



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee  
Tuesday, April 12, 2016 ♦ 3:30 p.m.  
Haldimand Room**

**Members:** Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella

Chris N. Roehrig (Director of Education & Secretary); Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

1.1 Opening Prayer – Cliff Casey

1.2 Attendance

1.3 Approval of the Agenda

Page 1

1.4 Approval of Minutes from the Policy Committee Meeting – January 13, 2016

Pages 2-4

1.5 Business Arising from the Minutes

**2. Committee and Staff Reports**

2.1 Inclement Weather & Temporary School/Facility Closures Policy 400.01 (*revised*)  
Presenter: Chris N. Roehrig, Director of Education & Secretary

Pages 5-11

2.2 Management of Students with Asthma (*new*)  
Presenter: Michelle Shypula, Superintendent of Education

Pages 12-25

**3. Discussion Items**

3.1 Trustee Expenses Policy 100.10 (ATTACHED AS REFERENCE FOR DISCUSSION)

Pages 26-29

3.2 Social Media (e.g., Twitter)  
Communication Guidelines (Appendix A of Policy 100.08) (pgs. 30-31)  
Do's and Don'ts – Social Media (pgs. 32-33)

**4. Trustee Inquiries**

**5. Adjournment**

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**Next meeting:** At the call of the Chair



**Policy Committee**  
**Wednesday, January 13, 2016 ♦ 4:30 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Bonnie McKinnon, Rick Petrella

**Absent:**

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer led by Chair Casey.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda of the January 13, 2016 meeting.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – October 14, 2015**

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the October 14, 2015 meeting.

**Carried**

**1.5 Business Arising - Nil**

**2. Committee and Staff Reports**

**2.1 Public Concerns Policy 400.10 (new)**

Director Roehrig advised that Section 4.0 of the Administrative Procedure has been reworded to reflect the changes that were requested by trustees at the October Policy Committee meeting. With reference to Section 2.0, Trustee Petrella noted that in his opinion, the word "support" requires additional clarification to ensure that there is no privacy exposure. Director Roehrig will review and revise, as applicable.



Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Public Concerns Policy 400.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## 2.2 **Student Behaviour, Discipline and Safety Policy 200.09 (new)**

Director Roehrig noted that this policy, which integrates five existing policies, Administrative Procedures and Ministry Policy/Program Memoranda (P/PMs), is a first in the province. From an operational perspective, this will provide administrators with one consolidated resource for reference and direction. Director Roehrig drew attention to two significant additions; namely, the creation of a district and school-level Safe School teams and the addition of a section on "delegation of authority". Trustee discussion focused on the length of suspensions based on the seriousness of infractions, consultation between the Principal and the Superintendent prior to issuing a suspension, as well as a teacher's duty to report.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the following policies to the Brant Haldimand Norfolk Catholic District School Board for approval:

- Code of Conduct – 200.05
- Safe Schools – 200.25
- Student Discipline – 200.26
- Bullying Prevention and Intervention – 200.27
- Program for Students on Long-Term Suspension and for Expelled Students – 200.28

**Carried**

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Behaviour, Discipline and Safety Policy 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## 2.3 **Board By-Laws**

Director Roehrig drew attention to several minor revisions to sections dealing with notices of motion, the order of business, the Board seal, and reports at annual/inaugural meetings. He noted that the main revisions are to section 8.0 which deals with Committees, as several committees which have been formed over the past few years have not been added to the by-laws. Committees struck by the Board are now organized according to their function, i.e., governance, advisory or ad-hoc, and district/interjurisdictional committees with trustee representation are listed separately. Director Roehrig added that all committees now include information regarding trustee membership, how trustees are appointed, and committee reporting requirements.



Clarification was requested as to the process for proposing revisions to the by-laws and whether the Policy Committee was the best forum for the discussion. Discussion ensued regarding the process used to appoint trustees to committees and giving trustees the opportunity to serve on different committees as professional growth opportunities, keeping in mind trustee skill set, required training, and potential conflicts of interest. Trustee Chopp was of the opinion that open dialogue should take place with all trustees prior to assignments being finalized and he also suggested the addition of three new employee group-trustee liaison committees; neither of the suggestions were supported by the Committee.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Board By-Laws to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**3. Discussion Items – Nil**

**4. Trustee Inquiries - Nil**

**5. Adjournment**

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee adjourns the meeting of January 13, 2016.

**Carried**

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: April 12, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

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

Public Session

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**BACKGROUND INFORMATION:**

In 2013, the Board revised the policy in an attempt to create consistent expectations for employees regarding inclement weather days, especially as they relate to temporary school closures. Senior administration sent the policy out for another round of vetting in an effort to improve the policy and administrative procedures. Following the feedback received from staff, revisions were completed and are now ready for consideration by the Board of Trustees.

**DEVELOPMENTS:**

Many of the recommended changes are not substantive in that they amount to changes or clarification regarding terminology and consistency.

Substantive changes amount to the following:

- elimination of the need to create an alternate work plan for approval by a supervisor;
- streamline the communication with staff during inclement weather events;
- addition of an option for 12-month employees to use accumulated lieu time; and
- revisions to the Frequently Asked Questions section.

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

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Inclement Weather & Temporary School/Facility Closures policy 400.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.



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

		<b>Policy Number:</b>	400.01
<b>Adopted:</b>	April 23, 2013	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

### Belief Statement:

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

### Policy Statement:

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

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

### References

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



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

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	April 23, 2013
<b>Submitted by:</b>	Chris N. Roehrig (Director of Education)	<b>Revised:</b>	TBD
<b>Category:</b>	Operations		

### Purpose

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

### Information

~~Regardless of whether or not a school or site is open or closed, employees are expected to work. These procedures outline how employees may fulfill their obligation to be paid for working when inclement weather forces schools or sites to close. See Appendix A – Frequently Asked Questions.~~

### Responsibilities

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

Information – N/A

### Procedures

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

#### 1.0 Temporary School/Facility Closures

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

#### 2.0 ~~Inclement Weather – Administration and Management~~ Managers, Principals and Senior Administration

- ~~2.1 It is the principal's or manager's responsibility to develop a School/Site Inclement Weather Plan. The plan will be renewed and reviewed with staff each year prior to the end of September. Where appropriate, it will be reviewed with students. The plan will include the following:~~

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



- ~~2.1.1 The content of this Administrative Procedure.~~
- ~~2.1.2 Procedures to alert staff, parents and/or students of closure, cancelled transportation, or delayed dismissal.<sup>1</sup> *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*<sup>2</sup>~~
- ~~2.1.3 The duties and responsibilities of all staff during a system or school closure, delayed dismissal, or cancelled or delayed transportation.~~
- ~~2.1.4 The process to address the safety of students who come to school despite closure.~~
- ~~2.1.5 An alternate work plan for each staff member when travel to the home school is deemed unsafe by the employee and public transit to the home school is not operating or available.~~

- 2.1 It is the principal's or manager's responsibility to review the content of this procedure with staff and to develop procedures to alert staff of closure, cancelled transportation, or delayed dismissal.<sup>1</sup>
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately. *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*<sup>2</sup>
- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of these students to their homes.
- 2.4 In the circumstances that the Principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early.<sup>1</sup>

### 3.0 Inclement Weather – Non-Management Employees Teachers and Other Non-Management Employees

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

- 3.1 In the event of questionable road or inclement weather conditions:
  - 3.1.1 ~~Employees will call the supervisor at their normal place of work to confirm that the work site is open.~~ *shall be notified by the school principal or site supervisor (or designate) regarding the status of a school/site closure.* If the normal place of work is open, employees ~~should endeavour to~~ *shall* report to work ~~unless they deem travel to the normal place of work to be unsafe.~~
  - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall ~~consult with the supervisor and in consultation report to the nearest school/work site to which safe travel is possible and where their attendance is desirable.~~ There, they can assist other staff or, where appropriate, use available time to address their own work needs. ~~In consultation with the supervisor, where an employee feels it is unsafe to travel to an alternate site, staff are expected to use the time at home as time for planning, professional development and/or work-related activities.~~ *-call contact the supervisor and, after consultation, choose one of the four options below:*

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

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





Option A – Working at an Alternate School or Site	Option B – Working from Home to Complete Online Training or Other Approved Duties	Option C – Apply for a Day Off Without Pay	Option D – Apply for a Banked Lieu Day or Vacation Day (12-month employees)
<p>Contact an alternative site supervisor (school principal) to inquire as to whether or not they need assistance.</p> <p>Report to the alternative site for assignment.</p> <p>On an emergency basis, employees need to be available for assignment to an alternate site.</p>	<p>Complete alternate duties that include time for planning, professional development and/or work-related activities. Employees are encouraged to seek input from their supervisor regarding appropriate activities for working at home. Employees may complete online training that is required [e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA)].</p>	<p>Submit leave of absence request form to supervisor for consideration.</p> <p>Report absence in SmartFIND.</p>	<p>Report absence in SmartFIND using Lieu Day or Vacation Day code.</p>

Please refer to Appendix A – Frequently Asked Questions.

- 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day; ~~it is the responsibility of employees to notify their supervisor if they are going to be late arriving to the workplace.~~
- 3.1.4 Employees are expected to make ongoing efforts **throughout the day** to report to work, ~~and to report to work at the point in the day when it is safe to do so~~ the school/work site if it is open, ~~and to report to work when it is safe to do so.~~ Should inclement conditions clear during the day, it is an expectation that employees working an afternoon shift attend work at their school/work site as per usual.
- 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged. **As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.<sup>2</sup>**
- 3.1.6 In an emergency situation (an open school is understaffed), an employee that resides in an open zone and is working from home may be assigned to an alternate site by the appropriate superintendent if the employee deems that travel is safe.

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

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

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



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

**Definitions** – N/A

**References**

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

Child and Family Services Act R.S.O. 1990, c.C.11



Appendix A

Inclement Weather - Frequently Asked Questions

<p>If my school is closed do I have to report to school?</p>	<p>If your school is closed, you may report to your school if it is safe to do so. If it is not safe to report to your school/site, you may report to a school near you that is open, safe to get to, and where your attendance is needed. If it is unsafe to report to an alternate site you should contact your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>If my school is open and I feel it is unsafe to get there, what do I do?</p>	<p>Call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed. You should consider ongoing efforts to report to your school (for instance if weather patterns clear up). If it is unsafe for you to get to an alternate site, you should call your supervisor and let them know you are working from home or request the day off without pay or (for 12 month employees) report absence in SmartFIND using Lieu Day or Vacation Day code.</p>
<p>In order to get to my school, I need to drive through a zone where buses are cancelled. What do I do?</p>	<p>If your school/site is open, you are expected to get there unless you feel it is unsafe to do so. If you feel it is unsafe to do so, call your supervisor to inform him/her that you will not be reporting to your school and report to the nearest school that is open, safe to travel to and where your attendance is needed or contact your supervisor and let him/her know you will be working from home or request the day off without pay. You should consider ongoing efforts to report to your school/site (for instance, if weather patterns clear up).</p>
<p>After I have arrived at my school or site, it looks like the weather is getting worse and I want to go home early. What do I do?</p>	<p>Our primary responsibility is for the safety of the children/youth that are in our care. <i>As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.</i> You should consult your principal / supervisor in this situation. <b>Schools usually need to remain open until the end of the day if they start the day as open.</b> There are many reasons for this:</p> <ul style="list-style-type: none"> <li>• Parents of bused students make arrangements for children to be received at the end of the school day – sending students home prior to this creates situations where children have nobody at home to receive them.</li> <li>• If buses are needed to get students home, bus drivers are often unavailable outside their normal driving hours.</li> <li>• Road crews often schedule road clearing based on the fact that extra traffic will be on roads at the end of the school day; therefore, it can be unsafe to be on the roads prior to the end of the school day.</li> </ul>
<p>If I arrive to work late because of inclement weather, will I be penalized?</p>	<p>No, employees who report to work late because of inclement weather will be considered in attendance and on time for that day. You should always notify your supervisor if you will be late for work.</p>
<p>How do I find out what would be appropriate, productive and worthwhile for working at home?</p>	<p>You should contact your principal/supervisor in this regard. Provided below is an incomplete list of considerations:</p> <ul style="list-style-type: none"> <li>• complete required online training in the portal (e.g., WHMIS, Health and Safety, Safe Schools, Concussions, Accessibility for Ontarians with Disabilities Act (AODA))</li> <li>• preparation, planning and marking</li> <li>• review school/site-based policies and procedures</li> <li>• review school board policies and administrative procedures (<a href="http://www.bhncdsb.ca">www.bhncdsb.ca</a>)</li> <li>• participate in an online collaboration for professional development</li> <li>• professional reading in a relevant subject area</li> <li>• review safety manuals and safety procedures</li> <li>• work on your annual professional growth plan</li> </ul>

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

Prepared by: Michelle Shypula, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: April 12, 2016  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### MANAGEMENT OF STUDENTS WITH ASTHMA Public Session

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#### **BACKGROUND INFORMATION:**

Bill 20, Ryan's Law 2015 (Ensuring Asthma Friendly Schools) was passed by the Ontario Legislature on April 30, 2015 and requires school boards to develop and maintain a policy on managing students with asthma. The Brant Haldimand Norfolk Catholic District School Board recognizes that the safety and well-being of students with a medical condition such as asthma is a shared responsibility of the family, health care provider, school, board and community partners.

#### **DEVELOPMENTS:**

The Management of Students with Asthma Policy was developed in consultation with a number of stakeholders and included Senior Administration, School Administration, Registered Nurse representation from both the Brant County and Haldimand Norfolk Health Units, Health and Safety representation, and parents. In accordance with Bill 20, the policy contains the following components:

- that all students have easy access to their prescribed asthma reliever inhaler(s) medication;
- that efforts be made to reduce the risk of exposure to asthma causative agents in classrooms and common school areas;
- that school board personnel are aware of which students within the school population have been identified as being at risk of having an asthma reaction; and
- an outline of procedures necessary to intervene in the event of an asthmatic episode.

This Policy and Administrative Procedure was vetted by all Administrators, Student Achievement Leads, the Regional Catholic Parent Advisory Committee Chair, Union Presidents and the Student Trustee.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Management of Students with Asthma

		<b>Policy Number:</b>	1231456
<b>Adopted:</b>	1231456	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	1231456	<b>Policy Category:</b>	sample category
<b>Subsequent Review Dates:</b>	1231456	<b>Pages:</b>	1231456

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to promoting school environments that are safe, inclusive and provide opportunities for every student to reach his or her fullest potential. The purpose of this policy is to educate staff, students, parents/guardians and community partners (e.g., volunteers) on asthma prevention, signs, symptoms and management.

### Policy Statement:

It is the policy of the Board that the safety of a student with a medical condition such as asthma, which can be a life-threatening condition without proper management is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- ensure that all students have easy access to their prescribed asthma reliever inhaler(s) medication;
- reduce the risk of exposure to asthma causative agents in classrooms and common school areas;
- ensure that school board personnel are aware of which students within the school population have been identified as being at risk of having an asthmatic reaction; and
- outline the procedures necessary to intervene effectively in the event of an asthmatic episode.

Roles and responsibilities to implement these policy requirements are noted in the Management of Students with Asthma Administrative Procedure.

### Glossary of Key Policy Terms:

#### Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

#### Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

#### Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

#### Immunity

*The Act to Protect Pupils with Asthma* states that “No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”



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**Reference:**

Bill 20: An Act to Protect Pupils with Asthma (Ryan's Law) (2015)

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers



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## Management of Students with Asthma AP xxx

<b>Procedure for:</b>	xxx	<b>Adopted:</b>	Month, dd, yyyy
<b>Submitted by:</b>	Michelle Shypula, Superintendent of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Students		

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### Purpose

The purpose of the administrative procedure is to ensure the management and safety of asthmatic children in school settings. To minimize risk of an asthmatic episode and to ensure rapid response to any emergency, parents, students and school personnel must understand and fulfill their responsibilities.

**Information** – N/A

### Procedures

#### 1.0 Parent/Guardian of an Asthmatic Child (under the age of 16) or an Asthmatic Adult Student (16 years of age or older)

The parent/guardian of an asthmatic child or an asthmatic adult student is expected to:

- inform the principal of the student's asthma at the beginning of the school year regardless of whether the child is a new student or not;
- inform the principal of any changes to the student's asthma and/or medication;
- inform a new school of the student's medical needs, if the student transfers to another school within the Board's jurisdiction;
- complete the parent/guardian/adult student authorization form, Authorization for Administration of Asthma Medication (Appendix B), on an annual basis;
- provide a minimum of one up-to-date asthma reliever inhaler properly marked with the student's name, medication name and expiry date;
- ensure that upon expiry of the asthma reliever inhaler, that an updated asthma reliever inhaler is provided to the school;
- ensure that when his/her child is involved in an out-of-school learning experience, the child has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler; and
- provide up-to-date emergency contact information (names/phone numbers).

#### 2.0 Student with Asthma

- Dependent on the physical and mental capabilities of the student and the informed consent of the parent/guardian, the student with asthma has the responsibility to:
  - tell teachers, educational assistants, principal and friends about his/her asthma;
  - tell occasional personnel (e.g., occasional teachers, occasional educational assistants, lunch room supervisors, school bus drivers, volunteers) about his/her asthma;
  - tell teachers, educational assistants, and the principal where to find his/her reliever inhaler;
  - carry a reliever inhaler on his/her person at all times, where authorized by a parent/guardian;
  - follow the instructions of his/her physician and parent/guardian;
  - know how and when to use asthma medication safely, including:



- making sure their name is on the medication container
- not sharing medication with friends
- knowing when medication is empty
- tell parents and teachers every time medication is used;
- tell a teacher if help is required to take medication;
- wear a Medic Alert TM bracelet or equivalent, when provided by the parent/guardian;
- know what triggers asthma and know how to handle those triggers;
- tell teachers when asthma is bothering him/her;
- learn more about asthma by:
  - attending asthma education programs
  - seeing health care provider on a regular basis
  - visiting websites [www.asthma-kids.com](http://www.asthma-kids.com) or [www.puffr.ca](http://www.puffr.ca)

### 3.0 Principal

The Principal shall:

#### 1.1 Student Registration/Annual Review

- Ensure that, upon student registration, parents, guardians and adult students be asked to confirm a diagnosis of asthma via medical note/certificate;
- At the beginning of each school year, update the medical information of each student enrolled in the school to determine if new medical conditions have developed and/or existing medical conditions have changed;
- At the beginning of each school year, provide general awareness information regarding asthma management in the school to the school community (see Appendix A - Parent/Guardian Information Letter);
- At the beginning of each school year, review the responsibilities outlined in this Administrative Procedure with staff; and

#### Authorization

- Require the parent/guardian/adult student to complete the Authorization for Administration of Asthma Medication form (Appendix B) once informed by the parent/guardian/adult student that a student has been diagnosed with asthma and may require the administration of asthma medication.

#### Records

- Develop and maintain a Student Medical file, that at a minimum contains:
  - current treatment and other information for each student with asthma, including copies of any medical notes and instructions from the student's health care provider;
  - emergency contact information;
  - Authorization for Administration of Asthma Medication (Appendix B);
  - Student Asthma Management Plan (Appendix C-2);
  - Student Log of Administered Asthma Reliever Medication (Appendix D).

#### Documentation

- Ensure that each time a staff member assists a student with the administration of the reliever inhaler, the incident will be recorded on the individual Student Log of Administered Medication (Appendix D);
- Ensure that the individual Student Log of Administered Medication form is maintained in the Student Medical file.





## 1.2 Student Asthma Management Plan

- For all students diagnosed with asthma, develop an individual Student Asthma Management Plan in consultation with the parent/guardian/adult student [see Appendices C-1 (cover letter for Plan) and C-2 (Student Asthma Management Plan)]. In developing the Plan, the principal shall take into consideration any recommendations made by the student's health care provider. The Plan will be reviewed on an annual basis, or sooner if updated information is provided.
  
- The Plan shall contain the following information:
  - student name, date of birth and a current picture;
  - symptoms which indicate an asthma reaction;
  - triggers that may initiate an asthma reaction;
  - monitoring and avoidance strategies and appropriate treatment;
  - instructions from the student's health care provider, if available;
  - emergency procedures;
  - location of the reliever inhaler(s), if spare medication is kept in the school;
  - if the student is under 16 years of age, whether the student has his/her parent's/guardian's permission to carry his/her asthma medication;
  - emergency contact information.

## 1.3 Medication

- Arrange to have one asthma reliever inhaler on the student's person, with parent/guardian written consent for students under 16 years old. If the student is 16 years or older, the student is not required to have his/her parent's/guardian's permission to carry his/her asthma medication;
- In the case where a student is not permitted by their parent/guardian to have their asthma medication on their person, medication will be stored in a safe, secure location (e.g. main office) that can be readily accessed for administration;
- If necessary, arrange to have a second asthma reliever inhaler in a safe, secure location (e.g., main office) and ensure the medication is already labeled with the name of the student, name of the medication and the expiration date;
- Ensure that any medication that has reached its expiry date is returned to the parent/guardian/adult student and replaced with up-to-date medication.
- Ensure that when a student is involved in an out-of-school learning experience, the student has a reliever inhaler on his/her person (if authorized by the parent) and that the supervising teacher has either the primary or the second reliever inhaler, as well as a cell phone to use in emergency situations.

## 1.4 Staff Education

- Identify all students diagnosed with asthma to all staff who interact on a regular basis with the student;
- Inform employees and others who are in direct contact on a regular basis with a student who has asthma about the contents of the Student Asthma Management Plan (see section 1.5); and
- Ensure that regular training on recognizing asthma symptoms and managing asthma exacerbations for all employees and others who are in direct contact with students with asthma is conducted (<http://www.ophea.net> Managing Asthma in Our Schools).



#### 1.5 Prevention

- Take the necessary steps to create a supportive, safe environment for students with asthma, including though not limited to:
  - facilitating the use of asthma-friendly school supplies and products, such as scent free markers and cleaning products, dust free chalk, etc.;
  - monitor asthma triggers and take action to reduce exposure to asthma triggers in the classrooms and common areas, whenever possible;
  - create and support the expectation that students with asthma should be participating in physical activities to the best of their abilities, including recess/nutrition breaks and physical education;

#### 4.0 School Staff

School staff are expected to:

- Participate in asthma awareness training;
- Remain vigilant concerning circumstances or events which may constitute a situation for a student at risk to experience an asthmatic episode and shall report these to the principal;
- Respond to a student experiencing an asthmatic episode and ensure the asthma reliever inhaler is administered immediately and inform the principal;
- After the medication has been administered, record the incident in the individual Student Log of Administered Asthma Reliever Medication (Appendix D). Employees may be preauthorized to administer medication or supervise a student while he/she takes medication in response to an asthma exacerbation if the school has the consent of the parent, guardian or student, as applicable. If an employee has reason to believe a student is experiencing an asthma exacerbation, the employee may administer asthma medication to the student for the treatment of the exacerbation, even if there is no preauthorization to do so.
- The Act to Protect Pupils with Asthma, May 2015 states that no action or other proceedings for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.

#### 5.0 Classroom/Subject Teachers

In addition to the duties described under School Staff (subsection 4.0), the classroom/subject teachers are expected to:

- review the information contained in the identified Student Asthma Management Plan;
- know and understand specific triggers for each identified student in the classroom;
- support the student with asthma to access their reliever inhaler when needed to relieve symptoms and/or to use as prescribed;
- ensure that the identified student is carrying an asthma reliever inhaler on his/her person (if authorized by parent) during all out-of-school trips and excursions;
- ensure that an additional asthma reliever inhaler (where available) and a cell phone are available during all out-of-school trips and excursions;
- monitor the presence of material within the classroom setting which may trigger an asthmatic reaction in the identified student;
- take measures to reduce student's exposure to asthma triggers whenever possible (e.g.; chalk dust, freshly-cut grass, furry animals, pollen, strong smelling markers, etc.);
- follow the recommendations made by the student's health care provider pertaining to physical education and exercise.



## 6.0 School Secretary

- In addition to the duties described under School Staff (subsection 4.0), the school secretary is expected to record the presence of the student's asthma in the school management system and follow the Emergency 911 procedure at the time of the asthma emergency.

## 7.0 Transportation

- When a student has an asthmatic episode, Student Transportation Services shall ensure that the current emergency plan received from the school principal is available:
  - on file;
  - at the dispatch office; and
  - in the assigned vehicle(s).
- Ensure that there has been adequate in-servicing of all drivers and substitute drivers in response to students with an asthmatic episode. This in-service shall include how to administer medication (e.g. asthma reliever inhaler) and shall be provided by Student Transportation Services on an annual or "as needed" basis.
- Ensure that an Emergency Plan provided by the school's principal is followed by the service provider. The current standard plan is that the driver radios dispatch for an ambulance and waits for the EMS to arrive, or if close to a hospital, drives there directly.
- Assign a specific seat to the student, if required;
- Be aware that the student is carrying an asthma reliever inhaler if indicated on the emergency plan.

## Definitions

### Asthma

A respiratory condition marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

### Asthma Reliever Inhaler

Asthma reliever inhalers work to relieve asthma symptoms when they happen. When inhaled, they open up the airways and relieve symptoms such as wheezing, coughing and shortness of breath, often within minutes.

### Medication

Medications that are prescribed by a health care provider and, by necessity, may be administered to a student, or taken by a student during school hours or school-related activities (e.g., reliever inhaler and/or preventative medication).

### Immunity

*The Act to Protect Pupils with Asthma* states that "No action or other proceedings for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act."

## References

Bill 20, An Act to Protect Pupils with Asthma (Ryan's Law) 2015

The Education Act

The Education Act Section 265 – Duties of Principal

The Education Act Section 264 – Duties of Teacher

Regulation 298 – Operations of Schools – General: Section 11 – Duties of Principals

Regulation 298 – Operations of Schools - General: Section 20 – Duties of Teachers

OPHEA Asthma Training Program <http://www.ophea.net/node/1411>

Lung Association <http://www.lung.ca/asthma>

(print on school letterhead)

Date

Dear Parents/Guardians:

The Brant Haldimand Norfolk Catholic District School Board would like to advise all parents that one or more students in our school community has been diagnosed with Asthma. This is a chronic inflammatory disease of the airways, marked by spasm in the bronchi of the lungs, causing difficulty breathing. It usually results from an allergic reaction or other forms of hypersensitivity.

All our staff have been made aware of this situation and have been instructed in the correct procedures regarding asthma management.

Prevention, of course, is the best approach. Some common triggers of asthma include, but are not limited to dust, grass, pollen, pet fur/hair and strong smells or chemicals. Although this may or may not affect your child's class directly, we would ask for your understanding that in a school setting where children are in contact with a large number of students and staff, exposure to any number of asthma triggers may be increased. We would like to remind parents and students to please be mindful when making decisions such as wearing perfume, cologne or using other products with strong scents. Also, please check to ensure that your child's clothes are as free as possible from pet fur or hair.

We endeavour to make the school a safe environment for all students. Anyone wishing further information about asthma may contact the school.

Thank you for your continued support.

Sincerely,

Principal



## AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

(To be completed in consultation with parent/guardian/student)

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Ontario Health Card #: \_\_\_\_\_

### PARENT/GUARDIAN'S AUTHORIZATION FOR ADMINISTRATION OF ASTHMA MEDICATION

I acknowledge that the staff of the Brant Haldimand Norfolk Catholic District School Board are not trained medical personnel. However, I authorize the administration of a reliever inhaler, as prescribed by a physician/health practitioner, in the event that my child experiences an asthmatic episode on school property or during a school or school board sponsored event.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

### PARENT/GUARDIAN'S AUTHORIZATION FOR SELF ADMINISTRATION OF ASTHMA MEDICATION

I consent to have my child, \_\_\_\_\_, carry a reliever inhaler on his/her person.

I consent to have my child, \_\_\_\_\_ self-administer the reliever inhaler **and** my child is aware that he/she must notify his/her teacher/principal/coach if he/she has self-administered his/her medication.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

### ADULT STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR ASTHMA MEDICATION

I, \_\_\_\_\_, being over the age of 16 years, acknowledge that it is my responsibility to carry my asthma medication on my person and to self-administer, as required. In the event that I do self-administer my asthma medication during school hours, on school property, or while participating in any school activities, **I will advise the teacher / principal / coach.**

Adult Student Name: \_\_\_\_\_

Adult Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

***A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form is to be kept in the Student Medical File.***

(Print on School Letterhead)

Dear \_\_\_\_\_:

The school team at \_\_\_\_\_ (school name) is looking forward to an excellent year for your child, \_\_\_\_\_. In order to provide the best possible school Asthma Management Plan for your child, we request your assistance with the following:

1. Complete the attached Asthma Management Plan.
2. Meet with the school principal and the classroom teacher to explain your child's condition, medication, devices, and environmental triggers.
3. Submit the Authorization for Administration of Asthma Medication form for any medication that is administered in school. Please ensure that your child's asthma reliever inhaler is at school each day.
4. Meet with principal and classroom teach to determine a plan for maintaining communication and continuity of program in the event of absences.
5. Prepare your child. Discuss and rehearse the medication plan, how to respond to symptoms, triggers, food restrictions, and school policies.
6. Keep the school staff up to date on any changes in your child's Asthma Management Plan.
7. Keep your physician up to date on school services and supports for your child.
8. Consider participating in advisory committees to support and improve comprehensive school health services and programs.

Please return the completed Asthma Management Plan to the school as soon as possible.

While we believe we are taking all precautions possible, we want to be sure that if this situation does present itself, we will be ready to deal with it.

Thank you for working with us to assist your child.

Sincerely,

(Name)  
Principal

c: Ontario Student Record



## STUDENT ASTHMA MANAGEMENT PLAN

(To be completed in consultation with parent/guardian/student)

Insert recent  
coloured student  
photo here

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Ontario Education Number: \_\_\_\_\_

### EMERGENCY CONTACT (List in priority of contact)

	Name	Relationship	Daytime Phone	Alternate Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

### KNOWN ASTHMA TRIGGERS

- Colds/Viruses   
  Physical Activity   
  Weather   
  Smells   
  Chalk Dust  
 Animals   
  Pollen  
 Anaphylaxis (specify Allergy) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

### SYMPTOMS WHICH INDICATE ASTHMA REACTION

- Coughing   
  Wheezing   
  Shortness of Breath   
  Chest Tightness  
 Other (please specify) \_\_\_\_\_

### MEDICATION & TREATMENT FOR AN ASTHMATIC EPISODE

- Salbutamol (Ventolin, Airmoir)      Dosage: \_\_\_\_\_
- Terbutaline (Bricanyl):              Dosage: \_\_\_\_\_
- Other \_\_\_\_\_                      Dosage: \_\_\_\_\_

Reliever is used for the following:

- Relieve symptoms during an episode  
 Prevent exercise induced asthma (taken/given 10-15 minutes prior to activity)  
 Other (please specify) \_\_\_\_\_

Location of Medication:

- Student carries own inhaler  
 Stored in accessible location in office  
 Other \_\_\_\_\_

Can Student Self Administer?

- Yes     No, requires assistance

**INSTRUCTIONS FOR MANAGING WORSENING ASTHMA**

Mild Asthma Symptoms	
<p><b>Look for one or more of:</b></p> <ul style="list-style-type: none"> <li>• Continuous coughing</li> <li>• Complaints of chest tightness</li> <li>• Difficulty breathing</li> <li>• Wheezing (not always present)</li> </ul> <p>These symptoms may also be accompanied by restlessness, irritability, tiredness.</p>	<p><b>What to do:</b></p> <ol style="list-style-type: none"> <li>1. Administer the reliever inhaler. If there is no improvement in 5-10 minutes, treat as an emergency – call 911 (follow instructions below).</li> <li>2. Stay calm. Remain with the student.</li> <li>3. Tell the student to breathe slowly and deeply.</li> <li>4. Notify parent/guardian of episode.</li> <li>5. Student can resume normal activities once feeling better. If the student requires a reliever inhaler again in less than 4 hours, medical attention should be sought.</li> </ol>
Asthma Emergency	
<p><b>ANY of the following symptoms indicate an emergency:</b></p> <ul style="list-style-type: none"> <li>• Unable to catch breath</li> <li>• Difficulty speaking a few words</li> <li>• Lips or nail-bed blue or grey</li> <li>• Breathing is difficult and fast (more than 225 breaths per minute)</li> <li>• No improvement within 5-10 minutes of taking reliever inhaler</li> </ul>	<p><b>What to do:</b></p> <ol style="list-style-type: none"> <li>1. Call 911.</li> <li>2. Administer reliever inhaler immediately; continue to administer every few minutes until help arrives.</li> <li>3. Stay calm. Remain with the student.</li> <li>4. Tell the student to breath slowly and deeply.</li> </ol> <p style="text-align: center;"><b><i>School personnel should not drive students to hospital.</i></b></p>

**Other Instructions:** \_\_\_\_\_  
 \_\_\_\_\_

***Medication requests will terminate June 30<sup>th</sup> of every school year. A new form is required upon the initial start of the process, at the beginning of each school year, and/or when medication changes are made. Completed form to be placed in Student Medical File.***

PARENT/GUARDIAN/STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





### STUDENT LOG OF ADMINISTERED ASTHMA INHALER MEDICATION

STUDENT NAME: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

Date	Time	Medication	Method of Administration	Dosage	Initials of person administering

**Completed form to be placed in Student Medical File**



## Policy: Trustee Expenses

	<b>Policy Number:</b>	100.10
<b>Adopted:</b> March 29, 2005	<b>Former Policy Number:</b>	700.4 and 100.6
<b>Revised:</b> June 26, 2007; January 26, 2010; June 28, 2011	<b>Policy Category:</b>	Governance
<b>Subsequent Review Dates:</b> TBD	<b>Pages:</b>	1

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

### Policy Statement:

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

**Glossary of Key Policy Terms:** Nil.

### References

Education Act  
Broader Public Sector Expenses Directive



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## Trustee Expenses AP 100.10

<b>Procedure for:</b>	Trustees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	June 26, 2007; January 28, 2010
<b>Category:</b>	Governance		June 28, 2011; January 27, 2015 October 27, 2015

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

### Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometers from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.
- 4.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.

Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).

- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.1 and 5.3 shall be pre-approved by the Board of Trustees for hospitality events that are consistent with the OPS/BPS guidelines; otherwise, expenses for alcohol are not permitted.



- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges. Any outside-Canada charges, such as U.S. or international long distance, texting or roaming charges, will not be reimbursed by the Board.
  - A mobile device plus a modem and printer/scanner/copier to a value up to \$2,000 maximum per trustee, once every four years.
  - Connection and monthly charges for internet provision.
  - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

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

## Definitions

### Hospitality

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

## References

Government of Ontario - Broader Public Sector Expenses Directive  
Government of Ontario - Travel, Meal and Hospitality Expenses Directive



## Appendix A

### General Guidelines

Trustees should consider sending any communication intended for staff, students, parents or the public to the Director of Education for review prior to sending. The purpose of the review will be to monitor the communication for consistency with system branding initiatives, spelling/grammar/syntax, compliance with Board policy, compliance with legal aspects related to privacy as well as factual accuracy. Trustees, as a courtesy to fellow trustees, should notify the Chair of the Board when communicating messages to groups of staff, students, parents or the public.

- Trustees should communicate as clearly, respectfully, professionally, ethically and accurately as possible. This includes communication with staff, students, parents, the public and other Board members.
- As a general rule, the Chair of the Board, or designate will speak for the Board. Individual Trustees shall refrain from speaking on behalf of the Board in areas where the Board has not yet taken a position, or where a resolution of the Board has not yet been passed.
- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, Trustees shall not divulge personal information related to the Board's students or staff.
- Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.
- Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.

### Email

- As a general rule, Trustees should not respond to emailed correspondence on which they have been copied (cc'd), and should only respond to emailed correspondence sent directly to their attention.
- When an email is addressed to all Trustees, the Chair of the Board should respond, and provide a courtesy copy (cc) of the response to the other Trustees.
- Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.



## **Social Media**

The use of social media, blogs, and websites is the preferred vehicle of communication not only for students, but also for many parents.

- Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- Trustee posts, tweet, and comments should never reflect negatively upon the Brant Haldimand Norfolk Catholic District School Board, its schools, its students, its staff, or fellow trustees.

## **Media Relations**

From time to time, Trustees may contact or be contacted by media officials. The following should be kept in mind when responding to media requests and contacting the media:

- All media inquiries and Trustee communication with the media should be facilitated through the Director of Education to ensure that key messaging is appropriate and consistent with the position of the Board.
- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are their own and are not necessarily those of the Board.
- When speaking or corresponding with the media, individual Trustees shall uphold the decision of the Board and the implementation of any Board resolution once it has been passed by the Board.

## **Supporting Parent Engagement – Catholic School Advisory Councils (CSAC) and Regional Catholic Parent Involvement Committee (RCPIC)**

Strong school systems have highly engaged parent communities. Trustees can support parent engagement by providing a communication bridge between CSAC and RCPIC. Trustees should consider the following ways to support the work of CSAC and RCPIC by:

- promoting the value of CSAC and RCPIC;
- facilitating communication among Councils within the trustee's district;
- attending RCPIC meetings where representatives from CSACs meet throughout the year;
- promoting the awareness of Board policies;
- raising awareness of the role of trustees and the Board as per the Education Act within the context of our local board; and
- reinforcing policies and practices designed to support community members on how they can influence decision making.

When a trustee desires to attend a Catholic School Advisory Council meeting, they should consider using the Director's Office as a resource for requesting attendance and scheduling visits. Minimally, trustees should, as a courtesy, contact the school principal to request attendance at a future meeting and inform fellow trustees of their intent.

*Some material borrowed (with permission) from the Halton Catholic District School Board's Communication Policy for Trustees.*

## The Do's & Don'ts

The following list of do's and don'ts apply to all social media networks and should guide your participation:

### 1. Live in Christ

As a member of the BHNCD SB, it is important that all activity on any social media network fall in line with our mission statement and values as a Catholic learning community.

### 2. Be Authentic

Gone are the days of being anonymous online, especially in social media. It is important for your followers and community to know who you are, what you stand for and who you represent. Your online activity should also be honest, allowing others to trust you and what you have to give and share back to the community.

### 3. Listen

A key success tool in social media is to be an active listener. There could be hundreds if not thousands of individuals, organizations and partners engaging with each other online, and listening to what is being said and/or asked will provide a clear path for your involvement.

### 4. Be Consistent

Your online identity and the organization you represent should be reflected in your profile description, what you post about and what you share. Try to avoid confusing your followers as to who they are actually following and what they can expect to receive.

### 5. Be Kind & Pleasant

Every interaction you participate in reflects on you, the BHNCD SB and our Catholicity. To build a trustworthy and admirable online presence, all of your communications should reflect kindness and take on the stewardship of God's gifts as your personal responsibility.

### 6. Participate

Beyond just listening, it is important to see the communication as a two-way street. People perceive those who listen and respond as individuals or organizations that care. In social media, you want to be a conversational listener, acknowledging that message reception alone is not enough, but a response (where appropriate and reasonable) is proper etiquette.

### 7. Disclose & Inform

Let your followers know who they are following and what they can expect to receive. There should be no question for followers that your social media presence is representing the BHNCD SB or a school within the district.



**8. Don't share personal, work and/or confidential information**

Avoid sharing any information relating to your personal life, your work, colleagues, partners, or other information that would be both irrelevant to your audience but could also be a security and privacy risk.

**9. Don't criticize**

Every post or comment you make is a reflection of you, the BHNCDSB as well as our Catholic beliefs. It is important not to criticize your followers, other organizations, partners or any other individual and to maintain a professional and respectful demeanor at all times.

**10. Don't misrepresent**

Everything you post online becomes part of the public domain, and as such, it is not always possible to remove or delete a post or comment, which means every action you take online should be properly thought out and considered beforehand.

Make sure to properly represent yourself and the BHNCDSB in your profile as well as your posts and comments. If you are sharing a post or comment from another online user, account or source, make sure to give them proper credit and avoid any plagiarizing.

**11. Report inappropriate posts immediately**

Report inappropriate postings, language, photos and videos immediately to your supervisor. Share as much information as you can (such as the account name, a copy of the exact posting, the time and date of the inappropriate post, etc.) so that the information can be reviewed and a decision made on how to handle the post.

*Note: the outcome will depend on the details and severity of the information.*

**12. Make sure that you have consent**

Ensure that consent forms have been read, signed and returned the school before you link, post, tweet or include images, work or references to any student.