



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee  
Wednesday, May 10, 2017 ♦ 4:00 p.m.  
Haldimand Room**

**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)

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**1. Opening Business**

1.1 Opening Prayer – Dan Dignard

1.2 Attendance

1.3 Approval of the Agenda

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1.4 Approval of Minutes from the Policy Committee Meeting – April 12, 2017

Pages 2-5

1.5 Business Arising from the Minutes

**2. Committee and Staff Reports**

2.1 Trustee Election Campaigns (new)

Page 6-9

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

**3. Discussion Items**

3.1 Educational Excursions AP 500.01 (revised) (Chris Roehrig)

Pages 10-12

**4. Trustee Inquiries**

**5. Adjournment**

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Next meeting: Tuesday, June 6, 2017, 2:30pm, Boardroom



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

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**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**

Chair Dignard recommended that Item 3.2 be removed from the agenda and that proposed revisions to the Board By-Laws and the Access to Legal Counsel Administrative Procedure 100.09 be added as Item 3.4.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee approves the agenda of the April 12, 2017 meeting, as amended.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – January 11, 2017**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**1.5 Business Arising from the Minutes - Nil**

**2. Committee and Staff Reports**

**2.1 Dress Code for Staff 300.02 (revised)**

Director Roehrig advised that the Dress Code for Staff policy was part of the ongoing review of all policies of the Board. He noted that formatting and structural changes were made to reflect the current templates for policies and administrative procedures. He drew attention to the primary changes, which include the addition of the wearing of staff identification/swipe cards



and of Appendix A, which provides guidelines for acceptable and unacceptable standards of dress and appearance.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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.

**Carried**

**2.2 Regional Catholic Parent Involvement Committee 200.24 (revised)**

As another policy of the regular review of all Board policies, Superintendent Shypula advised that the Regional Catholic Parent Involvement Committee policy required no significant revisions. Minor wording revisions, updated references and inclusion of meeting notification guidelines were highlighted as the primary changes.

Moved by: Bill Chopp

Seconded by: Rick Petrella

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.

**Carried**

**2.3 Religious Education Qualifications for Academic Staff 300.09 (revised)**

Director Roehrig brought forward the Religious Education Qualifications for Academic Staff as another policy that was reviewed as part of the regular review of all Board policies. He noted that this policy was revised to reflect the current template and that a new Administrative Procedure was created to clarify the notification requirements, record keeping and enrolment/completion processes.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

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.

**Carried**

**2.4 Leave of Absence for Military Reservists AP 300.08 (new)  
Service in Department of National Defense (rescind)**

Director Roehrig advised that leave of absences for the military reserve are required and stipulated under the Employment Standards Act and, consequently, staff recommend that the existing outdated policy be rescinded and replaced by a new Administrative Procedure that outlines how these unpaid leave requests are handled internally.

Moved by: Carol Luciani

Seconded by: Rick Petrella

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.

**Carried**



**3. Discussion Items**

**3.1 Bereavement Notices at Board Meetings**

Chair Petrella requested trustee clarification on who should be acknowledged in the bereavement statements that are read at monthly Board meetings. Discussion ensued and trustees were in favour of including immediate family members of present employees, former trustees and Directors of Education, and mother- and father-in laws on a 'best effort' basis.

**3.2 Extended Leaves of Absences – deferred.**

**3.3 Educational Field Trips and Excursions Policy 500.01**

Discussion with respect to the potential impact on student excursions to the United States as a result of the current political climate and subjective restrictions being placed on border crossings took place. Director Roehrig advised that staff are exercising due diligence in assessing the risk levels and that he will bring back revisions to the current Administrative Procedure to reflect the federal government's new travel risk categories.

**3.4 Suggested revisions to Board By-Laws and Access to Legal Counsel Administrative Procedure (AP) 100.09**

**3.4.1** WHEREAS the Chair of the Board has requested to the right to seek independent legal counsel regarding Board matters; and

WHEREAS Section 5.4.2 of the Board By-Laws outlines the Rights of the Chair;

THAT the following be added to Section 5.4.2

b) The Chair in all matters related to the Brant Haldimand Norfolk Catholic District School Board shall have the right to retain independent legal counsel when required to conduct his/her duties as Chair.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

**Carried**

**3.4.2** Trustee Petrella presented the following addition to Section 2 of the Access to Legal Counsel Administrative Procedure 100.09:

Matters involving the interests of the Trustees must be approved by the Board of Trustees, but can be initiated at any time at the discretion of the Chair of the Board;

and

The Chair of the Board shall have the right to retain independent legal counsel at his/her discretion on all matters related to the Brant Haldimand Norfolk Catholic District School Board, and must inform trustees at the next meeting of the Board.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the proposed revision to the Access to Legal Counsel Administrative Procedure 100.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

**4. Trustee Inquiries – Nil**

**5. Adjournment**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of April 12, 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: May 10, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### TRUSTEE ELECTION CAMPAIGNS

Public Session

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#### **BACKGROUND INFORMATION:**

The Catholic Trustee election campaign from 2014 created a situation where staff were unclear about how their positions as employees of the Board intersected with their desire to campaign on behalf of a candidate running for trustee. Furthermore, there was confusion among trustees and the Board of Trustees regarding the rules with respect to campaigning. Staff were asked to draft a policy for consideration that addressed a wide array of topics that are included in the proposed policy.

#### **DEVELOPMENTS:**

The policy being proposed for debate to the Policy Committee contemplates eight key areas that include guidelines for:

- Candidates
- Incumbent Trustees as candidates
- Employees (non-management and management)
- Catholic School Advisory Councils
- Members of Board Committees
- Students
- Campaign violations
- Best practices

The policy has been vetted by legal counsel and constitutes a policy within the legal framework under which the Board operates.

#### **RECOMMENDATION:**

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



## Policy: Trustee Election Campaigns

		Policy Number:	XXX
Adopted:	TBD	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	School Board Governance
Subsequent Review Dates:	TBD	Pages:	3

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes that Catholic school board trustees are stewards of Catholic education. The Board believes that conduct by candidates being considered for trustee election should be consistent with the virtues of prudence, temperance, justice and fortitude.

### Policy Statement:

It is the policy of the Board that procedures are in place to govern the conduct of candidates seeking office as Catholic school trustees within the general legislative framework and Board Policy.

### Procedures:

#### 1.0 Campaigning – All Candidates

- 1.1 **Access to Property** - Candidates are not permitted to visit schools or other Board sites for the purpose of campaigning of any kind during an election campaign except when invited to a school hosted all-candidates meeting that would be relevant to a classroom learning program in a secondary school or for a community meeting outside of school hours.
- 1.2 **Distribution of Campaign Materials** - Candidates are not permitted to distribute, provide or post any campaign materials and/or information at any school or Board site at any time unless they are participating in an all-candidates meeting. This includes indirect distribution through school councils, staff, volunteers or students on Board property. The use of Board email or electronic communication platforms is prohibited for the purpose of distributing campaign materials or other requests for support during a campaign.

#### 2.0 Campaigning – Incumbent Trustees

- 2.1 **Maintaining Duties** – While all candidates for election are subject to the restrictions in Section 2 of this policy, incumbent trustees running for re-election are permitted to continue performing their elected duties. Incumbent trustees are not permitted to use their position to campaign or to distribute, provide or post any campaign materials and/or information while performing their duties on Board property at any time.
- 2.2 **Social Media and Web Presence** - Incumbent trustees shall not mix campaigning information with other Board-related information using social media platforms, including the Board logo or their title. It is suggested that, for campaigning purposes, incumbent trustees set up a separate social media site that is not used for any Board related activities and does not link to any site related to the candidate’s position as trustee.
- 2.3 **Access to and Use of Board Resources Prohibited** - Incumbent trustees shall not use Board resources (time, funds, personnel or other resources) or information, including personal information, that comes into their possession in their capacity as trustee, to campaign for re-election. Specifically, incumbent trustees shall not utilize the services of any employee to assist in communications that are related to the campaign; use photographic, video or print materials created by Board staff for use in a campaign; distribute media releases through the Board’s Communications and Community Relations



Department; use the Board logo, branding or telephone numbers on campaign materials, social media applications or sites, or websites; use Board funds for campaigning purposes (including but not limited to print, video, audio, web based, or social media materials/information).

### **3.0 Employees**

#### **3.1 Non-Management**

Employees of the Board shall not use their position to campaign on behalf of a candidate, distribute campaign materials for a candidate(s), or otherwise advocate on behalf of, endorse or promote a candidate on school property or while on duty. Employees of the Board shall not campaign for a trustee candidate while undertaking duties as an employee of the Board. Employees shall not use any of the Board's communication platforms or resources (e.g., phone, email, social media, photocopier) to campaign for a candidate(s), distribute campaign materials for a candidate(s), or otherwise advocate on behalf of a candidate.

Supplying personal information pertaining to staff, students or their parents to candidates or their representatives is strictly prohibited.

#### **3.2 Management**

Campaigning on behalf of a Catholic school trustee candidate(s) is a conflict of interest for all management employees and is prohibited at all times (e.g., supervisors, managers, principals, vice-principals and supervisory officers).

### **4.0 Catholic School Advisory Councils**

Catholic School Advisory Councils shall not endorse any specific candidate(s) during an election campaign and shall not campaign on behalf of a candidate. Campaigning shall not be permitted at a meeting of the Catholic School Advisory Council, including by a parent or Council member who is also a candidate or an incumbent trustee seeking re-election.

### **5.0 Board Committee Members**

Non-employee members of Board committees are prohibited from campaigning on behalf of a candidate trustee.

### **6.0 Students**

Schools are to be free of campaign materials for candidates; therefore, students are not permitted to distribute campaign materials or otherwise advocate on behalf of a candidate while on school property or at a school-related event or activity. However, students are encouraged to participate in the electoral processes and are encouraged to get involved in campaigning activities outside of school time.

### **7.0 Campaigning Violations**

All Candidates are expected to comply with the requirements of this policy during the entirety of the campaign period. Failure to abide by this policy may constitute a violation of the Board's Trustee Code of Conduct. In addition, or in the alternative, failure to abide by this policy may result in legal action by the Board.

### **8.0 Best Practices**

In order to become fully informed about trustee elections and the role of trustees, candidates for election are encouraged to review the 'Good Governance' materials that are posted on the Ontario Education Services Corporation (OESC) website.





## **Definitions**

### **Campaign Materials**

Campaign Materials includes but is not limited to information conveyed through: print, audio, video, or electronic means that is intended to support the election of a person(s) seeking to be elected as a Catholic school trustee or demean or discredit an opponent seeking to be elected as a Catholic school trustee) and includes flyers, emails, social media postings.

### **References**

The Education Act

Municipal Elections Act

Trustee Code of Conduct

Trespass to Property Act

Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities

The Brant Haldimand Norfolk Catholic District School Board Strategic Plan



## EDUCATIONAL FIELD TRIPS AND EXCURSIONS AP 500.01

<b>Procedure for:</b>	All Administrators	<b>Adopted:</b>	March 30, 2004
<b>Submitted by:</b>	Chris N. Roehrig (Superintendent of Education)	<b>Revised:</b>	April 26, 2011; October 9, 2013,
<b>Category:</b>	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.<sup>5</sup> Destinations with travel warnings that indicate “Avoid all travel” or “Avoid non-essential travel” 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.<sup>1</sup>

**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.<sup>2</sup> 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.<sup>3</sup>

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.<sup>4</sup> 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).<sup>6</sup>

**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.<sup>2</sup> 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.<sup>4</sup> 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.<sup>4</sup> 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.<sup>4</sup>

**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.<sup>2</sup>

**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.<sup>4</sup>

**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> <https://travel.gc.ca/travelling/advisories>
6. <http://bhnresource.bhncdsb.ca>