



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

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

**Policy Committee Meeting
Thursday, September 26, 2019 ♦ 6:00 p.m.
Boardroom**

Trustees:

Members: Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Rick Petrella, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Michelle Shypula and Lorrie Temple (Superintendents of Education)

- 1. Opening Business**
 - 1.1 Opening Prayer
 - 1.2 Attendance
 - 1.3 Approval of the Agenda Page 1
 - 1.4 Approval of Minutes from the Policy Committee Meeting – March 21, 2019 Pages 2 – 4
 - 1.5 Business Arising from the Minutes
- 2. Committee and Staff Reports - Nil**
- 3. Discussion Items**
 - 3.1 Policy Renewal Process Pages 5 – 6
 - 3.2 Workplace Harassment Policy and Administrative Procedure 300.01 Pages 7 – 19
 - 3.3 Employee Expenses Policy 700.04 Pages 20 – 27
 - 3.4 Student Behaviour, Discipline and Safety Policy 200.09 -
District Code of Conduct Pages 28 – 34
- 4. Trustee Inquiries**
- 5. Adjournment**

Next meeting: At the call of the Chair



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Thursday, March 21, 2019 ♦ 4:00 p.m. Boardroom

Trustees:

Present: Cliff Casey (Chair), Bill Chopp, Dan Dignard, Carol Luciani, Rick Petrella, Mark Watson

Senior Administration:

Michael McDonald (Director of Education Designate), Michelle Shypula (Superintendent of Education), Jim LoPresti (Corporate Services Advisor)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Casey.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Items 3.5 and 3.6 will be removed from the agenda. Inclement Weather & Temporary School/Facility Closures 400.01 was added as item 3.9.

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of March 21, 2019 meeting, as amended.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – April 5, 2018

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the April 5, 2018 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports

2.1 Catholic School Advisory Council 200.31 (*revised*)

Superintendent Shypula presented the revised policy indicating that there were minimal changes to the policy or procedure. The policy statement and reference list have been updated. There was discussion about the requirement of council members to be Catholic.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Catholic School Advisory Councils Policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.2 Service Animals in School Facilities 200.40 (new)

Superintendent Shypula indicated that there are a diverse range of learning that require unique accommodations to access the Ontario curriculum. In 2011, there was an administrative procedure created for the use of service dogs in school facilities. There were revisions made to the administrative procedure in 2017 as part of the established revision schedule, there was a need to strengthen the language around certified service dogs. Superintendent Shypula indicated that we want to provide clear guidelines for accessing certified service dogs. She indicated that the policy was created in consultation with other school boards and legal counsel. The proposed policy went through an extensive vetting process. There was discussion about measures that may be put in place at any location with a service animal.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Service Animals in School Facilities Policy 200.40 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items

3.1 Purchasing 700.01 (RFP and Architect Selection)

There was discussion about the lack of clarity as to when trustees should be involved in the purchasing process. It was proposed that a threshold value should be set. If the specified value was reached, the trustees would then be involved in the approval process. It was suggested that a report or register be maintained with all items meeting the threshold with information about the RFP. This would allow the trustees to be more aware and involved in the process. It was requested that senior staff revise the policy.

3.2 Director of Education Performance Appraisal 100.02

There was discussion about moving the Director of Education Performance Appraisal into the Board By-Laws. The timeline will be maintained as outlined in the current policy.

3.3 Hiring – Academic Staff 300.10

There was a concern expressed that vice-principals are automatically be moved to the principal pool without being brought to Board for approval. It was indicated that the placement in the pool should be a consultative process prior to anyone being appointed to the principal pool. The placement of candidates into a school is at the discretion of senior staff. There was discussion about the hiring for positions of responsibility such as consultants and department heads.

3.4 Trustee Expenses 100.10

There were concerns that the trustee expenses, as presented on the Board's website, are including information that should not be included. There was discussion about what expenses should be included. There will be a review of expenses typically included in trustee expenses.

3.7 Board By-Laws

There was a request to increase the dollar value of computers/devices. There was discussion to amend the By-Laws to allow a notice of motion to be brought to the Board of Trustees if there is unanimous consent. It was also reiterated that the director of education performance appraisal be brought into the By-Laws. The conflict of interest guidelines and records of declared conflicts were discussed.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
322 Fairview Drive
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3.8 Chair of the Board Budget Lined

There was discussion about the Chair of the Board having their own budget line. Discussion ensued about the public view of this. It was decided that this is not necessary at this time.

3.9 Inclement Weather & Temporary School/Facility Closures 400.01

There was a concern brought forward that the policy is not the same for teachers as it is for other Board employees. It needs to be clarified that the policy is the same for all employees on inclement weather days. There was discussion about the usage of social media on inclement weather days and the inclusion of this topic in the policy. It was discussed to review the policy and set up a tool online for public input into the policy.

4. Trustee Inquiries – Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 21, 2019 meeting.

Carried

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

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: September 26, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

POLICY RENEWAL PROCESS

Public Session

BACKGROUND INFORMATION:

Under 169(1)(d) of the Education Act, all school board's have the responsibility to develop and maintain policies which serve to aid student achievement and well being, create a positive learning environment, ensure effective stewardship and to deliver effective and appropriate educational programs to its pupils. Policy should be clear and accessible and help to clarify practice and to reduce the risk of liability. They should be reinforced by procedures which further identify the standards at the board and school level.

Bylaws

Pursuant to the provisions of the Education Act and regulations, Bylaws regulate the powers and responsibilities of the board and its officers and committees.

Policies

Policies refers to the sets of rules and directives that direct the board of trustees and the staff of the board. The policy statement is a clear, concise statement of position or direction of the board. The procedure (if included) provides clear direction to staff in addressing the intent of the policy statement.

Procedures

Procedures are a set of rules and directives that the staff of the board follow with respect to operational and administrative functions.

DEVELOPMENTS:

In an effort to ensure that policies and procedures are current with changing legislation and Ministry expectations and initiatives, as well as relevant in the changing context of education, all policies and procedures will be placed on a four-year revision cycle. Depending upon the nature of the policy or procedure, this review could prompt a comprehensive change to the policy or no changes at all. In the spirit of collaboration, and to ensure that all educational stakeholders have input to and an awareness of board policy, the review cycle will contain a feedback process whereby all stakeholders will have the ability to provide input. The schedule for renewal does not preclude the need to change the schedule if needed. From time to time there will be circumstances which dictate that a particular policy review will need to be expedited and in those cases, this process can be pre-empted.

Review and Revision Process

1. Policies and Procedures are to be reviewed on a four-year schedule.
2. When a bylaw, policy or procedure is scheduled to be reviewed it will come to policy committee with any appropriate revision prior to being circulated to stakeholders.
3. Revised Bylaws are brought to the policy committee then the appropriate board meeting for review and approval.
4. Policies and Procedures shall be brought to the board for review. The Policy Committee will approve the circulation to stakeholders.
5. Policies and Procedures shall be circulated to all stakeholders for a minimum of 60 days, for input with respect to revision.
6. At the end of the circulation period the superintendent responsible for the policy or procedure will make the revisions, then bring a report to the first available committee of the whole for discussion, then approval at the Board meeting.
7. If the policy or procedures has been modified to a large degree as a result of the consultation process, the policy or procedure will be brought back to the Policy Committee before going to the Committee of the Whole.
8. If, after the stakeholder input period, there are only a few revisions to the policy or procedure, it will be brought directly to the Committee of the Whole.
9. All revised Bylaws, Policies and Procedures will be posted on the Board's website.

The Renewal Process Cycle

300.01 – Workplace Harassment

Aug 19/19	- Presentation at Senior Administration Meeting (SAM)
Sept. 26/19	- Presentation at Policy Committee
Sept. 27 to Nov 26/19	- Stakeholder Feedback
Dec 2019	- Collate feedback, prepare revisions present to SAM
Jan 15/20	- Presentation at Executive Council
Jan 21/20	- Presentation at Committee of the Whole

RECOMMENDATION:

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

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

Prepared by: Mike McDonald, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: September 26, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

WORKPLACE HARASSMENT POLICY AND ADMINISTRATIVE PROCEDURE 300.01

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and support a safe and nurturing environment for all staff and students. As such, all of its employees should work and learn in an environment that is free from harassment in all of its forms and sources: including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

DEVELOPMENTS:

The attached new draft policy and procedure has been revised and developed in consultation with a legal advice and changes have been made to reflect updated legislative language, as well as clarifying responsibilities and the process around making a harassment complaint.

The policy includes:

- The purpose of the policy and procedure;
- The responsibilities of the various stakeholders and;
- The definitions and types of workplace harassment;
- The reporting procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the policy and procedure Workplace Harassment 300.01 be sent out for stakeholder input during the public consultation period.



Policy: Workplace Harassment

		Policy Number:	300.01
Adopted:	April 23, 2002	Former Policy Number:	N/A
Revised:	November 24, 2015 June 27, 2017 [Date]	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	3

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As a Catholic Learning Community, the Board believes that all of its employees should work and learn in a respectful, non-threatening environment that is free from harassment in all of its forms and from all sources, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Policy Statement:

The Board recognizes its duties regarding Workplace Harassment and Workplace Sexual Harassment under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*.

[Employees are encouraged to report workplace harassment. The Board will investigate and deal with all complaints or incidents of workplace harassment in a fair and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law.](#)

[An employee will not be penalized for reporting an incident or participating in a workplace harassment investigation.](#)

[If an employee needs assistance, he or she may contact the Joint Health and Safety Committee, their union representative \(if applicable\), or the Human Rights Legal Support Centre.](#)

In order to protect its employees, the Board will ensure that:

- In consultation with the Joint Health & Safety Committee, the Board will maintain a Workplace Harassment Administrative Procedure to implement this policy as required under clause 32.0.1(1)(b), of the ~~Ontario~~-Occupational Health & Safety Act.
- The Administrative Procedure includes measures for:
 - a working environment that is free from harassment.
 - all employees to be educated on harassment in the workplace, to ensure an understanding of the importance of the policy and to be made aware that harassment is not acceptable and will not be tolerated.
 - all those working for the Board, and those using the services of the Board, to be informed that harassment in the workplace or in the provision of services; (i.e., educational and other) may be an offence under the law.
 - employees to be made aware of the types of behaviour that may be considered harassment.
 - the Board’s responsibilities relative to harassment, identified in terms of awareness, prevention and response.
 - an impartial external investigator to receive and investigate a report of workplace harassment, if the alleged respondent(s) are in a position of authority or perceived authority.

Glossary of Key Policy Terms:



Harassment

The Ontario *Human Rights Code* defines Harassment as “engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known, or ought reasonably to be known to be unwelcome”. This includes among other things, disparaging comments (i.e., inappropriate gender-related comments), distribution of discriminatory materials, behaviour intended to incite hatred or other verbal or physical conduct of a nature, which is known or ought reasonably to be known to be unwelcome, or where such conduct involves any of the prohibited grounds of discrimination as defined by the Ontario *Human Rights Code*.

Prohibited Grounds

- a. Race
- b. Ancestry
- c. Place of origin
- d. Colour
- e. Ethnic origin
- f. Citizenship
- g. Creed (~~religion~~)
- h. Sexual orientation
- i. Gender identity
- j. Gender expression
- k. ~~h.~~ Age (in employment - over 18)
- l. ~~i.~~ Record of offences (in employment - a conviction for an offence under provincial law or a conviction under the *Criminal Code* for which a pardon has been granted and not revoked)
- m. ~~j.~~ Sex (includes pregnancy)
- k. ~~Sexual orientation~~
- n. Marital status
- o. ~~l.~~ Family status (parent and child relationship)
- m. ~~Marital status~~
- p. ~~n.~~ Disability or perceived disability (under the Ontario *Human Rights Code*) ~~because of handicap~~. This means that the person has or has had, or is believed to have or have had:
 - any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, including without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 - a condition of mental ~~retardation or~~ impairment; or a developmental disability;
 - a learning disability; or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - a mental disorder; or
 - an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety & Insurance Act, 1997.
- o. ~~Gender identity~~
- p. ~~Gender expression~~

Workplace Harassment

The Ontario *Occupational Health & Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

Behaviours that may be considered workplace harassment include:

- bullying;
- teasing;



- intimidating or offensive jokes or innuendos;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating telephone calls, email or text messages.

Workplace harassment is broad enough to include what is often called psychological harassment or personal harassment.

[Reasonable action taken by an employer or supervisor relating to the management and direction of a worker or the workplace is not workplace harassment.](#)

Workplace Sexual Harassment

[The Occupational Health and Safety Act defines workplace harassment as:](#)

- Engaging in a course of vexatious comment or conduct against a worker in the workplace because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome.
- ~~In the case of employment, sexual harassment also includes the following conduct; one or~~
- ~~Making a series of incidents involving~~ sexual ~~advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which are known,~~ [solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to be known, to be offensive or for reprisal or threat of reprisal for rejection of a sexual](#) ~~know that the~~ [solicitation or advance is unwelcome.](#)

Sexual Solicitation or Advances

Section 7(3)(a) of the Ontario *Human Rights Code* sets out a person's right to be free from ~~unwelcome~~ sexual ~~advances~~ or solicitation ~~from or advance made by~~ a person ~~who is~~ in a position to [confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.](#) This provision of the [Ontario Human Rights Code](#) is violated when the person making the solicitation or advance knows, or should reasonably know, that such behaviour is unwelcome.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and ~~Freedom~~ [Freedom](#)

~~Ontario~~ *Occupational Health and Safety Act*

Brant Haldimand Norfolk Catholic District School Board Volunteers Policy 300.12

Brant Haldimand Norfolk Catholic District School Board Workplace Violence Policy 300.20



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Workplace Harassment AP 300.01

Procedure for: All Staff

Adopted: April 23, 2002

Submitted by: Superintendent of Business

Revised: November 23, 2010; November 24, 2015;

Category: Human Resources

June 27, 2017; [\[Date\]](#)

Purpose:

This Administrative Procedure has been developed to support and implement the Workplace Harassment Policy (300.01) in order to clarify roles and responsibilities regarding workplace harassment, to assist employees with their complaint and to provide direction to supervisors in receiving and responding to a complaint.

The Board has a legal, ethical and moral responsibility to investigate allegations of workplace harassment. This policy applies to and addresses workplace harassment from all sources ~~which~~, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Definition of Terms

Workplace Harassment:

Any alleged behaviour that appears to meet the definition of harassment, workplace harassment or sexual harassment found in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Complainant:

A person who considers that he/she has been subjected to harassment or harassment related reprisal even though that individual may not lay a formal written complaint.

Respondent:

A person who is alleged to have engaged in Workplace harassment as defined in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Investigator:

An Investigator may include Human Resources, Superintendent of Education, the Director of Education, or an external investigator.

Reprisal:

A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the Ontario *Human Rights Code* or the *Occupational Health and Safety Act*.

Responsibilities:

The Administration of the Board is responsible for:

- discouraging and preventing employment-related harassment and harassment in the provision of services;
- ensuring that an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;



- ~~investigating every complaint of harassment in a fair and timely manner;~~ ensuring that the employee who has allegedly experienced workplace harassment (the "Complainant") and the alleged harasser (the "Respondent"), if he or she is an employee of the Board, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;
- imposing appropriate remedial and preventive measures, which may include discipline up to and including dismissal of an employee(s) when a complaint of harassment is found to have been substantiated;
- providing appropriate procedural assistance to ~~an individual a Complainant(s) complaining of harassment,~~ as well as to ~~an individual(s) who has been named as harasser~~ Respondent(s);
- formally acknowledging to a person found to have been harassed that harassment has taken place and to provide him/her with support and assistance as appropriate;
- formally acknowledging to a person who has been named as a harasser if harassment is not found to have taken place;
- regularly reviewing the Workplace Harassment Administrative Procedure to ensure alignment with the Workplace Harassment Policy;
- maintaining records as required;
- providing awareness of the Board's commitment to providing a harassment-free environment and the existence of the procedures available under the Policy; and
- providing training and resources for all those working for and providing services to the Board to fulfill their responsibilities under the Workplace Harassment Policy.

Employees are responsible for:

- promoting a working and learning environment that is free from harassment and ~~to assist~~ assisting anyone who believes he/she is being or may have been harassed;
- notifying the supervisor or principal if they believe that a colleague or another person employed by the Board has been the victim of harassment; and
- completing the mandatory *Violence and Harassment in the Workplace* online training module within one month of date of hire.

Information

The Ontario *Human Rights Code* requires that employers have procedures to prevent and respond to allegations of harassment or discrimination. The ~~Ontario~~ *Occupational Health and Safety Act* has been amended to include workplace harassment (including sexual harassment) as a hazard for which employers must develop prevention and response strategies. These procedures support the legislated requirements and the Board's commitment to providing a safe working environment.

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Harassment may also be a form of discrimination if based on one of the Prohibited Grounds as outlined in the Ontario *Human Rights Code*.

a) Types of behaviour which may constitute harassment include, but are not limited to:

- jokes causing embarrassment or offence, told or carried out after the person telling the jokes has been advised that they are offensive, or that are by their nature clearly embarrassing or offensive;
- racial epithets;
- mimicking of person's accent or pronunciation of words;
- comments ridiculing individuals because of race-related characteristics or religious dress;



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- the display of offensive material and graffiti (including electronic format, fax or voice mail);
- the display of symbols or emblems, including dress, that indicates or incites hatred or notions of supremacy;
- degrading words used to describe a person;
- derogatory remarks directed towards members of a group protected under the Ontario *Human Rights Code*;
- verbal and non-verbal abuse, intimidation or threats.

b) Types of behaviour associated with sexual harassment include, but are not limited to:

- leering (prolonged and intense staring);
- sexually suggestive or obscene comments or gestures;
- unwelcome sexual flirtations, advances, propositions;
- sexual solicitation or advance from a person in a position to confer, grant or deny a benefit;
- unwanted gifts;
- unwanted and persistent requests for dates;
- requests for sexual favours;
- unwanted touching;
- verbal abuse or threats of a sexual nature;
- bragging about sexual prowess;
- questions or discussions about sexual activities;
- stalking;
- gender-based remarks about a person's physical appearance or behaviour;
- persistent unwanted contact or attention after the end of a consensual relationship;
- sexual assault;
- any comments, gestures or above-identified behaviour in relation to sexual orientation or gender identity
- reprisal or threat of reprisal for rejection of a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit.

c) Other Types of Harassment:

Poisoned Work Environment

The notion/concept of a poisoned environment is one which is created when a workplace is hostile or unwelcoming because of insulting or degrading comments or offensive actions aimed at an employee or others within the workplace. Negative comments or conduct which humiliates, demeans and is devaluing of members of groups targeted by the unwelcome behaviour can be considered to poison a work environment.

d) What is not Harassment?

~~Reasonable~~A reasonable action taken by ~~the~~an employer or supervisor relating to the management and direction of ~~employees~~workers or the workplace is not ~~considered to be~~ workplace harassment.

Procedure: Reporting Workplace Harassment

Any employee of the Board has the right to file a complaint about situations which they believe to be discriminatory or harassing behaviour, whether they are directly involved as the victim of the behaviour or have observed the behaviour exercised against another or others. [Employees can report incidents or complaints of workplace harassment verbally or in writing.](#)

[When submitting a written complaint, please include the following:](#)

- [Name of the Complainant\(s\) and contact information;](#)
- [Name of the Respondent\(s\), position and contact information \(if known\);](#)



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- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s);
- Any supporting documents the Complainant(s) may have in his/her possession that are relevant to the complaint; and
- A list of any documents a witness, another person or the Respondent(s) may have in their possession that are relevant to the complaint.

When reporting verbally, the reporting contact, along with the Complainant, will record the necessary information.

The procedures set out below should also be used by any ~~Complainant~~employee who believes they have been the subject of any act of reprisal for bringing an instance of discriminatory or harassing conduct to the attention of the Board through these procedures or otherwise .

Harassment or discrimination involving a student of the Board will be addressed under the *Safe Schools Act* and should be reported to the appropriate school or Board administration.

1.0 Employee Responsibilities: Bringing Forward a Complaint

- 1.2 ~~An employee (A Complainant) who considers that he/she has been subjected to harassment or harassment related reprisal~~ is encouraged to bring the matter to the attention of the ~~person responsible for the conduct (Respondent)~~ by making direct and clear objection indicating that the comment or conduct is not acceptable. This may resolve the issue. It is important that the Complainant document (note the details of) any communication he or she has with the Respondent (i.e., date, time, place, witnesses, etc.).
- 1.3 Where the ~~employee (Complainant)Complainant~~ does not feel able to bring the matter directly to the attention of the ~~person responsible (Respondent)~~, or where such an approach is attempted and does not produce a satisfactory result, the Complainant should report the harassment to their direct supervisor.
- 1.4 In the case where the ~~alleged harasserRespondent~~ is the ~~complainantComplainant~~'s direct supervisor, the ~~complainantComplainant~~ should report the harassment to the next level of management or another Board employee, who is in a position to provide guidance and assistance with the complaint. This may include another Supervisor, Principal, Manager, Superintendent or Director of Education.
- 1.5 If the ~~EmployeeComplainant~~ wishes to bring forward a formal written complaint, A complaint should be brought to the attention of the Board within six (6) months of the occurrence of the events which gave rise to the complaint. However, where a reasonable circumstance exists for failing to bring the complaint within six (6) months and the delay would not result in any prejudice to the ~~respondentRespondent~~, a complaint may be accepted beyond the six (6) month limit.

2.0 Supervisor Responsibilities: Responding to a Complaint

- 2.1 Where an allegation of harassment is brought forward by an ~~Employee~~employee, the Supervisor or Board personnel receiving the complaint will advise the Complainant of the following:



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- 1.2.1 the option to request assistance from his/her Principal/Supervisor, or next higher level of management if the Principal/Supervisor is the ~~alleged harasser~~ Respondent, in resolving the complaint informally; this may include meeting with all parties to discuss the matter; exploring the notion of conflict resolution, mediation or any other options to affect a satisfactory solution;
- 1.2.2 the availability of counseling and other support services provided by the Board, such as the Employee Assistance Plan (EAP);
- 1.2.3 the right to lay a formal written complaint under Policy 300.01. If the Complainant chooses to lay a formal written complaint, the ~~complainant~~ Complainant should be advised that their complaint will be forwarded to the Manager of Human Resources to initiate the formal investigation process;
- 1.2.4 the right to withdraw from any further action in connection with the complaint at any stage. The Complainant should be advised that the Board has a legal obligation to investigate allegations of harassment and will continue to investigate the complaint even if they choose to withdraw from any further action;
- ~~1.2.6~~ All incidents or complaints of workplace harassment, including identifying information about any individuals involved, shall be kept confidential by all parties involved in an investigation, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law.

1.3 Formal Complaint Process

- 1.3.1 The Board personnel who received the complaint or the Complainant will inform the Manager of Human Resources that she/he wishes to lay a formal written complaint. This should be done within 24 hours of receiving the complaint.
- 1.3.2 The Manager of Human Resources will assign the investigation to the appropriate Board personnel who will conduct an impartial investigation into the complaint. Investigations may be conducted by the Human Resources Department, Superintendent of Education, Director of Education or an external investigator dependent upon the position of the ~~alleged harasser~~ Respondent.
- 1.3.3 While the investigation is on-going, the Complainant, the Respondent, and any witnesses will be instructed not to discuss the complaint, incident or the investigation with other employees or witnesses unless necessary to obtain advice about their rights.
- 1.3.4 The assigned Investigator will meet with the Complainant and Respondent individually and will outline the formal complaint process as outlined in the following stages.

2.0 Stage 1: Documentation and Notification Process

- 2.1 The Investigator will advise the Complainant of their right to take other avenues of recourse such as:
 - utilizing any applicable provisions of the Collective Agreement;
 - ~~file~~ filing a complaint with the Ontario Human Rights Commission;
 - ~~file~~ filing a complaint with the Ministry of Labour;
 - ~~resolve~~ resolving the issue through federation/union mechanism if both Complainant and Respondent are members of the same bargaining unit;



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- ~~take~~taking civil action;
- ~~report~~reporting the incident to the police and take action under the *Criminal Code*.

- 2.3 The Investigator will advise the Complainant that the Respondent is entitled to receive information regarding the allegations made against them so that they can respond accordingly.
- 2.4 Both parties will be advised that even if the matter is resolved to the satisfaction of the Complainant, the Board is obliged under the *Occupational Health and Safety Act* and the *Ontario Human Rights Code* to continue the inquiry into the complaint and to take whatever remedial action is appropriate.

3.0 Stage 2: Investigation

- 3.1 The assigned Investigator will collect evidence by meeting with the Complainant and Respondent (separately), interview witnesses and otherwise investigate all aspects of the matter, ~~which~~ that are relevant in determining whether or not the allegations of harassment are substantiated.
- 3.2 All individuals who are interviewed will be advised that they may be accompanied by a union representative (if applicable). The union representative will be advised that their participation in the investigation is to support the employee through the process.
- 3.3 All parties involved in the investigation including the Complainant, Respondent and any witnesses will be advised that confidentiality must be maintained by all parties throughout and following the investigation process.
- 3.4 Comprehensive, confidential notes will be kept by the Investigator.

4.0 Stage 3: Report and Conclusion

- 4.1 At the conclusion of the investigation, the Investigator will prepare a summary of the investigation findings.
- 4.2 Both the Complainant and the Respondent will be informed in writing whether the allegations of harassment are substantiated or unsubstantiated.
- 4.3 The Investigator will recommend appropriate remedial action which should be taken in the circumstances. It should be noted that remedial action may be recommended regardless if the allegations of harassment are substantiated or unsubstantiated.
- 4.4 Such remedial action may include, but not be limited to:
- counseling;
 - education on harassment;
 - formal written apology;
 - change of work assignment of the Complainant and/or Respondent;
 - disciplinary action up to and including dismissal.
- 4.5 The Investigator will advise the appropriate Supervisor of the investigation findings in writing, and recommend any disciplinary and/or remedial action to be taken. The Supervisor, in consultation with a member of Senior Administration is responsible for determining the level of disciplinary action and/or remedial action to be taken, based on the investigative findings.



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5.0 Stage 4: Appeal of the Decision

- 5.1 The Complainant and/or Respondent may appeal the decision to the Director of Education who will review the investigative findings and determine whether an additional investigation will be conducted either by another Investigator employed by the Board or by an external investigator.

6.0 Retention of Records

- 6.1 Records of the ~~Investigation~~investigation will include:
- a) a copy of the complaint or details about the incident;
 - b) a record of the investigation including notes;
 - c) a copy of witness statements, if taken;
 - d) ~~e~~ a copy of the investigation report;
 - e) ~~d~~ a summary of the results of the investigation that was provided to the ~~worker who allegedly experienced the workplace harassment~~ (Complainant) and to the ~~alleged harasser~~ (Respondent), if an employee of the Board;
 - f) a record of any corrective action taken to address the complaint or incident of workplace harassment;
 - g) ~~e~~ a copy of any appeal related records;
 - h) ~~f~~ a copy of any corrective action taken to address the complaint or incident of workplace harassment.
- 6.2 All documentation collected during the formal process must be kept confidential and maintained in a filing system in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. All documents must be kept in a sealed envelope and stored in the office of the Manager of Human Resources.
- 6.3 The results of an investigation, and any report created in the course of, or for the purposes of the investigation, are not a report respecting occupational health and safety for the purposes of subsection 25(2) in the ~~Ontario~~ *Occupational Health and Safety Act*, and therefore are not required to be shared with the Joint Health and Safety Committee.
- 6.4 For the purposes of the *Occupational Health and Safety Act*, records must be kept for at least one year from the conclusion of the investigation.

7.0 Reprisal

- 7.1 The Ontario *Human Rights Code* (Section 8) and the *Occupational Health and Safety Act* (Section 50), ~~requires~~require that employers protect employees from reprisal or threats of reprisal. A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the *Code*.
- 7.2 Employees who file a complaint under the Workplace Harassment policy or who are involved in an investigation related to Workplace Harassment will be protected against reprisal and retaliation.
- 7.3 Under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, reprisal against an individual will be treated as harassment when such actions occur, for;
- a) having invoked the Policy (whether on behalf of oneself or another individual);
 - b) having participated or cooperated in an inquiry or investigation process under the Policy; or
 - c) having associated with a person who has invoked the Policy or participated in these Administrative Procedures.



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- 7.4 In the event that an employee is shown to have not acted in good faith and has initiated a complaint under the Workplace Harassment policy in a frivolous or malicious manner, the Board may take formal disciplinary action against the Complainant. Such discipline is not considered reprisal or a breach of this policy. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

8.0 Consequences of Engaging in Harassment

8.1 Under Statute

- 8.1.1 Persons who engage in harassment prohibited by the Ontario *Human Rights Code* are liable under the *Code* for damages payable to the Complainant. In addition, a person who violates the *Code* or who obstructs a Human Rights investigation may also be liable to prosecution under the *Code* and, on conviction, subject to a monetary fine as determined by the Ontario Human Rights Commission.
- 8.1.2 Persons who engage in workplace harassment prohibited by the ~~Ontario~~ *Occupational Health and Safety Act*, are liable for disciplinary action up to and including dismissal.
- 8.1.3 Persons who have knowledge of, or who acquiesce in, harassment may be found in violation of the Ontario *Human Rights Code*, or the ~~Ontario~~ *Occupational Health and Safety Act*, as having indirectly engaged in prohibited activity and are subject to the same consequences as those who directly engage in discrimination or harassment.

8.2 At Common Law

- 8.2.1 Persons who engage in harassment or discrimination, directly or indirectly, may be sued.

8.3 In Employment

- 8.3.1 Employees who engage, directly or indirectly, in discrimination or harassment may be disciplined up to and including dismissal.

9.0 Confidentiality

- 9.1 The Board understands that it is difficult to come forward with a complaint of harassment and recognizes a Complainant's interest in keeping the matter confidential.
- 9.2 To protect the interests of the Complainant, the Respondent and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances.



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Definition of Terms

Workplace Harassment:-

~~Any alleged behaviour that appears to meet the definition of harassment, workplace harassment or sexual harassment found in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.~~

Complainant:

~~A person who considers that he/she has been subjected to harassment or harassment related reprisal even though that individual may not lay a formal written complaint. Similarly, a person named as harasser in a complaint will be referred to as the *Respondent*.~~

Respondent:

~~A person who is alleged to have engaged in Workplace harassment as defined in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.~~

Investigator:

~~An Investigator may include Human Resources, Superintendent of Education, or the Director of Education.~~

Reprisal:

~~A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the Ontario Human Rights Code or the Occupational Health and Safety Act.~~

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedom

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.1

Brant Haldimand Norfolk Catholic District School Volunteers Policy 300.12

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: September 26, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

EMPLOYEE EXPENSES POLICY 700.04

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

This policy and administrative procedure will establish and outline the appropriate reimbursement of expenses incurred by individuals while on Board business and applies to all staff making an expense claim.

In an effort to streamline and enhance the direction and clarity of the employee expense reimbursement process, a thorough review of the current policy and administrative procedure was undertaken.

DEVELOPMENTS:

The updated policy and administrative procedure were developed in consultation with several resources, including:

- Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- Relevant Board Policies and Administrative Procedures
- Other school board policies

Enhancements to our policy and administrative procedure include:

- Clear reporting and approval requirements.
- Clarification on appropriate travel and accommodation expenses.
- A maximum daily meal reimbursement, including dollar limits on the type of meal (i.e., breakfast, lunch, and dinner).
- Further direction on perquisites, community events, consultants, and other expenses

This policy and administrative procedure have initially been vetted by Finance and Accounting, Procurement, and Senior Administration. Prior to final approval by the Board, a public consultation period for stakeholder feedback will occur.

RECOMMENDATION:

THAT the Policy Committee recommends that the Employee Expenses Policy 700.04 be sent out for stakeholder input during the public consultation period.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Employee Expenses

		Policy Number:	700.04
Adopted:	March 29, 2005	Former Policy Number:	N/A
Revised:	June 26, 2007; February 23, 2010; June 28, 2011; September 1, 2019	Policy Category:	Finance
Subsequent Review Dates:	September 2022	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

~~The Brant Haldimand Norfolk Catholic District School Board believes that expenses incurred for employees to fulfill their duties should be paid by the Board, provided such expenses are approved by a supervisor and in accordance with this policy.~~

Policy Statement:

This policy establishes the appropriate reimbursement of expense incurred by individuals while on Board business and applies to all staff making an expense claim.

~~The Board will pay expenses incurred by employees while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.~~

Glossary of Key Policy Terms: Nil.

Refer to Administrative Procedure 700.04.

References:

- Education Act and Regulations
- The Income Tax Act
- Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- 700.05 – Fundraising and School Generated Funds Policy and Administrative Procedures
- 700.07 – Corporate Credit Cards and Purchase Cards Policy and Administrative Procedures
- 700.10 – School Operating Budgets Policy and Administrative Procedures
- Vehicles Rented for School Board Purposes Memorandum (February 12, 2015)



**Employee Expenses
AP 700.04**

Procedure for:	All Employees	Adopted:	March 29, 2005
Submitted by:	Superintendent of Business & Treasurer	Revised:	June 26, 2007; February 23, 2010; June 28, 2011; March 5, 2015; April 24, 2018; September 1, 2019
Category:	Finance		

Purpose

The purpose of this administrative procedure is to outline and provide direction regarding appropriate reimbursement of expenses incurred by employees while on Board business.

Responsibilities

In general, expenses must be approved by the employee's immediate supervisor in accordance with Brant Haldimand Norfolk Catholic District School Board (the "Board") policy and this administrative procedure. In some cases, within this procedure, the level of approval required may be different and is specifically identified.

It is recommended that staff and/or supervisors should seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by their supervisor and/or Financial Services.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by an individual that are incurred by his/her approver (i.e., an employee cannot submit a claim that includes the cost of their immediate supervisors' lunch; even if they were at the same event as this results in the immediate supervisor approving their own expense.)

Expense claims, without appropriate approvals and/or supporting documentation, will be flagged for further follow up and subject to processing delays.

On an annual basis, the Manager of Finance (or designate) will review and make available a summary report on a sample of expenses and their compliance with this administrative procedure to the Superintendent of Business & Treasurer.

Information

The Employee Expenses Administrative Procedure aligns with the standards expected by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The rules set out in this memo are applicable to all staff expenses; whether they are reimbursed through an expense claim or paid by Purchasing Card (P-Card), cheque requisition or school generated funds.

The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative procedure.

Definitions

Hospitality: is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e., other school boards, Ontario government, agencies, and public entities).

Perquisites (or perks): refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.



Procedures

1.0 Reporting Requirements

- 1.1 Staff are expected to submit an approved *Expense Reimbursement Form*, at least on a quarterly basis, to Financial Services. All costs must be supported by original invoices and/or receipts; including credit/debit card slips and itemized receipts providing details of the expense(s) are to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants and appropriate approvals.
- 1.2 All approved expense claims (including mileage) must be received by Financial Services by September 15th of each year or the following business day should the 15th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and not paid, without exception.
- 1.3 The Board understands that from time-to-time, receipts may become lost. It is the employees' responsibility to make every possible effort to obtain a duplicate receipt. Employees will be allowed one reasonably valued lost receipt per school year, at the discretion of Financial Services.
- 1.4 Any other extraordinary or unusual expense(s), that have been denied by Financial Services, which an employee or supervisor believes should be paid by the Board, must submit, in writing, to the Superintendent of Business & Treasurer, the rationale for such a claim. A decision will be given to the employee after the claim and the circumstances have been reviewed. Pre-approval is recommended to ensure reimbursement will occur.

2.0 Travel Costs

- 2.1 The Board recognizes that certain employees will be required to travel as part of their regular duties. Any travel required should be pre-approved as follows:
 - Travel within the district and Province of Ontario should be approved by the employee's supervisor.
 - Travel outside the Province of Ontario must be approved by the Director of Education & Secretary.
- 2.2 Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from Financial Services to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Travelers may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board will not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied with a written explanation and approval by the Superintendent of Business & Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business & Treasurer.

Passports are considered a personal expense and will not be reimbursed under any circumstance.

- 2.3 Vehicles should only be rented when it is economically justifiable or for the safety of students/staff. Unreasonable charges (i.e. penalties and surcharges levied for not filling a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact Procurement for suggested vendors or agencies.



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- 2.4 The cost of taxi fares and other public transit (i.e. subway, trains, etc.) are reimbursable by the Board. The employee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are attached.
- 2.5 Subject to collective agreements and employee contracts, the Board will reimburse employees for use of their personal vehicle while on Board business for actual distances travelled at the pre-determined per kilometer rate. Mileage rates will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required.
- To minimize costs, employees are highly encouraged to carpool when attending the same event.
- 2.6 If a Board employee's duties require them to travel throughout all or a portion of the district, a base work site or primary work location will be designated for the employee from which mileage will be calculated. This will be classified as their normal work assignment. For employees with one regular, primary work site, this will be classified as their normal work assignment.
- During workdays, eligible employees will be reimbursed for the distance actually travelled each day; from the first work location to the various destinations and ending at the last work location; using the prescribed BHNCDSB Mileage Grid found on the staff portal.
- Mileage claims for non-board sites and out of district travel (i.e., conferences) is based on the distance between the non-board site and the lessor of your regular work site or home.
- Travel to/from an employee's home to their primary/first work location is considered personal and is not reimbursed by the Board.
- 2.7 Reimbursement for mileage is not eligible for attendance at the following activities:
- School-sponsored activities: field trips, athletic events, concerts/plays, graduation, etc.;
 - School department head meetings;
 - Professional development activities as identified in the school year calendar;
 - Participation in school and department meetings and activities;
 - Unauthorized travel.
- However, due to the unique nature of their role; including after hour/weekend requirements and responsibilities, Principals/Vice-Principal are eligible to claim an equivalent of one trip to/from their primary place of residence each month. This amount is claimed on the last day of each month, during the school year (September to June).
- 2.8 Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e., subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.
- 2.9 Parking or traffic violations will not be reimbursed under any circumstance, including those using Board-owned vehicles.
- 3.0 Accommodations**
- 3.1 Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, staff should stay at the host hotel, if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed; this includes suites, executive floors or concierge.



3.2 Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than five days), and standard parking charges. Expenses of a personal nature (i.e., hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.

3.3 Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the employee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted to the Superintendent of Business & Treasurer for decision.

4.0 Meals

4.1 Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of \$75.00 (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. The lesser of the actual cost or the maximum will be reimbursed. This is not a per diem rate.

4.2 For greater clarity, reimbursement for meals is subject to the following limits:

- Breakfast \$10.00
- Lunch \$20.00
- Dinner \$45.00

4.3 Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and employees are responsible to obtain the required documentation in order to ensure reimbursement.

4.4 Where a meal is included as part of a professional event (i.e., conference, workshop, etc.), the meal entitlement will not apply and will not be reimbursed for meal costs the employee chose to incur.

5.0 Alcohol

5.1 Alcohol cannot be claimed and will not be reimbursed.

5.2 Approval from the Director of Education & Secretary is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.

6.0 Professional Development

6.1 Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be approved by the Director of Education & Secretary.

6.2 Professional memberships; required as part of an employee's role with the Board, will be paid directly by the Board or reimbursed by the Board. Payment of any late fees associated with late payments are personal and will not be reimbursed by the Board under any circumstances.

6.3 Pre- or post-conference activities, such as sightseeing tours, are considered personal and are not eligible for reimbursement.

6.4 The Board does not issue cash advances to employees.



7.0 Hospitality

- 7.1 Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. 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.
- 7.2 Board employees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest, and therefore, is prohibited.
- 7.3 All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

8.0 Perquisites

- 8.1 A perquisite (or “perk”) is allowable only in limited and exceptional circumstances; where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job. Any requests are to be submitted, in writing, to the Superintendent of Business & Treasurer.
- 8.2 The following perks are not allowed under any circumstance:
- Club membership for personal recreation or socializing purposes (i.e., fitness clubs, golf courses, or social clubs).
 - Tickets to cultural, sporting, or community events.
 - Clothing allowances not related to health and safety or special job requirements.
 - Access to private health clinics/medical services outside those provided by the provincial health care system or by the employee’s group insured benefit plans.
 - Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e., tax or estate planning)
- 8.3 These privileges cannot be provided by any means; including:
- An offer of employment letter, as a promise of a benefit.
 - An employment contract.
 - A reimbursement of an expense.
- 8.4 Staff must also be aware of receiving perks from outside stakeholders (i.e., vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Supervisor of Purchasing Services.

9.0 Community Events, Consultants and Other Expenses

- 9.1 Staff will not be reimbursed for tickets to community events; unless a staff member is requested to represent the Board at such community events by the Director of Education & Secretary. Further, if any staff member wishes to be accompanied by a guest (i.e., spouse, friend, etc.), the staff member/guest is responsible for the additional ticket expense.
- 9.2 Staff who wish to participate in fundraising events, such as golf tournaments or walks, are responsible for any payment of golf fees or donations, etc. Appropriate approvals must be received by the employee’s immediate supervisor for any time off.



- 9.3 External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:
- Meals, snacks, and beverages.
 - Gratuities.
 - Laundry or dry cleaning.
 - Transportation.
 - Dependent Care.
 - Home office.
 - Personal telephone calls.
- 9.4 Reimbursements for allowable expenses under this administrative procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.
- 9.5 Appropriate token gifts of appreciation (i.e., Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e., employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as needed. The Board discourages staff from purchasing gift certificates in bulk and keeping on hand.
- 9.6 Donations to external charities may be made on behalf of schools (through school generated funds), if approved by the school Principal and disclosed in the annual school generated funds plan; in advance. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.
- 9.7 The purchase of mobile device accessories (i.e., wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board-issued cell phones or blackberries may be requested through the Supervisor of Purchasing Services. Any charges above the Board's corporate plan (i.e., ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the employee.

**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: September 26, 2019
Submitted by: Michael McDonald, Director of Education & Secretary

**STUDENT BEHAVIOUR, DISCIPLINE AND SAFETY POLICY 200.09
DISTRICT CODE OF CONDUCT**
Public Session

BACKGROUND INFORMATION:

The Ministry of Education's *Policy/Program Memorandum 128 (PPM 128) The Provincial Code of Conduct and School Board Codes of Conduct* was revised on August 29, 2019. This provincial Code of Conduct has been amended to include a restriction on the use of personal mobile devices. The use of personal mobile devices during instructional time is permitted for educational, special education and medical purposes. It is the expectation of the Ministry that school boards' District and School Codes of Conduct will reflect these legislative changes no later than November 4, 2019.

DEVELOPMENTS:

The attached draft of the District Code of Conduct, which is a component of the Student Behaviour, Safety and Discipline Policy 200.09 (revised October 2018) has been amended to include the following uses for personal mobile devices during instructional time:

- for educational purposes;
- for health and medical purposes; and
- to support special education needs

The updated code of conduct also includes the below components that reflect the language found in PPM 128:

- Purpose of the Provincial Code of Conduct;
- Standards of Behaviour;
- Safety Considerations;
- Progressive Discipline Overview; and
- Links to board policy and provincial resources

The revised District Code of Conduct was developed in consultation with the District Safe and Accepting Schools Team and vetted by the Senior Team prior to being presented to the Policy Committee.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised District Code of Conduct to be included in the School Behaviour, Discipline and Safety Policy 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.



BHNCDSB Code of Conduct 2019 – 2020

***“Hearts on Fire” (Luke 24:32)
Journey, Encounter, Transform***

Our Brant Haldimand Norfolk District School Board Code of Conduct is shaped by the Provincial Code of Conduct and the School Boards Code of Conduct (PPM 128) and promotes the values expressed in the Brant Haldimand Norfolk Catholic District School Board Student Behaviour, Discipline and Safety Policy (200.09). These standards of behaviour apply to all individuals involved in the Brant Haldimand Norfolk Catholic District School Board – students, parents, volunteers, visitors, teachers, other staff members and community partners – whether on school property, on school buses, at school or board related events or activities, or in other circumstances (e.g. online interactions), that could have an impact on the school, school board climate and relationships.

We believe that all schools within the Brant Haldimand Norfolk District School Board should be a safe, inclusive, accepting and respectful environment for all students, staff, parents, volunteers, visitors, community partners and therefore we will be responsible for actions that harm others. As a board, we will work together to promote positive attitudes and behaviour toward each other that respect our Ontario Catholic Graduate Expectations and our Gospel values.

The Brant Haldimand Norfolk Catholic District School Board believes that a safe, inclusive and accepting environment is accomplished when all community members:

- demonstrate the Gospel values of Jesus including love, reconciliation, hospitality, justice, peace, honesty and integrity;
- respect the right and dignity of others regardless of their difference;
- respect the rights of others to work in an environment of teaching and learning;
- respect all people; including those in a position of authority;
- show proper care for school property and the property of others; and
- resolve conflict and/or harm in a peaceful, non-violent manner.

Purpose of the Provincial Code of Conduct (which supports School Board & School Code of Conduct) is:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and/or harm and differences can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict and/or harm.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis (as defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person’s own medical purposes in accordance with applicable federal law).
7. To prevent bullying in schools.

STANDARDS OF BEHAVIOUR (as found in Provincial Code of Conduct and School Board Code of Conduct PPM 128)

Respect, Civility, and Responsible Citizenship

All members of the school community (principals/vice principals, teachers and other school staff, students, parents, volunteers, visitors, community partners ...) must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity (including when online communication is taking place);
- respect differences in people, their ideas, their opinions and their perspectives;
- treat one another with dignity and respect at all times, especially when there is a disagreement and/or difference in perspectives;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict and repair harm peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in a community that is conducive to learning and teaching; including by ensuring that cellphones and other personal devices are only used during instructional time for educational purposes and/or to support special education/medical needs.
- not swear at a teacher or at another person.

SAFETY

All members of the school community (principals/vice principals, teachers and other school staff, students, parents, volunteers, visitors, community partners ...) must NOT:

- engage in any form of bullying behaviours; whether it is in person, writing, or through technology, like email or cell phones
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal/controlled drugs, cannabis (unless the individual has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and/or other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

ROLES AND RESPONSIBILITIES (as found in Provincial Code of Conduct and School Board Code of Conduct PPM 128)

Each member of the school community has specific roles and responsibilities in providing a safe, inclusive, and accepting environment, which promotes respect, civility and academic excellence.

School Boards

School boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents, students, principals/vice principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;
- review these policies regularly with those listed above;
- seek input from school councils, their Parent Involvement Committees, and their Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals and Vice-Principals

Under the direction of their School Boards, principals and vice principals take a leadership role in the daily operation of a school. Leadership is provided by:

- supporting the mission and spiritual theme of the Brant Haldimand Norfolk Catholic District School Board;
- demonstrating care for the school community and a commitment to Gospel values and academic excellence in a safe, inclusive and accepting teaching & learning environment;
- holding everyone accountable for their behaviour and actions;
- empowering students to be positive leaders in their school, parish and community as outlined in the Ontario Catholic Graduate Expectations;
- developing relationships with ourselves and God;
- communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

As role models of Gospel values, and under the leadership of their principal/vice principal, teachers and other school staff members help to maintain order in the school and are expected to hold everyone to the highest standard of respect and responsible behaviour. Teachers and all school staff uphold these high standards by:

- supporting the mission and spiritual theme of the Brant Haldimand Norfolk Catholic District School Board;
- helping students work to their full potential and develop their sense of self-worth;
- empowering students to be positive leaders in their classrooms, school, parish and community;
- communicating regularly and meaningfully with parents/guardians;
- maintaining consistent standards of behaviour for all students;
- demonstrating respect for all students, staff, parents, volunteers, visitors and members of the parish and school community;

- preparing students for the full responsibilities of citizenship as outlined in the Ontario Catholic School Graduate Expectations.

Students

Students are to be treated with respect and dignity. In return, students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. In keeping with our Catholic values, respect and responsibility are demonstrated when students:

- fulfill the Ontario Catholic School Graduate Expectations and live the Gospel message;
- come to school prepared, on time, and ready to learn;
- show respect for themselves, others and for individuals in positions of authority;
- show respect for school property;
- comply with the school's dress code/uniform policy
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for their actions and to repair harm.

Parent(s)/Guardian(s)

As primary educators, parents/guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting and respectful learning environment for all students.

Parents/guardians fulfill their role when they:

- teach and model Catholic faith and values in their homes;
- support the mission of the Brant Haldimand Norfolk Catholic District School Board;
- show an active interest in their child's schoolwork and progress;
- communicate regularly with the school;
- help their child be appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the provincial Code of Conduct, board's Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Volunteers/Visitors/Community Partners (e.g. community/outside agencies, police...)

All volunteers, visitors, and community partners who come to the school or participate in school/board events and trips, are reminded that, as with all other members of the school community (teachers, staff, students, parents, ...), they are expected to uphold the Code of Conduct within the facilities and during events with the Brant Haldimand Norfolk Catholic District School Board.

All volunteers, visitors and community partners must adhere to the board and school Codes of Conduct and are reminded once again that they are visitors within school/facility settings and board/school events and should serve a meaningful purpose when in attendance.

Community partners play an essential role in making schools and communities safer. The board and schools will seek to use community agencies as resources to deliver prevention or intervention programs and when necessary, contact will be made to the appropriate community agencies to support students and families in need of additional support. All community agencies will shape their work with us out of respect for our Catholic identity and Gospel values.

Police also play an essential role in making our schools and communities safer and may be called upon to investigate incidents in accordance with the Police Protocol co-developed with the Brant Haldimand Norfolk Catholic District School Board.

For more information to Board Policy around your role as a volunteer, visitor or community partner in the BHCNDSB please refer to the appropriate links provided below:

Criminal background Checks: http://www.bhncdsb.ca/sites/2016-17/files/resources/criminal_background_checks_300.15.pdf

Volunteers: http://www.bhncdsb.ca/sites/2016-17/files/resources/volunteers_policy_300_12_combined_0.pdf

Establishing working relationships with third Party Community Members http://www.bhncdsb.ca/sites/2016-17/files/resources/establishing_working_relationships_third_party_ap_400.36_1.pdf

PROGRESSIVE DISCIPLINE (adapted from BHCNDSB Board Policy 200.09)

Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. In everything that we do in the Brant Haldimand Norfolk Catholic District School Board, we are led by our Faith and a conscious effort to model the Beatitudes while responding as a caring Catholic community. It includes a response to misbehaviour which shifts the focus from punitive to corrective and supportive. It also includes a range of responses that include learning opportunities for reinforcing positive behaviour while helping students make good choices in the future. Restorative questions utilized in the event someone has harmed include:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right? © IRP Graduate School

For pupils with special education and/or disability related needs, interventions, supports and consequences will be consistent with the expectations in the students' individual education plan (IEP) and /or his/her demonstrated abilities. The principal/vice-principal will also take into consideration all mitigating factors as required by the Education Act.

In some circumstances, positive practices and progressive discipline might not be effective or sufficient in addressing inappropriate student behaviour. In such circumstances, the Board supports the use of progressive discipline consequences up to and including suspension, or expulsion from all schools of the Board. (More detail can be found within the Brant Haldimand Norfolk Catholic District School Board: Student Behaviour, Discipline & Safety Policy 200.09).

Range of Responses:

- Verbal/non-verbal messages from teacher or adult in authority
- Re-location within the classroom or learning environment
- Private conversations with student, to help student to reflect, to develop alternative behaviours
- Collaboration with parent or guardian
- Loss of privileges
- Collaboration with other school personnel (school SERT, support agencies)
- Peer mediation
- Restorative practices or community services
- Suspension (principal/vice principal shall consider mitigating circumstances as per Board Policy 200.9)
- Expulsion (principal/vice principal shall consider mitigating circumstances as per Board Policy 200.9).

On an annual basis, the principal/vice principal will review the School Code of Conduct with staff, parents/guardians and students. Annually, the Code of Conduct will be communicated to parents/guardians, students and staff. All staff in dealing with incidents of student misbehaviour; will act in accordance with the definition of progressive discipline and its range of responses. As a staff, we believe that home and school must share the responsibility for teaching and supporting our young students/adults.

The BHNCD SB Student Behaviour, Discipline and Safety Policy 200.09– District Code of Conduct:

http://www.bhncdsb.ca/sites/2016-17/files/resources/Appendix%20A%20%20District_Code%20of%20Conduct_revised_20160516.pdf

The Provincial Code of Conduct: <http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>