



**Policy Committee Meeting
Tuesday February 17, 2026 ♦ 3:00 p.m.
Boardroom**

Trustees:

Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Toni Poirier
Rick Petrella (on leave)

Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

1. Opening Business

- 1.1 Opening Prayer
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – October 21, 2025 Pages 2-4
- 1.5 Business Arising from the Minutes

2. Committee and Staff Reports

- 2.1 Professional and Respectful Workplace (Employees) #300.45 Pages 5-10
Presenter: Kevin Greco, Superintendent of Education
- 2.2 Naming of Schools #400.17 Pages 11-13
Presenter: Mike McDonald, Director of Education & Secretary
- 2.3 Volunteers #300.12 Pages 14-27
Presenter: Michael Lawlor, Superintendent of Education
- 2.4 Religious Accommodation #200.04 Pages 28-38
Presenter: Michael Lawlor, Superintendent of Education
- 2.5 Electronic Monitoring #400.18 Pages 39-43
Presenter: John Della Fortuna, Superintendent of Education

3. Adjournment

Next meeting: Tuesday March 10, 2026 – 3:00 p.m.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Tuesday October 21, 2025 ♦ 3:00 p.m. Board Room/ Microsoft Teams

Trustees:

Dan Dignard (Chair), Dennis Blake, Carol Luciani, Mark Watson, Bill Chopp

Regrets: Rick Petrella (on leave)

Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

Regrets:

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 21, 2025, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – September 16, 2025

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 16, 2025, meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Catholic Family Life Program #200.03

Superintendent Lawlor presented the Catholic Family Life Program Policy. The Catholic Family Life Program utilized by the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) is developed and provided by the Assembly of Catholic Bishops of Ontario (ACBO) through its sub-agency the Institute for Catholic Education (ICE). The ACBO is gradually replacing the current Catholic family life program, *Fully Alive*, on a grade-by-grade basis with the newly published *Blessed & Beloved* in response to the 2023 release of the Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, Family Life Education.

Although the policy was recently reviewed in 2024-2025, updates and changes were necessary to reflect the ongoing replacement of *Fully Alive* by *Blessed and Beloved* along with a few



additional amendments to the policy to enhance clarity and comprehension. A minor grammatical change was made to the policy.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic Family Life Program Policy #200.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Volunteer and Staff Trip Drivers Policy #200.21

Superintendent Lawlor presented the revised Volunteer and Staff Trip Drivers Policy #200.21. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. Amendments to the policy included an updated policy statement to further clarify and state overall expectations that the BHNCD SB has of volunteer and staff trip drivers and the application and scope were brought into alignment with current legislative language in Ontario. Additionally, the references were updated to include Ontario Physical and Health Education Association (OPHEA) guidance and new provincial regulations and information about the prohibition of distracted driving in Ontario along with the addition of key terms and meanings to the policy under the Definitions section. Discussion regarding the Board preference of the use of school buses for transporting students to and from events in the policy was highlighted.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteer and Staff Trip Drivers Policy #200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Progressive Discipline (Employees) #300.19

Superintendent Greco presented the Progressive Discipline for Employees policy. The Board believes that it is essential that all employees carry out their duties and responsibilities in a professional and collaborative manner in accordance with Board policies and procedures. This progressive discipline policy applies to all employees of the Board and provides a procedural framework to promote consistent application of the progressive discipline across BHNCD SB. All employees are expected to comply with Board policy and procedures, the Education Act and other related statutes and regulations. The revised policy was streamlined and includes the responsibility of the Board for providing guidance, support, and supervision to enable employees to always conduct themselves appropriately and to succeed in the performance of their duties. Further updates include a continuum of formal responses the Board uses and a statement that discipline is proportionate to the circumstances.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Progressive Discipline (Employees) Policy #300.19 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



2.4 Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers #400.36

Superintendent Della Fortuna presented the Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers policy. The policy regarding guest speakers in schools has been updated, specifically within the administrative procedures section, to align with the requirements of Policy/Program Memorandum 170. As per PPM 170, schools are now required to notify staff, students, and parents about any events or activities involving guest speakers or performances at least 14 calendar days in advance. This notification must include the date, time, location, title, topic, curriculum connections, names of presenters, and details of any materials to be provided. Exceptions apply to third-party groups or individual's integral to the school's daily operations, such as local Parish visits and liturgical events. If any event details change, updates must be communicated.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Partnerships Including Third Party Professional and Paraprofessional Service Providers Policy #400.36 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.0 Adjournment

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the October 21, 2025, Policy committee meeting.

Carried.

Next meeting: October 18, 2025 at 3:00pm – Boardroom

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Michael McDonald, Director of Education & Secretary

Respectful and Professional Workplace (Employees) #300.45

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to fostering a professional, respectful, inclusive and safe workplace environment where all are treated with civility and respect. All employees are expected to contribute to a working and learning environment that aligns with Catholic values and models civility to students and community.

DEVELOPMENTS:

This new policy applies to all employees of the Brant Haldimand Norfolk Catholic District School Board. It describes professionalism in a Catholic setting as unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards as well as the spiritual commitments that shape Catholic institutions into communities of faith and learning.

Rooted in the Catholic belief that all persons are made in the image of God, this Policy highlights the importance of a communal responsibility that appreciates the inherent dignity of all, and creates a culture of fairness, compassion and where differences are acknowledged and valued.

Unacceptable conduct is defined as objectionable, or unwelcome conduct with moderate impact, which may or may not have intent to cause harm and has a negative effect on an individual, group or work environment but may not fall under Board policies for workplace violence, harassment, and/or discrimination. Being unprofessional is described as behaviours and/or actions that are below or contrary to Board Policy and the standards expected in a particular profession.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Respectful Workplace (Employees) Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Respectful and Professional Workplace (Employees)

300.45

Adopted:	December 2025
Last Reviewed/Revised:	NEW
Responsibility:	Superintendent of Education
Next Scheduled Review:	2029

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board is committed to fostering a respectful, inclusive and psychologically safe workplace. Building a psychologically safe and inclusive environment depends on treating one another with civility and respect. All employees are expected to conduct themselves with respect, courtesy and professionalism in all workplace interactions. A culture of mutual respect supports individual well-being and contributes to a collaborative and effective work environment aligned with Catholic values.

APPLICATION AND SCOPE:

This policy applies to all employees of the Brant Haldimand Norfolk Catholic District School. All individuals are expected to engage in communication and behaviour that upholds dignity and respect. Actions or language that are offensive, intimidating, embarrassing or bullying in nature – whether verbal, digital, written or non-verbal – are not acceptable in the BHNCD SB workplace. The Board recognizes that differences of opinion and conflict may occur; however, these must be addressed in a constructive and respectful manner. The Board is committed to a proactive approach in preventing and managing workplace incivility, and to promoting dialogue, inclusion, and the respectful exchange of diverse perspectives. It expects employees to address these issues promptly and respectfully. The Board values diversity of viewpoints among staff, recognizing that when properly managed, this can foster creativity and continuous improvement.

REFERENCES:

- [Education Act](#)
- [Ontario College of Teachers Act, 1996](#)
- [The Ontario Human Rights Code | Ontario Human Rights Commission \(ohrc.on.ca\)](#)
- [Employment Standards Act | ontario.ca](#)
- [HRS 300.17.P - Professional Standards and Conflict of Interest - Employees.pdf](#)
- [HRS 300.19.P - Progressive Discipline \(Employees\)](#)
- [HRS 300.01.P - Workplace Harassment](#)
- [HRS 300.02 – Dress Code and Appearance Standards for Staff](#)

FORMS:

- N/A

APPENDICES:

- N/A



DEFINITIONS:

Civility: The act of showing regard for others and recognizing the inherent value of everyone in the workplace.

Unacceptable conduct: Objectionable, or unwelcome conduct with moderate impact, which may or may not have intent to cause harm and has a negative effect on an individual, group or work environment.

Employee: An individual employed by the Board in a permanent, temporary or casual position. This also includes volunteers.

Professional: Working, dressing, and behaving with integrity in such a way that others think of them as competent, reliable, and respectful. Professionals are a credit not only to themselves, but also to others.

Supervisor: The Occupational Health and Safety Act defines a supervisor as a person who has charge of a workplace or authority over a worker.

Unprofessional: Behaviours and/or actions that are below or contrary to Board Policy and the standards expected in a particular profession.

Workplace: For this policy, the workplace is any location in which you are engaged in work related activities, including, but not limited to, board offices, schools, board properties, vehicles used to complete work and travel between work sites, and external locations such as conferences, hotels, and restaurants. Workplace also includes communications via telephone, email, virtual/digital platforms, social media (including comments, emoticons or reactions such as likes and dislikes).

ADMINISTRATIVE PROCEDURE:

1.0 Roles and Responsibilities: It is a shared responsibility among all individuals to create a culture where everyone is treated fairly, and with compassion and where differences are acknowledged and valued. This means ensuring that all communications and interactions are conducted in a professional, constructive and courteous manner, both in tone and content.

1.1 Senior Administration:

- Supporting a safe, respectful and inclusive workplace environment.
- Providing ongoing education and training on what behaviour is and is not appropriate.
- Identifying and eliminating barriers to a psychologically safe and inclusive workplace.

1.2 Supervisors, Managers, Principals:

- Provide a work environment consistent with the objectives stated in this policy. This includes actively promoting a positive work environment and intervening whenever conduct below the standards set out in this policy occur.
- Act as champions of a respectful workplace.
- Confer with Human Resources regarding effective processes for handling any concerns raised under this standard.
- Support the Board's training on respectful workplaces and related topics.
- Keep a record and maintain confidentiality.

1.3 Employees:

- Share the responsibility of fostering a civil, respectful workplace by ensuring that all communications and interactions related to work are consistent with the required standards.
- Are responsible for adhering to this policy.



- Are encouraged to communicate with co-workers that their conduct and comments are unwanted and objectionable whenever they are exposed to conduct representing incivility, bullying, harassment, and/or discrimination.
- Raise any concerns to management.
- Understand, and participate in any training.
- Cooperate and participate in preventative measures.
- Cooperate fully in investigations of incidents in breach of this policy.

1.4 Human Resource Services:

- Provide regular communication about this policy including options for submitting and addressing complaints.
- Assist with the interpretation and application of Respectful Workplace policy and developing and assisting with related training of this policy.
- Support supervisors, managers, principals in responding to incivility and providing resources to support and manage conflicts.
- Assist in facilitating informal resolutions, mediations and investigations as required.

1.5 Union Representatives:

- Provide confidential support and representation to the employee they represent in accordance with the applicable collective agreement.

2.0 Commitment

2.1 The Board is committed to ensuring that all employees of our workplace community contribute to a workplace environment consistent with equal rights and respectful standards through the following initiatives:

- 2.1.1 Knowledge: Ensuring all employees are aware of the standards of acceptable conduct.
- 2.1.2 Empowerment: Providing an environment where everyone can expect and experience respectful interactions aligned with this policy.
- 2.1.3 Accountability: Holding all individuals accountable for maintaining appropriate behaviour in the workplace.

3.0 Intent vs Impact

3.1 It does not matter whether an individual intends to offend someone. Intent does not determine whether behaviour is acceptable. What matters is whether the behaviour was or should have reasonably been known to be unwelcome. Even if disrespectful behaviour does not rise to the level of harassment, it may still harm workplace relationships and culture. Failing to address such conduct is equivalent to condoning such behaviour.

4.0 Unacceptable Conduct

4.1 Unacceptable conduct refers to behaviour that undermines employee wellbeing and is inconsistent with the Board's commitment to a civil and respectful workplace. Examples of unacceptable conduct include, but are not limited to:

- Yelling or screaming;
- Volatile or explosive displays of anger;
- Speaking in a belittling, condescending, or disrespectful tone;
- Making snide, sarcastic or demeaning comments;
- Using foul, abusive or threatening language toward anyone in the workplace;
- Repeatedly interrupting or speaking over others;



- Non-verbal expressions of disrespect such as glaring, finger-pointing, or eye-rolling;
- Undermining a colleague's reputation or work relationships through disparaging remarks;
- Gossiping, including sharing private information or speaking negatively about someone behind their back;
- Intentionally ignoring or excluding someone;
- Embarrassing or humiliating a colleague;
- Publicly criticizing another employee's performance;
- Engaging in passive aggressive behaviour, such as refusing to directly communicate with someone about an issue and instead complaining to others behind their back;
- Using profanity or unprofessional language.

4.2 Depending on the context, circumstances, frequency, and impact, some of the examples above may also meet the threshold of workplace harassment and be subject to Board Policy 300.01 Workplace Harassment.

4.3 This policy does not preclude reasonable action taken by an employer or supervisor relating to the management and direction of workers.

4.4 Determining if unacceptable conduct has occurred is based on an objective assessment of the specific facts of each situation, and not solely on the perceptions or intentions of those involved.

4.5 Unacceptable conduct at any work-related social event (including school related activities and social gatherings outside of work) that could impact the workplace and harm workplace relationships and culture, is also covered under this policy.

5.0 Unacceptable Conduct Does Not Include

5.1 Constructive, respectful discussions or disagreements.

5.2 Reasonable performance management discussions.

5.3 Stressful or high-pressure situations that are a normal and expected part of workplace duties.

6.0 Professional Expectations

6.1 Being professional in the workplace ensures a respectful, inclusive, and effective work environment that aligns with Catholic values and models civility to students and community.

6.2 Professionalism in a Catholic setting begins with unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards and the spiritual commitments that shape Catholic institutions into communities of faith and learning.

6.3 In accordance with Board policies, collective agreements, and applicable legislation all employees of the BHNCDSB, including school-based and central office personnel, are expected to consistently meet the expectations of a professional and dignified Catholic workplace by:

6.3.1 Aligning their work with the mission of the Church.

6.3.2 Upholding Catholic Social Teachings and the ethical standards rooted in Gospel values.

6.3.3 Advocating for equity, justice, and respect for human dignity.

6.3.4 Supporting the Catholic identity of the institution in behavior and communication.

6.3.5 Upholding the dignity and integrity of their role as educators and public servants.

6.3.6 Demonstrating responsibility, accountability, and ethical behavior while maintaining high standards in teaching, leadership, and administration.

6.3.7 Protecting sensitive information about students, staff, and Board operations.



- 6.3.8 Maintaining professional relationships with students and colleagues. Avoid favoritism, inappropriate familiarity, or any conduct that could be perceived as unscrupulous, toxic, careless, or unprincipled.
- 6.3.9 Respecting personal boundaries.
- 6.3.10 Utilizing board technology responsibly. Do not engage in unsanctioned digital communication with students and staff, or excessive personal use during work hours.
- 6.3.11 Adhering to Board Policy 300.02 - Dress Code and Appearance Standards for Staff.
- 6.3.12 Supporting the holistic wellbeing and development of students and staff.
- 6.3.13 Serving others with humility.

6.4 Staff adhere to universal principles of professionalism while supporting the mission-driven values of Catholic education. Educators are further committed to Catholic mission and faith integration into daily responsibilities and interactions with students. They take a pastoral approach that provides compassionate and empathetic guidance and support to others.

7.0 Interpersonal Relationship Conflict

- 7.1 **Personality Conflicts:** Personality conflicts arise when two or more employees become involved in ongoing interpersonal disputes or conflict. This can create stress not only for those directly involved, but also for other employees in the workplace.
- 7.2 **Team Difficulties:** Team-related issues can emerge when there is a lack of cohesiveness, role clarity, and/or cooperation. These factors can disrupt the productivity of a team due to increased levels of stress and dysfunction within the group.
- 7.3 **Conflict Resolution:** Conflicts and misunderstandings are a natural part of any workplace. Employees that are in conflict with another person(s) are expected to take the initiative to address it respectfully and try to resolve it. If direct resolution is not possible, seek support from your supervisor or Human Resource Services. Early intervention helps maintain a healthy and productive work environment.

8.0 Reporting

- 8.1 Concerns about breaches of workplace respect and professionalism should be reported promptly to a supervisor.
- 8.2 The Board will ensure fair and consistent application of policies and provide support for resolution.
- 8.3 Violations may result in corrective measures under the Board's Progressive Discipline Policy.

9.0 Support

- 9.1 The Board has an Employee Assistance Program (EAP) available to employees for confidential and anonymous counselling.
- 9.2 Both supervisory and non-supervisory employees have an obligation to uphold this standard and ensure a safe, comfortable non-hostile environment for everyone. This means acknowledging and valuing differences, being open and honest about behaviour that makes you or someone else feel uncomfortable, communicating in ways that are non-threatening and inviting dialogue and providing support to those who are seeking advice. We must all do our part by ensuring that our individual behaviour does not violate this policy and by fostering a work environment based on respect.

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

Prepared by: Mike McDonald
Presented to: Board of Trustees
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Naming of Schools #400.17

BACKGROUND INFORMATION

The most recent review of the *Naming of Schools* Policy (OPS #400.17) was conducted in August 2023. Although the policy is not scheduled for its next review until August 2027, the decision has been made to bring the policy forward ahead of schedule. This proactive approach is intended to enhance transparency and strengthen community engagement, particularly as the Brant Haldimand Norfolk Catholic District School Board prepares for the addition of two new elementary schools.

DEVELOPMENTS

In August 2023, revisions to the policy resulted in the removal of the superintendent-led committee, which had previously been composed of staff, faith leaders, and community representatives responsible for overseeing and making recommendations related to the school naming process. As part of the current revisions, this committee has been re-established to support, guide, and facilitate the naming process from inception through completion, culminating in a formal recommendation to the Board of Trustees. The composition of the committee is clearly defined within the policy and remains closely aligned with established board practices across the sector.

In addition, the revised policy provides greater clarity regarding the required components of submissions brought forward to the Board. It also introduces a new requirement to consult with the Minister of Education regarding school naming, in accordance with Bill 33, *Supporting Children and Students Act, 2025*.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Naming of Schools

#400.17

Adopted:	June 26, 2007
Last Reviewed/Revised:	August 2023
Responsibility:	Superintendent of Education
Next Scheduled Review:	August 2027

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board recognizes the symbolic significance of a school's name and the opportunity to honour a person, event or symbol associated with the **Catholic Church** and the Catholic Community.

APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board shall determine names for schools that respect the Catholic identity of our school system through a consultative process.

In the naming of a new school, the following criteria shall be observed:

- Schools shall be designated as either "Catholic Elementary or Catholic Secondary School" in their official school name unless otherwise approved by the Board.
- A school shall be given the name of Our Lord, Our Lady, a Saint, an **exemplary Catholic figure of historical significance** or a Catholic tradition.
- **The duplication of names within the board will not be permitted**
- The possessive form shall not be used.
- **The naming committee shall include a local trustee(s), the appropriate superintendent of schools, the local pastor, a principal, a teacher, and a representative(s) designated by the appropriate school council(s) within the catchment area.**
- ~~Members of the BHNCD SB community will be able to submit suggestions for the naming of the school via various methods, including but not limited to an online form on the board website or through their local school.~~
- ~~The period that suggestions will be accepted is 20 days from the date submissions are requested.~~
- ~~The form will include the suggested name, the rationale for the suggested name, and the person suggesting the name.~~

REFERENCES:

Bill 33, Supporting Children and Students Act, 2025

FORMS:

N/A

APPENDICES:

N/A



DEFINITIONS:

N/A

ADMINISTRATIVE PROCEDURES:

1.0 Consultative Process

The purpose of this Administrative Procedure is to provide direction to staff and community partners for proposing names for schools in the Brant Haldimand Norfolk Catholic District School Board.

The Superintendent of schools is responsible for implementing this Administrative Procedure.

The Superintendent of schools shall issue a memorandum inviting suggestions for names of the new school from the school community, all other communities of the BHNCD SB, and all employees of the Board.

The Superintendent of schools will convene and chair a school-naming committee consisting of a local trustee(s), the local pastor, a principal, a teacher and a representative(s) designated by the appropriate school council(s), to review the suggested names and submit a maximum of three names to the Board of Trustees for consideration. Their submission will also include a summary of all the proposed names, as well as a detailed description of the process and any other relevant consultation input for the Board to deliberate on in an Open session of the board.

~~The administration will provide all applications to the board as a summary of all submissions, and the Board of Trustees will select and approve the name of the new school from the list.~~

If an existing school facility is closed or replaced and the pupils are relocated to a new school facility, the name of the closed school facility shall become the name of the new school facility, unless the Catholic School Council requests in writing to the Chair of the Board that a name change be considered for the school.

The Bishop of the Diocese where the new school is to be located, and the **Minister of Education** will be consulted as to the suitability of the name submitted.

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

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Volunteers #300.12

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHCNDSB) believes that the support of volunteers increases and enhances learning opportunities for students and assists staff in the daily operations of the school. Many school communities rely on the generosity of volunteers to lead clubs, coach teams, serve nutrition programs, assist with trip or event supervision and more. Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others. When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential. The BHCNDSB has been blessed with a multitude of volunteers across the board who answer this vocational call to enhance the life of the Catholic school learning environment.

A policy which governs the introduction and behaviour of volunteers is paramount to the safety of pupils, staff and property. The BHCNDSB takes precautions in all situations to provide and maintain safe, welcoming and secure learning and working environments. It is important that all volunteers, particularly those working in schools, be vetted by the school principal or supervisor of the building they will be serving. The policy outlines a vetting process that includes the volunteer submitting:

- a Vulnerable Sector Check (VSC)
- proof of completing an Accessibility for Ontarians with Disabilities Act (AODA) training module
- an attestation acknowledging review of a Rowan's Law Concussion Awareness Resource and the Board's Concussion Code of Conduct.

The BHCNDSB expects all its volunteers to act in *loco parentis* of the children they are serving. As such, policy 300.12 outlines how volunteers are subject to the same professional standards and safety provisions to which Board employees are held.

DEVELOPMENTS:

Policy 300.12 *Volunteers* recently became eligible for review based on the BHCNDSB instituted 4-year review cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include the provisions introduced in December 2025 by Ontario Regulation 298/25 *Collection of Personal Information* which mandate volunteers submitting a Vulnerable Sector Check (VSC)

every five years and an annual Criminal Offence Declaration in the intervening four years. The policy revisions were further informed by Ministry of Education guidance to school boards.

The policy now includes an appendix of relevant forms for volunteers. Furthermore, the policy now points to the re-designed *Volunteers* section of the BHNCDSD website (<https://www1.bhncdsb.ca/volunteers/>).

Specific amendments to the policy include:

- The Policy Statement has been revised to clearly articulate the value that the BHNCDSD places upon volunteers, student safety, staff safety and the security of the learning and working environment;
- The Application and Scope more clearly focuses on the obligation of the volunteer and the principal or supervisor of the site where the volunteering will occur to ensure that a Vulnerable Sector Check (or, where applicable, Volunteer Criminal Offence Declaration), Volunteer Confidentiality Agreement, Accessibility for Ontarians with Disabilities Act (AODA) training module proof of complete and Volunteer Concussion Awareness Acknowledgement is provided and stored safely at the location of service;
- A Volunteer Concussion Awareness Acknowledgement form has been created and added to the policy appendix;
- The pre-existing Vulnerable Sector Check (VSC) Request form and Volunteer Tracking Checklist that are referenced throughout the policy have been added to the policy appendix;
- The addition of relevant terminology to the Definitions section;
- Updated language that further clarifies or details provisions about the processing, storage and management of a volunteer's forms on the site where the volunteering will occur;
- The addition of language explaining the Accessibility for Ontarians with Disabilities Act (AODA) training module that a volunteer must complete;
- The edit or removal of obsolete or unnecessary language in the entirety of the policy;
- The policy was transferred to the new policy template recently adopted by the BHNCDSD.

Policy 300.12 *Volunteers* may require further review in future years as the provincial government's direction about criminal record checks and AODA continues to evolve. Principals and Managers will receive guidance, once the policy is passed by the Board of Trustees, on the recent updates to policy 300.12 as they play a significant role in operationalizing the administrative procedure. Particular attention will be given to the use and storage of the various forms referenced in the policy.

RECOMMENDATION:

That the Policy Committee recommends that the Committee of the Whole refers the *Volunteers* Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Volunteers

#300.12

Adopted:	May 29, 2015
Last Reviewed/Revised:	October 27, 2020 February 2026
Responsibility:	Superintendent of Education
Next Scheduled Review:	2023-2024 2029-2030

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (**the Board**) believes ~~the volunteer that the~~ support of **volunteers** ~~parents/guardians and community members,~~ increases and enhances the learning opportunities for students and assists staff in **the** daily operations of the school. **Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others.** When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential.

The safety of pupils, staff and property is paramount to the Brant Haldimand Norfolk Catholic District School Board. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. **All ~~✓~~ volunteers, particularly those working in schools, are must be vetted by the school principal or supervisor of the building they will be serving.** The vetting process will include the volunteer submitting a Vulnerable Sector Check (VSC) which will be collected and stored by the school principal or supervisor of the building that the volunteer will be serving. Volunteers must complete an Accessibility for Ontarians with Disabilities Act (AODA) training module as well as review a Rowan's Law Concussion Awareness Resource and the Board's Concussion Code of Conduct. **Volunteers trained, supported and are subject to the same safety measure professional standards and safety provisions to which Board employees are held. That is the Brant Haldimand Norfolk Catholic District School Board expects all its volunteers to act in *loco parentis* of the children they are serving.**

Application and Scope

The intention of this Policy and Administrative Procedure is to provide direction to supervisors of volunteers. The Brant Haldimand Norfolk Catholic District School Board through its various supervisors will ensure that:

- volunteers provide a ~~police records check~~ **current Vulnerable Sector Check (VSC) prior to the commencement of any volunteer service every three years;**
- **volunteers will henceforward provide an updated Vulnerable Sector Check (VSC) every five years;**
- volunteers provide a completed ~~Criminal Offence Declaration – Volunteer~~ **Volunteer Criminal Offence Declaration** form each year a ~~criminal background check~~ Vulnerable Sector Check (VSC) is not ~~provided~~ **required;**
- volunteers provide a signed Volunteer Confidentiality Agreement;
- **volunteers complete the Accessibility for Ontarians with Disabilities Act (AODA) training module prior to the commencement of any volunteer service;**
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate **principal or** supervisor.



References

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
- Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
- 300.15 Police Records Check/Vulnerable Sector Check (VSC)
- 500.01 Educational Field Trips Policy Board Expenditure Guidelines
- Safe Schools Act, Reg. 521/02
- Concussions Policy and Administrative Procedure 200.08
- Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019
- **Brant Haldimand Norfolk Catholic District School Board website, *Volunteers*, found here:**
<https://www1.bhncdsb.ca/volunteers/>

Forms

- **Vulnerable Sector Check (VSC) Request form**
- ~~Criminal Offence Declaration – Volunteer~~ **Volunteer Criminal Offence Declaration form**
- Volunteer Confidentiality Agreement
- **Volunteer Concussion Awareness Acknowledgement form**
- **Volunteer Tracking Checklist**

Definitions

loco parentis: a Latin term meaning "in the place of a parent," referring to a legal concept where a person or organization assumes the duties, rights, and responsibilities of a prudent parent, even without a biological or adoptive link to the child.

Principal: the individual who is the supervisor of a particular school as defined by the Ontario Education Act.

Site Supervisor: the individual who is the supervisor of a board building or department that is not part of a school.

Supervisor: ~~is the principal or~~ individual responsible for the activity at the site where the volunteer is offering his/her (their) time.

Volunteer: ~~is~~ an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.



Administrative Procedures

1.0 Principals or Supervisor

1.1 Determining the Need for Volunteers

~~It is up to the supervisor/principal/vice-principal to~~ **The principal or site supervisor will determine if there is a need for a volunteers and to assess the volunteer program will determine the duties that a volunteer will fulfill. In a school,** † if the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval. **The principal or supervisor may delegate this responsibility to another staff member, however, the principal or supervisor must ultimately approve all volunteers and their corresponding duties.**

1.2 Planning for Volunteers for the Upcoming School Year

~~The school principal or site supervisor has the option of~~ **may** sending home a letter **a communication** to parents/guardians before the end of June each year outlining the ~~Police Records Check /~~ Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the ~~Police Records Check /~~ Vulnerable Sector Check (VSC) process for the upcoming school year.

~~Police Records Check /~~ Vulnerable Sector Checks (VSC)s can take a lengthy time to process. It is recommended that principals **or site supervisors** provide potential volunteers **with** as much time as possible to complete the process.

1.3 Processing Forms

The principal or site supervisor (or designate) will P provide the appropriate following forms for completion to the a potential volunteer:

- Vulnerable Sector Check (VSC) Request form
- Volunteer Confidentiality Agreement form

To ensure privacy, ~~ALL~~ **all** forms must be returned in a sealed envelope directly to the principal **or site supervisor**. In jurisdictions where volunteers are charged for a ~~Police Records Check processing or fingerprinting~~ **Vulnerable Sector Check (VSC) and any supplementary items or processes attached with this police screening,** the Board will not pay such costs.

A potential volunteer must provide a current (i.e. issued within three months of submission) Vulnerable Sector Check (VSC) that indicates that the volunteer has no offences or occurrences to the principal or site supervisor.

The principal or site supervisor will provide the volunteer's name and the date of the Vulnerable Sector Check (VSC) to the school or site secretary for tracking. If a volunteer changes location or volunteers in more than one location, the Vulnerable Sector Check (VSC) information follows them or can be shared according to privacy of information legislation. Confirm that each location has a copy of all forms to ensure consistent tracking.

The principal or site supervisor must collect and retain a completed annual Volunteer Criminal Offence Declaration form from the volunteer (if still active) for the next four years. The volunteer must provide a Vulnerable Sector Check (VSC) every five years to the principal or site supervisor.

Individuals who provide a Vulnerable Sector Check (VSC) that indicates that the applicant has an offence or occurrence shall not be approved to volunteer in a school or board building.



- If the Police Records Check / Vulnerable Sector Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking; and,
- If a volunteer changes location or volunteers in more than one location, the Police Records Check information follows them or can be shared according to privacy of information legislation. Ensure that each location has a copy of all forms to ensure consistent tracking.

Processing Forms of a Volunteer Who is an Employee of the Board

If someone wishes to act in a volunteer capacity and identifies themselves as a Board employee **may volunteer at a school, other board site or for an activity connected to a school or other board site as long as the volunteering does not conflict with their workday.** The principal **or site supervisor must** required to **email contact in writing (e.g. e-mail)** the appropriate Human Resources Coordinator and request confirmation that the Board holds **possesses** an up-to-date **Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration.** The **Human Resources will provide** confirmation **email in writing which the principal or site supervisor must be kept** keep on file in place of the paper copy of the **volunteer's Police Records Check / Vulnerable Sector Check (VSC) or Volunteer Criminal Offence Declaration.** If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication. **;** **The principal or site supervisor must:**

- ~~The email confirmation must be~~ **annually** requested and ~~provided~~ receive confirmation **that the employee/volunteer's Vulnerable Sector Check (VSC) or Offence Declaration is current; ~~each year the employee acts as a volunteer;~~ and,**
- **ensure that** A all other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All ~~Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers~~ **Volunteer Criminal Offence Declaration forms, Volunteer Concussion Awareness Acknowledgement forms** and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal **or site supervisor** and kept in a secure location **accessible only to the principal or site supervisor.** ~~in the principal's office.~~ This information is private and must be handled accordingly. The only staff member at that school that has access to ~~Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements~~ is the Principal. All records must be disposed of in accordance with the Board's Privacy and Information Management Guidelines ~~and best practices~~ and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

Principals and site supervisors must consider the following when maintaining ongoing records:

- All volunteers should appear on a **S school or site Volunteer Tracking List Checklist** maintained by the school secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a ~~Police Records Check / Vulnerable Sector Check (VSC)~~ every ~~three~~ **five** years;
- Volunteers will sign an ~~Annual Offence Declaration~~ **the annual Volunteer Criminal Offence Declaration form** in the ~~two~~ **four** years in which they do not have to submit the



- **Vulnerable Sector Check (VSC); and,**
• The Volunteer Tracking List **Checklist** must verify that each year a **Vulnerable Sector Check (VSC)** or (if appropriate) **Annual Offence Declaration annual Volunteer Criminal Offence Declaration form** has been submitted **AND and** a Volunteer Confidentiality Agreement has been signed.

Volunteers on Educational Field Trips and/or Excursions

An up-to-date **A current** ~~Police Records Check /~~ Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date. ~~The ONLY exception to this requirement is for volunteers under constant and continued supervision by the Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event).~~

Providing Information to Volunteers

Once the volunteer has provided the **principal or site** supervisor with an acceptable ~~Police Records Check /~~ Vulnerable Sector Check (VSC) (or a completed **Volunteer** Criminal Offence Declaration ~~—Volunteer~~) and a completed Volunteer Confidentiality Agreement, the **principal or site** supervisor will provide an orientation of the work site (if applicable). The orientation program will consist of training with respect to **that outlines the duties as well as and rules to be observed obligations of the volunteer.** ;

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment. ; ~~and,~~

Volunteers are required to complete/**review** the ~~Concussion Awareness Training and Acknowledgement process~~ annually:

- **an Accessibility for Ontarians with Disabilities Act (AODA) training module;**
- **a Rowan's Law Concussion Awareness Resource; and,**
- **the Board's Concussion Code of Conduct.**

Terminating Volunteer Service

Principals or site supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role. Volunteers ; who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal. ; ~~and,~~

- ~~Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.~~



2.0 **Volunteers**

2.1 **Role of the Volunteer**

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the **principal or site** supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 **Required Forms**

Prospective volunteers must obtain the necessary forms from the school or site they wish to volunteer. Volunteers are required to provide a Vulnerable Sector Check (VSC) every five years or if there is a break in the volunteer’s service for more than one year. The Vulnerable Sector Check (VSC) must be obtained from the police service that attends to the region or municipality that the volunteer resides. Any costs associated with the Vulnerable Sector Check (VSC) are to be incurred by the volunteer. In the years that a Vulnerable Sector Check (VSC) is not required, the volunteer must complete the Volunteer Criminal Offence Declaration form in advance of contact with student(s).

Volunteers are required to complete a Volunteer Confidentiality Agreement and the Volunteer Concussion Awareness Acknowledgement every year.

- ~~Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence;~~
- ~~Volunteers are required to provide a Police Records Check / Vulnerable Sector Check (VSC) every three years or if there is a break in the volunteer’s service of more than one year. In the years that a Police Records Check / Vulnerable Sector Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration – Volunteers in advance of contact with student(s); and,~~
- ~~Volunteers are required to complete a Volunteer Confidentiality Agreement every year.~~

2.3 **Submitting the Required Forms:**

All documentation must be submitted to the school principal **or site supervisor** in a sealed envelope.

3.0 ~~Rowan’s Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct~~ **Required Training**

Rowan’s Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the ~~BHNCDSB~~ **Brant Haldimand Norfolk Catholic District School Board** to ensure concussion education and awareness, and **that** its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure **that** all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.



Rowan's Law requires the Board to confirm that all volunteers have received the **Rowan's Law** Concussion Awareness Resource and the **BHNCDSB** Board Concussion Code of Conduct through a signed acknowledgement before a volunteer can **work with students** or participate at any Board inter-school sport.

~~Volunteers can obtain a hard copy of the resource, code of conduct and acknowledgment by contacting the school or Human Resources in the Catholic Education Centre.~~

~~Volunteers must access the Concussion Awareness Procedures page on the Board's website (www.bhncdsb.ca) for to acknowledge review of the following resources: to acknowledge review of:~~

- ~~1. Rowan's Law Concussion Awareness Resource~~
- ~~2. BHNCDSB Concussion Code of Conduct~~

Volunteers will access the:

- **Rowan's Law Concussion Awareness Resource;**
- **BHNCDSB Concussion Code of Conduct; and**
- **Volunteer Concussion Awareness Acknowledgement form**

on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).

The Volunteer Concussion Awareness Acknowledgment form must be submitted to the school principal or site supervisor in a sealed envelope. Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed **for** each year of volunteer work.

Accessibility for Ontarians with Disabilities Act (AODA)

All prospective volunteers must complete an online Accessibility for Ontarians with Disabilities Act (AODA) training module. Once a volunteer completes the online training, a certificate acknowledging completion must be provided to the principal or site supervisor of the location where the volunteering will occur in advance of contact with student(s). Volunteers who are serving at more than one location may provide a photocopy of the certificate.

Volunteers will access the Accessibility for Ontarians with Disabilities Act (AODA) training module on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).



Vulnerable Sector Check (VSC) Request Form

The Brant Haldimand Norfolk Catholic District School Board partners with volunteers inside and outside of the classroom. We value our volunteers and the services they provide. A Vulnerable Sector Police Check AND completion of an Accessibility for Ontarians with Disabilities ACT (A.O.D.A.) training module are requirements of the Brant Haldimand Norfolk Catholic District School Board for all volunteers.

The following individual is a volunteer and receives no compensation for their work other than (if applicable) an allowance for expenses or an honorarium and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement.

Volunteer Information

Date (yyyymmdd):

Legal Name of Volunteer (First, Middle, Last):

Date of Birth of Volunteer (yyyymmdd):

Volunteer Position (include a brief description of duties):

How does this volunteer position relate to working with vulnerable people:

Board (Agency) Contact

Name:

Title/Position:

Email:

Phone:

Signature (electronic):

Online VSC Brantford City Police: visit www.brantfordpolice.ca (Choose the **Police Records Check** item from the **Links** menu).

Online VSC Ontario Provincial Police: visit Ontario Provincial Police - Police Record Checks (opp.ca)

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (communications@bhncdsb.ca). For the full Notice of Collection visit www.bhncdsb.ca.



Volunteer Criminal Offence Declaration

Surname		Given Names	
Maiden Name or Other Names used (if applicable)		Place of Birth	
D.O.B. YYYY MM DD	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Area Telephone (Res.)	Driver's License Number
Address: Number	Street	Apt./Unit	City/Town/Municipality Postal Code

I, _____, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the _____ date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CRIMINAL OFFENCE DECLARATION'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the terms of this confidentiality agreement.

Date: _____

Name: _____
(Please print)

Signature: _____

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Concussion Awareness Acknowledgement Form

Surname		Given Names		
Address: Number	Street	Apt./Unit	City/Town/Municipality	Postal Code

I, _____, hereby declare that:

I have reviewed the Brant Haldimand Norfolk Catholic District School Board's Rowan's Law Concussion Awareness Resource and the Concussion Code of Conduct.

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CONCUSSION AWARENESS ACKNOWLEDGEMENT'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Brant Haldimand Norfolk Catholic District School Board
SAMPLE - School Volunteer Tracking Form

Surname	First Name	CITY/OPP	AODA training complete	Vol. Conf. Agr.	Clearance Certificate Date Approved to Volunteer	Declaration Year 1	Declaration Year 2	Clearance Certificate EXPIRY DATE	Relationship to Student
IF THERE IS A YELLOW HIGHLIGHTED BOX THE PERSON CANNOT VOLUNTEER AT THIS TIME.									
Monday, January 26, 2026									
Lastname	Firsname	City	o/s	✓	17-Jul-14	o/s		17-Jul-17	mother
Lastname	Firsname	City	o/s	✓	06-Oct-14	10-Oct-15		06-Oct-17	mother
Lastname	Firsname	City	o/s	✓	22-Jan-15	04-Feb-16		22-Jan-18	mother
Lastname	Firsname	City	o/s	✓	02-Feb-15	o/s		02-Feb-18	mother
Lastname	Firsname	City	o/s	✓	07-Nov-13	07-Apr-15	o/s	07-Nov-16	strong start volunteer
Lastname	Firsname	City	o/s	✓	02-Dec-13	06-Apr-15	o/s	02-Dec-16	father
Lastname	Firsname	City	o/s	✓	23-Apr-15	06-Apr-16		23-Apr-18	father
Lastname	Firsname	City	o/s	✓	15-May-16			15-May-19	mother
Lastname	Firsname	City	o/s	✓	19-Jun-13	26-May-14	23-Oct-15	19-Jun-16	mother
Lastname	Firsname	City	o/s	✓	11-May-16			11-May-19	mother
Lastname	Firsname	City	o/s	✓	13-May-16			13-May-19	father
Lastname	Firsname	City	✓	✓	13-Mar-15	07-Apr-16		13-Mar-18	mother
Lastname	Firsname	City	✓	✓	15-Mar-15	07-Apr-16		15-Mar-18	father
Lastname	Firsname	City	✓	✓	23-Oct-13	10-Feb-15	09-Feb-16	23-Oct-16	mother
Lastname	Firsname	City	o/s	✓	21-May-14	30-Nov-15		21-May-17	mother
Lastname	Firsname	City	o/s	✓	02-Sep-15			02-Sep-18	mother
Lastname	Firsname	London	o/s	✓	17-Mar-16			17-Mar-19	Western University
Lastname	Firsname	City	o/s	✓	28-Sep-14	14-Jan-16		28-Sep-17	grandparent
Lastname	Firsname	City	o/s	✓	03-Oct-14	14-Jan-16		03-Oct-17	grandparent
Lastname	Firsname	County	o/s	✓	30-Sep-15			30-Sep-18	father
Lastname	Firsname	City	✓	✓	10-Sep-15			10-Sep-18	grandparent
Lastname	Firsname	City	o/s	✓	30-May-16			30-May-19	aunt
Lastname	Firsname	City	o/s	✓	15-Jun-13	09-May-14	10-Apr-15	15-Jun-16	mother
Lastname	Firsname	City	o/s	✓	16-Sep-15			16-Sep-18	student teacher
Lastname	Firsname	City	o/s	✓	31-May-16			31-May-19	mother
Lastname	Firsname	City	✓	✓	15-Apr-15	15-Apr-16		15-Apr-18	mother
Lastname	Firsname	City	o/s	✓	02-Jun-16			02-Jun-19	father
Lastname	Firsname	City	o/s	✓	31-Mar-16			31-Mar-19	mother
Lastname	Firsname	County	o/s	✓	05-Feb-16			05-Feb-19	step-dad

* Board employee, principal refer to Administrative Procedure.

** Staff, see school principal for details about this volunteer BEFORE the event.

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

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Religious Accommodation #200.04

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has a responsibility to provide religious accommodation to staff, students, parents/guardians and other partner stakeholders under the Ontario Human Rights Code. Notwithstanding this, the BHNCD SB has a primary responsibility to create Catholic learning and work environments shaped by the Ontario curriculum, informed by the tenets of the Catholic faith and modelled after the teachings of Jesus Christ. The Constitution Act, 1982, the Ontario Human Rights Code, and the Ontario Education Act permit Catholic school districts to establish policies, procedures, practices and academic programs that are informed by Catholicism. Central to Catholicism is the obligation of the faithful to uphold the dignity of all people and recognize their equality as children formed in the image of God. As such, as a Catholic school board it is vital that all staff and students support the freedom of individuals to practice their chosen religion and to respect their customs, traditions and beliefs.

The BHNCD SB commits to working with the community it serves and employs to foster inclusive learning and work environments that protect individuals from religious discrimination and harassment. The Board will take all reasonable steps to provide religious accommodations to staff, students and parents/guardians within the legal rights afforded to the Catholic school system.

DEVELOPMENTS:

Policy 200.04 *Religious Accommodation* recently became eligible for review based on the BHNCD SB instituted 4-year review cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include language and provisions that are consistent with the Ontario Human Rights Code and recent decisions made by the Ontario Human Rights Commission. Amendments to the policy included:

- The Policy Statement has been revised to further clarify the Board's dual obligation to provide Catholic education in union with the Church's teachings while upholding all Ontarian's fundamental right to freedom of religion;
- The Application and Scope were re-designed to outline the Board's commitment to upholding the dignity of the human person and, therefore, obligation to provide school and work environments free from religious discrimination and harassment;
- The References were updated to include several related Board policies, administrative procedures and forms;
- The addition of staff, parent/guardian and student responsibilities in the Administrative Procedure;

- Updated guidance on the proper use of Chapels in schools;
- Updated language that further clarifies or details provisions within the Administrative Procedure, including but not limited to legislative guidance about opening and closing exercises in schools and the accommodation of religious or modest dress in schools and the workplace;
- The edit or removal of obsolete or unnecessary language in the entirety of the policy;
- The policy was transferred to the new policy template recently adopted by the BHNCD SB.

As Ontario's Human Rights Code has seen considerable revision and several court and commission interpretations in the past two decades, policy 200.04 *Religious Accommodation* will likely require continuous review to maintain its accuracy and alignment with current practices. Principals and Managers will receive guidance, once the policy is passed by the Board of Trustees, on the recent updates to policy 200.04 as they play a significant role in operationalizing the administrative procedure.

RECOMMENDATION:

That the Policy Committee recommends that the Committee of the Whole refers the policy Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Religious Accommodation #200.04

Adopted:	October 23, 2012
Last Reviewed/Revised:	N/A February 2026
Responsibility:	Superintendent of Education
Next Scheduled Review:	TBD 2029-2030

Belief Statement:

~~The Brant Haldimand Norfolk Catholic District School Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.~~

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board) has a primary responsibility to create Catholic learning and work environments shaped by the Ontario curriculum, informed by the tenets of the Catholic faith and modelled after the teachings of Jesus Christ. The Constitution Act, 1982, the Ontario Human Rights Code, and the Ontario Education Act permit Catholic school districts to establish policies, procedures, practices and academic programs that are informed by Catholicism. ~~The Brant Haldimand Norfolk Catholic District School Board (the Board) believes in~~ In turn, the Catholic Social Teachings uphold the dignity of all people and recognizes their equality as children ~~formed in the image~~ of God. The Board values ~~the importance of~~ freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic ~~school and work~~ community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to ~~working~~ with the community it serves ~~and employs~~ to foster an inclusive learning ~~and work~~ environments that ~~promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion~~ religious discrimination and harassment. The Board will take all reasonable steps to provide religious accommodations to staff, students and parents/guardians within the legal rights afforded to the Catholic school system.

~~In accordance with the Catholic Church's teachings, it is the policy of the Board,~~ The Brant Haldimand Norfolk Catholic District School Board commits to provide, in all its operations, an educational ~~and work~~ environment which promotes and supports diversity ~~within its Catholic community~~ as well as the equal attainment of life opportunities for all students, staff ~~and parents/guardians~~ and other members of that community.

Application and Scope

The Brant Haldimand Norfolk Catholic District School Board believes that maintaining the dignity of all people is a paramount Catholic value and, therefore, will ensure that the right of all pupils, staff, volunteers, parents/guardians and other educational stakeholders to religious freedom is upheld. All stakeholders are entitled to freedom from discriminatory and harassing behaviours based on religion. The Board will grant, upon request and when compatible with the legal rights afforded to Catholic school districts in Ontario, religious accommodations to pupils, staff and parents/guardians as set forth in this policy and administrative procedure.



References

- The Canadian Charter of Rights and Freedoms
- The Ontario Human Rights Code (The Code)
- **Ontario Education Act, 1990**
- PPM No 108, "Opening or Closing Exercises in Public Elementary and Secondary Schools";
- R.R.O. 1990, Regulation 298, "Operation of School-General" s 4 under the heading "Opening or Closing Exercises" and s 27-29, under the heading "Religion in Schools"
- PPM No. 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools"
- BHNCD SB Policy **STU 200.23.P – Equity and Inclusion Education #200.23**
- **BHNCD SB STU 200.14.P – Admission of Elementary Students**
- **BHNCD SB STU 200.14.F03 – Non-Catholic Student Registration Request**
- **BHNCD SB STU 200.15.P – Admission of Secondary Students**
- **BHNCD SB STU 200.43.AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption**
- "Directory of the Application of Principles and Norms on Ecumenism", Holy See, 1993

Forms

- N/A

Appendices

- **Appendix A:** Guideline For Kirpan Accommodation

Definitions

Accommodation

The Ontario Human Rights Commission's Policy on Creed and the Accommodation of Religious Observances defines "accommodation" as a duty corresponding to the right to be free from discrimination:

The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the "duty to accommodate." The duty arises when a person's religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 5)

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

Creed

Creed is interpreted by the Ontario Human Rights Commission's 1996 Policy on Creed and the Accommodation of Religious Observances as "religious creed" or "religion." It is defined as a professed system and confession of faith, including both beliefs and observances of worship.



The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 2).

Undue Hardship

Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the Policy and Guidelines on Disability and the Duty to Accommodate). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence. For more information about the evidence needed to prove undue hardship, see Human Rights at Work, p. 133-134 and Appendix E.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy and Anti-Discrimination Policy and Procedure, and under the Ontario Human Rights Code.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.



Administration Procedures

Purpose

The purpose of the administrative procedure is to ensure that all **Brant Haldimand Norfolk Catholic District School Board** staff, students, parents/guardians and other members of the school community are aware of their rights and responsibilities under the **Ontario Human Rights Code** and the **Ontario Education Act** with respect to religious accommodation.

Responsibilities

Superintendent of Education

The Superintendent of Education will ensure that all staff, students, parents/guardians and the broader other members of the school community are aware of the Board's Policy and Administrative Procedures related to Religious Accommodation and are adhered to by confirming its publication on the school board website and ensuring that it is reviewed, with an opportunity for public consultation, every four (4) years. The Superintendent of Education will counsel school principals and parents/guardians as needed to ensure that the provisions within the Policy and Administrative Procedure are followed.

School Principal

The principal will respond to the parents/guardians of a pupil or a student that is aged 18 or older any that requests for religious accommodation and will:

- review, for a religious accommodation request for an elementary pupil, the provisions of *STU 200.14.P – Admission of Elementary Students* and, specifically, its associated form *STU 200.14.F03 – Non-Catholic Student Registration Request* with the parent/guardian
- review, for a religious accommodation request for a secondary pupil, the provisions of *STU 200.15.P – Admission of Secondary Students* and *STU 200.43.AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*, if appropriate, with the parent/guardian or the student if aged 18 or older
- provide the parents/guardians or a student that is aged 18 or older with an opportunity to consider if they would like to proceed with a request for religious accommodation
- take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices
- The principal will base the decision to provide religious accommodate accommodation to a pupil by applying the Code's criteria of undue hardship, as well as the principal's ability to fulfill his/her duties under Board policies and the Education Act.

Staff

Staff will:

- treat all non-Catholic students and colleagues and their respective religious practices with respect
- work with the school's principal or their site supervisor to execute any student's or colleague's religious accommodations
- bring any concerns about the execution of a student's or colleague's religious accommodation to the school's principal or site supervisor
- formally request any religious accommodation for themselves in writing to their immediate supervisor
- be respectful of the Catholic education and traditions that take place at schools and/or in the workplace.



Parent/Guardian

Parents/guardians of a pupil or a student that is aged 18 or older applying for religious accommodation will:

- formally request the religious accommodation in writing to their school's principal
- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school.

Student

Any student who has been religiously accommodated will:

- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school
- attend all classes, events, liturgical celebrations and the like that are part of the school day unless otherwise stipulated in the religious accommodation provided by the school principal.

Information Religious Accommodations that Apply to the School or Workday

The Brant Haldimand Norfolk Catholic District School Board and its staff will take reasonable steps to ensure freedom of religion consistent with the principles of the Ontario Human Rights Code, the Constitution Act, 1982 and the Canadian Charter of Rights and Freedom. However, it is recognized that the Catholic school system gives pre-eminence to the tenets of the Catholic faith.

Areas of **religious** accommodation include, but are not limited to, the following:

- School opening and closing exercises
- Leave of absence for Religious Holy Days
- Prayer
- Dietary requirements
- Fasting
- Religious dress
- Modesty requirements in physical education
- Participation in daily activities and curriculum
- Limitations to religious accommodations

The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of **religious religion**, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.

The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.

Worship and Prayer Space

~~Concerning the sharing of worship space in Catholic schools, a distinction needs to be made between baptized non-Catholics, and non-baptized members of other faith traditions.~~

~~In the first instance, the Directory of the Application of Principles and Norms on Ecumenism (published in 1993 by the Pontifical Council for the Promotions of Christian Unity) addresses the issue of Catholic schools and accommodation of baptized non-Catholic students and staff in paragraph #141:~~



~~“In Catholic schools and institutions, every effort should be made to respect the faith and conscience of students or teachers who belong to other Churches or ecclesial Communities. In accordance with their own approved statutes, the authorities of these schools and institutions should take care that clergy of other Communities have every facility for giving spiritual and sacramental ministrations to their own faithful who attend such schools or institutions. As far as circumstances allow, with the permission of the diocesan Bishop these facilities can be offered on the Catholic premises, including the church or chapel.”~~

~~In the second instance, non-baptized members of other faith traditions should NOT be using the school chapel as their own place of prayer. In which case, the Catholic school~~ **Instead, the school principal should provide another space, such as a meeting room or unused classroom, for members of other faith traditions to worship.** ~~The suggestion of a meeting room in the school library or an unused classroom seems to be appropriate.~~

~~As for chapels in Catholic schools, they~~ **Catholic school chapels** are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Catholic liturgies, **worships** or group prayers be held in this setting.

Procedures

1.0 School Opening and Closing Ceremonies Exercises

- **All elementary and secondary schools will include the singing of O Canada in their opening exercises in accordance with Section 304(2) of the Education Act and are permitted to include prayer in accordance with Section 4(2) of Ontario Regulation 298.** Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of the **opening and closing exercises, including the singing of O Canada and the recitation of prayer,** due to religious beliefs may **apply request in writing** to the principal ~~to have their child(ren) exempted~~ **a religious accommodation that will exempt the student from these proceedings.**
- **The A student will be who is granted an exempted exemption from a school's opening and/or closing exercises by the principal and will be given the option not to participate and to remain in class or in an agreed upon location through the duration of these exercises.**
- ~~Students who are adults may also exercise such a right.~~

2.0 Absence for Religious Holy Days

- All staff and students who observe religious holidays in accordance with Section 21 (2)(g) of the Education Act may be excused from attendance subject to the particular request for religious leave process.
- ~~Members of diverse groups, including Non-Catholic staff and students,~~ are encouraged to identify their religious holy days at the beginning of each school year.
- Staff requesting **such a leave of absence to observe a religious holy day** shall be granted permission in accordance with the terms of the appropriate collective agreement.
- ~~Students~~ **Parents/guardians of a pupil or a student who is aged 18 or older** requesting a **leave of absence to observe a religious holy day** should give verbal or written notice ~~from their parent/guardian~~ to the school **principal** at, or as close as possible, the beginning of the school year. **Such School principals shall ensure that procedures regarding a student's leave of absence to observe a religious holy day are** ~~should be~~ easy to understand and follow.
- The principals should include information about the procedures **for** requesting leaves in **student agendas, school newsletters and announcements.**



- Principals and managers should contact their respective Superintendent of Education for consultation and/or further clarification should ~~unresolved issues occur~~ **there be any discrepancies about a student's or staff member's leave of absence to observe a religious holy day.**
- Students who maintain that his or her rights have been compromised may refer the matter to the appropriate Superintendent of Education.

3.0 Prayer

- ~~Board schools~~ **Principals and managers** will make reasonable efforts to accommodate individuals' requirements for daily prayer by providing an appropriate location within the building for **Non-Catholic** students and staff to participate in prayer. ~~This may mean a quiet space in the library, an empty room, or wherever it is mutually satisfactory for the school and student or staff member requesting the accommodation.~~ A supervising A adult presence ~~should be for supervision purposes only~~ **be present if the principal or manager deems that the sole presence of the accommodated student or staff member is not sufficient to prevent undo harm or danger.**

4.0 Dietary Restrictions

- Schools must be sensitive to different dietary restrictions of various religious groups within schools, including breakfast and lunch programs, at school sponsored activities and community events. Special attention should be given to overnight outdoor education activities and field trips that extend over a mealtime period.

5.0 Fasting

- Schools will endeavor to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting ~~in~~ **as part of a** religious observance. Exemptions from certain physical education classes may be necessary and the school **principal** should make reasonable efforts for accommodation.

6.0 Religious Dress

- ~~Schools~~ **Principals** will reasonably accommodate ~~student's~~ **a parent/guardian of a pupil or a student who is aged 18 or older's** ~~with regard to written request to wear~~ religious attire, ~~when a requirement of~~ **when it is worn to school as part of a religious observation.**
- **Principals or managers will reasonably accommodate a staff member's written request to wear religious attire when it is worn to work as part of a religious observation.**
- Religious attire that should be reasonably accommodated in schools **and places of work** includes, but is not limited to:
 - Head covers: Yarmulkes, turbans, hijabs, Rastafarian headdress
 - **Adornments:** Crucifixes, Stars of David, ~~etc.~~ **and other modest religious jewelry**
 - Items of ceremonial dress.
- ~~Where~~ **In schools that require** uniforms as part of the dress code, ~~are worn, principals may ask the student to wear~~ **a student's** religious attire ~~in~~ **must be** the same colour as the uniform. (i.e. head scarves for females), however, there may be religious requirements of colour that cannot be modified **The Principal may exempt a student from this provision in cases where the student's faith dictates that their religious attire must be a specific colour.**
- **Further religious dress** A accommodations may be necessary for students to participate in physical education and school organized sports. **Principals should work with students and their parents/guardians to determine when further accommodation is necessary.**
- Specific items of ceremonial dress which may contravene Board policies ~~and the appropriate accommodations are addressed in Appendix "A".~~

7.0 Modesty Requirements for Dress in Physical Education Classes

- ~~Reasonable accommodations must be made with respect to clothing worn in physical education activities by discussing modesty requirements with parents relative to~~ **Principals**



will reasonably accommodate a parent/guardian of a pupil or a student who is aged 18 or older's written request for religious accommodation to wear attire that is more modest than the school's physical education class uniform. The Principal will take into account the modesty requirements of the student's religion and the curriculum requirements of the Ministry of Education. Students who are granted such accommodation must choose clothing that is the same colour as the school uniform and free of logos, graphics and phrases.

8.0 Participation in Daily Activities and Curriculum

- Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of a school routine, activity or curriculum due to religious beliefs may request in writing to the principal a religious accommodation that will exempt the student from these proceedings.
- ~~The P~~ principal will have an informed discussion with the ~~student's parents/guardians~~ parents/guardians of a pupil or a student who is aged 18 or older to understand the ~~nature and extent of the conflict~~ request for religious accommodation. The principal will highlight any compatibilities between Catholicism and the pupil's religion that may rectify the objection. The principal will consider extending reasonable religious accommodation ~~W~~ where the pupil's religion and cultural practices conflict with the challenged school routines, activities ~~or curriculum~~. ~~, the school should consider accommodation. However, t~~ The accommodation cannot conflict with mandated Ministry of Education and Board policies.
- ~~Schools will seek reasonable accommodations for students where there is a demonstrated conflict between a specific class or curriculum and a religious requirement or observance.~~
- For accommodations requesting exemption from a secondary school religious education course, principals will refer to STU 200.43.AP – *Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*.



Appendix A: Guideline For Kirpan Accommodation

Kirpan is a ceremonial sword that must be worn by all baptized Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a Kirpan under the following conditions ~~as follows~~:

- At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.
- The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:
 - The Kirpan is six inches or less.
 - The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
 - The Kirpan will not be worn visibly but **instead will be worn** under the wearer's clothing.
 - There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
 - Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

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

Prepared by: John Della Fortuna, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Electronic Monitoring OPS #400.18

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to maintaining the safety and efficiency of its operations and ensuring a secure environment for the work of our students and staff. To support this commitment, the Board has implemented technology monitoring across physical and virtual locations. This Administrative Procedure provides employees with information on how these monitoring processes work and aligns with the requirements of Ontario's Employment Standards Act.

DEVELOPMENTS:

The revised Administrative Procedure introduces several key updates. Responsibility for oversight has shifted from the Superintendent of Business to the Superintendent of Education. Employees will receive an electronic copy of the procedure within 30 calendar days of each implementation and review. The definition of Electronic Monitoring has been updated to clarify its role in tracking digital activities for security, health and safety, and regulatory compliance. The procedure outlines how and in what circumstances the Board electronically monitors its employees, the mechanisms used, and the purpose for doing so. It applies to all Board staff, including third-party contractors, assigned employees, and trustees, whether working on-site or remotely. The next scheduled review of this Administrative Procedure will occur during the 2028–2029 review cycle. The policy will undergo annual reviews, with revisions informed by input from the Information Technology Services team. Additionally, Transportation Services has added video surveillance under the "Tool and Circumstance" section.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Monitoring Policy OPS #400.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Electronic Monitoring OPS 400.18

Adopted:	October 31, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business Education
Next Scheduled Review:	2026-2027 2028-2029

Purpose

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to continued safety and efficiency of its operations and ensuring a safe environment for the work of our students and staff. The purpose of this Administrative Procedure is to inform employees on how the Board uses technology to monitor its technology resources in all its physical and virtual locations. This Administrative Procedure is based on recent updates to Ontario’s Employment Standards Act.

Application and Scope

This Administrative Procedure outlines how and in what circumstances the Board electronically monitors its employees, the mechanisms, and the purpose(s) for doing so. There is no expectation of privacy in using Board technology. The Board may monitor and access electronic communications, internet history/traffic, files, documents, and overall system use. The monitoring mechanisms ensure the system’s integrity and compliance with Board policies and procedures.

This Administrative Procedure applies to all Board staff, including third parties and trustees, assignment employees and trustees, in the workplace or working remotely.

References

- [Working for Workers Act, 2022](#)
- [ITS 600.02.P - Information and Communications Technology Use](#)
- [OPS 400.11.P - Video Security Surveillance](#)
- [OPS 400.13.P - Records and Information Management](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- Relevant and Applicable Collective Agreements

Forms

- N/A

Appendices

- OPS 400.18.XA – Electronic Monitoring

Definitions

Electronic Monitoring: The use of technology to ~~keep track of~~ monitor digital activities to ensure organizations comply with security, health and safety, and regulatory requirements (see Appendix A).



Administration Procedures

All electronic communication and internet communications sent and received by users while using their Board-provided credentials are the property of the Board. Communications are not private or personal despite any such designation by the sender or the recipient, unless subject to specific legal or legislative requirements. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed at any time without notice.

The Board conducts electronic monitoring to:

1. Protect staff, students, and technology from harm.
2. Keep our facilities and property safe and secure.
3. Protect electronic resources from unauthorized access and use.
4. Protect against loss, theft, or vandalism.

From time-to-time, the Board may access data collected via our electronic systems (Board provided technology or personal devices when using Board credentials) in a number of situations, including but not limited to:

- a) To comply with legislative disclosure or access requirements under MFIPPA or to assist with the investigation and resolution of a Privacy Breach.
- b) For Board-owned technology, because of regular or special maintenance of the electronic information systems.
- c) For Board-owned technology, when the Board has a business-related need to access the employee's system, including, for example, when the employee is absent from work or otherwise unavailable.
- d) To comply with obligations to disclose relevant information in the course of legal proceedings.
- e) When the Board has reason to believe that there has been a policy violation or is undertaking an administrative, legal or disciplinary investigation.

An electronic copy of this Administrative Procedure will be provided to each employee within 30 calendar days of implementation/**review**. Should any changes be made to the administrative procedure after its implementation, each employee will be provided a copy of the revised administrative procedures within 30 days of the revisions being made. A copy of this Administrative Procedure will be retained for three years after it ceases to be in effect.



ELECTRONIC MONITORING

Tool	Circumstances	How	Purpose
Access/Security Cards	All school and Board facilities	Door readers and systems	Control and monitor access to buildings
Account Authentication	Staff login to servers and/or cloud services	Azure Active Directory Domain Controllers Active Directory tools	Protect against unauthorized access
Board Supported Applications	Overall usage	Embedded tools in Board Supported Applications	To protect against unauthorized access and monitor overall usage
Board Supported Network Infrastructure	Overall usage	Network Management and monitoring tools	Protect against unauthorized access, monitor overall integrity and availability of the network
Device Management (Android/Chromebook/Windows)	Installed on all Board Chromebooks, Desktops, Laptops, and Android devices registered to cloud management	Management Software	Protect against loss/theft, and enforce security settings
Electronic Communications	Electronic communications traffic (i.e., all incoming/outgoing email)	O365 integrated filters	Prevent the transmission of private/confidential/inappropriate data over insecure email
Global Position Systems (GPS)	All Board fleet maintenance vehicles	GPS tracking systems and associated software	Protect against loss and theft. Staff safety in case of breakdown. Administrative investigations. Dispatching decisions.
Phone Systems	School and office phone systems	Private Branch Exchange (PBX) phone system	Call quality, reliability, and availability (call volume and voicemail storage monitoring)
Video Surveillance	Most schools, Board facilities and Transportation Services	Video surveillance cameras and recording systems	Safety, theft, illegal activity, behavioral/incident monitoring and review

Web Filtering	All internet traffic	Network management and monitoring tools	Protect from harmful and inappropriate content
---------------	----------------------	---	--