computer with dock and monitor
- Multi-function printer

3. All equipment purchased shall be charged to the Trustees' Pooled Budget. The final cost and equipment type of the selected equipment shall be posted online along with individual trustee expenses.

4. In addition to the 4 devices above, trustees may purchase any associated accessories such as cases, cables, headsets, chargers, and other small technology items from the Trustee's Individual expense budget.

5. Trustees will be provided with 1 (one) Board standard cellular phone and associated cellular phone plan. The standard Board cellular phone plan cost shall be funded through the Trustees Pooled expense budget. Charges over and above the standard plan shall be charged to the Trustee's Individual expense budget.

6. Minor equipment configuration changes (i.e. more memory, larger hard drive) of Board standard technology equipment can be requested by trustees in order to meet their individual needs. Changes must be reviewed and approved by the Chief Information Officer to ensure compliance with security standards and software reliability. Minor changes should also not diminish the efficiency benefits associated with

technology standardization and should not result in additional technical support being provided to the trustee on top of the standard support offering. All cost associated with these changes shall be charged to the Trustee's Individual expense budget.

7. To ensure effective use of technology and security of the Board's systems and data, all technology equipment will be loaded with the Board's standard software applications, configuration, and security applications.

8. Equipment purchased with Board funds is considered Board property and must be returned to the Board at the end of the trustee's term of office. Equipment that is being replaced must also be returned to the Board.

9. At the end of the Trustee's term of office, the Trustee may purchase any equipment at the depreciated book value as determined by the Chief Financial Officer, plus any associated contract fees. To ensure compliance with Board contracts and security practices, all Board licensed software, data, and service shall be returned or removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.

10. Lost, stolen, damaged or broken equipment must be reported to the Board. Any repair expenses shall be charged to the Trustee's Individual expense budget.

Home Based Carrier Service Plans

11. Trustees shall be permitted to expense home internet services (high-speed, wireless, fibre, etc.) and one (1) phone line in

order to support the trustee in conducting the official business of the Board. Such services shall be procured by individual trustees and charged to the Trustee's Individual expense budget.

12. Trustees shall not be reimbursed for additional home based phone lines, faxes, or other similar service since such services are offered at Board offices and/or through the trustee's Board issued cellphone.

Technology for Student Trustees

13. Student Trustees shall be entitled to the same technology and related expenses as if they were full members of the Board of Trustees. For clarity, although student trustee terms are shorter and do not align with regular trustee terms, they will still be offered new equipment at the start of their term.

B. Support Services

1. Trustees will have access to the following services throughout their term of office:

- (a) research, administrative and constituency supports
- (b) newsletters
- (c) courier delivery
- (d) photocopying
- (e) photography for Community events
- (f) business cards
- (g) promotional materials as approved by the Board

B. Support Services

1. Trustees will have access to the following services throughout their term of office:

- (a) research, administrative and constituency supports
- (b) newsletters
- (c) courier delivery
- (d) photocopying
- (e) photography for Community events
- (f) business cards
- (g) promotional materials as approved by the Board
- (h) Information Technology support as defined below

2. Research, administrative and constituency support will be provided through Trustee Services support personnel. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.

~~3. Newsletters will be fact checked by the Communications Department in consultation with individual trustees. Trustees will retain editorial control. Printing services will be provided through the Board.~~

2. Research, administrative and constituency support will be provided through Trustee Services support staff. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.

3. The Communications Department will provide support to Trustees for public communications products sent on behalf of the Board. In addition, the Board of Trustees will consult with the Communications Department regarding:

- (a) Responses to specific incidents or emergent issues that may result in significant public interest, concern, or reputational impact,
- (b) Messaging to families and communities regarding board priorities, initiatives and matters related to government relations/initiatives,
- (c) School community events when providing greetings on behalf of the Board,
- (d) Requests from outside organizations to promote, publicize or engage in events and/or initiatives,
- (e) Training and support with traditional and social media as related to their role, and
- (f) Review of factual content in trustee newsletters.

4. Printing services will be provided through the Board and charged to the Trustee's Individual expense budget.

~~4. No newsletters or promotional materials will be provided for the trustee in the three months prior to an election~~

~~5. Costs for support services will be funded through a block account within the Trustee Services budget and apportioned to trustees according to use. Amounts expended on photocopying, business cards and promotional materials will be part of the maximum that can be claimed for out of pocket expenses outlined in section E.~~

5. No newsletters or promotional materials will be provided or distributed for the incumbent trustee or any electoral candidate in the three months prior to any municipal election.

6. Amounts expended on photocopying, business cards and other promotional materials, including costs incurred by schools, will be charged to the Trustee's Individual expense budget.

Information Technology Support

7. Trustees will be provided appropriate access to standard Board systems in order to conduct official business of the Board. These systems include typical office systems such as email, calendaring, telephone extension, voice mail, web conferencing, and meeting management software.

8. Within the Trustees' shared office space at the CEC, trustees will be provided a shared desk with a monitor and keyboard to be used in conjunction with the Board issued laptops. The space will also be equipped with a shared multifunction printer, large display screen, and basic cable television.

9. Trustees will be offered similar technology support services offered to employees including access to the Service Desk (helpdesk) and technical support during business hours. Trustee will also have access to on-site technical support during all regularly scheduled board

meetings at the CEC. In addition, Trustees may also request support after-hours on days when no Board meetings are scheduled. Such technical support must be requested in advance and is offered on a “best efforts” basis and based on staff availability.

C. Professional Development

1. Trustees may subscribe to educational publications or periodicals, and with the prior approval of the Board, attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends.

2. Professional development expenses may include:

- (a) course, conference or workshop registration;
- (b) travel to the event via public transportation or personal vehicle according to section D of this policy;
- (c) standard hotel accommodation;

C. Professional Development

1. Trustees may subscribe to educational and religious/Catholic publications or periodicals. They may also travel outside Ontario and Canada with the prior approval of the Board, in order to attend educational and religious conferences, conventions or workshops to become knowledgeable and remain current with educational trends and/or participate as a speaker.

2. Professional development expenses may include:

- (a) course, conference or workshop registration;
- (b) travel to the event via public transportation or personal vehicle according to section D of this policy;
- (c) standard hotel accommodation;

- (d) meals for the registrant not included in the registration fee. The allowable meal expense reimbursement limits will be set according to the Broader Public Sector Expenses Directive, and amended from time to time as required;
- (e) faxes, and internet charges related to the conduct of trustee duties;
- (f) where the professional development activity is outside of the Greater Toronto Area, transportation to the event via public carrier at the lowest practicable costs and taxi charges during the event may be included as expenses. If transportation to the event is via personal vehicle, applicable parking charges may be included in addition to the per kilometre reimbursement; and
- (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.

3. Professional development will be reimbursed from a block account established for this purpose within the Trustee Services budget upon submission and approval of the Trustee Professional Development Expense Claim and original receipts as specified in Section F of this policy. Reimbursement for professional development activities shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's

- (d) meals for the registrant not included in the registration fee. The allowable meal expense reimbursement limits will be set according to the Broader Public Sector Expenses Directive, and amended from time to time as required;

- (e) faxes, and internet charges related to the conduct of trustee duties at the event;

- (f) where the professional development activity is outside of the Greater Toronto Area, transportation to the event via public carrier at the lowest practicable costs and taxi charges during the event may be included as expenses. If transportation to the event is via personal vehicle, applicable parking charges may be included in addition to the per kilometer reimbursement; and

- (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.

3. Professional development will be reimbursed from the Trustee's Individual expense budget established for this purpose.

Operational Procedures - Expense Limits.

4. Courses of study, which lead to diplomas or degrees, or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

D. Travel on Board Business

1. Trustees may be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:

4. Courses of study, which lead to diplomas or degrees, or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

D. Board Representation Activities

1. Trustees may be reimbursed for attending events and dinners as representatives of the Board for the following specified events, which will be paid for through their Individual Trustee expense budget:
 - Ontario Catholic School Trustees Association (OCSTA), Canadian Catholic School Trustees Association (CCSTA) events within Ontario/Canada
 - Cardinal's Dinner
 - Angel Foundation Gala
 - Ordinandi Dinner
2. In addition, Trustees may be reimbursed to attend other events in the official capacity of representing the Board with the approval of the Board of Trustees.

E. Travel on Official Business of the Board

1. Trustees may be reimbursed for out-of-pocket travel expenses incurred while on official Board business. Eligible expenses include:

- (a) a rate per kilometre to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time as required;
- (b) paid parking associated with the travel;
- (c) TTC tokens; and
- (d) taxi fares to and from the meeting site.

Travel expenses where previous approval was obtained by the Board of Trustees shall be reimbursed upon submission and approval of the Trustee Travel Expense Claim. The amount claimed will be charged against the maximum payable under this policy for out-of-pocket expenses outlined in section E. ~~Where approved claims exceed the per annum limit per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Limits, the travel expenses above that amount will be funded from a central account and apportioned to the Trustees for reporting purposes.~~

E. Additional Out of Pocket Expenses

1. In addition to travel on Board business, trustees may be reimbursed for the following out-of-pocket expenses incurred in their role as members of the Board:

- (a) hospitality expenses, to hold school or ward based meetings ~~shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy~~

- (a) a rate per kilometer to be aligned with the Canada Revenue Agency (CRA) rate, and amended from time to time as specified in appendix A;
- (b) paid parking associated with the travel;
- (c) public transportation fares; and
- (d) taxi fares to and from the meeting site.

2. Travel expenses where previous approval was obtained by the Board of Trustees shall be reimbursed upon submission and approval of the Trustee Travel Expense Claim. The amount claimed will be charged against the maximum payable under this policy for travel expenses outlined in the appendix A.

F. Additional Out of Pocket Expenses

1. In addition to travel on Board business, trustees may be reimbursed for the following out-of-pocket expenses incurred in their role as members of the Board:

- (a) Hospitality expenses, to hold school or ward based meetings;
- (b) Other reasonable hospitality expenses, consistent

~~Register's Operational Procedures - Expense Limits;~~

- (b) consumable supplies for home-based office;
- (c) postage for board business or communicating with constituents;
- (d) development and printing of constituency materials other than newsletters including advertisements;
- (e) Community and/or school or student recognition
- ~~(f) fees for information requests.~~

2. Reimbursement for out of pocket expenses shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

3. Reimbursement for out of pocket expenses incurred by the Chair of the Board in her/his capacity as Chair shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

4. Reimbursement for out of pocket expenses incurred by the Vice-Chair of the Board in her/his capacity as Vice-Chair shall not exceed the limit per annum per Trustee as approved by the Board of Trustees and posted in the Policy Register's Operational Procedures - Expense Limits.

with duties of a Trustee under Official Board
Business and with Broader Public Sector
Expense Directives;

- (c) Consumable supplies for home-based office;
- (d) Postage for board business or communicating with constituents;
- (e) Development and printing of constituency materials other than newsletters including advertisements;
- (f) Community and/or School or Student recognition

2. Reimbursement for out of pocket expenses shall not exceed the limit per annum for Chair, Vice Chair and Trustee as described in appendix A.

3. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from the Trustee's Individual expense budget.

4. Trustee Expense Claim Forms and accompanying original receipts will be submitted through Trustee Services support staff.

5. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from a block account established for this purpose within the Trustee Services Budget.

F. Reimbursement for Out of Pocket Expenses

1. All claims for reimbursement of out-of-pocket expenses must be submitted to the Director of Education on administratively prescribed forms within two months of the expenses being incurred. Claims forms will detail the nature of the expense, the category of the expense, the rationale for the claim, the method of payment, and/or names of persons hosted or locations visited.

2. Only expenses specifically permitted under this policy may be claimed for reimbursement.

3. Where the forms have not been duly completed or the Director of Education is of the opinion that the claim is outside the provision of the policy the Director is authorized and obligated to deny the claim. Rationale for denial will be provided to the trustees prior to denial of the claim.

G. Reimbursement for Out-of-Pocket Expenses

1. All claims for reimbursement of out-of-pocket expenses must be approved by the Director of Education (or Associate Director designate) via Trustee Service support staff.

2. Trustees may appeal a decision concerning their expenses to the next public session of the Board.

3. Claims forms will detail the nature of the expense, the category of the expense, the rationale for the claim, the method of payment, and/or names of persons hosted or locations visited.

4. Only expenses specifically permitted under this policy may be claimed for reimbursement.

5. Where the forms have not been duly completed or the Director of Education is of the opinion that the claim is outside the provision of the policy, the Director is authorized and obligated to deny the claim. Rationale for denial will be provided to the trustee prior to denial

4. Hospitality expenses must be supported by the original restaurant receipts and credit card voucher. There will be no reimbursement for alcoholic beverages.

~~5. Cash expenses of over \$100 will not be reimbursed unless prior approval of the Director has been obtained.~~

~~6. Where a Trustee disagrees with the decision of the Director of Education, he/she may make a written statement of claim, which shall be placed on the agenda of the next public session of the Board for discussion and decision.~~

G. Reporting

1. All trustee expenses will be posted quarterly to the Board Web Site and reported publicly to the appropriate Committee of the Board according to the following categories:

(a) Office Equipment and Supplies

of the claim.

6. Hospitality expenses must be supported by the original itemized receipts, and there will be no reimbursement for alcoholic beverages.

H. Reporting

All expenses for the quarter must be submitted within two weeks of the quarter end directly to Trustee Service support staff. Expenses must be submitted on completed expense claim forms with original signatures accompanied by all original, itemized receipts.

Expense claim forms will be processed by Trustee support staff within one month of the quarter end.

1. All trustee expenses will be posted 45 days after the quarter end to the Board Web Site according to the following categories:

(a) IT Equipment and accessories

(b) Telephone, Internet and Wireless Communication Services

(c) Postage and Printing

(d) Professional Development

(e) Travel for Board Business

(f) Hospitality

(g) Advertising and Promotion

(h) Research and Professional Services

2. All expense reports will remain on the Board website until 1 year after the expiry of the current term of office.

I. General Provisions

~~1. No transfer of funds is permitted between the various budgets established to support Trustee Services and Expenditures.~~

2. Unspent funds in the Trustee Services Budget cannot be carried forward to the next Trustees' budget year.

(b) Internet, long distance and roaming services

(c) Postage and Printing

(d) Professional Development

(e) Travel for Board Business

(f) Hospitality

(g) Advertising and Promotion

(h) Research and Professional Services

2. All expense reports will remain on the Board website until 1 year after the expiry of the current term of office.

I. General Provisions

1. All individual trustee expenses shall not exceed the total Trustee's Individual expense budget, and transferring funds to other trustees is not permitted.

2. Unspent funds in the Trustee Services Pooled or Individual expense budget cannot be carried forward to the next Trustees' budget year. In the event there is an in-year and accumulated fiscal surplus, any unspent amount remaining in the Trustee's Individual expense budget may accumulate in a pooled reserve account and reallocated to other Board-wide priorities with the knowledge and approval of the Board of Trustees.

3. Where a trustee requires to spend over the established

3. The budget year for trustee expenses is from December 1st until November 30th.

4. Services and re-imbursement limits may be reduced to reflect budgetary considerations.

5. Where an amount has been paid by the Board to a trustee in violation of the Education Act or Board policy and where such amount has not been repaid to the Board, the Board will withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.

limits for reason of accommodation, such overages shall be accommodated by the Board in accordance with AODA, and may be charged to the Trustees' Pooled Budget at the discretion of the Director of Education.

4. The budget year for trustee expenses is from December 1st until November 30th.

5. Services and re-imbursement limits may be reduced by the Board of Trustees in any given budget year to reflect budgetary considerations.

6. Where an amount has been paid by the Board to a trustee in violation of the *Education Act* or Board policy and where such amount has not been repaid to the Board, the Board will withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.



REPORT TO

REGULAR BOARD

LIQUOR WAIVER FOR ST. CLEMENT CATHOLIC SCHOOL

Ephesians 5:18 - And be not drunk with wine, wherein is excess; but be filled with the Spirit;

Created, Draft

April 15, 2019

Choose an item.

First Tabling

April 24, 2019

Review

[Click here to enter a review date](#)

RECOMMENDATION REPORT

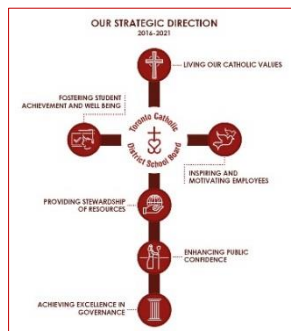
Vision:

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.



R. 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

Notification was received from Trustee Markus de Domenico that the St. Clement CSPC is planning an event at St. Clement Catholic School on Saturday, June 1, 2019

B. PURPOSE

A request was received from St. Clement Catholic School to serve alcohol at their Fun Fair, from 11 a.m. to 4 p.m. on June 1, 2019.

C. BACKGROUND

Notification was received from Trustee Markus de Domenico to waive Regulation 6, of Appendix A of the Permits Policy B.R. 05, in order to be able to serve alcohol at St. Clement on June 1, 2019 for the school Fun Fair.

D. STAFF RECOMMENDATION

Staff recommends that this report be presented for the action of the Board.



REPORT TO

REGULAR BOARD

LIQUOR WAIVER FOR ST. CECILIA CATHOLIC SCHOOL - CATHOLIC SCHOOL PARENT COUNCIL (CSPC)

Ephesians 5:18 - And be not drunk with wine, wherein is excess; but be filled with the Spirit;

Created, Draft

April 10, 2019

First Tabling

April 24, 2019

Review

[Click here to enter a review date](#)

Teresa Lubinski, Trustee Ward 4 and Maria Rizzo, Trustee Ward 5 (Chair of the Board)

RECOMMENDATION REPORT

Vision:

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R. 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

Notification was received from Trustees Teresa Lubinski and Maria Rizzo (Chair of the Board) that St. Cecilia Catholic School CSPC plan to run a “Beer Tent” at their annual Fun Fair event at St. Cecilia Catholic School on Thursday, June 6, 2019

B. PURPOSE

A request was received from St. Cecilia Catholic School CPSC Appendix A to serve alcohol at their Fun Fair event, from 3 p.m. to 8 p.m. on Thursday, June 6, 2019.

C. BACKGROUND

Notification was received from Trustees Lubinski and Rizzo (Chair of the Board) to waive Regulation 6, of Appendix A of the Permits Policy B.R. 05, in order to be able to serve alcohol at St. Cecilia Catholic School CSPC Fun Fair event on June 6, 2019.

D. STAFF RECOMMENDATION

Staff recommends that this report be presented for the action of the Board.



REPORT TO

REGULAR BOARD

LIQUOR WAIVER FOR ST. MARY OF THE ANGELS CATHOLIC SCHOOL

Ephesians 5:18 - And be not drunk with wine, wherein is excess; but be filled with the Spirit;

Created, Draft

April 10, 2019

First Tabling

April 24, 2019

Review

[Click here to enter a review date](#)

Frank D'Amico, Trustee Ward 6

RECOMMENDATION REPORT

Vision:

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

Mission:

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



R. 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

Notification was received from Trustee D'Amico that St. Mary of the Angels Catholic Church are planning an event at St. Mary of the Angels Catholic School on Saturday, August 17 and Sunday, August 18, 2019

B. PURPOSE

A request was received from St. Mary of the Angels Catholic School on behalf of St. Mary of the Angels Church to serve alcohol at the St. Mary of the Angels Church Festival on Saturday August 17, 2019 from 7:00 p.m. until 11:59 p.m. and Sunday August 18, 2019 from 3:00 p.m. to 11:00 p.m.

C. BACKGROUND

Notification was received from Trustee D'Amico to waive Regulation 6, of Appendix A of the Permits Policy B.R. 05, in order to be able to serve alcohol at St. Mary of the Angels Catholic School on Saturday, August 17th and Sunday, August 18th for the St. Mary of the Angels Church Festival.

D. STAFF RECOMMENDATION

Staff recommends that this report be presented for the action of the Board.

MASTER PENDING LIST AND ROLLING CALENDAR TO APRIL 24, 2019

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Nov-18 Corporate Services	May-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	Sep-19	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
4	Apr-19 Corporate Services	TBD	Corporate Services	Report on meeting with staff, Trustee (s) and key members of the O'Connor Heritage House Committee to determine what kind of partnership would be feasible going forward (Senator O'Connor College School Estate Building (Ward 11))	Associate Director of Facilities, Business & Comm. Dev & CFO
5	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
6	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.

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
7					Dev & CFO
	Feb-19 Regular Board	TBD	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

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