



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee Meeting  
Monday, March 9, 2020 ♦ 6:00 p.m.  
Boardroom**

**Trustees:**

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

**Senior Administration:**

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

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- 1. Opening Business**
  - 1.1 Opening Prayer
  - 1.2 Attendance
  - 1.3 Approval of the Agenda Page 1
  - 1.4 Approval of Minutes from the Policy Committee Meeting – February 10, 2020 Pages 2-4
  - 1.5 Business Arising from the Minutes
- 2. Committee and Staff Reports**
  - 2.1 Catholic Family Life Program Policy 200.03 Pages 5-8  
Presenter: Lorrie Temple, Superintendent of Education
  - 2.2 Policy Renewal Schedule Pages 9-10  
Presenter: Mike McDonald, Director of Education & Secretary
  - 2.3 Pandemic Policy (to be distributed)  
Presenter: Mike McDonald, Director of Education & Secretary
- 3. Discussion Items**
- 4. Trustee Inquiries**
- 5. Adjournment**

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**Next meeting:** Tuesday, April 14, 2020, 6:00 p.m. - Boardroom



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
322 Fairview Drive  
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### Policy Committee Meeting Monday, February 10, 2020 ♦ 6:00 p.m. Boardroom

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

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple (Superintendents of Education)

**Absent:** Rob De Rubeis, Mark Watson

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#### 1. Opening Business

##### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

##### 1.2 Attendance

As noted above.

##### 1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of February 10, 2020 meeting.

**Carried**

##### 1.4 Approval of Minutes from the Policy Committee Meeting – September 26, 2019

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 26, 2019 meeting.

**Carried**

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

#### 2. Committee and Staff Reports

##### 2.1 Procurement Policy 700.01

Superintendent Keys highlighted the stewardship responsibility of public funds by school boards. The purpose of the policy was emphasized to promote and outline the procurement process. A summary of revisions was provided including an updated Approval Authority Schedule, Procurement Thresholds and contract management. It was noted that the policy had been renamed from Purchasing to Procurement.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Procurement Policy 700.01 be vetted for stakeholder input during the public consultation period.

**Carried**



## **2.2 French Immersion Program Policy 200.30**

Superintendent Temple provided an overview of the French Immersion Program across the District. The recruitment of strategy for French qualified teachers was reviewed along with measurers needed for sustaining a quality French program. Revisions to the policy included introducing a cap in the Kindergarten French Immersion program and the addition of a chart outlining subject areas.

Moved by: Cliff Casey

Seconded: Bill Chopp

THAT the Policy Committee recommends that the French Immersion Program Policy 200.30 be vetted for stakeholder input during the public consultation period.

**Carried**

## **2.3 Policy Template**

Superintendent Keys presented the revised policy template. The purpose of the template is to streamline the document and allow for easier placement of items. The template also consolidates two documents into one. Revisions also include the addition of an application, scope and forms sections.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

**Carried**

## **2.4 Concussion Policy 200.08**

Superintendent Temple emphasized the board's commitment to ensuring the safety and well-being of students. The board recognized the seriousness of concussion injuries. A summary of the revisions to the policy was provided including updating the definition of a concussion, prevention strategies and return to school plan. Discussion was held regarding identifying suspected concussion and safely removing students utilizing a "red flag" protocol.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Concussion Policy 200.08 be vetted for stakeholder input during the public consultation period.

**Carried**

## **3. Discussion Items**

### **3.1 Communication of Policy Updates**

Director McDonald advised that the creation of a policy review schedule has been undertaken and reviewed the policy review process which includes a 60 day stakeholder feedback period and presenting new and revised policies with administrators on a regular basis.



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

Catholic Education Centre  
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Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT a hard copy of all Policies and Procedures be made available for viewing at the Catholic Education Centre.

**Carried**

#### **4. Trustee Inquiries - Nil**

**Schedule of Policies on next meeting.**

#### **5. Adjournment**

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 10, 2020 meeting.

**Carried**

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

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: March 9, 2020  
Submitted by: Michael McDonald, Director of Education & Secretary

# CATHOLIC FAMILY LIFE PROGRAM POLICY

Public Session

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### **BACKGROUND INFORMATION:**

In 2015, the Ontario Ministry of Education introduced an updated Ontario Curriculum, Grades 1-8: Health and Physical Education (HPE), with revisions to the Human Development and Sexual Health strand. In Catholic schools, the content about human sexuality is not delivered as part of the Health and Physical Education program, but rather is incorporated as one aspect of the Family Life Curriculum (FLE). While most content introduced in the 2015 version of the provincial HPE curriculum was already a part of FLE curriculum, additional resources were developed in 2015-16 to ensure full alignment with the curriculum requirements of the day.

### **DEVELOPMENTS:**

Changes recently introduced to the HPE curriculum will continue to be fully addressed through the Family Life Education program in a way that is consistent with Church teachings, and our faith tradition. We teach the curriculum established by the Ministry of Education, and curriculum across all subject areas through the lens of our Catholic faith.

The revised curriculum largely restores the content put in place in 2015, with some further updates and some modest changes:

- The 2015 Curriculum had three strands (A: Active Living; B: Movement Competence: Skills, Concepts and Strategies; C: Healthy Living). Additionally, the curriculum identified “Living Skills”, with a note that the skills expectations were addressed across the HPE curriculum and that they should be assessed and evaluated within the other three strands.
- The 2019 curriculum has four strands (A: Social Emotional Learning Skills; B: Active Living; C: Movement Competence: Skills, Concepts and Strategies; D: Healthy Living. “Social Emotional Learning Skills” is introduced as an additional strand, replacing “Living Skills” expectations).
- The 2019 document includes concussion education from kindergarten to grade 8
- The 2015 Curriculum Expectations in the Healthy Living Strand focused on four topics and the 2019 Curriculum added one more:
  - ✓ Healthy Eating
  - ✓ Personal Safety & Injury Prevention
  - ✓ Substance Use, Addictions & Related Behaviours
  - ✓ Human Development & Sexual Health
  - ✓ Mental Health Literacy (*New - 2019*)

PPM 162 - The Ministry of Education has introduced an explicit expectation that school boards establish procedures to ensure that parents are informed in advance of learning expectations related to Human Development and Sexual Health, and that parents can choose to have their child or children exempted from instruction. ICE recently shared with boards, new and updated letters to share with families before all units of study in the Family Life Program.

The policy also includes Administrative Procedures for all stakeholders in the learning partnership. Recognizing that parents are the primary educators of their children in all areas of faith and morals, including sexuality, the *Fully Alive* program already includes resources supporting comprehensive communication between school and home detailing the content of the program. Parents have always had the right to remove their child from the program if they believe it is in the child's best interests, and they accept the responsibility of providing an education in sexuality at home.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Catholic Family Life Program Policy be vetted for stakeholder input during the public consultation period.



**Catholic Family Life Program  
# 200.03**

**Adopted:**

**Last Reviewed/Revised:** N/A

**Responsibility:** Superintendent of Education for School Effectiveness

**Next Scheduled Review:** TBA

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**POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board is committed to supporting young people with a vision of human life, marriage, family and sexuality based on the tenets of our Catholic faith. Amid an ever-changing world, our students require a Catholic vision of who they are and how they are meant to live. The Bishops of Ontario have embraced this mission through their ongoing commitment to, and involvement with “Fully Alive,” the Family Life program used in Catholic Elementary schools and the Religious Education courses used in Catholic high schools. The Brant Haldimand Catholic District School Board recognizes the importance of providing our students with knowledge and moral guidance to help them better understand themselves and others, and ultimately develop a closer relationship with God. Through this policy, the Board affirms its expectation that all students shall have the opportunity to participate in a Family Life education program throughout their elementary and secondary school years. It is the policy of the Brant Haldimand Norfolk Catholic District School Board to provide a program in Catholic Family Life education to all students in its schools.

**APPLICATION AND SCOPE:**

All students of the Board shall have the opportunity to participate in Catholic Family Life education programs.

1.1 Elementary

- 1.1.1 “Fully Alive” is the approved Family Life education program to be used in Elementary schools of the Brant Haldimand Norfolk Catholic District School Board.
- 1.1.2 A summary of the “Fully Alive” education program including an approximate timeline of when specific units are to be taught shall be shared with parents on an annual basis.
- 1.1.3 Family Life Unit letters shall be forwarded to parents prior to the beginning of each theme outlining what topics will be covered, and suggestions for parental involvement.

1.2 Secondary

- 1.2.1 Family Life education shall be taught as a strand within the Religious Education program using the Curriculum Expectations outlined in the Ontario Catholic Secondary Curriculum Policy Document for Religious Education (2016).

1.3 Elementary/Secondary

- 1.3.1 A parent or guardian may submit a request in writing to the Principal that his/her child be exempted from the units that teach Human Development and Sexual Health.

**REFERENCES:**

- Assembly of Catholic Bishops of Ontario, [Statement from Bishop Ronald P. Fabbro](#)
- [Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, Family Life Education](#)
- Institute for Catholic Education, [Ontario Catholic School Graduate Expectations](#)
- Ministry of Education, [Exemption from Instruction related to the Human Development and Sexual Health Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019](#)
- [Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, Religious Education](#)
- [Ontario Catholic Secondary Curriculum Policy Document](#)
- [Ontario Conference of Catholic Bishops, Fully Alive \(Grades 1-8\)](#)



**FORMS:**

- There are no forms attached to this policy.

**ADMINISTRATIVE PROCEDURES:**

**1.0 Reporting Requirements**

1.1 Director of Education:

- 1.1.1 To oversee compliance of the Catholic Family Life Program Policy.
- 1.1.2 To ensure that programs in Catholic Family Life education used in schools within the Board comply with Diocesan guidelines.

1.2 Superintendent of Education:

- 1.2.1 To ensure that appropriate funds are allocated for the provision of Catholic Family Life education resources.
- 1.2.2 To ensure that Catholic Family Life education sessions are offered annually on an as needed basis.

1.3 Student Achievement Consultant: Religion and Family Life:

- 1.3.1 To provide leadership in the provision of Catholic Family Life education programs.
- 1.3.2 To support teachers in the delivery of Catholic Family Life education programs.

1.4 Principals:

- 1.4.1 To monitor the delivery of Catholic Family Life education programs.
- 1.4.2 To work in partnership with teachers in the delivery of Catholic Family Life education programs and follow up with parents where necessary.

1.5 Teachers:

- 1.5.1 To teach the Catholic Family Life education program using the prescribed curriculum and resources.
- 1.5.2 To integrate Catholic values and teachings in all subject areas.
- 1.5.3 To share a summary of the Fully Alive education program including an approximate timeline of when specific units are to be taught with parents annually.
- 1.5.4 To send Family Life Unit letters to parents prior to the beginning of each theme outlining what topics will be covered and suggestions for parent involvement.

1.6 Parents:

- 1.6.1 To become familiar with the Family Life education program to enhance their ability to discuss their child(ren)'s learning.
- 1.6.2 To communicate with their child's teachers.
- 1.6.3 To ask relevant questions about their children's progress.



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

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: March 9, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**POLICY RENEWAL SCHEDULE**

Public Session

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**DEVELOPMENTS:**

As presented at the policy committee meeting of September 26, 2019 the BHCNDSB has developed a new policy renewal process which will operate on a four year cycle. Depending upon the nature of the policy or procedure, this review could prompt a comprehensive change to the policy or no changes at all. In the spirit of collaboration, and to ensure that all educational stakeholders have input to and an awareness of board policy, the review cycle will contain a feedback process whereby all stakeholders will have the ability to provide input. The schedule for renewal does not preclude the need to change the schedule if needed. From time to time there are circumstances which dictate that a particular policy review will need to be expedited and in that case the schedule will be amended to address this situation.

Included as Appendix A is the tentative schedule for the next four years:

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refer the Policy Renewal Schedule Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Policy	Number
2019-20	
Nutrition - Creating a Healthy Environment	200.01
Concussions	200.08
Home Schooling	200.16
Home Instruction	200.17
Administration of Oral Medication to Students Under the Age of 18	200.19
Head Lice/Pediculosis	200.20
Volunteer Trip Drivers	200.21
Volunteers	300.12
Criminal Background Checks	300.15
Community Use of Schools	400.05
Purchasing	700.01
Fundraising and School Generated Funds	700.05
Corporate Credit and Purchase Cards	700.07
School Operating Budgets	700.10
2020-21	
Student Trustee	100.07
Trustee Communication	100.08
Religious Accommodation	200.04
Supervised Alternative Learning	200.06
Admission of Students	200.14
Equity and Inclusive Education	200.23
Student Attendance	200.29
Employee Assistance Program (E.A.P)	300.13
Professional Standards and Conflict of Interest - Employees	300.17
Community Planning and Facilities Partnerships	400.02
Copyright - Protected Works	400.03
Security of Schools, Buildings and Grounds	400.06
Outdoor Playground Equipment and Play Spaces	400.07
Distribution of Materials	400.08
Damage to or Loss of Personal Property	400.09
Public Concerns	400.10
Video Security Surveillance	400.11
Pupil Accommodation Review	400.16
Naming of Schools	400.17
Educational Partnerships	400.18
Educational Field Trips & Excursions	500.01
2021-22	
Director of Education Performance Appraisal	100.02
Access to Legal Counsel	100.09
Fees for Learning Materials & Activities	200.02
Aboriginal Self Identification	200.07
Student Behaviour, Discipline and Safety	200.09
Student Accident Insurance	200.22
Multi-Year Integrated Accessibility Plan	200.32
Integrated Accessibility Standards	200.33
Dresscode for Staff	300.02
Religious Education Qualifications for Academic Staff	300.09
Health and Safety	300.16
Pre-Employment Screening	300.18
Workplace Violence Prevention	300.20
Emergency Response	400.04
Environmental Education and Practices	500.02
Electronic Communication & Social Media	600.01
Information & Communications Technology Use	600.02
Electronic Websites	600.03
Cash/Equipment Donations	700.02
2022-23	
Board Governance	100.01
Trustees' Code of Conduct	100.04
Trustee Conflict of Interest	100.05
Trustee Expenses	100.10
Students with Prevalent Medical Conditions	200.05
Dress Code for Pupils	200.10
Regional Catholic Parent Involvement Committee	200.24
Modified Work & Return to Work	300.05
Performance Appraisal for Non-Teaching Staff	300.06
Employees Retirement	300.07
Hiring - Academic Staff	300.10
Hiring - Support Staff	300.11
Leaves of Absence for Management Employees	300.14
Progressive Discipline (Employees)	300.19
Work Refusal	300.21
Protection of Property	400.15
Transportation of Students	400.19
Advertising Expenditures	700.09
2023-24	
French Immersion Program	200.30
Catholic School Advisory Councils	200.31
Workplace Harassment	300.01
Inclement Weather and Temporary School/Facility Closures	400.01
Employee Expenses	700.04