



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, February 28, 2023 ♦ 7:00 p.m. Boardroom

Trustees:

Members: Rick Petrella (Chair), Carol Luciani (Vice-Chair), Dennis Blake, Bill Chopp, Dan Dignard, Mark Watson, Halaena Buenviaje (Student Trustee)

Senior Administration:

Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

*Almighty God, our Father, bless this meeting of the Brant Haldimand Norfolk Catholic District School Board. Give to all who partake in the business which will be brought before us, the wisdom to make good and wise decisions, and guide us so that all our actions will be for the greater improvement of our schools and the better education of our children. Under the guidance of your Holy Spirit may we work together to achieve good in our community and may our example and the example of our teachers bring our children to a greater knowledge and love of your Devine Person. This we ask through Jesus Christ, Your Son, our Lord. **Amen***

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – January 24, 2023

Pages 3-5

Approval of the Special Meeting of the Board Meeting Minutes – February 2, 2023

Pages 6-7

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – February 21, 2023

Pages 8-31

Presenter: Carol Luciani, Vice-Chair

- Anti-Human Sex Trafficking #200.25 (pages 13-17)
- Right to Disconnect Policy #300.27 (pages 18-20)
- Equity and Inclusive Education Policy #200.23 (pages 21-24)
- Remote Work Policy #300.28 (pages 25-31)

5.2 Southwest Brantford School Attendance Boundary Review

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Presenter: Scott Keys, Superintendent of Business & Treasurer



5.3 Student Trustee Update
Presenter: Halaena Buenviaje, Student Trustee

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6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

8.1 Return to Physical Workstations

Trustee Blake asked that the following Notice of Motion be tabled until after the Remote Work Policy has been reviewed,
THAT employees of the Brant Haldimand Norfolk Catholic District School Board return to physical workstations as of February 6, 2023

9. Trustee Inquiries

10. Business In-Camera

- 207 (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:
- The security of the property of the board;
 - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or her or her parent or guardian;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.

11. Report on the In-Camera Session

12. Future Meetings and Events

Page 34

13. Closing Prayer

Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen

14. Adjournment

Next meeting: Tuesday, March 28, 2023, 7:00 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Board Meeting
Tuesday, January 24, 2023 ♦ 7:00 p.m.
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice-Chair), Dennis Blake, Bill Chopp, Dan Dignard,
Mark Watson

Regrets: Halaena Buenviaje (Student Trustee)

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella

1.2 Attendance

Attendance was as noted above

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 24, 2023 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – December 20, 2022

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 20, 2022 Meeting of the Board.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – St. John's College – OCSTA Video Contest Winner

Chair Rick Petrella shared his congratulations on behalf of the Trustees and the Brant Haldimand Norfolk Catholic District School Board by presenting St. John's students, along with their Chaplain and Principal, the second-place award for their submission in the Ontario Catholic School Trustees Association (OCSTA) Short Video Contest. OCSTA invited students in grades 4-12 the opportunity to create a 2-minute video highlighting acts of Christian service that give witness to their faith.

3. Delegations – Nil



4. Consent Agenda

**4.1 Approval of Committee of the Whole Meeting Minutes – January 17, 2023
Approval of the Calendar Committee Meeting Minutes – January 23, 2023**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the January 17, 2023 Committee of the Whole Meeting of the Board and the January 23, 2023 Calendar Committee Meeting Minutes.

Carried

5. Committee and Staff Reports

5.1 2023/2024 School Year Calendar

Superintendent Temple presented the proposed 2023-2024 elementary and secondary calendars. The calendars are in compliance with Regulation 304. An overview of the consultation and planning process was shared along with a summary of PD Day topics. The school year has been set at 194 days. The first day of school will be September 5, 2023, and the final day will be June 27, 2024. It was confirmed that the school year calendars for both the Brant Haldimand Norfolk Catholic District School Board and Grand Erie District School Board are in line.

Moved by: Carol Luciani

Second by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2023-24 School Year Calendar report.

Carried

5.2 Student Trustee Update – Nil

Student Trustee Buenviaj will provide an update at the February 2023 Board meeting.

6. Information and Correspondence – Nil.

7. Notices of Motion - Nil

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries – Nil

10. Business In-Camera

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

Carried

11. Report on the In-Camera Session



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In- Camera session.

Carried

12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The closing prayer was led by Chair Petrella.

14. Adjournment

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the January 24, 2023 Board meeting.

Carried

Next Meeting: Tuesday, February 28, 2023, 7:00 p.m. – Boardroom



**Special Meeting of the Board
Thursday, February 2, 2023 ♦ 1:00 pm
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Carol Luciani (Vice Chair), Dennis Blake, Bill Chopp, Dan Dignard, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer) Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice Chair Luciani

1.2 Attendance

1.3 Approval of the Agenda

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 2, 2023, Special Meeting of the Board.

Carried

2. Committee and Staff Reports

2.1 Ontario Catholic School Trustees Association – Annual Membership Fees

Superintendent Keys presented the Ontario Catholic School Trustees Association Annual Membership Fees report. Superintendent Keys noted that The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province, as they are represented at a number of key government tables and work with partner organizations to promote and protect Catholic education. On a yearly basis, the Board has remitted a membership fee.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued membership with the Ontario Catholic School Trustees' Association and remits the annual fee of \$49,993.62 for the 2022-23 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the continued payment of the Friends and Advocates of Catholic Education levy with the Ontario Catholic School Trustees' Association and remits the annual fee of \$1,484.24 for the 2022-23 school year.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the GSN funding for Central bargaining with the Ontario Catholic School Trustees' Association and remits the fee of \$55,384.00 for the 2022-23 school year.

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

3. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

Carried

4. Report on the In-Camera Session

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

5. Closing Prayer

The meeting was closed with prayer led by Chair Petrella

6. Adjournment

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 2, 2023, Special Meeting of the Board.

Carried

Next meeting: Tuesday, February 28, 2023, 7:00 p.m. – Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

February 21, 2023

AGENDA ITEM	MOTION
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$13,500 for secondary non-resident in Ontario students, as defined by the Education Act.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,700 for elementary non-resident in Ontario students, as defined by the Education Act.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves that a Cancellation Fee of \$100 be charged to non-resident students should they not be granted a Study Permit, otherwise a \$500 Cancellation Fee be charged to non-resident students. Graduated refunds of tuition fees will be granted to non-resident students pro-rated based on the date on cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.</p>
5.2	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Anti Human Sex Trafficking Policy 200.25.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Right to Disconnect Policy 300.27.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Equity and Inclusive Education Policy 200.23.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Remote Work Policy 300.28.</p>

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of February 21, 2023.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of February 21, 2023



**Committee of the Whole
Tuesday, February 21, 2023 ♦ 7:00 pm
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice Chair), Dennis Blake, Bill Chopp, Dan Dignard,
Mark Watson, Halaena Buenviaje (Student Trustee)

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Carol Luciani.

1.2 Attendance

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 21, 2023 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations - Nil

3. Delegations – Nil

4. Consent Agenda

**4.1 Unapproved Minutes from the Special Education Advisory Committee Meeting
– January 17, 2023**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee Meeting of January 17, 2023

Carried

**4.2 Unapproved Minutes from the Faith Advisory Committee Meeting
- February 2, 2023**



Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Faith Advisory Committee Meeting February 2, 2023.

Carried

5. Committee and Staff Reports

5.1 International Tuition Fee Update

Superintendent Scott Keys brought forward the International Tuition Fee Report. The Tuition Fee regulation under the Education Act requires that school boards charge a tuition fee for all students who are not resident to Ontario. The recommendation was made that the Board should consider increasing tuition fees so that they are in line with current operating costs and comparable to that of other school boards. There are currently 15 tuition paying students with the Brant Haldimand Norfolk Catholic District School Board including 13 at the secondary level and 2 in elementary. The revised annual tuition fees will become effective September 1, 2023.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$13,500 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the annual tuition fee of \$12,700 for elementary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400.

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves that that that a Cancellation Fee of \$100 be charged to non-resident students should they not be granted a Study Permit, otherwise a \$500 Cancellation Fee be charged to non-resident students. Graduated refunds of tuition fees will be granted to non-resident students pro-rated based on the date on cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.

Carried

5.2 Unapproved Minutes and Recommendations of the Policy Committee

– February 13, 2023

Trustee Petrella reviewed the business of the February Policy Committee meeting. Further discussion was had regarding the policies. The following recommendations were brought forward:

- THAT the Committee of the Whole refers the Anti-Human Sex Trafficking Policy #200.25 to the Brant Haldimand Norfolk Catholic District School Board for approval.



- THAT the Committee of the Whole refers the Right to Disconnect Policy #300.27 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Equity and Inclusive Education Policy #200.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Remote Work Policy #300.28 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Policy Committee Meeting of February 13, 2023.

Carried

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Policy Committee Meeting of February 13, 2023.

Carried

6. Information and Correspondence

6.1 Budget Consultation Survey

Superintendent Scott Keys noted that the budget consultation survey is now active. It is a Microsoft forms survey and takes approximately five minutes to complete. The survey was sent out to various stakeholders and posted on the Brant Haldimand Norfolk Catholic District School Board Website. The survey will be available until March 6, 2023 at 4:00pm.

6.2 Strategic Plan Update

Director Mike McDonald provided an update on the Multi-Year Strategic Plan. The strategic plan survey was sent out to various stakeholders and updated on the Brant Haldimand Norfolk Catholic District School Board Website. The multi-year strategic plan event is being held on March 9, 2023, at St. Patrick elementary school in Brantford, ON. The invitees are from various stakeholder groups and will be collating feedback from the responses at the event.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence since the last meeting.

Carried

7. Trustee Inquiries

An inquiry was made regarding potential field upgrades at Assumption College. It was noted that an update will be provided at the April Board meeting. The ongoing shortage of educator's province wide and possible solutions was also discussed.



8. Business In-Camera

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

Carried

9. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 21, 2023 meeting.

Carried

Next meeting: Tuesday, March 21, 2023, 7:00 p.m. – Boardroom

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 8, 2023
Submitted by: Michael McDonald, Director of Education & Secretary

Anti-Human Sex Trafficking 200.25

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to ensuring the health, safety and wellbeing of all students and staff. All members of the community – trustees, administrators, teachers, support staff, students, parents/guardians, parish, volunteers, bus drivers and community partners work collaboratively and diligently to create safe and accepting environments.

The Catholic Church proclaims that human life is sacred, and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our Catholic social teachings. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

DEVELOPMENTS:

The Board is fundamentally opposed to human sex-trafficking of persons in which a commercial sex act is induced by force, fraud, or coercion. The Board will show compassion and exercise all available resources to assist students who may have fallen victim to or are survivors of human sex trafficking. With respect to human sex trafficking, the church declares, “*It is an open wound on the body of contemporary society, a scourge upon the body of Christ. It is a crime against humanity*”. Pope Francis

Human sex trafficking is one of the fastest growing and most lucrative crimes worldwide. It is predatory and devastatingly damaging to victims, survivors, their families, and communities.

This Policy and Procedure will set the parameters for ongoing staff development, training, and support for students in partnership with local parishes, police services, and community agencies. Furthermore, curricular and program links, as well as strategies will be integrated within the Religion and Family Life Programs, and the Ontario Curriculum documents.

The Policy, Administrative Procedure and supporting documents will provide a consistent school response which is necessary to provide education, reporting of, and support for, students who may become victims of human sex trafficking.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Anti-Human Sex Trafficking Policy & AP 200.25 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Anti-Human Sex Trafficking

#200.25

Adopted:	February 28, 2023
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Education
Next Scheduled Review:	2025-2026

POLICY STATEMENT:

The Catholic Church proclaims that human life is sacred, and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our Catholic social teachings. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

With respect to human sex trafficking, the church declares, “It is an open wound on the body of contemporary society, a scourge upon the body of Christ. It is a crime against humanity”. Pope Francis

Human sex trafficking is one of the fastest growing and most lucrative crimes worldwide. It is predatory and devastatingly damaging to victims, survivors, their families, and communities. Human sex trafficking can include grooming, recruiting, harbouring, sextortion or controlling a person's movements using force, physical or psychological coercion or deception for the purposes of sexual exploitation.

The Brant Haldimand Norfolk Catholic District School Board (“Board”) is fundamentally opposed to and has a zero-tolerance policy on human sex-trafficking of persons in which a commercial sex act is induced by force, fraud, or coercion.

The Board will show compassion and exercise all available resources to assist students who may have fallen victim to or are survivors of human sex trafficking.

APPLICATION AND SCOPE:

The Board will ensure that:

- All members of the community – trustees, administrators, teachers, support staff, students, parents/guardians, parish, volunteers, and bus drivers will work collaboratively and diligently to help protect all students from predators who engage in human sex trafficking or grooming activities.
- On-going staff development and training take place at a system and school level regarding human sex trafficking awareness, signs of sex trafficking, reporting protocols of expected or confirmed sex trafficking activities and interventions.
- On-going partnerships with local parishes, police services, and community agencies are in place to support the Board’s goal to create safe and welcoming learning environments that protect students from being trafficked for the purposes of sexual exploitation.
- Academic, social, emotional, and spiritual supports will be provided for students who are victims of and have been traumatized because of human-sex trafficking.
- Curricular and program links, as well as strategies, are integrated within the Religion and Family Life Programs, and the Ontario Curriculum documents.
- The Board will work collaboratively with the Ministry of Education to develop a performance measurement framework. This framework will monitor the effectiveness of training (for example, whether staff feel they are more aware and more able to safely identify and intervene in situations where a student is suspected of being trafficked or trafficking) and whether the protocols respond to the needs of students.

The administrative procedure and supporting documents will provide a consistent school response which is necessary to provide education, reporting of, and support for students who may become victims of human sex trafficking.



REFERENCES:

- PPM 119 Developing and implementing equity and inclusive education policies in Ontario schools
- PPM 128 The Provincial Code of Conduct and School Board Codes of Contact
- PPM 166 Keeping Students Safe – Policy Framework for School Board Anti-Sex Trafficking Protocols
- Bill 157 Keeping our Kids Safe at School Act
- Bill 212 Education Amendment Act (Progressive Discipline and School Safety), 2007
- O. Reg. 265 Duties of a Principal
- O. Reg. 474/00 Access to School Premises
- Government of Canada / Public Safety Canada
- Ontario's Anti-Human Trafficking Strategy 2020-2025
- Ontario Catholic School Trustees' Association – Submission to the Ministry of Education on Anti-Human Trafficking
- Child, Youth and Family Services Act, 2017
- Ontario College of Teachers – Duty to Report
- Catholic Social Teachings

DEFINITIONS:

2SLGBTQIA+: Is an acronym used to identify an individual who identifies as two-spirit, lesbian, gay, bisexual, transgender, queer, intersex and asexual.

Board Employees: An employee who works with students is defined to include administrators, teachers, early childhood educators, educational assistants, child and youth workers, social workers, psychologists, speech language pathologists and other professional and para-professional staff who have regular and direct duties with the Board's students.

Caregiver: A caregiver is defined to be either a parent/guardian or any other individual(s) who is/are charged with the responsibility for overseeing the care of a child who is a minor.

Grooming: Sex traffickers carefully and methodically work to gain their victims' trust, create a degree of dependence, and subtly promote the idea that selling sexual services is normal, acceptable, and necessary. Ultimately, successful grooming results in vulnerable people cooperating in their own exploitation and abuse and believing they have made the choice to do so independently.

Human Sex Trafficking: Human sex trafficking is a form of sexual exploitation and is a crime under the Criminal Code of Canada. It can include recruiting, harbouring, transporting, obtaining, or providing a person for the purpose of sex. It involves the use of force, physical or psychological coercion or deception. Most individuals who are trafficked for the purpose of sexual exploitation are women and girls, but all people may be targeted.

Sextortion: Sextortion is a serious crime that occurs when someone threatens to distribute an individual's private and sensitive material (written or images) if you do not provide them images of a sexual nature, sexual favors, or money.

School Administrator: A school administrator is defined to be either a principal or vice-principal.

Student Support Staff: Can include but is not limited to a child youth worker or social worker.

Survivor: An individual who has escaped a human sex trafficking situation.

VTRA: Violence Threat Risk Assessment Protocol.

Victim: An individual who is in the process of being recruited or is recruited for the purposes of human sex trafficking.

ADMINISTRATIVE PROCEDURES:

Purpose

To provide direction for superintendents, school administrators and all staff regarding anti-human sex trafficking expectations.



1.0 Responsibilities of the Superintendent of Education

The Superintendent of Education will:

- Be responsible for staff development training regarding human sex trafficking at a system level.
- Ensure that appropriate ongoing community partnerships are maintained and expanded as needed to combat human sex trafficking activities.
- Make available academic and community support for victims of human sex trafficking.
- Ensure that curriculum plans and strategies for anti-human sex trafficking are linked to the Religion and Family Life Program, and the appropriate Ontario curriculum documents.

2.0 Responsibilities of the School Administrators

The School Administrator will:

- Ensure that all staff participate in anti-human sex trafficking staff development training, as required.
- Ensure that all staff are aware of the signs that a student(s) may have become involved in or is potentially being groomed for sex trafficking activities. This includes those students who are trafficking and those who are being trafficked.
- Ensure that all staff and students are aware of their responsibilities of how to report suspected or confirmed sex trafficking of a student(s).
- Ensure all staff cooperate with Board personnel and outside agencies that may be required to fully investigate suspected or confirmed sex trafficking activity that involves a student.

3.0 Parent(s)/Guardian(s)/Caregiver(s)

Parent(s)/Guardian(s)/Caregiver(s) are encouraged to learn how to identify the signs of human sex trafficking. If human sex trafficking is suspected or confirmed, the parent/guardian is responsible for contacting local police immediately. If the matter is an emergency, call 9-1-1.

Parent(s)/Guardian(s)/Caregiver(s) should contact the school administrator who will then connect with the appropriate Student Support Services personnel.

4.0 Staff & Caregiver Awareness Training

The Board will provide professional development and awareness training as required to all Board staff. Staff professional development may include but is not limited to:

- The indicators of human-sex trafficking.
- Which populations are especially vulnerable and why.
- Reporting procedures of confirmed and suspected sex trafficking activities.
- Community resources and agencies that are available to assist students/parents/Board employees with the prevention of sex trafficking.

5.0 Staff Reporting Procedures

Reporting procedures and other important information can be accessed in the Anti-Human Sex Trafficking Protocol through School Administration and Student Support Services.

6.0 Student Confidentiality

The dignity, health, safety, and well-being of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All who assist in this process must maintain confidentiality.

7.0 Student Reintegration to School (Return to School Plan)

The Board will endeavor to re-integrate survivors of sex trafficking activities back into school in the event there were prolonged absences. The Board is also committed to provide educational opportunities to students who have engaged in trafficking behaviours; ensuring safety of student's directly or indirectly involved. Strategies include but are not limited to:

- Working collaboratively with resources as identified by the student including but not limited to: School Social Worker or Child Youth Worker, School Chaplain / Parish Priest, community mental health workers, Victim Services, Woman's Services, Child Welfare Agencies, Youth Justice agencies or other appropriate agencies to provide the necessary support that may be needed to assist student reacclimatize to a school / learning environment.



- Involvement of representatives as desired by the student, from Indigenous, Black, racialized and newcomer groups to provide support to victims.
- Providing transitional and alternative academic programming to support a safe return to learning.
- Supporting ongoing professional counselling services as needed.

8.0 Monitoring and Review

The Board will review this policy and administrative procedure in keeping with its regular policy review schedule or sooner if deemed necessary to do so.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 13, 2023
Submitted by: Mike McDonald, Director of Education & Secretary

RIGHT TO DISCONNECT 300.27

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board supports and encourages a healthy workplace and work-life balance and therefore is committed to implementing processes that support the mental health and well-being of employees. This policy supports employees' right to disconnect from work outside of their normally scheduled work hours.

DEVELOPMENTS:

Bill 27, *Working for Workers Act, 2021* received Royal Assent on December 3rd, 2021. Bill 27 creates new obligations that employers in Ontario must follow. It brings many changes to the ESA (*Employment Standards Act*). Every employer in the province must implement new policies to meet the proposed changes. This includes the requirement that an employer create a policy about the right to disconnect. The policy can create a better right or benefit than the minimum requirements set out in Bill 27. The employer's policy must be made available to all employees.

According to the Bill, the "right to disconnect" is defined as, "not engaging in work-related communications, including emails, telephones calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work".

The policy allows and supports employees to set clear boundaries between work and their personal lives. This means employees:

- Should avoid performing work-related tasks when not expected
- Are not expected to respond to work-related communications outside of work, on breaks, vacation, or during any paid/unpaid time off
- Are encouraged to take their breaks and use time-off entitlements for non-work-related activities

In rare circumstances, the Board recognizes that particular situations may necessitate the contacting of staff outside of normal working hours.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the new Right to Disconnect 300.27.P to the Brant Haldimand Norfolk Catholic District School Board for approval.



Right to Disconnect #300.27

Adopted:	February 2023
Last Reviewed/Revised:	N/A
Responsibility:	Human Resources Services
Next Scheduled Review:	June 2026

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that all staff have a right to disconnect from work outside of the employee’s normal working hours. The Board supports and encourages a healthy workplace and work-life balance and therefore is committed to implementing policies and procedures that support the mental health and well-being of all employees. This policy has been established to support employees’ right to disconnect from their work outside of their normally scheduled work hours as determined by collective agreements, terms and conditions of employment and employment contracts as applicable.

Application and Scope

This Policy applies to all employees of the Board.

1. Employees have the right to disconnect from their duties and work-related tasks and/or communication outside of assigned working hours without fear of reprisal.
2. Employees are encouraged to set clear boundaries between work and their personal lives.
3. The Right to Disconnect means that employees:
 - Can and should avoid performing their job duties and work-related tasks when they are not expected to work.
 - Are not expected or required to respond to work-related communication outside their regular working hours, while on break, vacation or during any paid or unpaid time off.
 - Should take and use all of their scheduled breaks and time off entitlements for non-work-related activities.
 - Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.
4. Senior Administration and Principals/Managers/Supervisors will model, encourage, and promote staff disconnection from work outside of normal working hours.
5. All principals/managers/supervisors will respect the non-working hours of staff.
6. Staff are expected to complete their work within their normally scheduled workday, unless there is a requirement for overtime as approved by their immediate supervisor, as prescribed within Collective Agreements, Terms and Conditions of Employment and Employment Contracts.
7. Normal working hours will vary among employee groups within the Board. There may be situations on occasion where it is necessary to contact staff outside of normal working hours, in particular emergency situations and other unforeseeable circumstances.

References

- Bill 27, *Working for Workers Act, 2021*
- *Employment Standards Act, 2000*
- OECTA Secondary Collective Agreement
- OECTA Elementary Collective Agreement
- OECTA Occasional Teacher Collective Agreement
- OSSTF – PSS Collective Agreement



- OSSTF – ESS Collective Agreement
- OSSTF – ECE Collective Agreement
- Elementary and Secondary Principals/Vice-Principals Terms and Conditions of Employment
- Administrative/Non-Union Terms and Conditions of Employment
- [ITS 600.01.P - Electronic Communications and Social Media Use.pdf](#)
- [ITS 600.02.P - Information and Communications Technology Use.pdf](#)

Forms

- N/A

Appendices

- N/A

Definitions

Disconnect From Work: means not engaging in work-related communication, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Normal Working Hours: refers to the regular work arrangement typically followed by employees in order to fulfill their work responsibilities and/or as set out in collective agreements or terms and conditions of employment as applicable.

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

Prepared by: Phil Wilson, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 13, 2022
Submitted by: Michael McDonald, Director of Education & Secretary

Equity and Inclusive Education #200.23 Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that all people are created equal, in the image of God, each with unique characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church’s teachings, it is the policy of the Board to provide in all its operations in an educational environment which supports and enables equity of outcome within our inclusive Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code (“the Code”). The Board recognizes that the school system gives primacy to the teachings of the Catholic faith, congruent with the protection afforded in the Ontario Human Rights Code, the Constitution Act, 1982 and confirmed in the Canadian Charter of Rights and Freedoms.

DEVELOPMENTS:

This policy and administrative procedure have been reviewed as part of the regular review cycle. The Board remains committed to providing and learning and working environment free from harassing and discriminatory behaviour, where all members of the community feel safe, welcomed, and accepted.

The Policy and Administrative Procedure has been aligned with:

- Ontario Human Rights Code
- Ontario’s Equity and Inclusive Education Strategy
- Ministry of Education Policy/Program Memorandum No. 119
- Ontario’s Education Equity Action Plan
- Ontario Anti-racism Action Plan 2020
- Covid-19 Recovery Act 2020

Aligned with new direction from the Ministry of Education, the Policy and Administrative Procedure ensures principles of equity and inclusion are embedded in the *Board Improvement and Equity Plan* and continues to highlight the eight areas of focus for implementing equity and inclusive education (as outlined Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario’s Equity and Inclusive Education Strategy and Policy/Program Memorandum No.119).

As per ministry directions, the revisions include updated language and definitions and references the system steering committee. There is also reference to ongoing collection and analysis of data on racism and experience of discrimination in order to address systemic barriers, monitor progress and measure impact. The revised document also notes updates to the provincial report card templates for Grades 1 to 6 and Grades 7 and 8 to reflect the new direction described in Growing Success: The Mathematics Addendum, Grades 1 to 8, 2020.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Equity and Inclusive Education Policy #200.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Equity and Inclusive Education #200.23

Adopted:	November 23, 2010
Last Reviewed/Revised:	February 28, 2023
Responsibility:	Superintendent of Education
Next Scheduled Review:	June 2027

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that all people are created equal, in the image of God, each with unique characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church’s teachings, it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within our inclusive Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with the Catholic faith’s moral principles and is in violation of the Ontario Human Rights Code (“the Code”). The Board recognizes that the school system gives primacy to the teachings of the Catholic faith, congruent with the protection afforded in the Ontario Human Rights Code, the Constitution Act, 1982 and confirmed in the Canadian Charter of Rights and Freedoms. The Board seeks an environment free from harassing and discriminatory behaviour, where all members of the community feel safe, welcomed, and accepted. The Board seeks an environment free from harassing and discriminatory behaviour, where all members of the community feel safe, welcomed, and accepted.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario’s Equity and Inclusive Education Strategy and the Ontario Ministry of Education (the “Ministry”) Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board’s denominational rights under section 93 of the Constitution Act, 1982 and as recognized in section 19 of the Ontario Human Rights Code.

Application and Scope

The Brant Haldimand Norfolk Catholic District School Board is committed to serving the staff, students and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs, procedures and practices that are consistent with Catholic denominational rights. By identifying removing and preventing systemic barriers and discriminatory practices student will be able to realize their full potential thus improving student achievement.

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario’s Equity and Inclusive Education Strategy and Policy/Program Memorandum No.119 (2009) “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools” identify eight areas of focus for implementing equity and inclusive education.

In accordance with the above documents, as well as applicable legislation that outlines the denominational rights of the Catholic school system, and with adherence to the Guiding Principles of the Equity and Inclusive Education Strategy, consistent with the Code, and in the context of each area of focus, the Brant Haldimand Norfolk Catholic District School Board shall:

1.0 Board Policies, Programs, Procedures and Practices:

- Ensure that general principles of equity and inclusive education are explicitly stated in all Board policies, programs, curriculum, guidelines, operations, practices, and Board Improvement Plans.
- Ensure that principles of equity and inclusive education are explicitly stated in all Board policies, programs, curriculum, guidelines, operations, practices, and Board Improvement Plans.
- Provide opportunities for the diverse Catholic school community, including students, staff, parents, trustees and community members, to provide active input into Board policies and improvement plans on an ongoing basis.
- Ensure that staff will investigate in a thorough and timely manner any claims of discrimination and/or racism and take appropriate action consistent with the principles of the Code.
- Develop and implement strategies to actively engage students, parents, families and the wider community in the review, development, and implementation of initiatives to support and promote equity and inclusive education.



- Ongoing collection and analysis of data on racism and experience of discrimination in order to address systemic barriers, monitor progress and measure impact.

2.0 Shared and Committed Leadership:

- Establish and maintain partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students are recognized and their needs are met.
- Ensure that members of communities that are underserved and/or marginalized are included in the shared leadership.
- Establish a collaborative culture where the collective capabilities and voices of stakeholders are used to develop and implement equity and inclusive education goals.
- Promote equity minded student leadership related to issues of social justice in the tradition of the Catholic Church.

3.0 School-Community Relationships:

- Collaborate with students, parents, staff and other Catholic community partners to create and sustain a positive school climate reflective of Catholic values that support student achievement.
- Examine and remove any barriers that exist that are part of systemic discrimination under the Code and that prevent full participatory school-community relations.
- Establish and maintain partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students, families, and employees are recognized.
- Establish processes to identify and address systemic barriers that limit or prevent all sectors of the school community from benefiting from enhanced opportunities for Board representation and greater access to Board initiatives.
- Identify under-represented communities and facilitate their participation and involvement in Board activities.

4.0 Inclusive Curriculum and Assessment Practices:

- In an effort to address any achievement gaps, staff will review student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed and evaluated. The principles of such a review will be consistent with the Code; and
- Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices specifically addressing areas of social and cultural discrimination.

5.0 Religious Accommodation:

- Support freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
- Seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs, but the principles of the Catholic Church.
- Ensure that an appropriate space or classroom, other than the chapel, is available for religious celebrations celebrated by other Christian denominations or other faith traditions.
- Consult with their respective local Ordinary on such accommodations.

6.0 School Climate and the Prevention of Discrimination and Harassment:

- Create a climate in which excellence is continually strived for and respect for all permeates the environment.
- Ensure that codes of conduct are revised to address all forms of racism, discrimination, and harassment.
- Ensure the use of progressive discipline is consistent across the district. Progressive discipline is both supportive and corrective and considers mitigating and other factors.

7.0 Professional Learning:

- Support the school's review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- Allocate adequate resources to provide ongoing opportunities for students, administrators, teachers, support staff and trustees to participate in equity and inclusive education training and leadership initiatives.
- Provide ongoing anti-racism and anti-discrimination training that examines power and privilege, including training and prevention and early intervention strategies. This training should include information on cross-cultural



differences as well as exceptionalities and disabilities and strategies to mitigate disciplinary practices.

- Identify a board equity and inclusive education contact to liaise with the Ministry of Education and other boards in order to share challenges, promising practices and resources.

8.0 Accountability and Transparency:

- Embed the principles of equity and inclusive education into the Board's Multi-Year Strategic Plan, Board Improvement and Equity Plan and all Board policies, programs, guidelines and practices.
- Communicate the equity and inclusive education policy to students, teachers, parents, staff, Catholic Parent Involvement Committees, community partners, and volunteers and post it on the Board's website.
- Engage Board and school teams in school improvement planning.
- Establish processes to monitor progress and assess effectiveness of policies, programs and procedures.
- Report on the progress of implementation of the policy and its impact on student achievement using specific criteria.

References

- Canadian Charter of Rights and Freedoms: <http://laws.justice.gc.ca/en/charter/>
- Constitution Act, 1982: http://www.solon.org/Constitutions/Canada/English/ca_1982.html
- Ontario Human Rights Code: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm
- Ontario's Equity and Inclusive Education Strategy
- Policy/Program Memorandum No. 119 (2009) - Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools
- Policy/Program Memorandum No. 108 - Opening or Closing Exercises in Public Elementary and Secondary Schools
- Opening and Closing Exercises Administrative Procedure 200.11
- Ontario's Education Equity Action Plan
- **Student Behaviour, Discipline and Safety 200.09**
- **Student Behaviour, Discipline and Safety 200.09 - District Code of Conduct**
- Ontario Anti-racism Action Plan 2020
- Covid Recovery Act 2020

Definitions

Bias: Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair.

Implicit Bias: Bias as a product of associations learned through past experiences.

Explicit Stereotypes: Consciously endorsed, intentional, and sometimes controllable thoughts and beliefs.

Equity: A condition or state of fair, inclusive and respectful treatment of all people. Equity does not mean treating all people the same without regard for individual differences.

Inclusive Education: Education that is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings, and the broader environment in which diversity is honoured and all individuals are respected.

Ontario Human Rights Code ("the Code"): A provincial law that gives everyone equal rights and opportunities, without discrimination, in specific areas such as education, jobs, housing, and services. The goal of the Code is to address and ultimately prevent discrimination and harassment (available at www.ohrc.on.ca).

Religious Accommodation: An obligation under the Ontario Human Rights Code to provide reasonable accommodation for students and employees who wish to observe the tenets or practices of their faith, as well as for those who wish not to participate in any form of religious observance.

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 7, 2023
Submitted by: Michael McDonald, Director of Education & Secretary

Remote Work 300.26
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (“the Board”) remains committed to maintaining high performance standards, accountability, service to the community and engendering exceptional employee engagement. The Board also supports and encourages a healthy and productive workplace environment for all employees and is committed to implementing innovative and auspicious business operations that enhance the employee’s working experience and meet the needs of an evolving workplace.

DEVELOPMENTS:

The education sector has evolved into a very competitive job market. The sector has seen unprecedented shortages in many job classifications and Boards are constantly competing for qualified and competent employees who will remain loyal to the organization. The recent surge of flexible work arrangements across all sectors has added another layer to employee recruitment and retention.

Furthermore, school boards have come to recognize the potential benefits and increase in productivity that a flexible work arrangement combining remote and on-site work can bring to both the employee and the Board. This Policy and Administrative Procedure is intended to address the remote working aspect of flexible working arrangements by providing guidance on remote working.

Although this Policy applies in a broad sense to all employees, not all jobs can be performed remotely or are suitable in all situations for remote working. In summary, staff working within schools and/or working directly with students would not be eligible for remote work arrangements. (e.g., front line, student/client-facing). It is expected that before a remote working arrangement is approved by a Superintendent, it must satisfy the requirements outlined within the policy.

When working remotely, all staff are subject to this Policy and Administrative Procedure and all other applicable Board Polices and Administrative Procedures and Legislation. Employees engaged in remote work will be responsible for safeguarding the confidentiality, integrity, and availability of board information in their possession.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Remote Work Policy & AP 300.26 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Remote Work #300.26

Adopted:	February 28, 2023
Last Reviewed/Revised:	N/A
Responsibility:	Human Resource Services
Next Scheduled Review:	June 2027

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes the potential benefits that a work arrangement combining remote and on-site work can bring to both the employee and the Board. With the philosophy of maintaining high performance standards, accountability, service to the community and engendering exceptional employee engagement, this Policy and Administrative Procedure is intended to address the remote working aspect of flexible working arrangement by providing guidance on remote working.

Application and Scope

This Administrative Procedure applies in a broad sense to all employees as is recognized that not all jobs can be performed remotely or are suitable in all situations for remote working, and it is therefore expected that before remote working can be applied, it must satisfy the requirements outlined within the Administrative Procedure.

Employees may request or be required by the Board to perform their duties remotely, as applicable to their role, on a temporary or continuous basis. In general, staff working within schools and/or working directly with students would not be eligible for remote work arrangements. (e.g., front line, student, or client-facing)

To engage in remote work, employees shall enter into a Remote Work Agreement with the employer that details an employment arrangement in which an employee conducts their work at an alternate work location, including the employee’s residence, rather than at their regular board location.

When working remotely, all staff shall be subject to this Policy and Administrative Procedure and all other applicable Board Policies and Administrative Procedures and Legislation.

Employees engaged in remote work will be responsible for safeguarding the confidentiality, integrity, and availability of board information in their possession.

References

- [Policy 300.01.P Workplace Harassment](#)
- [Policy 300.16.P Health & Safety](#)
- [Policy 300.17.P - Professional Standards and Conflict of Interest](#)
- [Policy 300.19 Progressive Discipline \(Employees\)](#)
- [Policy 300.20.P - Workplace Violence Prevention](#)
- [Policy 400.13.P - Records and Information Management](#)
- [Policy 600.01.P - Electronic Communications and Social Media Use](#)
- [Policy 600.02.P - Information and Communications Technology Use](#)
- [Accessibility for Ontario with Disabilities Act, 2005](#)
- [Employment Standards Act](#)
- [Human Rights Code of Ontario](#)
- [Occupational Health and Safety Act](#)
- [Workplace Safety and Insurance Act](#)
- [Administrative Procedure OPS 400.18.AP - Electronic Monitoring.pdf](#)
- [Bill 27, Working for Workers Act, 2021](#)



- [OECTA Secondary Collective Agreement](#)
- [OECTA Elementary Collective Agreement](#)
- [OECTA Occasional Teacher Collective Agreement](#)
- [OSSTF – PSS Collective Agreement](#)
- [OSSTF – ESS Collective Agreement](#)
- [OSSTF – ECE Collective Agreement](#)
- [Elementary and Secondary Principals/Vice-Principals Terms and Conditions of Employment](#)
- [Administrative/Non-Union Terms and Conditions of Employment](#)

Forms

- [HRS 300.26.F01 - Remote Workspace Self-Assessment Checklist.pdf](#)
- [HRS 300.26.F02 - Remote Working Agreement.pdf](#)

Appendices

- N/A

Definitions

Remote working: refers to a voluntary work arrangement, approved by the Board, whereby the employee conducts some of their work at an off-site location.

Normal Working Hours: refers to the regular work arrangement typically followed by employees in order to fulfill their work responsibilities and/or as set out in collective agreements or terms and conditions of employment as applicable.

Administration Procedures

These Administrative Procedures and related supporting documents outline the broad expectations for the Board and employees around remote work including:

- Terms of participation and eligibility requirements
- Accountability and evaluation
- Guidelines and requirements – which include legal rights and obligations, security and confidentiality, work performance and other related conditions

1. Preamble

- 1.1. Not all jobs are appropriate for remote working arrangements. The nature of the employee's role shall determine whether remote work is a feasible option. Some roles (e.g., reception, student, or client-facing) cannot be performed from a remote work location and will not be considered suitable for this remote work arrangement option outside of certain exceptional circumstances (e.g., inclement weather, public health orders, other emergencies).
- 1.2. Staff who work remotely will be available to attend or access any Board site or function if the necessity arises. An employee's supervisor has the right to recall an employee working remotely to an on-site meeting or event as required. In the event of an emergency, employees working remotely may be called upon to attend or access a Board site within a reasonable amount of time upon notification.
- 1.3. When working remotely, all staff shall be subject to this Policy and Administrative Procedure.
- 1.4. A successful remote work program relies on mutual trust between employees and administration.



- 1.5. *Remote Work Agreements* are outside of extenuating circumstances such as Public Health orders or other legislated emergencies. Critical situations are an unexpected, undefined and an evolving situation that forces all employees or a large percentage of employees to work from home or some other location. Remote working in critical situations may be mandatory as opposed to optional. Such situations are temporary by nature and temporary remote working arrangements are understood not to alter the nature or typical working arrangements of any job. Critical situations may require remote work to be performed even for jobs that might not otherwise be suited for remote work. In these situations, this Administrative Procedure will apply to all employees.

2. Principles Governing Remote Work

- 2.1. Remote working arrangements are voluntary, and employees may request to perform some of their duties remotely, as applicable to the specific role. Unless required to do so in critical situations, employees are not required to participate in remote working arrangements.
- 2.2. The applicable supervisory officer or manager will determine role eligibility for remote work based on (1) job description of the role, (2) performance expectations, and (3) the ability to carry out job responsibilities remotely.
- 2.3. For a role to be eligible for remote work, the resources required by the employee to perform their job must be easily transferable or available in electronic format.
- 2.4. Remote work arrangements shall not be undertaken on an ad hoc basis. Except in extenuating circumstances, employees authorized to work remotely shall be limited to a maximum of one (1) scheduled day per week for remote work arrangements and shall commit to that work schedule.
- 2.5. No employee may request to work remotely on both a Monday and a Friday.
- 2.6. There will be no additional remote working days offered in lieu of an employee's remote working day(s) that may fall on a statutory holiday, mandatory closure day or if the employee is recalled to the worksite for any reason.
- 2.7. When scheduling remote working days, no department shall have more than 50% of employees working remotely on any given day.
- 2.8. The appropriate supervisory officer or manager shall schedule remote working days for employees for eligible roles to ensure continued high levels of service to the Board community. Such schedules are dependent on operational needs and may not be able to accommodate individual employee's requested remote working days. All parties must be flexible in scheduling remote working days.
- 2.9. When enacted, the work agreement shall be documented through a *Remote Working Agreement* (HRS.300.26.F02) between the employee and the Board.
- 2.10. The supervisory officer or manager may modify or revoke remote work arrangements at anytime with reasonable notice to the employee, where possible.
- 2.11. Employees shall not have any expectation that a role previously approved for remote work will be extended or continue in the same manner.
- 2.12. As referenced in the Board's Electronic Monitoring Administrative Procedure 400.18AP, there is no expectation of privacy in using Board technology while working remotely. The Board may monitor and access electronic communications, internet history/traffic, files, documents, and overall system use. The monitoring mechanisms ensure the system's integrity and compliance with Board policies and procedures.
- 2.13. Professionalism, privacy, and confidentiality must be maintained while working remotely. Employees conducting work remotely must continue compliance with all Board policies and Administrative Procedures.



3. Performance Expectations

- 3.1. The Board expects employees authorized or assigned to remote work to maintain the same level of service, communication and responsiveness to the Board community while working remotely.
 - 3.1.1. Employees conducting work remotely must continue to meet performance expectations set out by their supervisor and remain accountable to their direct supervisor and/or management through regular check-ins and updates. Employees will need to engage with their supervisor and participate in their performance appraisal on site and in person unless otherwise directed by their supervisor.
 - 3.1.2. The direct supervisor will clearly outline all employee duties, responsibilities and expectations associated with the remote work arrangement.
 - 3.1.3. The direct supervisor will schedule regular check-ins with employees engaged in remote work.
- 3.2. Employees working remotely will be subject to the same performance evaluation process as employees working in-person at Board sites.
- 3.3. Employees working remotely will be expected to complete their work during standard Board working hours as agreed upon with their supervisor.
- 3.4. Employees engaged in remote work must make themselves accessible via email, virtual meetings, or phone (as applicable) during standard work hours.
- 3.5. Employees working remotely must maintain a minimal standard related to an acceptable dress code and personal appearance and are expected to present themselves on video as they would in an in-person meeting.
- 3.6. Employees working remotely are expected to ensure the background visible during meetings is professional and that background noises are appropriate.
- 3.7. Supervisors may remove remote work arrangements where employees working remotely fail to meet performance and/or accessibility expectations.

4. Employee Health and Well-Being

- 4.1. Availability of a flexible work option such as remote work, where practical, can support positive employee well-being.
- 4.2. The Board recognizes the importance of work-life balance and the challenges that remote work may present to employees regarding this balance.
 - 4.2.1. Supervisors must encourage employees engaged in remote work to take breaks and enjoy personal activities when not scheduled to work.
 - 4.2.2. Employees engaging in remote work are advised to maintain regular contact with colleagues, family, and friends to reduce any feelings of loneliness or isolation.
- 4.3. Employees experiencing difficulties while working remotely are reminded to contact their supervisor or access well-being resources including the Employee Assistance Program (EAP).

5. Attendance Reporting

- 5.1. Employees engaged in remote work must report to work and/or report time worked in accordance with their collective agreement or terms and conditions of employment.
- 5.2. Employees working remotely who are sick or unable to work must notify their manager/supervisor as soon as possible and in the same manner as they would when working in-person.
- 5.3. Employees working remotely who are sick or unable to work may access sick leave, short-term disability leave or an unpaid leave of absence where available and eligible and as applicable.



6. Workplace Safety, Work-Related Injuries and Reporting

- 6.1. The employee should designate a private, clean, and safe space in their residence or other remote work site, as applicable, for remote working.
- 6.2. Employees working remotely will ensure their workplace is always free from hazards and will maintain sufficient lighting, ventilation, and safety equipment (e.g., smoke and carbon monoxide detectors).
- 6.3. Prior to commencing remote work, employees will complete a Workspace Safety Compliance Checklist (HRS 300.28.F01) and submit it to their manager/supervisor. This checklist is to be reviewed and re-submitted at least annually or when a significant change in the employee remote working location changes (i.e., employee moves houses or remote working locations).
- 6.4. Employees working remotely must complete annual safety training applicable to their role either in-person or online.
- 6.5. Employees working remotely must not host work-related, in-person meetings at any non-Board remote site. All such meetings should be conducted through video conferencing, phone, or in-person at a Board site.
- 6.6. The Board is not responsible for any injuries not related to work that occur at a remote work location.
- 6.7. The Board is not responsible nor liable for any injury or accident to family members, visitors, or others in the employee's remote work location.
- 6.8. An employee who sustains a workplace accident or injury while engaged in remote work must comply with the Board's reporting requirements for any work-related accident.

7. Board Resources and Compliance

- 7.1. Employees conducting remote work shall receive Board resources to perform their duties remotely, such as a laptop, software applications, and access to the virtual private network (VPN). The supervisor shall determine the resources necessary.
- 7.2. For further clarity, the employee, at their own expense, will be responsible for their off-site work location. Employees will receive similar resources and equipment as if they are working at a Board-site. The Board will not provide additional equipment or furniture for an employee's off-site location (e.g., monitors, chairs, printers, desks, etc.).
- 7.3. Employees engaged in remote work shall ensure, at their own expense, continuous access to reliable and secure internet during regular working hours. The Board shall not be responsible for the installation, maintenance, or costs of residential internet services to facilitate remote work.
- 7.4. Employees engaged in remote work are responsible for checking voicemail on a regular basis.
- 7.5. The manager shall maintain and share updated phone contact lists for all staff who are working remotely.
- 7.6. Access to the Board's VPN is via Board-owned devices only.
- 7.7. Employees conducting remote work must only use Board-supplied VPN access mechanisms to access Board resources and services protected by the Board's firewall. Use of any other VPN services to access Board services is prohibited.

8. Records Management and Protection of Privacy

- 8.1. Employees working remotely remain bound to the Board's confidentiality agreement enacted upon hiring and shall comply with [OPS 400.13.P - Records and Information Management](#) as well as all Policies and APs related to Freedom of Information and Protection of Privacy.
- 8.2. Content created or modified will be done only on a Board-owned or approved encrypted device. Employees working remotely will use secure Wi-Fi connections when browsing the internet or creating content.



- 8.3. Employees engaged in remote work will minimize the amount of paper files and hardcopy materials removed from Board work sites.
- 8.4. Confidential or sensitive files should not be printed in hardcopy at non-Board remote sites, including at a private residence.
 - 8.4.1. Where necessary, for remote performance of duties, materials containing sensitive or personal information must be kept confidential and not exposed to unauthorized individuals, including family members or other individuals in the same remote work location.
 - 8.4.2. Confidential or sensitive files must be accessed electronically through the Board's approval systems or software. Secure or sensitive data must never be downloaded or transported through any means such as a USB flash drive between sites.
- 8.5. Employees working remotely will be responsible for making sure unauthorized individuals do not use or damage Board-owned devices.
- 8.6. Employees engaged in remote work will be responsible for safeguarding the confidentiality, integrity, and availability of Board information in their possession.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: February 28, 2023
Submitted by: Mike McDonald, Director of Education & Secretary

SOUTHWEST BRANTFORD SCHOOL ATTENDANCE BOUNDARY REVIEW

Public Session

BACKGROUND INFORMATION:

On December 20, 2022 the Board of Trustees approved the commencement of the Southwest Brantford School Attendance Boundary Reviews, which will include:

- St. Basil Catholic Elementary School
- St. Gabriel Catholic Elementary School
- St. Theresa School

The purpose of this report is to provide an update on the timelines of the School Attendance Boundary Review.

DEVELOPMENTS:

A School Attendance Boundary Review is led by an Attendance Boundary Review Committee (ABRC). The ABRC works collaboratively and provides feedback and recommendations that will inform the final decision made by the Board of Trustees on boundary changes within the review area. The ABRC has been established and will consist of:

- Family of Schools Superintendent of Education
- Superintendent of Business and Treasurer
- Administrators within the review area
- Planning Consultant from Watson and Associates
- Five (5) parent council representatives from each of the impacted schools
- Executive Assistant, Business Services

Listed below are the scheduled meetings for the School Attendance Boundary Review:

- ABRC Meeting #1 – Monday, March 27, 2023 @ 6:00pm (virtual)
- ABRC Meeting #2 – Wednesday, April 5, 2023 @ 6:30pm (virtual)
- Public Consultation – Monday, April 17, 2023 @ 6:30pm (hybrid)
- Presentation to the Board of Trustees – Tuesday, April 25 @ 7:00pm

The Board has established a dedicated email address (swbrantford@bhncdsb.ca) where all questions, input, and feedback will be directed.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Southwest Brantford School Attendance Boundary Review Update.

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

Prepared by: Halaena Buenviaje, Student Trustee
Presented to: Board of Trustees
Submitted on: February 28, 2023
Submitted by: Mike McDonald, Director of Education & Secretary

STUDENT TRUSTEE REPORT
Public Session

BACKGROUND INFORMATION:

For the months of January and February, all three schools focused on mainly Valentine's Day and the theme of kindness and friendship.

SCHOOL NEWS:

ACS had a Valentine spirit week where students could wear different clothes that match the spirit of Valentine's Day. For example, on Monday, students were allowed to wear monochrome outfits that are red, white or pink. ACS also sold Valentine's Day carnations where students can send their friends carnations with a small message on a card.

HT had a Valentine's Day Spirit Dance. This dance was a success and many students showed up wearing pink, red or white. HT also had a Spirit Week where students can wear some non-uniform clothing and sold flowers in the cafeteria.

SJC began January with an exam distress week. On each day of the week leading to exams, Student Council hosted events such as free snacks during lunch, a livestream where the co-presidents give out studying tips, music in the cafeteria, a prayer group meeting, binder organization help and animal therapy in the library. For Valentine's Day, Students Council hosted an online Matchomatics where students take a survey and receive results showing who they are most compatible with in the school. The Student Council also sold Valentines Candy grams where students can send their friends a carnation, a chocolate, a lollipop, and a short message. Lastly, the Student Council held a pep-rally in the gym where they introduced the winter sports teams, played games, and played videos made by the SJC teachers and staff.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

2022-23
Trustee Meetings and Events

Date	Time	Meeting/Event
February 21, 2023	1:00 pm	Special Education Advisory Committee
February 21, 2023	7:00 pm	Committee of the Whole
February 22, 2023	7:00 pm	Regional Catholic Parent Involvement Committee
February 28, 2023	9:00 am	Student Transportation Services BHN
February 28, 2023	1:15 pm	Accessibility Steering Committee
February 28, 2023	7:00 pm	Board Meeting
March 8, 2023	3:00 pm	Executive Council Meeting
March 10, 2022	3:00 pm	Policy Committee
<i>March 13-17, 2023</i>		<i>MARCH BREAK</i>
March 21, 2023	9:00 am	Mental Health Steering Committee
March 21, 2023	1:00 pm	Special Education Advisory Committee
March 21, 2023	3:00 pm	Accommodations Committee
March 21, 2023	7:00 pm	Committee of the Whole
March 28, 2023	7:00 pm	Board Meeting
April 12, 2023	3:00 pm	Executive Council Meeting
April 18, 2023	1:00 pm	Special Education Advisory Committee
April 18, 2023	7:00 pm	Committee of the Whole
April 25, 2023	3:00 pm	Budget Committee
April 25, 2023	7:00 pm	Board Meeting
April 26, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
April 27-29, 2023		OCSTA AGM & Conference
<i>April 30 - May 5, 2023</i>		<i>Catholic Education Week</i>
May 1, 2023	5:00 pm	Catholic Student Leadership Awards
May 10, 2023	3:00 pm	Executive Council Meeting
May 16, 2023	1:00 pm	Special Education Advisory Committee
May 16, 2023	7:00 pm	Committee of the Whole
May 23, 2023	7:00 pm	Board Meeting
May 26, 2023	9:00 am	Student Transportation Services BHN
May 30, 2023	1:15 pm	Accessibility Steering Committee
June 1-3, 2023		CCSTA AGM
June 13, 2023	3:00 pm	Budget Committee
June 14, 2023	3:00 pm	Executive Council Meeting
June 19, 2023	5:00 pm	Audit Committee
June 20, 2023	7:00 pm	Committee of the Whole
June 27, 2023	7:00 pm	Board Meeting
June 28, 2023	4:45 pm	Assumption College Graduation
	6:30 pm	Holy Trinity Graduation
June 28, 2023	7:00 pm	St. John's College Graduation

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Faith Advisory Committee, Policy Committee