



Policy Committee
Tuesday, October 25, 2016 ♦ 4:00 p.m.
Boardroom

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)

1. Opening Business

1.1 Opening Prayer – Cliff Casey

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Approval of Minutes from the Policy Committee Meeting – April 12, 2016

Pages 3-4

Approval of Minutes from Director of Education Performance Appraisal
Sub-Committee Meeting – May 30, 2016

Pages 5-6

1.5 Business Arising from the Minutes

- Motion to Disband the Director of Education Performance Appraisal Sub-Committee

2. Committee and Staff Reports

2.1 Protection of Anaphylactic Pupils 200.18 (*revised*)

Pages 7-33

Presenter: Michelle Shypula, Superintendent of Education

2.2 Transportation of Students 400.19 (*revised*)

Pages 34-39

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

2.3 Fees for Learning Materials & Activities 200.02 (*revised*)

Pages 40-45

Presenter: Chris N. Roehrig, Director of Education

2.4 Employee Assistance Program (EAP) 300.13 (*revised*)

Pages 46-49

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

2.5 Trustee Expenses Policy 100.10 (*revised*)

Pages 50-54

Presenter: Chris N. Roehrig, Director of Education & Secretary

2.6 Trustee Communication Policy 100.08 (*revised*)

Pages 55-62

(formerly known as *Communication on Behalf of the Board Policy*)

Presenter: Chris N. Roehrig, Director of Education & Secretary



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

3. Discussion Items

3.1 Trustee attendance at school-based events.

4. Trustee Inquiries

5. Adjournment

Next meeting: At the call of the Chair



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

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 and Michelle Shypula
(Superintendents of Education)

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: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the April 12, 2016 meeting.

Carried

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

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

Carried

1.5 Business Arising - Nil

2. Committee and Staff Reports

2.1 Inclement Weather & Temporary School/Facility Closures Policy 400.01 (revised).

Director Roehrig reported that although the Policy's revised Administrative Procedure does not include any substantive changes, it does provide for clearer language regarding expectations of staff during inclement weather situations. He reviewed the key revisions and responded to trustee inquiries.



Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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.

Carried

2.2 Management of Students with Asthma Policy 200.05 (new)

Superintendent Shypula introduced a new policy in response to Bill 20, Ryan's Law 2015 (Ensuring Asthma Friendly Schools). She advised that a Committee had been formed, which included various members from community agencies, to develop the policy and to ensure adherence to the legislative requirements. She reviewed the key components of the policy and responded to trustee inquiries.

Moved by: Bill Chopp

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Management of Students with Asthma Policy 200.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items

3.1 Trustee Expenses Policy 100.10

Trustee Petrella inquired if a mechanism should be included in the existing *Trustee Expenses* Policy 100.10 to respond to situations where a trustee cancels his/her attendance at a conference/meeting, without just cause, after the Board has incurred pre-conference expenses for that trustee to attend the conference. Following some discussion, Director Roehrig offered to draft a cancellation clause to be included in the Policy for trustees to consider at the next Policy Committee meeting.

3.2 Social Media

Trustee Petrella inquired if the *Communication on Behalf of the Board* Policy 100.08 should include a section on the use of social media by trustees, such as Twitter, which is currently reflected as suggested guidelines only in the Policy's Appendix A. Discussion ensued and trustees requested that Director Roehrig present a suggested revision to the Policy, to include a section on communicating via social media, at the next Policy Committee meeting for trustee consideration.

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of April 12, 2016.

Carried

Next Meeting: At the call of the Chair



**Director of Education Performance Appraisal Sub-Committee
Monday, May 30, 2016 ♦ 4:00 p.m.
Trustees' Meeting Room**

Present: Rick Petrella (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Bonnie McKinnon, Chris N. Roehrig
Absent: Carol Luciani

1. Opening Business

1.1 Opening Prayer

Rick Petrella led the opening prayer.

1.2 Attendance - as noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded: Bill Chopp

THAT the Director of Education Performance Appraisal Sub-Committee of the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the May 30, 2016 meeting.

Carried

1.4 Approval of the Minutes

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Director of Education Performance Appraisal Sub-Committee of the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 14, 2015 meeting.

Carried

2. Committee and Staff Report

2.1 Director of Education Performance Appraisal Policy 100.02 (revised draft)

Director Roehrig reviewed a draft policy that was intended to take into account the requests of trustees from last year's meetings. The proposed revised policy includes a number of steps from goal setting to evaluation. The Director noted that the proposed policy was somewhat cumbersome and should be reduced in scope so that it would improve the likelihood that the policy would actually be followed. The Director proposed that two of the steps be optional. The Director walked through the five appendices that would be used to support implementation of the policy. The Director recommended that the evaluation phase of the appraisal policy happen on a biennial basis, rather than an annual basis. The Committee agreed with the Director's recommendations and asked that a revised policy be brought directly to Committee of the Whole for consideration so that the performance appraisal process could begin at the end of June 2016.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

4. Adjournment

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Director of Education Performance Appraisal Sub-Committee of the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 30, 2016.

Carried

Next meeting: At the call of the Chair

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: **October 18, 2016**
Submitted by: Chris N. Roehrig, Director of Education & Secretary

PROTECTION OF ANAPHYLAXIS PUPILS

Public Session

BACKGROUND INFORMATION:

An Act to Protect Anaphylactic Pupils: Sabrina's Law, came into force on January 1, 2006 and requires school boards to ensure they have policies and procedures in place to address anaphylaxis in schools, which includes providing instruction to staff and guidance on the administration of medication. The Brant Haldimand Norfolk Catholic District School Board recognizes that the safety and well-being of students with a medical condition such as anaphylaxis is a shared responsibility of the family, health care provider, school, board and community partners.

DEVELOPMENTS:

The Protection of Anaphylaxis Pupils Policy 200.18 was revised in consultation with a number of stakeholders and included Senior Administration, School Administration, Registered Nurse representation from the Brant County Health Unit, Health and Safety representation, and parents. In accordance with Sabrina's Law, the policy contains the following components:

- provision of strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provision of a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provision of regular training to deal with life threatening allergic reactions/anaphylaxis
- requires that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- requires every school to maintain a medical file for each child with a life threatening allergic reaction/anaphylaxis

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

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Protection of Anaphylaxis Pupils policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Protection of Anaphylactic Pupils

		Policy Number:	200.18
Adopted:	October 24, 2000	Former Policy Number:	n/a
Revised:	March 28, 2006	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

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) regarding the protection of anaphylactic students and strategies to reduce risk of exposure to allergens and anaphylaxis.

Policy Statement:

It is the policy of the Board that the safety of a student with a documented life threatening allergic reaction/anaphylaxis condition is a shared responsibility of the board, school, family, health care provider and community partners.

The Board shall:

- provide strategies to reduce risk of exposure to allergens/anaphylactic causative agents
- provide a communication plan for the dissemination of information on life threatening allergic reactions/anaphylaxis
- provide regular training on dealing with life threatening allergic reactions/anaphylaxis
- require that every child with a life threatening allergic reaction/anaphylaxis have an emergency response plan
- require every school to maintain a medical file for each child with life threatening allergic reaction/anaphylaxis

Roles and responsibilities to implement these policy requirements are noted in the Protection of Anaphylactic Pupils Administrative Procedure.

Glossary of Key Policy Terms:

Allergen:

A substance capable of causing an allergic reaction, e.g. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy:

An altered immune response caused by a specific substance.

Allergic Reaction:

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, moulds, foods or drugs.

Anaphylaxis:

A *severe life threatening form of allergic reaction*. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.



References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina's Law)
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
Administrative Procedure 200.18 - Protection of Anaphylactic Pupils
Anaphylaxis Network of Canada www.anaphylaxis.org



Protection of Anaphylactic Pupils AP 200.18

Procedure for:	Principals/Vice-Principals	Adopted:	October 24, 2000
Submitted by:	Michelle Shypula, Superintendent of Education	Revised:	March 28, 2006
Category:	Students		

Purpose

In accordance with Sabrina's Law 2005 – An Act to Protect Anaphylactic Pupils, ensuring the safety of anaphylactic children in a school setting is a shared responsibility that necessitates the cooperation of all partners in the school community. This does not negate the responsibility of anaphylactic students and parents/guardians. To minimize risk of exposure and to ensure rapid response to any emergency, parents, students and school personnel must all understand and fulfill their responsibilities.

Information

The policy on Protection of Anaphylactic Pupils will meet the requirements of the Act to Protect Anaphylactic Students (Sabrina's Law, 2005). In accordance with Sabrina's Law, no action for damage shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction, unless the damages are the result of an employee's gross negligence." Accidental administration of the EpiPen®/Allerject™ is not a cause for concern according to Canadian Paediatric Society. There is little danger in reacting too quickly, and grave danger in reacting too slowly.

Background

Anaphylaxis is a severe life threatening form of allergic reaction. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

Certain foods, insect stings, latex products and medications are the most common allergens that produce anaphylaxis.

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

Anaphylactic Reactions: Possible Signs and Symptoms

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rare cases, the time frame can vary up to several hours after exposure. The way these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- Skin System: hives, swelling, itching, warmth, redness, rash
- Respiratory System (breathing): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and itchy, watery eyes, sneezing), trouble swallowing, swelling of tongue
- Gastrointestinal System (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular System (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, headache, sense of doom

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.



Reducing the Risk

Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis. Research is underway to better understand anaphylaxis. At present, the severity of reactions cannot be predicted. Therefore, it is not possible to identify which patients are most at risk for severe allergic reactions. Until there is a cure, avoidance of the allergen(s) is the only way to reduce the risk of an anaphylactic reaction. Measures can be taken to reduce, but not completely eliminate the risk of exposure. Eliminating allergens from areas within the school where the anaphylactic child is likely to come into contact may be the only way to reduce risk to an acceptable level. The less allergen brought into the school, the less risk of anaphylactic reaction. While schools cannot guarantee that an environment is completely safe, the School Anaphylactic Emergency Response Plan will include necessary measures and procedures to reduce the risk of anaphylactic reactions and assist staff in making the school as “allergen free” as possible.

Peanut Butter Substitutes

Since exposure to peanut butter and/or other nut-containing products could prove harmful or fatal to some students, peanut butter and all products containing nuts of any kind are not permitted in Brant Haldimand Norfolk Catholic Schools. Additionally, since school administrators, staff and volunteers are not food experts and are not qualified to decide what is (or isn't) real peanut butter, students arriving at school with a peanut butter substitute will be dealt with using the same protocol used for students who arrive at school with real peanut butter.

Despite its best efforts to limit the presence of nut-containing food products, parents of anaphylactic children should be aware the Brant Haldimand Norfolk Catholic District School Board cannot and does not guarantee schools are allergen free.

Responsibilities

Superintendents of Education:

The Superintendents of Education will monitor and advise principals and vice-principals regarding the implementation of Protection of Anaphylactic Pupils Procedures.

Principals/Vice-Principals and/or “Designate”

Principals and Vice-Principals and/or designate will monitor and advise staff regarding the implementation of Protection of Anaphylactic Pupils Procedures.

School Staff

School Staff will implement the anaphylaxis procedure in their school.

Parents/Guardians

Parents/Guardians will be aware of the anaphylaxis procedure for their school.

Transportation Services

Transportation Services will ensure that all drivers are aware of the anaphylaxis procedure.

Food Service Providers

Food Service Providers will ensure all staff are in-serviced in the anaphylaxis procedures for the Board.

Procedures

1.0 School Board

The School Board shall:

- Ensure that pupil registration forms have a section for anaphylactic information;
- Ensure that training for Emergency First Aid, CPR and Automated External Defibrillator (AED) is made available to individuals who are involved in the education of anaphylactic children;
- Ensure that the Board's policy and procedures are reviewed and reflect amendments to Sabrina's Law;
- Provide support to schools and staff to ensure enforcement of the school procedures and Board policy and procedures regarding anaphylaxis;
- Ensure that a protocol is developed with all transportation carriers to protect anaphylactic students who attend schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board;



- Ensure that all Board staff are trained to administer an EpiPen®/Allerject™
- Ensure that information on the “Protection of Anaphylactic Pupils” policy and procedures is added to school agendas/handbooks;
- Ensure that transportation and food service providers have a copy of the policy and procedures;
- Ensure each elementary school implements the School Management Plan • Elementary (Appendix A); and
- Ensure each secondary school implements the School Management Plan • Secondary (Appendix B).

2.0 Parent/Guardian of an Anaphylactic Child

When enrolling a student who has a life threatening allergy in a school under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board, the parent/guardian will:

- Inform the school in writing of the child’s allergies including updated information on the latest testing and latest anaphylactic response;
- Provide a medic alert bracelet for the child and strongly encourage the child to wear it at all times;
- Provide the school with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication;
- Provide the school with one (1) up-to-date application of the EpiPen®/Allerject™, to be stored in a safe, secure location (e.g. main office) and clearly marked with the student’s name and known allergen;
- Provide one (1) up-to-date application of the EpiPen®/Allerject™, to be carried by the student and clearly marked with the student’s name and known allergen;
- Provide support to school and teachers as requested;
- Participate in parent advisory/support groups on the topic (where applicable);
- Assist in creating the “Emergency Response Plan” with the school principal;
- Be willing to provide to students in the class “safe foods” and/or non-allergenic items for special occasions;
- Welcome calls from other parents with questions about “safe foods”;
- Provide a body pouch/fanny pack for transport of the EpiPen®/Allerject™;
- Provide training for their child in the use of the EpiPen®/Allerject™ (age appropriate);
- Register child with ambulance service; and
- Verify ambulance service response time to the child’s school.
- Teach their child to:
 - recognize the first symptoms of an anaphylactic reaction and communicate quickly to others when they feel a reaction is starting;
 - know where medication is kept and who can get it;
 - always carry his/her own auto-injector in a body pouch/fanny pack as part of a safe and healthy lifestyle;
 - say ‘no’ to shared lunches and snacks;
 - understand the importance of hand washing;
 - report bullying and/or threats to an adult in authority about his/her anaphylactic condition;
 - always sit in the same seat on the bus; and
 - ask if food is safe at celebrations/events.

3.0 School Principal/V.P. and/or Designate

The School Principal/VP and/or designate shall:

- Follow the procedures as outlined in the Board Policy and Administrative Procedures: Protection of Anaphylactic Pupils;
- Ensure that upon registration, parents/guardians and adult children 16 years of age and over are asked to supply information on life-threatening allergies;
- Ensure that an “Emergency Response Plan” is developed yearly in each school year
- Work as closely as possible with the parent(s)/guardians of the child to develop an Emergency Response Plan which includes medical information related to the type and severity of the allergy, monitoring and avoidance strategies, appropriate treatment and other health considerations (see Appendix C);
- Ensure parent/guardian of a child with anaphylaxis has a current copy of the Emergency Response Plan;
- Ensure that written documentation of diagnosis and medical protocol are on file in the O.S.R.;



- Maintain up to date emergency contacts and telephone numbers;
- Strongly encourage the parent/guardian to have the child wear a Medic Alert bracelet;
- Arrange for annual in-service regarding emergency procedures for students with anaphylaxis and correct use of auto-inject EpiPens®/Allerject™ for all staff, volunteers and others who have contact with the child;
- Provide all staff with the board policy, Protection of Anaphylactic Pupils;
- Ensure that all substitute teachers and support staff are informed of the presence of an anaphylactic child and have been adequately trained to deal with an emergency;
- Complete required Board report each term or semester (Appendix D);
- Attempt to obtain the cooperation of all parents/guardians in reducing the potential risks to all anaphylactic students (Appendix E.1 and Appendix E.2)
- Ensure the Manager of Transportation receives the Emergency Response Plan of any anaphylactic students who are transported to and/or from school under the authorization of the Board and local bus driver;
- Inform parents/guardians of students riding on a bus transporting an anaphylactic student (Appendix E.3);
- Post allergy alert forms in the staff room, classroom, office, bus, and at each entrance (Appendix F and/or Appendix G);
- Require the parent/guardian to provide the school with two (2) EpiPens®/Allerjects™ - one to be stored in a safe and secure location (e.g. main office) for the office and one to be carried by the student in an appropriate container (e.g. body pouch/fanny pack);
- Principals, staff and parents/guardians who arrange for the supply of food or food services for special events should be advised of the requirement to refrain from using food which may cause an allergic reaction;
- When selecting fund raising activities, the principal should be aware of the potential impact certain foods/ingredients may have upon anaphylactic students and refrain from using foods and/or products that may cause an allergic reaction;
- Ensure, in the case of an out-of-school activity, the staff, parent/guardian or an adult designated by the parent and acquainted with the procedure, accompany the student on such activity, and bring a copy of the emergency plan along with the EpiPen®/Allerject™.
- Ensure the following avoidance strategies are shared with staff and parents/guardians depending on the age of the child, the organization and physical layout of a school and the properties of the allergen itself:
 - establish safe lunchroom and eating area procedures, including cleaning and hand washing routines;
 - where children share a classroom with an anaphylactic child and inadvertently bring allergen products in their lunch, the principal shall provide a place for them to eat separately from the anaphylactic child and contact the parent to remind them of the policy banning these products from the classroom;
 - take special precautions around holidays and special celebrations, along with attempts to plan activities that are not food oriented;
 - communicate to the entire school community stressing “allergen safe” schools via newsletter and posting of allergen safe signs throughout the school (Appendix E.2);
 - provide specific communication to individual classrooms regarding allergens in that classroom (Appendix E.1)
 - ensure vending machines are free of allergens; and
 - ensure that food service providers in cafeterias (secondary schools) provide signage to alert of possible allergens.

4.0 Classroom Teacher

The classroom teacher shall:

- Display a photo poster in the classroom (with parent/guardian and/or adult student permission);
- Discuss anaphylaxis with the class in age appropriate terms;
- Encourage the students not to share lunches or trade snacks;
- Choose allergy free foods for classroom events;
- Establish procedures to encourage the anaphylactic child to eat only what she/he brings from home;
- Reinforce hand washing before and after eating for all students;
- Facilitate communication with other parents/guardians, as needed;
- Follow the school and board policies for reducing risks in classrooms and common areas;



- Leave information (including Emergency Response Plans) regarding students with medical conditions such as anaphylaxis in an organized, prominent and accessible format for substitute teachers
- Ensure that auto injectors (EpiPen®/Allerject™) and Emergency Response Plans are taken on field trips; and
- Monitor food at recesses and lunch times (age appropriate).

5.0 Student Transportation Services

Student Transportation 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 the response to students with life-threatening allergic reactions. This in-service shall include how to administer medication (e.g., EpiPen®/Allerject™) as well as signs and symptoms of students having a reaction. Student Transportation Services shall audit on an annual or "as needed" basis to ensure that this training has been provided by the operators to their staff;
- Ensure that the Emergency Plan provided by the school 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; and
- Be aware that the student is should be carrying his/her EpiPen®/Allerject™ if indicated on the emergency plan.
- Display School Bus Allergy Alert poster (Appendix G) in a prominent and visible location;
- Discourage students from eating food on the school bus.

6.0 Food Services/Food Service Providers

Food Services/Food Service Providers shall:

- Ensure that their personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation, and serving of food. The contents of foods served in school cafeterias and brought in for special events should be clearly identified.
- Participate in the school's anaphylaxis training, which includes the identification of students at risk and how to use an EpiPen®/Allerject™.

7.0 Parents/Guardians

All Parents/Guardians shall:

- Respond cooperatively to requests from school to eliminate allergens from packed lunches, snacks and special occasions food;
- Participate in parent information sessions, if required;
- Encourage children to respect an anaphylactic child and all Board policies and procedures in place to protect the affected child;
- Learn to recognize symptoms of anaphylactic children;
- Avoid sharing food, especially with anaphylactic children;
- Follow school rules about keeping allergens out of the classroom/school; and
- Not send child(ren) to school with a snack or lunch that they have never had before.

8.0 Anaphylactic Students

Anaphylactic students shall:

- Take as much responsibility as possible in avoiding allergens;
- Eat only foods brought from home;
- Where age and/or ability appropriate, take responsibility for checking labels and monitoring intake;
- Wash hands before eating;
- Learn to recognize symptoms of anaphylactic reaction;



- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear;
- Carry an auto-injector (EpiPen®/Allerject™) on your his/her person (age appropriate and/or activity appropriate);
- Know where the auto-injector (EpiPen®/Allerject™) is located at all times;
- Where age and/or ability appropriate, know how to use the auto-injector (Epi-Pen®/Allerject™); and
- Wear a medic alert bracelet or chain.

Definitions

Allergen

A substance capable of causing an allergic reaction, i.e. pollens, moulds, animal dander, house dust mites, foods, insect stings, medications, natural latex, etc.

Allergy

An altered immune response caused by a specific substance.

Allergic Reaction

An adverse immune response following repeated contact with otherwise harmless substances such as pollens, mould, foods, or drugs.

Anaphylaxis

A **severe life threatening form of allergic reaction**. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma or death. Foods such as peanuts and peanut oil products, other nuts, fish, shellfish, eggs, milk and wheat as well as insect stings from bees and wasps, latex products and medication are the common allergens that produce anaphylaxis.

Auto-injector

A “user-friendly” pre-loaded syringe used to administer epinephrine. (Epi-Pen® / Allerject™)

Epinephrine

A synthetic version of the hormone adrenaline; used in the treatment of anaphylaxis and life-threatening asthma attacks.

Triggers

Factors that can provoke allergic reactions or asthma episodes, including allergens and irritants.

References

Bill 3 2005 Protection of Anaphylactic Pupils (Sabrina’s Law)

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

Anaphylaxis Network of Canada www.anaphylaxis.org



IDENTIFICATION TO STAFF

- Request student to wear Medic Alert bracelet to identify specific allergies.
- Provide a copy of Emergency Response Plan with a photo of the student to all staff.
- Post a photo of the student with description of medical issue and emergency action plan in staff room and/or staff area of school office.
- Introduce the student to the staff, if possible.
- Include a copy of Emergency Response Plan with a photo of the student in Teacher Daybook, staff room, and school office.
- Conduct a staff meeting to identify the medical issue, communicate the planned response, and identify the student(s).

SCHOOL / CLASSROOM PREVENTION

- School Principal to write a letter to parents/guardians requesting their cooperation to avoid sending foods/products containing the allergen to school.
- Identify the seriousness of the condition to students and enlist their cooperation and support in avoiding bringing the allergen to school.
- Discourage sharing of snacks.
- Limit foods used in learning activities and class or school celebrations to those which do not contain allergen (preferably, use non-food items).
- Require students with allergies to eat only foods which are brought from home.
- Require all students to wash hands before and after eating.
- Require that all foods to be shared at school be sent in the original packaging.
- Establish a procedure to ensure that supply teachers are aware of students with medical issues and measures for classroom prevention.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.
- Ensure the cleaning of all desktops takes place after lunch each day.

LUNCHROOM PREVENTION

- Lunchroom prevention requires students to eat lunch in their own classrooms or in an assigned designated area.
- Discourage sharing of lunches or utensils.
- Encourage hand washing before and after eating.
- Ensure that lunches and snacks provided by the school and/or parent/teacher groups exclude foods containing the allergen.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

OUT-OF-CLASS / SCHOOL PREVENTION

- Discourage students from eating food on the school bus.
- Discourage sharing of food in school yard and on the school bus.
- Ensure that all bus drivers receive copies of Emergency Response Plan and have received training in administration of the EpiPen®, Allerject™
- Ensure that foods provided by the school or food providers on field trips exclude allergen.
- Request parents to avoid sending foods containing the allergen in packed lunches for field trips.
- Inform food providers and caterers on school trips of restrictions and require that they eliminate foods containing the allergen from menus. Include Board Policy/Procedure when organizing school trips, etc.
- Ensure a list of ingredients of meals during overnight excursions is accessible to the student, staff, and parents/guardians.



- Encourage parent/guardian to accompany the child on field trips.
- Seek alternative trip locations to ensure student safety.
- Ensure that a hospital or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.



Recognizing that a total ban of certain allergens is not possible in secondary schools, the following procedures are recommended:

- Allergy Sheets for OSR (Responsibility: Guidance Head and Secretary)
- Allergy Alert signs for buses (Responsibility: Vice-Principal in charge of bussing)
- Allergy Alert signs for school entrances (Responsibility: Principal)
- Annually, all parents/guardians/adult student who will be responsible for participating in the “Emergency Response Plan” are to receive a complete copy of the Board’s Policy/Administrative Procedures: Protection of Anaphylactic Pupils and the Emergency Response Plan. Distribution to take place at timetable pick-up. (Responsibility: Guidance Head and Secretary)
- Each semester, the principal will submit to the appropriate Superintendent the names of every student and their parents/guardians who will have an “Emergency Response Plan” (Appendix D). (Responsibility: Guidance Secretary).
- The Policy/Administrative Procedures: Protection of Anaphylactic Pupils will be given to the Chair of the School Council. (Responsibility: Principal)
- Students who have food allergies will be encouraged to find alternate courses other than food-related courses due to possible accidents that could occur and also due to the fact that the school/Board cannot guarantee cross-contamination will not take place. (Responsibility: Guidance)
- Pictures of students who have reported life threatening allergies will be taken at timetable pick-up in August. Those who did not have their picture taken at that time will have them taken the first week of school. (Responsibility: Guidance Secretary)
- Pictures will be the responsibility of the Guidance Secretary and Office Co-Ordinator. The poster of these pictures will be prepared by the Secretary of Student Services. These will be posted in the Main Office photocopy room, the mailbox area of the Mail Office, the staff room, Student Services, each work room and the Custodian’s Room. (Responsibility: Office Co-Ordinator/Guidance Secretary)
- Students who have life threatening allergies will be encouraged to wear a Medic Alert bracelet, have at school a current EpiPen®, Allerject™ (option: to carry on his/her person or to be stored in a safe, accessible, identified location) and must have submitted the Emergency Response Plan. If a student does not comply, they will be sent home until all the requirements have been fulfilled. (Responsibility: Guidance Secretary to report to Principal.)
- The names of students with Anaphylaxis will be submitted to all transportation carriers in late August (school bus contractors/taxi companies/etc.). (Responsibility: Compilation of Information – Office Co-Ordinator; Vice-Principal in charge of transportation to pass on information)
- All staff members will be informed of those students having anaphylaxis in the school via their “annotated” class lists in their opening day packages and during staff meetings. This information will be redistributed for second semester. (Responsibility: SAS Secretary)
- Staff members must make note of these students each time they leave lesson plans in their absence. (Responsibility: Classroom Teacher)
- During the first September staff meeting, a demonstration of how to use the EpiPen®, Allerject™ will be held and an information sheet regarding EpiPen®, Allerject™ use will be distributed. (Responsibility: Principal)



Classroom Prevention – Responsibility: Classroom Teacher

Limit foods used in learning activities and class or school celebrations to those which do not contain allergen.

Establish a procedure to ensure that supply teachers are aware of students with anaphylactic issues and measures for classroom prevention.

Students are to eat in designated areas (e.g., school cafeteria, food services areas, and/or any other designated areas). Expect students with allergies to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen(s) when age appropriate.

Out-of-Class/School Prevention – Responsibility: All School Employees

- Trip organizers will ensure that all bus drivers receive copies of Emergency Response Plans and have received training in administration of an EpiPen®, Allerject™. Taxi drivers to be made aware of students with anaphylaxis.
- Trip organizers will attempt to avoid foods provided by the school or food providers on field trips that contain the allergen.
- Inform food providers of restrictions.
- Ensure a list of ingredients of meals during overnight excursions are accessible to the student, staff and parents/guardians.
- Ensure that a hospital and/or emergency services are accessible.
- Ensure that a copy of the Emergency Response Plan is held by field trip supervisors.
- Expect student to accept personal responsibility for avoidance of consumption or exposure to foods containing the allergen, when age appropriate.

Protocol for School Trips – Responsibility: Staff Member in charge

- The staff member (teacher) must ensure that any student with a life threatening allergy has his/her EpiPen®, Allerject™ prior to departure or the student shall not participate on the trip.
- The staff member must obtain a copy of the Emergency Response Plan for that student and have it with him/her on the trip.
- The staff member must inform all other participating students of the student's allergies and ask the students to avoid foods containing the allergens while on the trip and to please wash their hands thoroughly after eating foods which many contain the allergens.
- The staff member must inform the bus driver/taxi driver/airline hostess/etc. of the presence of a student with anaphylaxis.
- If a student should have an allergic reaction, the EpiPen®, Allerject™ should be administered immediately and an ambulance should be called, if possible. If this happens enroute, administer the EpiPen®, Allerject™ and have the bus driver go to the nearest hospital or call for an ambulance.



Brant Haldimand Norfolk
Catholic District School Board

Administrative Procedure Appendix C

Sample Letter to Parent of Anaphylactic Child

Date:

Dear _____:

In order to provide the safest environment possible for _____ we are asking that you complete the enclosed Emergency Response Plan and return this to the school as soon as possible. Please complete all areas of this plan as completely 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.

We would like to complete this plan within three (3) weeks of the date of this letter. The completion of the plan will involve a meeting with you, the classroom teacher, and myself to discuss the plan.

Should you have any questions or concerns please call me.

Sincerely,

Principal



ADMINISTRATION OF PRESCRIPTION MEDICATION FOR ANAPHYLAXIS

THE FOLLOWING REQUEST(S) WILL EXPIRE ON JUNE 30TH OR WHEN THE PRESCRIPTION EXPIRES.
MEDICATION SHALL BE REMOVED FROM THE SCHOOL AT THAT TIME.

**STUDENT'S
NAME:**

**TEACHER'S
NAME:**

Address		<i>PLACE STUDENT'S PHOTO HERE (MUST BE KEPT CURRENT)</i>	MEDICATION KEPT
			<input type="checkbox"/> With Student
Telephone #	<i>Contact during day</i>		
Emergency Contact			
Ontario Health Card Number <i>(Optional)</i>			<input type="checkbox"/> In Office
Physician's Name			<input type="checkbox"/> Other
Phone Number			

POSSIBLE SYMPTOMS:	LIST OTHER SYMPTOMS FOR YOUR CHILD:
<input type="checkbox"/> flushed face, hives, tingling in the mouth, swelling or itchy lips, tongue, eyes	
<input type="checkbox"/> tightness in throat, chest	
<input type="checkbox"/> difficulty breathing or swallowing, wheezing, coughing, choking	
<input type="checkbox"/> vomiting, nausea, diarrhea, stomach pains	
<input type="checkbox"/> loss of consciousness	
<input type="checkbox"/> fear and/or panic	

ACTION - EMERGENCY RESPONSE PLAN: (See Reverse for Additional Information)
<input checked="" type="checkbox"/> Use EpiPen®, Allerject™ immediately.
<input checked="" type="checkbox"/> DESIGNATE SOMEONE TO CALL AN AMBULANCE and advise the dispatcher that a student is having an anaphylactic reaction (a severe life-threatening allergic reaction).
<input checked="" type="checkbox"/> Call Parent/Guardian or other emergency contact person listed above.



ACTION - EMERGENCY RESPONSE PLAN con't:

- ✓ If ambulance has not arrived in 10-15 minutes and breathing difficulties are present (e.g. wheeze, cough, throat clearing), or student is unconscious - give a second EpiPen®, Allerject™.
- ✓ The student must be taken to a hospital immediately, even if symptoms subside entirely.
- ✓ Send an additional EpiPen®, Allerject™ (if available) with the EMS workers / ambulance driver.

Parent/Guardian Sign & Print
Name:

Date:

Physician Sign & Print Name:

Date:

NAME OF MEDICATIONS:

Exp.Date:

Personal information on this form is collected under the authority of the *Education Act*, RSO 1990, c.E.2 and the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c.M.56. The Ontario Health Card Number will be shared with local Health Professionals. If you have any questions, please call the Freedom of Information Administrator at the Brant Haldimand Norfolk Catholic District School Board. (519) 756-6369.

PARENT INPUT ON EMERGENCY PLAN:

DESCRIPTION OF ALLERGY



This student has a life-threatening allergy to the following:

- AND - All foods containing these allergens in any form or amount, including the following:



STRATEGIES (List avoidance/safety rules for your child, if any):

PARENT/GUARDIAN and/or ADULT STUDENT COMMITMENTS:

- The child will carry an EpiPen®, Allerject™ in a body pouch/fanny pack at all times. (age/activity appropriate)
- An additional EpiPen®, Allerject™ will be located at the school at all times.
Located: with the child in school office
 other, please specify
- The child will be trained in the use of an EpiPen®, Allerject™ (age appropriate)
- The child will wear a Medic Alert identification at all times.
- The child will assume responsibility for avoidance of consumption or exposure to foods containing the allergen. (*when age appropriate*)



SCHOOL COMMITMENTS:

EpiPen®, Allerject™ and Staff Training

- All staff will receive training for the administration of the EpiPen®, Allerject™ annually
- All staff will be aware of the locations of the EpiPen®, Allerject™
- Principal and classroom teacher will meet with the parent(s)/guardians
- Other:

Staff Communications

- A staff meeting will be held to identify the issue, communicate the planned response and visually identify the student. Appropriate personnel will be notified:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - school council
 - other:

Distribution of the Plan

- Copies of the Plan will be provided to:
 - classroom teacher
 - lunchroom supervisor
 - educational assistants
 - custodial staff
 - office staff
 - supply staff (teachers, etc.)
 - bus driver
 - other:
- A copy of the Plan will be posted:
 - Office
 - Teacher Planning Book
 - Staff Room
 - Classroom
 - Other:



SCHOOL COMMITMENTS (continued):

Parent/Guardian Communications

- Parent/Guardian volunteers will be made aware of the Plan and locations of the EpiPen®, Allerject™.
- Letters will be sent home to all parents/guardians requesting their cooperation to avoid sending foods containing the allergen to school (at regular intervals / special occasions).
- Letter will be sent home to classroom students' parents/guardians requesting cooperation to avoid sending foods containing the allergen to school.
- Students will be notified of the condition and their cooperation and support in avoiding bringing foods containing the allergen to school will be sought.
- Food safety discussions will be conducted with students at the beginning of the school year and at regular intervals throughout the year while exercising sensitivity of the impact on affected student's self-esteem.
- Other:**

Lunch Program Practices

- The child will eat lunch in his/her classroom or the designated area where classmates eat.
_____ (designated area)
- Other:

Out-of-Classroom / Excursions

- A copy of the Emergency Response Plan will be supplied to field trip supervisors
- The field trip supervisor will ensure that sufficient EpiPens®, Allerjects™ are available for the excursion.
- Other:



In the event of an emergency at the school:

- Administration of the EpiPen®, Allerject™ will be done immediately:
 Located: with the child in school office
 other, please specify
- the individual administering the medication will immediately notify the principal/designate
- the principal/designate will contact the ambulance
- the principal/designate will contact _____ Hospital at (#)
- the Parents and/or the Emergency Contact Person, as indicated on page 1, will be notified of the situation

Principal's Signature: _____

Date: _____

PARENT/GUARDIAN - or - ADULT STUDENT AGREEMENT

I, _____, acknowledge my participation in the development of the Prevention and Management and Emergency Response Plan and agree to execute reliably the parent commitments listed within them. I give consent for the staff of _____ the school to execute the school commitments as outlined within the Plan.

In the event of an emergency, I authorize the school staff identified in the Plan to administer the designated medication and call for medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve the Brant Haldimand Norfolk Catholic District School Board, and its employees, of responsibility for any adverse reactions resulting from administration of the medication.

Parent/Guardian or
Adult Student Signature: _____

Date: _____



School:

November 1

March 1

Principal:

NAME(S) OF STUDENT(S) (Surname) (Given Name)	DATE OF BIRTH (yy/mm/dd)	EMERGENCY PLAN IN PLACE
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

EPIPEN®, Allerject™ TRAINING
Staff training completed on (date): -----
Comments: ----- -----

ANAPHYLAXIS DRILL
School drill completed on (date): -----
Term/Semester 1 (to be completed no later than Oct. 31): _____, 20__
Term/Semester 2 (to be completed no later than Feb. 28): _____, 20__

COMMUNICATION COMPLETED TO:					
Student Body	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parents	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____ Principal's Signature	_____ Date
--------------------------------	---------------

Please submit completed form to your Superintendent of Education



Dear Parents

This year there is a student in your child's classroom who has a severe allergy to _____. This allergy, known as anaphylaxis, is a life threatening and dangerous condition which could lead to coma and death. This is a serious concern to all of us since children who suffer from this allergy may go into anaphylactic shock and cease breathing within minutes when they come into contact with even a trace amount of this substance.

At _____ School, providing a safe environment where all children can learn and grow to their potential is of utmost importance. We ask that you do not send _____ with your child to school. Your cooperation will help us to ensure that all of our children are safe and healthy while in our care. Please speak to your child about not sharing lunches and snacks with other children.

Please feel free to contact me at the office if you have any questions or concerns about this issue. Your support and care for the safety of all the children in our school family is always appreciated.

Sincerely yours

Principal



Dear (insert school name) Parents/Guardians

I am sending you this letter on behalf of our school community to seek your cooperation in ensuring the health and safety of all the children in our school family.

A child in our school family has a condition called **Anaphylaxis**. This is a severe allergic condition that can result in death for the child. This child is in (grade or level) and it is vital that we all join together to ensure that our school is a safe, secure place where all children can come and be protected. In this instance, we have a student/students who is/are allergic to_____.

It is requested that parents of all students do not pack any foods or send food items containing _____.

The following guidelines must be adhered to by all students, staff and visitors at our school.

1. Snacks are not to be shared with other students.
2. Utensils are not to be shared with other students.
3. Hands are to be washed after eating anything that may contain allergen products. Traces of the allergen can get on the bus seats or playground equipment, desks and personal belongings.

Thank you for your cooperation and support regarding this matter. At _____ School we are blessed to be able to count on all of our school families to help us create and maintain a safe, secure school environment for all our children. As always, if you have any concerns or questions about this issue please feel free to contact me at the office at your convenience. In the near future, the school will announce a parent meeting for you to become acquainted with the Board's Protection of Anaphylactic Pupils Policy and our school procedures.

Sincerely yours

Principal



Dear Parents

At _____ School, we have a number of students with severe, life threatening allergies to _____ . The children concerned recognize their situation and are very good about avoiding _____ .

However, this does not guarantee that an accident will never happen. Therefore, we do have emergency procedures in place at school and for the possibility that an emergency may occur when the student is riding the bus.

As you know, we already have a rule that prohibits eating and drinking on the bus. This rule has always been enforced, but now with the presence of students on your child's bus with a severe allergy to _____ , adhering to the rule of **not eating on the bus** may mean the difference between life and death for a child.

Please discuss with your children the extreme importance of following this rule. In this manner, we can all share in preventing what could become a tragic situation.

As always I thank you for your cooperation and support with this matter. Please feel free to contact me at the school if you have any questions or concerns about this issue.

Sincerely yours

Principal



School Allergy Alert

School Name:	
--------------	--

Please be advised that in this school, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

These items/products are prohibited from certain areas / all areas of this school.

Principal's Signature:

Date:



School Bus Allergy Alert

Bus Number:	
School Name:	

Please be advised that on this bus, there is a student/there are students who suffer severe allergic reactions (anaphylactic shock) to the following allergens:

- Nuts and Nut Products (peanuts, cashews, etc.)
- Bee Stings (wasps, hornets, honey bees, etc.)
- Latex/Latex Products (balloons, gloves, etc.)
- Other:

Please be extremely careful with items containing any of the above items/products so as not to endanger this student / these students.

Principal's Signature:

Date:

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRANSPORTATION OF STUDENTS

Public Session

BACKGROUND INFORMATION:

The Transportation of Students Policy 400.19 was adopted in May 2010. With the establishment of the Student Transportation Services Brant Haldimand Norfolk (STSBHN) consortium on October 14, 2010, the Consortium has established a full set of policies that covers all aspects of the Board's Transportation of Students Policy and Procedure.

DEVELOPMENTS:

The Transportation of Students Policy was reviewed for completeness and accuracy and was only slightly modified for clarity of language regarding courtesy riders.

The Transportation of Students Procedure was reviewed for alignment with the policies of STSBHN. Some language was altered for emphasis or clarity. The only substantive change appears in Item 4.5 where students in Grades 7-12, rather than the previous Grades 9-12, are counted as 1.5 students when determining the bus capacity. This allows for more physical room for older students.

RECOMMENDATION:

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



Policy: Transportation of Students

		Policy Number:	400.19
Adopted:	May 25, 2010	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (Board) has a responsibility to provide pupil transportation services that are safe, efficient and economical through the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortia of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud.

Policy Statement:

It is the policy of the Board to supply transportation services, to and from school, to the students enrolled in its schools in accordance with the guidelines outlined in this policy and the procedures endorsed by the Governance Committee Board of Directors of the STSBHN. The Board reserves the right to withdraw transportation services at any time.

The Board will take all reasonable precautions to ensure that all aspects of the transportation system comply with appropriate Acts, Regulations and Safety Standards. The Board will cooperate with provincial and local police departments in all matters related to school bus safety.

Glossary of Key Policy Terms:

Hazardous

A situation with the potential to cause possible harm, loss or injury to life, health, property or environment.

Courtesy Rider

A student who ~~resides within the transportation eligibility limits who wish to be considered on a wait list for any available seats~~ **does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus** during a current school year.

Central Pick-Up Point

Central locations for the ~~delivery~~ **loading**/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

- Education Act
- Highway Traffic Act



Transportation of Students AP 400.19

Procedure for:	Student Transportation Services	Adopted:	May 25, 2010
Submitted by:	Superintendent of Business & Treasurer	Revised:	TBD
Category:	Operations		

Purpose

To provide clarity on which students of the Board shall receive transportation services through the Student Transportation Services Brant Haldimand Norfolk (STSBHN).

Responsibilities

STSBHN Staff

- Plan and monitor the daily operators of the services provided to ensure that they meet the rules as set out in this procedure.

Principals and School Administration

- Follow the rules and expectations as set out in this procedure in order to assist STSBHN in ensuring safe and reliable provision of services.

Information

Student Transportation Services Brant Haldimand Norfolk (STSBHN) is a separate legal entity owned and operated by three local school boards. STSBHN was created to create, implement and manage efficient home-to-school and school-to-school transportation services for students enrolled at BHNCDNB, GEDSB and CSDCCS.

Procedures

1.0 Eligibility of Transportation

To be eligible for transportation service, a student must:

- 1.1 Be registered in and attending a school operated by the Board or be a student for whom the Board is responsible for under agreement with another board or agency.
- 1.2 Reside in the attendance area for the assigned school.
 - 1.2.1 The maximum walking distance for elementary school students living in urban areas shall be 1.6 kilometers and the maximum walking distance for secondary school students living in urban areas shall be 3.2 kilometres. The maximum walking distance for students living in rural areas shall be 0.8 kilometres. **All distances are to be calculated by the software utilized by STSBHN.**
 - 1.2.2 Additionally, a student may be eligible for transportation if the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn. *(copied from 1.3.3. below)*



- 1.3.1 The walking route is determined by ~~Transportation Services, STSBHN~~ to be hazardous **based on their review and assessment procedure.**
- 1.3.2 **The Superintendent of Education, in consultation with the STSBHN, will render decisions with regards to medical requests that are not short-term in nature as per the process established in STSBHN's procedures.** ~~practitioner stipulates, in writing and in specific terms, why a student's health necessitates the provision of transportation. Transportation for short term medical problems is the parent/guardian responsibility.~~
- 1.3.3 ~~the Superintendent of Education assigns a student to attend a school for the purpose of receiving a program of studies not available at the school in the student's home attendance area. If the student is withdrawn from the program, transportation will be withdrawn.~~
- 1.3 The Superintendent of Education responsible for Special Education, or designate, will approve transportation for students with special needs.
- 1.4 The student has been designated a *courtesy rider* under the procedures of the STSBHN.

2.0 Transportation Appeals

- 2.1 Requests for exceptions to the Policy should be directed to the Manager of ~~Transportation Services, STSBHN.~~
- 2.2 Requests to the Manager of ~~Transportation Services~~ **STSBHN** must be made in writing by the parent and are to detail all information the parent wishes considered.

3.0 Loading and Unloading

- 3.1 **Where reasonable and efficient,** buses will arrive at schools not earlier than 30 minutes before the regular start of the school **day.**
- 3.2 **Where reasonable and efficient,** buses will depart from schools not later than 30 minutes after the regular dismissal time.
- 3.3 **Where reasonable and safe,** students will not be required to walk more than 0.8 kilometers from the intersection of his/her driveway and the road to his/her pick-up point.
- 3.4 Where houses are grouped together, and a safe stop location exists, students will be required to meet at a central pick-up point.
- 3.5 ~~Except in~~ **Exceptional** circumstances **aside,** no student will be discharged from a bus at a transfer point until **all of** the transfer buses have arrived.
- 3.6 ~~A student who is authorized to attend a school other than their home school, (as described in 2.2) will use their home school as the pick-up and unloading point~~

4.0 In Transit

- 4.1 Elementary students will spend no more than 60 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.
- 4.2 Secondary students will spend no more than 75 minutes on the bus each way on regular routes serving their home school, except in unusual circumstances.



- 4.3 Students will not ride on more than two buses while travelling to or from school.
- 4.4 Elementary and secondary students ~~belonging to the STSBHN~~ may be transported on the same bus at the same time.
- 4.5 ~~Normally,~~ The number of students on a school bus will not exceed the manufacturer's capacity for that vehicle. Students in Grades 9 ~~7~~ -12 shall be counted as 1.5 students when determining the bus capacity. The loading of a bus may be altered from the manufacturer's recommended capacity based on average anticipated ridership.
- 4.6 Students are not permitted to travel on a bus while standing.
- 4.7 Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of students on the bus.

5.0 Requests to Travel on an Alternate Bus on a Regular Basis

The following conditions will be reviewed by ~~Transportation Services~~, STSBHN when a request for a student to travel on an alternate bus on a regular basis has been received:

- 5.1 Completion of the STSBHN prescribed form.
- 5.2 The student must be eligible for bus transportation from their home address.
- 5.3 Alternate bus transportation will not be ~~is not~~ provided for out-of-area students, except as indicated in Section 1.0, Eligibility for Transportation.
- 5.4 The alternate bus does not exceed capacity.
- 5.5 The alternate bus requested is part of a regularly-scheduled route.
- 5.6 ~~Only stops approved by Transportation Services, STSBHN are used.~~
- 5.7 ~~The student will normally ride the same bus in both directions.~~
- 5.8 Approval to travel on an alternate bus on a regular basis will be granted for the current school year only and requests must be made, in writing, annually to ~~Transportation Services~~, STSBHN.
- 5.9 Requests to travel on an alternative bus on a regular basis ~~will~~ **may** not be granted during the month of September. This will allow ~~Transportation Services~~, STSBHN to assess bus capacity and to make changes to bus routes during the first few weeks of the school year.

6.0 Transporting Equipment

- 6.1 Items considered dangerous to public safety and peace must not be transported on school busses (i.e., firearms, **weapons, etc.**).
- 6.2 Subject to the following conditions, equipment recommended to support school programs may be carried on a bus provided:
 - 6.2.1 The bus driver determines there is enough space on the bus and that the item is not a hazard **will not hinder the emergency evacuation process or could become a projectile during the course of the trip.** It is recommended that ~~prior~~ approval is obtained from the school principal, the bus operator and ~~Transportation Services~~ STSBHN **prior** to transporting equipment.



~~6.2.2—The bus is equipped with suitable storage space under the floor of the bus.~~

~~6.2.3—The bus has a seat available for such equipment and that the equipment can be carried in a safe manner. In some cases, a seat at the front of the bus may be most appropriate; in other cases, the back seat of the bus may be most appropriate. The bus driver will make this determination.~~

Definitions

Hazardous

A situation with a reasonable potential to cause harm, loss or injury to life, health, property or environment damages.

Courtesy Rider

~~A student who resides within the transportation eligibility limits who wish to be considered on a wait list for any available seats does not qualify to receive transportation services, but who has been able to secure an empty seat on a bus during a current school year.~~

Central Pick-Up Point

Central locations for the ~~delivery~~ loading/unloading of students from a school bus.

Transfer Point

locations where students transfer from one school bus to another.

References

Education Act

Highway Traffic Act

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FEEES FOR LEARNING MATERIALS AND ACTIVITIES

Public Session

BACKGROUND INFORMATION:

As part of the regular review of all Board policies and administrative procedures, the policy for Fees for Learning Materials and Activities was subject to such a review.

DEVELOPMENTS:

There were no substantive revisions to this policy or administrative procedure. Some changes to language and itemization were made to improve usability for staff.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Fees for Learning Materials and Activities Policy 200.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Fees for Learning Materials and Activities

		Policy Number:	200.02
Adopted:	October 25, 2011	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that no student should be denied access to school-based programs, curriculum materials or activities on the basis of their inability to pay. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. The Board believes that schools should be accountable to parents and students regarding the collection and expenditure of fees.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- In general, there should be no fees charged for day school programs.
- When a school chooses, with the support of its school community, to offer enhanced or optional programming, parents are asked to contribute resources in the way of time, money or materials to support these programs and/or activities.
- Fees may be charged on a cost recovery basis for some activities or events.
- In those cases where the schools choose to offer enhancements or supplementary learning materials beyond the core curriculum, fees are appropriate.
- Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- School principals consult with local Catholic School Advisory Councils when considering the administration of fees. ~~and shall report to the broader school community regarding the schools' fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee and information about the process to confidentially address financial hardship.~~ **(moved as a separate bullet below)**
- **Where school fees are assigned, school principals shall report to the broader school community regarding the fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee. and information about the process to confidentially address financial hardship. (already addressed in next bullet)**
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

Glossary of Key Policy Terms:

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Brant Haldimand Norfolk Catholic District School Board

Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References:

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>



FEES FOR LEARNING MATERIALS AND ACTIVITIES AP 200.02

Procedure for:	Board Staff	Adopted:	October 25, 2011
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	N/A
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to all Board staff and schools regarding fees for learning materials and activities.

Responsibilities

It is the responsibility of principals and teachers to ensure that all students are able to exercise their right to attend a school without payment of fees. ~~Board staff~~ **Principals** shall ensure that when fees are charged, they are administered in a manner consistent with this administrative procedure. Specific direction is provided for principals, teachers and Catholic School Councils in this administrative procedure.

Procedures

1.0 Appropriate Administration of Fees

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee.

A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Schools may administer student activity fees, fees for enhanced programming and materials and fees for optional programming. The principal shall ensure that:

- Purposes for which funds are collected are consistent with the Board's mission and vision.
- Fees levied for school purposes complement, not replace, public funding for education.
- Each student shall have an equal opportunity to benefit from all school programs and activities regardless of financial barriers.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

2.0 Communication and Consultation

Fees should reflect the actual cost of the services or materials being provided to the student. Principals shall ensure that a transparent accounting of the amounts collected and expenditures allocated be made to the school community through newsletters and electronic media (e.g. website) and to the school's Catholic School Advisory Council.

Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule⁴ and be made aware of the use of student fees. Principals shall ensure that the Fee Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).



The principal shall consult with the local Catholic School Advisory Council regarding the process to confidentially address financial hardship of students in the school and shall publish the process that families experiencing financial hardship may follow to gain access to support for learning materials and activities that require fees. (e.g., school newsletters, school website and student agenda books).

3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

ELIGIBLE FOR FEES	NOT ELIGIBLE FOR FEES
Optional programs such as Advanced Placement.	Registration or administration fees to enroll in a regular day school program.
Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation, (e.g., dances, school clubs, theme days, athletics, drama, student council activities).	A textbook fee or deposit. However , schools may recover the costs to replace or repair lost or damaged materials such as textbooks, library books, music supplies, or any loaned materials – these charges should not exceed the replacement or repair cost.
Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad).	Learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies, lab materials kits and safety goggles.
Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion, as long as the required materials are available at no cost.	Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester (e.g., chemical used in a chemistry experiment).
Student activity fees.	Mandatory flat fees for any course leading to graduation other than optional programming.
Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate	A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course.
Student agenda books and yearbooks.	Items that are funded through the allocated budget of a school board including, but not limited to computers, workbooks, textbooks, staff development and training costs.
	Fees charged for the creation of discretionary accounts by teachers or departments.

Definitions

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process (i.e., advanced placement programs), with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EMPLOYEE ASSISTANCE PROGRAM

Public Session

BACKGROUND INFORMATION:

The Employee Assistance Program (EAP) Policy 300.13 was previously a stand-alone document and did not have a supporting Administrative Procedure. The policy has not had a revision since 2001.

DEVELOPMENTS:

The above policy has been reviewed and written in the most recent policy template format; specifically including a Belief Statement. An accompanying procedure has been established that details what an EAP program is, the benefits of the program, who the providers are and how employees access the program. The procedure also details session limits for employees and family members that may utilize the Employee Assistance Program.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers therevised Employee Assistance Program Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Employee Assistance Program (EAP)

		Policy Number:	300.13
Adopted:	November 13, 2001	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board, as followers of Jesus Christ, fosters a workplace founded upon tenets and values of the Catholic Faith. The Brant Haldimand Norfolk Catholic District School Board in its compassion recognizes that employees, from time to time, may experience difficulties related to either personal and/or family difficulties and encourages such employees to seek and receive assistance from appropriate professional sources. The Brant Haldimand Norfolk Catholic District School Board strives to ensure respect, compassion and humanity are reflected and valued in our Catholic learning and work environments.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports the personal well-being of all of its employees - spiritual, emotional, mental, social and physical. The Board further recognizes that professional help may be required as additional support and, therefore, provides an Employee Assistance Program (EAP).

~~The EAP is available for all Board employees and their immediate family members (spouse, dependent children). This confidential assistance is provided at no cost to the employee.~~

Glossary of Key Policy Terms: N/A

References

~~Education Act, 2000.~~

Employee Assistance Program (EAP) Administrative Procedure – 300.13



Administrative Procedure – Employee Assistance Program (EAP) AP 300.13

Procedure for:	All Staff	Adopted:	November 13, 2001
Submitted by:	Superintendent of Business	Revised:	TBD
Category:	Human Resources		

Purpose

To provide an overview and direction to Board employees who wish to utilize the supportive, confidential Employee Assistance Program (EAP) and professional counselling services available to active Board employees or their immediate family members (spouse or dependent child/ren).

Responsibilities – N/A

Information

What is an EAP?

An Employee Assistance Program is an employee benefit program, which provides *confidential* and *voluntary* assistance to employees and immediate family members who wish to utilize the professional counselling services. The EAP is free of cost – to a maximum of ten (10) sessions per employee/family, per year.

The program provides counselling services to assist employees with coping and navigating through a multitude of personal stressors that can occupy one’s mind – whether those be family-related, financial, marital/relationship matters, psychological, trauma or grief-related, or even related to substance abuse challenges, among others. Additional information can be provided by the Board’s EAP Service Providers.

What are the benefits of an EAP?

As a Catholic community, we are called to be witness to our faith, reaching out to those in need. The EAP is one way of reaching out to the members of our community.

An EAP assists the Board by helping to preserve and maintain the well-being of its most valuable asset – its employees. Having an EAP reflects this belief and is a proven benefit to both employees and employers.

Who are the Board’s EAP Service Providers?

The Board’s EAP Service Providers are:

Mike Fidler & Associates Inc.*
39 Kent Street North, Unit 5
Simcoe, ON N3Y 4L2
t: 519-428-0776
e: fidlerassociates@amtelecom.net

Guthrie & Associates Inc.
108 St. George Street, Suite 5
Brantford, ON N3R 1V6
t: 519-752-8280
e: info@guthrieandassociates.com

Judith Wiley
72 Brant Avenue
Brantford, ON N3T 5Z8
t: 519-484-2287

*with Offices in:
Brantford, Caledonia and
Simcoe



Procedures

1.0 EAP Services – How to Access and Session Limits per Employee/Family

- 1.1 An employee of the Board, or an immediate family member of a Board employee, may seek assistance through a self-referral process by directly contacting any one of the Board's EAP Service Providers.
- 1.2 ~~Up to ten (10) visits per calendar year are available for the Board's employees and immediate family members. Any visits beyond ten (10) must be approved by the Superintendent of Education to a maximum of three (3), with the employee responsible for half the cost of each visit. (reworded in 1.2 and 1.3 below)~~
- 1.3 Employees, or their immediate family member, are availed up to ten (10) sessions per year, per family. Sessions range from 50 minutes to 60 minutes depending on the Service Provider.
- 1.4 Should an employee, or their immediate family member, require sessions beyond the ten (10) sessions availed by the Board, the Service Provider must contact the Manager of Human Resources to seek approval for up to a maximum of three (3) additional sessions, which the employee is responsible for 50% of the cost of each session. Any additional sessions required by the employee or their immediate family member are to be 100% paid by the employee. The Service Provider will maintain anonymity of the employee or their immediate family member when requesting a maximum of three (3) additional sessions per employee/family.

2.0 EAP Services – Employee Expectations

- 2.1 Employees are expected to maintain an acceptable attendance level at work throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.2 Employees are expected to maintain acceptable job performance throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.3 Employees are expected to schedule any EAP service appointments outside of regular business hours, so not to interrupt their ability to maintain regular work attendance.

Definitions – N/A

References

Education Act, 2000

Employee Assistance Program (EAP) Policy – 300.13

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE EXPENSES

Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language added to the Trustee Expenses Policy 100.10 that would discourage trustees from registering for conferences and workshops, encumbering the Board with the fees and then not attending the conference/workshop.

DEVELOPMENTS:

The only change being brought forward for consideration by the Committee relates to the issue of whether or not the Board should cover fees incurred by trustees for conferences/workshops that they do not attend.

RECOMMENDATION:

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



Trustee Expenses AP 100.10

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

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.
- 4.5 If a trustee registers for a conference or workshop, does not attend the conference or workshop and forfeits the conference/workshop fee, the reimbursement may not be approved unless there is an extenuating circumstance, as adjudicated by the Chair of the Board.

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

**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: October 25, 2016
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE COMMUNICATION
Public Session

BACKGROUND INFORMATION:

A Trustee inquiry at the prior Policy Committee meeting prompted a request for staff to come back to Board with language that clarifies how trustees should be using social media and to include the language into the policy from the Appendix A of the previous policy.

DEVELOPMENTS:

While the request from the Policy Committee was to insert the language from the social media section of the appendix into the policy, it seems prudent to include the entire appendix into the policy. Upon first glance, the insertion of the social media section appeared somewhat out of place when other forms of communication were not included. As a result, the submission includes the entire appendix for consideration. The changes from the previous appendix into the new policy are highlighted in yellow. Within these changes is a statement that discourages trustees from endorsing any product or service that may be used or is already used by the Board. This was added to protect the Board from the appearance of bias when confronted with future procurements and purchases.

The appendix has been altered to include a comprehensive list of ‘do’s and don’ts’ for the use of social media. These are similar to the expectations that are in place for all staff.

The title of the policy has been changed to reflect the fact that the policy’s scope has widened beyond ‘communication on behalf of the board’ to communication more generally.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Communication Policy 100.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: ~~Communication on Behalf of the Board~~
Trustee Communication**

	Policy Number:	100.08
Adopted:	May 28, 2002	Former Policy Number: n/a
Revised:	December 10, 2013	Policy Category: Board Governance
Subsequent Review Dates:	n/a	Pages: 1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that effective communication between trustees and the community is rooted firmly in the statutory role of the trustee and our Catholic beliefs. The Board also believes that our Catholic virtues guide our best practices. In particular, the Board believes that the cardinal virtues of prudence, justice, fortitude and temperance provide guideposts for its communicative behaviours.

Policy Statement:

The Board believes that the Chair of the Board will issue statements to the public media and/or communicate with outside agencies on behalf of all trustees. Where there is doubt as to the interpretation of policy, or no established policy exists, the Chair of the Board shall seek directions from the Board regarding the substance and manner in which the matter is to be handled.

Although generally the Chair of the Board will speak and communicate on behalf of the Trustees, this shall not preclude Trustees from offering personal comments on Board actions.

Policy Guidelines

1.0 General

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.

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.



Brant Haldimand Norfolk Catholic District School Board

- 1.6 Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- 1.7 Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.
- 1.8 Trustees should never endorse products or services that may be used in the school district.

2.0 Email

- 2.1 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.
- 2.2 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.
- 2.3 Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.

3.0 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.

- 3.1 Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- 3.2 Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- 3.3 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.
- 3.4 Trustee posts falls into the public domain and it is not realistic for a member of the public to distinguish between a trustee's post as a trustee from a trustee's post as someone else (a parent for example). Trustees should be mindful of this dynamic when using social media platforms.

See Appendix A for Social Media 'Do's and Don'ts'

4.0 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:

- 4.1 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.
- 4.2 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.
- 4.3 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.



5.0 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.

References

Board By-Laws
Trustee Code of Conduct Policy 100.04
Trustee Communication Policy 100.08, General Guidelines (Appendix A)



Trustee Communication Appendix A

Social Media: The Do's & Don'ts

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

1. Live in Christ

As a member of the BHNCDSD, 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 BHNCDSD 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. 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.

8. 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.

9. 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.

10. 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.

11. 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.

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.