



BRANT HALDIMAND NORFOLK Catholic District School Board

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

Policy Committee
Wednesday, April 12, 2017 ♦ 4:30 p.m.
Boardroom

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

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

1. Opening Business

- 1.1 Opening Prayer – Dan Dignard
- 1.2 Attendance
- 1.3 Approval of the Agenda Pages 1-2
- 1.4 Approval of Minutes from the Policy Committee Meeting – January 11, 2017 Pages 3-4
- 1.5 Business Arising from the Minutes

2. Committee and Staff Reports

- 2.1 Dress Code for Staff 300.02 (*revised*) Pages 5-9
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.2 Regional Catholic Parent Involvement Committee 200.24 (*revised*) Pages 10-16
Presenter: Michelle Shypula, Superintendent of Education
- 2.3 Religious Education Qualifications for Academic Staff 300.09 (*revised*) Pages 17-19
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.4 Leave of Absence for Military Reservists AP 300.08 (*new*) Pages 20-22
- Service in Department of National Defense Policy 300.08 (*rescind*) Page 23
Presenter: Chris N. Roehrig, Director of Education & Secretary

3. Discussion Items

- 3.1 Bereavement Notices at Board Meetings (*Trustee Petrella*)
- 3.2 Motions – ‘Information Only’ reports to Board (*Director Roehrig*)
- 3.3 Extended Leaves of Absences



BRANT HALDIMAND NORFOLK Catholic District School Board

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3.4 Educational Field Trips and Excursions Policy 500.01 (*pgs. 24-32*)

4. Trustee Inquiries

5. Adjournment

Next meeting: Wednesday, May 10, 2017, 4:30 p.m., Haldimand Room



Policy Committee
Wednesday, January 11, 2017 ♦ 3:00 p.m.
Boardroom

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

Absent: Bill Chopp

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting opened with prayer led by Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the January 11, 2017 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – October 25, 2016

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee approves the minutes of the October 25, 2016 meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Volunteer and Trip Drivers 200.21 (*revised*)

Director Roehrig advised that this policy was reviewed as part of the regular review cycle. Minor revisions have been made, as well as inclusion of provisions regarding distracted driving, booster seats and seat belts. Trustees requested that staff investigate the possibility of adding no violations to provincial offences as a driving record requirement.



Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

Carried

2.2 Student Accident Insurance 200.22 (revised)

Director Roehrig reported that this policy was reviewed as part of the regular review cycle and revised to reflect the current templates for policies and administrative procedures. Clarity of the role of principals in promoting accident insurance and language to encourage the uptake on purchasing this insurance has been added. Trustee inquiries with respect to uptake by parents, impact on accident claims, and promotion in athletic departments will be investigated.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Student Accident Insurance Policy 200.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Director of Education Performance Appraisal 100.02 (revised)

Director Roehrig reported that a review by legal counsel of the recently approved revised process for evaluating the performance of the Director of Education has resulted in the addition of Section 6.0 to address the suspension or dismissal of the Director, which is in keeping with the Education Act.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Director of Education Performance Appraisal Policy 100.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3. Discussion Items - Nil

4. Trustee Inquiries

Chair Petrella requested that the Cold Weather Administrative Procedure be discussed at the next Policy Committee meeting.

5. Adjournment

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of January 11, 2017.

Carried

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: April 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

DRESS CODE FOR STAFF Public Session

BACKGROUND INFORMATION:

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Dress Code for Staff Policy 300.02 was reviewed.

DEVELOPMENTS:

Since it has been 15 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. Additions to the policy statement includes references to appropriateness and compliance with the mission, vision and values of the Board.

The administrative procedure is new as one did not exist before; however, aspects of the prior policy were left in place. Additions to the policy include direction for health and physical education teachers, as well as technology teachers. An appendix that addresses guidelines for appropriate dress has been added. This section includes some aspects of dress that will not be accepted, as well as an indication of the Board's standard for best practice. Finally, reference to the requirements for identification badges has also been added.

This revised policy was vetted by Principals, Student Achievement Leads, Managers, School Advisory Council Chairs, Union Presidents, and Student Senate.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Dress Code for Staff Policy 300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Dress Code for Staff

		Policy Number:	300.02
Adopted:	June, 2001	Former Policy Number:	200.10
Revised:	N/A	Policy Category:	Human Resources
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

The Board believes that its employees need to project a professional image to the Catholic community. The professional image of our staff helps to instill high levels of confidence in our ability to provide exemplary, quality and faith-based education for our stakeholders.

Policy Statement:

The Board expects that all staff dress in a professional and appropriate manner that reflects the vision, mission and values of the Board as articulated in its multi-year strategic plan.

Glossary of Key Policy Terms: N/A

References:

Education Act, Section 302.(5)
Regulations 612.00 and 613.00



Dress Code for Staff AP 300.02

Procedure for: All Employees
Submitted by: Director of Education
Category: Human Resources

Adopted: June, 2001
Revised: TBD

Purpose

The purpose of this Administrative Procedure is to provide direction and guidance to employees with respect to the expectations of the Board regarding appropriate professional attire.

Responsibilities

It is the responsibility of all employees to adhere to this directive.

Information - N/A

Procedures

1.0 Dress Code

- ~~1.1 The staff dress code will be consistent with the established dress code for students.~~
- 1.1 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board. **Refer to the *Standard of Dress Guideline for All Employees (Appendix A)* for further information/suggestions.**
- ~~1.2 Professional dress is expected on all instructional days, including Professional Development days (excluding PD days scheduled at the end of the school year).~~
- 1.2 Teachers of **health and physical education or technology** are expected to dress appropriately according to **the subject being taught and safety requirements**. For the **generalist elementary teacher teaching health and physical education**, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 1.3 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.

2.0 Theme Days and Retreats

- ~~2.1 It is hoped that all staff will~~ **Staff are encouraged to** participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that nothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

3.0 Staff Identification/Swipe Cards

- 3.1 **All employees are expected to wear Board-issued staff identification/swipe cards in plain sight at all times while at the school/site or on official Board business (off-site meetings, workshops, etc.).**



Definitions - N/A

References

BHNCDSB Workplace Footwear Administrative Procedure 300.35

BHNCDSB Staff Identification and Access Administrative Procedure (TBD)



APPENDIX A

Standard of Dress and Appearance Guidelines for All Employees

General Guidelines

All Board employees are to:

1. wear clothes that are neat, well-fitting, of an appropriate length, clean and in good repair; and
2. have a physical appearance that is well-groomed, neat and clean.

Acceptable Dress

Employees should dress in what is commonly accepted as general business attire and in keeping with one's specific duties, responsibilities and activities. Some suggestions include:

- dress shirt/tie
- collared, short or long-sleeved shirts (with or without tie)
- dresses, blouses, dress pants, dress shorts for women, skirts
- sweaters and turtlenecks
- non-denim slacks
- loafers, dress shoes, walking shoes, cushioned-soled shoes or safety shoes

Unacceptable Dress

The following are not acceptable dress attire for Board employees:

- sports and work-out apparel (e.g., muscle shirts, yoga pants, track suits, sweat pants, etc., unless required for a special class/task)
- revealing clothing, spaghetti strapped or strapless dress/tops
- offensive slogans or graphics on any clothing, including outer wear
- ripped, torn or badly worn denim apparel

Workplace Footwear

See Workplace Footwear Administrative Procedure 300.35

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

Prepared by: Michelle Shypula
Presented to: Policy Committee
Submitted on: April 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

REGIONAL PARENT CATHOLIC INVOLVEMENT COMMITTEE
Public Session

BACKGROUND INFORMATION:

As part of the regular review of all Board policies and administrative procedures, the Regional Parent Catholic Involvement Committee policy was subject to review.

DEVELOPMENTS:

There were no significant revisions to this policy or administrative procedure. Some changes to the policy and administrative procedures include, but are not limited to:

- updated references listed in the policy and procedure;
- inclusion of meeting notification guidelines; and
- minor wording revisions.

All recommended changes have been noted and included on the documents attached to this report. The revised policy was vetted by Trustees, Administration, the Student Achievement Leads and the Regional Catholic Parent Involvement Committee Chair.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Regional Catholic Parent Involvement Committee Policy 200.24 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Regional Catholic Parent Involvement Committee

		Policy Number:	200.24
Adopted:	June 26, 2007	Former Policy Number:	n/a
Revised:	October 25, 2011	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, ~~parent~~ parish and broader community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Regional Catholic Parent Involvement Committee) to gather for training, ~~and dialogue~~, networking, to receive information and to provide input to the Board on a number of educational issues.

Policy Statement:

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

- The Regional Catholic Parent Involvement Committee provides for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of our schools and in the provision of Catholic educational services.
- The Regional Catholic Parent Involvement Committee operates within the parameters of the Education Act and Regulations, Board and school policies.

Glossary of Key Policy Terms – N/A

References

Regulation 612
 Regulation 613
 Education Act, R.S.O 1990
 Ontario Regulation 612/00 School Councils and Parent Involvement Committees
 Ontario Regulation 330/10 School Councils and Parent Involvement Committees
 Implementation of the Ontario Parent Involvement Engagement Policy
 Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>
 Ministry Support to Enhance Parent Involvement
 Planning Parent Engagement: A Guidebook for Parents and Schools CODE
www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html
 Helping Ontario Parents Get Involved in Their Children's Education
 Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010
 Regional Catholic Parent Involvement Committee By-Laws



Regional Catholic Parent Involvement Committee AP 200.24

Procedure for:	Principals and Vice-Principals	Adopted:	June 26, 2007
Submitted by:	Superintendent of Education	Revised:	October 25, 2011
Category:	Students		

Purpose

To outline the role of the Regional Catholic Parent Involvement Committee **as it relates to supporting, encouraging and enhancing parent engagement at the Board level in order to improve student achievement and well-being.**

Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. **Working in partnership with Catholic School Advisory Councils, senior administration and with employees of the Board,** the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- ~~Working with Catholic School Advisory Councils, senior administration, and with employees of the Board to:~~
- Sharing effective practices to help engage parents/**guardians**, especially **those** parents/~~guardians~~ who may find engaging in their children's learning to be a challenge;
- Developing skills and acquiring knowledge that will assist **them** ~~Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee~~ and Catholic School Advisory Councils of the Board **in promoting engagement of parents/guardians for the improvement of student achievement and well-being; with their work;** and by
- Communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee;
- Reviewing new and revised policies and guidelines, and;
- Addressing** other issues deemed appropriate by the Board.

Procedures

1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- Facilitate and assist in the operation of the Committee;
- Support and promote the Committee's activities;
- Seek input from the Committee in areas for which it has been assigned responsibility;
- Act as a resource on laws, regulations, and Board policies;
- Communicate with the Chairperson of the Committee, as required;
- Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre;
- Assist the Committee in encouraging participation of community groups;



- Plan the agenda with the Committee Chairperson;
- Facilitate the implementation of approved Committee initiatives, and
- Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.

2.0 Regional Catholic Parent Involvement Committee

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee gathers for training and dialogue, networking, to receive information and to provide input to the Board on a number of educational issues. Specifically, the responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
 - Annual Catholic School Advisory Council In-service;
 - Bi-Annual Catholic School Advisory Council Symposium.
- The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

3.0 Membership

3.1 Representatives from each of the following groups:

- Catholic parent representative from each local Catholic School Advisory Council;
- Trustee, as appointed by the Chair of the Board (non-voting member);
- Superintendent of Education as appointed by the Director of Education (non-voting member);
- Religion Consultant for the Board;
- Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- Non-teaching staff member appointed by the local support staff federation;
- Secondary school student senate representative to be appointed by the Student Senate;
- Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The Regional Catholic Parent Involvement Committee shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.



3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.

3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

4.0 Election of Executive/Term of Offices

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October. *(effective October 2007)*
- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director of Education within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

6.0 Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.



7.0 Role of All Regional Catholic Parent Involvement Committee Members

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.

8.0 Role of Appointed Members

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

9.0 Meeting Procedures

- **Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by email or regular mail and by posting a notice on the board's website.**
- Meetings will open with a prayer.
- Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- The council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. The Chair will not vote unless to break a tie.
- Council **members** will **inform/update** the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

10.0 Meeting Agenda

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
 - Open Prayer,
 - Attendance,
 - Approval of the agenda,
 - Declarations of interest,
 - Approval of minutes of previous council meeting,



- Business arising from previous meeting,
- Reports from Representatives and focus groups,
- New Business,
- Correspondence,
- Next meeting date, and
- Adjournment.

Definitions – N/A

References

Regulation 612

Regulation 613

Education Act, R.S.O 1990

Ontario Regulation 612/00 School Councils and Parent Involvement Committees

Ontario Regulation 330/10 School Councils and Parent Involvement Committees

Implementation of the Ontario Parent Involvement Engagement Policy

Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>

Ministry Support to Enhance Parent Involvement

Planning Parent Engagement: A Guidebook for Parents and Schools

www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html

Helping Ontario Parents Get Involved in Their Children's Education

Parents in Partnership: A Parent Engagement Policy for Ontario Schools 2010

Regional Catholic Parent Involvement Committee By-Laws

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: April 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**RELIGIOUS EDUCATION QUALIFICATIONS FOR
ACADEMIC STAFF**

Public Session

BACKGROUND INFORMATION:

As part of the ongoing and regular review of all policies and administrative procedures of the Board, the Religious Education Qualifications for Academic Staff Policy 300.09 was reviewed.

DEVELOPMENTS:

Since it has been 12 years since the last revision, there have been some formatting and structural changes to the policies and procedures of the Board. In this instance, a Belief Statement was added where none had previously existed. The policy statement itself was revised to include two aspects:

- an encouragement to take additional qualifications beyond Part 1; and
- encouragement to participate in ongoing formation activities provided by the Board.

The entire administrative procedure is new as one did not exist in the prior policy. While the substance of the requirement has not changed significantly, clarifications have been added with respect to the notification requirements, record keeping and enrolment/completion processes.

This revised policy was vetted by Principals, the Bishops of all three Dioceses, Parish Priests, School Advisory Council Chairs, the OECTA President, and the Student Senate.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Religious Education Qualifications for Academic Staff Policy 300.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Religious Education Qualifications for Academic Staff

		Policy Number:	300.09
Adopted:	June 24, 2003	Former Policy Number:	n/a
Revised:	January 25, 2005	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the "Board") believes that our primary mission is to support the family and parish in animating the faith of our students. The Board believes that teaching positions and other positions involving interaction with students require a significant degree of participation in the religious life of the local parish and the Catholic school community. The Board believes that a minimum amount of professional development is required to foster professional knowledge of Religious and Family Life education and develop skills that help to enhance the integration of Catholic graduate expectations in the classroom and throughout the school.

Policy Statement:

~~The Brant Haldimand Norfolk Catholic District School Board supports the continuing growth of staff in faith development through religious education courses.~~ It is the policy of the Board that at the time of hire, teachers will commit to complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Teachers are also encouraged to continue their Religious Education studies (e.g., Part 2, Specialist), as well as avail themselves of faith formation and catechesis opportunities offered by the Board. Furthermore, newly appointed principals and vice-principals shall have the Religious Education Specialist or equivalent, or shall actively pursue attaining the Religious Education Specialist Certificate within the first five years of assuming the position of responsibility.

Glossary of Key Policy Terms:

Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

References: N/A



Religious Education Qualifications for Academic Staff AP 300.09

Procedure for: All Academic Staff
Submitted by: Director of Education
Category: Human Resources

Adopted: June 24, 2003
Revised: January 25, 2005

Purpose

The purpose of the administrative procedure is to provide direction to newly-hired teachers, vice-principals and principals (academic staff) regarding the minimum religious education qualifications needed for employment with the Board and to provide guidance to the Human Resources department regarding the notification to staff and record keeping of information pertinent to the corresponding policy.

Procedures

1.0 Notification and Record Keeping

1.1 The Human Resources Department shall:

- Review qualifications of newly-hired teachers and vice-principals/principals to determine gaps in qualifications.
- Notify academic staff who are required to complete Religious Education Qualifications.
- Record and file successful completion of the teachers' required additional Religious Education Qualifications.

2.0 Enrolment and Completion

2.1 Teachers

Upon notification from the Human Resources department, a teacher shall enroll and complete Religious Education, Part 1, or equivalent, within two years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the teacher shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

2.2 Vice-Principals and Principals

Upon notification from the Human Resources department, a vice-principal or principal shall enroll and complete the Religious Education Specialist, or equivalent, within five years of the appointment, subject to extenuating circumstances. Upon successful completion of the course, the vice-principal/principal shall notify the Human Resources Manager that the course is complete and that the qualification has been submitted to the registrar of the College of Teachers.

Definitions

Religious Education, Part 1

Refers to the OECTA/OCSTA Religious Education, Part 1 course.

Religious Education Specialist

Refers to the OECTA/OCSTA Religious Education course.

Equivalency

Equivalency is determined by the Registrar of the OECTA/OCSTA Religion Course or at the discretion of the Director of Education.

References - N/A

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: April 12, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

LEAVE OF ABSENCE FOR MILITARY RESERVISTS

Public Session

BACKGROUND INFORMATION:

As part of the ongoing and regular review of all policies and administrative procedures of the Board, Policy 300.08 Service in Department of National Defence was reviewed. Policy 300.08 did not refer to the Employment Standards Act.

DEVELOPMENTS:

After a thorough review, it was found that the Employment Standards Act includes references to how employers must handle requests for leaves of absences for the military reserve. In lieu of the fact that these leaves are required and stipulated under the Act, staff are recommending that the policy be rescinded and replaced by an administrative procedure that deals with reservists' requests for leaves of absence.

The proposed administrative procedure clarifies the notification process (by the employee) and the processes to be followed by the Human Resources Department.

The proposed administrative procedures clarifies that these leaves are without pay from the Board, subject to participation rules set out by the Employee Life and Health Trust, require employees to pay LTD premiums in the instance they choose to continue, and require that the onus of pension continuance be on the employee while on the leave.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Service in Department of National Defense Policy 300.08 and the adoption of the Leave of Absence for Military Reservists Administrative Procedure 300.08 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Leave of Absence for Military Reservists AP 300.08

Procedure for: All Employees, Human Resources Department Staff, Payroll

Adopted: Month, dd, yyyy

Submitted by: Director of Education

Revised: N/A

Category: Human Resources

Purpose

The purpose of this administrative procedure is to provide direction to the Human Resources Department and guidance to military personnel who are employees of the Brant Haldimand Norfolk Catholic District School Board (the "Board").

Information

Employees who are reservists in the Canadian Forces and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations, recovery from natural disasters such as flood relief, military aid following ice storms, and aircraft crash recovery) are entitled under the Employment Standard Act (ESA) to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation.

Employees must have worked for the Board for a maximum of six (6) consecutive months to be eligible for a reservist leave.

Procedures

1.0 Canadian Military Forces Personnel

Upon notification by the Department of National Defense that an employee is being deployed to active duty, the employee shall promptly notify the Director of Education or designate in writing that the employee is requesting an unpaid leave of absence for the purposes of deployment with the Canadian military. Furthermore, the employee shall provide reasonable evidence demonstrating their entitlement to the leave.

2.0 Human Resources Department

Upon notification by the Director of Education or designate of the request for an unpaid leave of absence by an employee who is being deployed for active duty, the Manager of Human Resources or designate will confirm with the employee such things as:

- length of leave of absence (LOA) – start date and end date of leave
- extension of leave while off, if necessary
- requirements for notification of return to work
- return to work – two weeks' notice (postponement period)

The Human Resources Department will notify the Payroll Department by entry of the leave in the Human Resources Information System (iSYS).



3.0 Benefits

Continued participation in group life, Extended Health Care (EHC) and dental benefits is subject to the eligibility requirements as determined by the Employee Life and Health Trust. Employees should contact the Trust prior to the leave to determine what, if any, coverage will continue during the leave.

Employees may be eligible to continue to participate in the Long Term Disability (LTD) plan by paying the premiums, but LTD benefits are not payable for disability resulting from war/riot/insurrection. Employees should contact the LTD insurer to obtain additional information regarding plan coverage.

Employees on approved leave are eligible to purchase pension service for the leave of absence. The leave of absence will be reported accordingly to Teacher Pension Plan (TPP) or OMERS, as applicable.

4.0 Payroll

The Payroll Department will ensure that the employee receives any outstanding salary payments due to the employee for the time worked prior to the leave, on the next available pay period.

Definitions

Employment Standards Act 2000

Known as the ESA, is a law that sets minimum standards for workplaces in Ontario.

References

Employment Standards Act 2000 (ESA)



Brant Haldimand Norfolk Catholic District School Board

POLICY: SERVICE IN DEPARTMENT OF NATIONAL DEFENSE

Adopted:	23/09/03	Policy No:	300.08
Revised:	dd/mm/yy	Policy Category:	Human Resources

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports eligible employees in pursuing and accepting positions on secondment to the Department of National Defense.

Policy Criteria:

- § Application procedures will be those in place from the Department of National Defense and available on its web site.
- § No more than three staff members from the system will be on loan to the Department of National Defense at any one time.
- § Staff members on such assignments will resume the same or equivalent positions on return to the Board.
- § In cases of married couples, both staff members are eligible to apply for this assignment.
- § requests for extensions to leaves must be submitted to the Human Resources Department by March 1 annually.

Glossary of Key Policy Terms: N/A

Statutory / Regulatory / Related
Board Policy Linkages:



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Educational Field Trips and Excursions

		Policy Number:	500.01
Adopted:	March 30, 2004	Former Policy Number:	n/a
Revised:	April 26, 2011	Policy Category:	Educational Programs
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that well organized educational field trips are of significant value to the participants. Educational field trips are to be consistent with the school board's mission, Catholic graduate and curriculum expectations as outlined in the Ontario Curriculum documents.

Policy Statement:

Educational field trips and excursions will be expected to:

1. Provide a safe and enriching learning opportunity for our students.
2. Enhance the spiritual, academic, cultural, social, or athletic components of the curriculum.
3. Provide a proportional educational value in relation to the time spent travelling, the time spent on the activity, and the cost to each student.
4. Provide evidence of adequate preparation and follow-up.
5. Be accessible to all eligible students regardless of special need or ability to pay.
6. Include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards.
7. Address the programmes of those students who are not involved in the proposed activity to ensure that they will not be affected adversely.

Glossary of Key Policy Terms:

Educational Field Trip

An Educational Field Trip is any event or programme which, for educational purposes, has students leaving school property. An Educational Excursion is any event or programme which, for co-curricular purposes, has students leaving school property. Use of this term will not include student exchanges, co-op education, credit/non-credit courses outside of school and outside the regular school day.

References: N/A



EDUCATIONAL FIELD TRIPS AND EXCURSIONS AP 500.01

Procedure for:	All Administrators	Adopted:	March 30, 2004
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	April 26, 2011; October 9, 2013,
Category:	Educational Programs		June 23, 2015

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

Procedures

1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program. The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips or informing stakeholders about the trip before necessary approvals are in place. Any revisions subsequent to an approved field trip or excursion requires a re-application subject to the terms below, as well as Appendix B.

2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should attend the event. The Board encourages travel within Canada for all educational field trips.

3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.	Mission trips that exemplify the tenets of Catholic Social Teaching should be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two. Application may be made to the Director of Education or designate to increase the maximum number of instructional days lost due to exceptional circumstances.



Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government’s Foreign Affairs and International Trade website.⁵ Destinations with travel warnings of level three or higher shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident/cancellation insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees. The Board of Trustees reserves the right to require trip organizers to make a presentation to the Board that showcases the educational value and highlights from the excursion.

Travel Industry Act Compliance - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.¹

Risk Management - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.² Excursions to water parks and to programs involving water-based activities for elementary school students are prohibited as they pose an elevated level of risk and often have questionable educational value.

Supervision – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.³

The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten	1:6	Primary	1:10	Junior	1:15
Intermediate	1:20	Senior	1:25		

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health Card number. The trip organizer shall follow the Board’s policies related to the administration of medication to students and the protection of anaphylactic pupils.⁴ When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/ health and emergency information for all students.

Informed Parent/Guardian Consent – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).⁶

Student Behaviour - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.



Transportation – The safest means of transporting students is by school bus.² Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses.⁴ Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers.⁴ Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

Volunteers and Volunteer/Trip Drivers - All use of volunteers and volunteer drivers shall be consistent with Board policy.⁴

Emergencies – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.²

Students that Remain at School - The trip organizer and the school principal shall make adequate provision for appropriate school work and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

Sunday Eucharist - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

Funding - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trip/excursions/excursions shall be consistent with Board policy.⁴

Cancellations – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians or staff.

References

1. <http://www.tico.ca/>
2. <http://www.osbie.on.ca>
3. <http://ophea.net/>
4. <http://www.bhncdsb.ca/>
5. <http://www.voyage.gc.ca>
6. <http://bhnresource.bhncdsb.ca>



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPLICATION SECTION

School:	Date of Application:	
Teacher Organizer:		
Grade(s) or Course(s):	Total Number of Students in the Course or Class:	
Total Number of Students Attending the Field Trip/Excursion:	Males:	Females:
Field Trip/Excursion Destination(s):		
Date of Field Trip/Excursion:		
Departure Time:		Return Time:
Means of Transportation:		
Curriculum Expectations: <small>(Attach all related assessment and evaluation activities as well as details of pre-trip and post-trip activities)</small>		
Considerations for Students with Special Needs <small>(program modifications, additional supervision, accessibility issues and transportation issues)</small>		
Rationale for the Field Trip/Excursion:		
Name(s) of Teacher Supervisors:		
Name(s) of Volunteer Supervisors:		
Name(s) of Staff Supervisors:		
Total Cost <small>(indicate transportation, accommodation, food, admission and supervision costs by attaching a detailed summary):</small>		
Total Revenue <small>(indicate the revenue sources and the amounts e.g. school funds, fund raising, parents, students, donations etc by attaching a detailed summary):</small>		
Attachments:	<ul style="list-style-type: none"> ○ Proposed Itinerary ○ Letters to Parents/Guardians ○ Dates of Parent Information Sessions ○ Detailed Budget ○ Safety Certificates of Supervisors (where applicable) 	
<input type="checkbox"/>	I have read and understand the Educational Field Trip Policy and the corresponding Administrative Procedures.	

Signature of Teacher

Organizer: _____

Date: _____



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPROVAL SECTION

<input type="checkbox"/>	Application approved by Principal.	<input type="checkbox"/>	Application denied by Principal
Principal Comments:			
Signature of Principal:			Date:
<input type="checkbox"/>	Application approved by Superintendent.	<input type="checkbox"/>	Application denied by Superintendent.
Signature of Superintendent:			Date:
Signature of Director of Education:			Date:
<input type="checkbox"/>	Application approved by the Director.	<input type="checkbox"/>	Application denied by the Director.



APPENDIX B

EDUCATIONAL FIELD TRIP AND EDUCATIONAL EXCURSION APPROVAL MATRIX

Category	Time Restrictions	Participants	Parent/ Guardian Communication Requirements	Approval Process
Day Educational Field Trip	During the instructional day.	Students in a specific class.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal.
Extended Day Educational Field Trip	Beyond the instructional day but not overnight.	Students in specific classes in Grade 4 or higher (Grade 3/4 is the exception).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted to the school Principal at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal. The approved field trip shall be forwarded to the local school council and to the school Superintendent for information only.
Overnight Educational Field Trip	Up to three nights using up to two instructional days. Limited to one per class per school/year/ semester.	Students in specific classes - Grade 6 or higher (Grade 5/6 is also included).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>one month</u> prior to the event.	The application shall be submitted at least <u>six weeks</u> prior to the event. The application is subject to approval from the Principal and the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.
Overnight Educational Excursions	Up to three nights using up to two instructional days.	Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least <u>two weeks</u> prior to the event.	Application shall be submitted at least <u>three months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.*
Extended Overnight Educational Field Trip	Four or more nights – using up to two instructional days.	Students in specific classes – Grade 9 or higher.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two months</u> prior to the event.	Application to be submitted at least <u>four months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent and the Director of Education. The approved field trips shall be forwarded to the local school council and to the Board for information only.*
Educational Excursions		Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least one month prior to the event.	
Extended International Excursions	More than one night – no instructional days.	Secondary schools students on Tourism-Based Excursions or Trips Dedicated to Catholic Social Teaching.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>three months</u> prior to the event. Parent meeting to be held at least one month prior to the event.	Application to be submitted at least <u>four months</u> prior to the event but no more than one year prior. The application is subject to the approval of the Principal, the school Superintendent, the Director of Education and the Board of Trustees. The approved field trips shall be forwarded to the local school council for information only.

* Any international field trip or excursion shall require the approval of the Board of Trustees.



**APPENDIX - C
PARENT CONSENT FORM FOR EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students Under 18 years)**

_____ of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

(description of activity, location, dates and mode of transportation - continued)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the _____ activity, we are assuming the risks associated with doing so.

Signature of Student: _____ Date: _____
(Optional depending upon age)

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____ to be held on or
(please print full name of student)

about _____.

Signature of Parent/Guardian: _____ Date: _____

NOTE TO PARENT(S): PLEASE RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.



APPENDIX - D

**RELEASE AND INDEMNIFICATION FORM FOR
EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students 18 years and over)**

_____, of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

(description of activity, location, dates and mode of transportation - continued)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

I, _____ understand and accept the above and provide the Brant Haldimand Norfolk Catholic District School Board with the following waiver of liability and indemnification agreement.

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, hereby release the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ arranged through the Brant Haldimand Norfolk Catholic District School Board on or about _____.

I further agree to indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from and against any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.