
POLICY DEVELOPMENT COMMITTEE MEETING

MONDAY, JUNE 12, 2017

6:00 – 6:30 P.M.

CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Linda Ainsworth

Trustees who are unable to attend the meeting are asked to please notify Pam Smith.

A. Call to Order:

1. Opening Prayer, Mr. Dave Bernier.
2. Approval of Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Policy Committee Meeting held on May 16, 2017. PG 2
5. Business Arising from the Minutes.

B. Presentations/Recommended Actions:

1. RA: Draft Administrative Procedure – Mandated Alternate Educational Settings (New #911).
Draft AP PG 10 Draft Appendix A PG 17 RA PG 18
Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services
2. By Law Review re: Open Question Period at Board Meetings.
Mrs. Michelle Griepsma, Board Chairperson
Mr. Michael Nasello, Director of Education

C. Information Items:

1. Policy Development Committee Meeting Dates 2017-2018. PG 19

D. Next Meeting:

1. Date: October 3, 2017 6:30 p.m. – 8:30 p.m.
2. Selection of Member for Opening Prayer.
3. Selection of Member for Closing Prayer.

E. Conclusion:

1. Closing Prayer, Mrs. Michelle Griepsma.
2. Adjournment.



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, May 16, 2017 at 6:00 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Michelle Griepsma, Helen McCarthy.
Messrs. Dave Bernier, Dan Demers.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.
Messrs. Michael Nasello, Timothy Moloney.

Regrets: Mmes. Ruth Ciraulo, Christine Dunn.
Messr. Zachary Smith (Student Trustee).

Recorder: Mrs. Pamela Smith.

1. **Call to Order:**

1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:00 p.m. and asked Mrs. Helen McCarthy, to lead the Opening Prayer.

2. Approval of the Agenda.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mr. Dan Demers, that the Policy Committee Agenda dated May 16, 2017 be approved as presented.

Carried.

3. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

4. Approval of the Minutes of the Policy Development Committee Meeting held on, May 8, 2017.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the minutes of the May 8, 2017, Policy Development Committee Meeting be approved as presented.

Carried.

5. Business Arising from the Minutes.
There was no business arising from the minutes.

B. Presentations/Recommended Actions:

1. Draft Directional Policy-Catholic Education (New #200).

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, presented the draft Directional Policy-Catholic Education #200 which is a new Directional Policy.

The Trustees found this to be an excellent draft Directional Policy and appreciated the connection to various documents, italicized language and the common good and diversity of all partners being engaged in this document.

Trustees suggested the below amendments to the document:

1. Page Two – The Director is responsible for: ADD bullet.
 - Promoting collaborative relationships with the Bishop of the Diocese of Peterborough and all of the stakeholders in Catholic Education.
2. Page Four – Priests are responsible for:
 - *meeting the pastoral and spiritual needs of both staff and students in Catholic schools through faith development, social outreach and liturgical celebrations that will benefit both the parish and the school under the diocesan oversight of the Bishop of the Diocese of Peterborough.*
3. Page Four – Parents are responsible for:
 - as the primary educators of ~~your~~ **their** children, developing the faith and well-being of children that is extended and complemented by our Catholic schools.
4. Page Five – Students are responsible for:
 - bringing *the best of themselves to the society* in which they ~~will be living~~ **live in fulfillment of the Catholic Graduate Expectations.**

Trustees also discussed the possibility of adding that the Director will meet on an annual basis, after discussion this could be considered within the Director's job description.

MOTION: Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy,

that the DRAFT Directional Policy #200 – Catholic Education, be distributed to the system for feedback.

AND

that the final DRAFT Directional Policy #200 – Catholic Education, reflecting changes if made from the feedback process be brought back to the Board for approval.

Carried.

2. Draft Administrative Procedure - Employee Charged with Criminal Offence or Under Investigation by a Third Party (New #501/Old #502).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services and Mr. Darren Kahler, Manager of Human Resource Services, presented the draft administrative procedure and reviewed the document with Trustees.

Ms. Carragher noted that this policy is for all employees whereas the previous administrative procedure was limited to teachers and this is why the title of the administrative procedure has been changed from, *Employee Charged with Criminal Offence or Under Investigation by the Ontario College of Teachers to Employee Charged with Criminal Offence under investigation by a Third Party*.

Trustees suggested the below amendments to the document:

1. 1.0 correct Investigatoin to investigation.
2. Add a reference to third party supports for employees.
3. Under Trustees responsibility include reviewing the Employee Charged with Criminal Offence or Under Investigation by a Third Party Administrative Procedure #501 to ensure its alignment to the Employee Relations Directional Policy #500.
4. Ensure Director responsibilities are consistent – and add notation that the Director is accountable to Trustees on the implementation of the Administrative Procedure.
5. Add - ensure all employees are aware and follow required reporting processes to appropriate section of the administrative procedure.
6. PG Three correct - Trustee reviews the administrative procedure, not *policy*.

MOTION: Moved by Mr. Dave Bernier, seconded by Mrs. Helen McCarthy,

that the current Policy and Administrative procedure, *P-502 and AP-502 – Employee Charged with Criminal Offence or Under Investigation by the Ontario College of Teachers* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #501 Employee Charged with Criminal Offence *under investigation by a Third Party* and will be under Directional Policy-#500 Employee Relations.

Carried.

3. RA: Draft Administrative Procedure - Out of School Activities (New #305/Old #810).

Mrs. Dawn Michie, Superintendent of Learning/K-12 Program, presented the draft Out of School Activities Administrative Procedure #305, under Directional Policy #300 Student Achievement and Well-Being #300 and shared the changes.

Trustees reviewed the document and requested the below amendments:

**Red wording indicates new text that has been added.*

1. Page 3, Action Required 3(c) draft referred to as 1.3(c)

The Board shall be responsible for the approval of Out of School Activities that involve travel outside of Canada, travel during vacation periods, and those with risk managed activities. Medium and Medium-High Risk Managed activities will be brought to the Board for approval. High Risk Managed activities will not **normally** be supported by the Board **unless there are mitigating circumstances. All High Risk Management activities must be brought to the Board, for considerations, even if they are repeat trips.** Information on Risk Managed Activities can be found at the OSBIE's Field Trip Risk Management Guidelines.

2. Page 3, Action Required 4(b) draft referred to as 1.4(b)

Costs associated with Out of School Activities **which are an extension of the curriculum and not an optional trip** may be subsidized by school budget, Catholic School Council funds, or fund-raising efforts. Principals must be sensitive to the capabilities of families to pay prior to supporting Out of School Activities. In cases where financial hardship is suspected, staff will make whatever accommodation is required to support participation of all students.

3. Page 4, Action Required 1.6 removed

~~1.6 All students are eligible for Out of School Activities as long as they do not represent a safety threat to other students or the activity is deemed to be unsafe for the student. The principal shall make the final decision on which students will be permitted to participate in Out of School Activities.~~

4. Page 4, 6(d) Category 4 – Travel Outside of Canada, Travel During Vacation Periods, or Risk Managed Activities.

Category 4 - Travel Outside of Canada, Travel During Vacation Periods, or Risk Managed Activities

The Board shall be responsible for the approval of Category 4 Out of School Activities.

A Category 4 Approval Form must be submitted to the Family of Schools

Superintendent **before the trip is booked**. For first time trips, or trips in which the itinerary has changed significantly **or where there is an increased risk**, at least one trip supervisor and a member of the school administration team must attend the Board meeting to provide further details as requested by the trustees before booking the trip. Repeat trips, previously approved by the Board, will be presented to the Trustees by the Family of Schools Superintendent at least ~~two months~~ **three Board meetings** prior to the trip taking place. **All excursions listed as High Risk Managed Activities will be brought to the Board for consideration prior to the trip being booked.**

Category 4 excursions requiring travel services such as hotel accommodations or air/bus transportation must be arranged through a registered Travel Agent as per the Travel Industry Act (2002).

5. Page 10-11, Principals are Responsible for:

- ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure;
- maintain a file of each field trip taken by any group in the school, for a minimum of two calendar years. Each file shall contain the details of the trip, including copies of consent forms, and be available for review by the appropriate superintendent.
- maintaining emergency contact information for all staff and students participating in Category 2, 3 or 4 excursions;
- reviewing and approving Out of School Activity Applications, ensuring that all elements of this Administrative Procedure have been addressed and that activity is in compliance with the OPHEA Safety Guidelines.
- ensuring all students have an equal opportunity to participate in class excursions which are an extension of the curriculum, and, will not be denied such opportunity because of monetary factors or issues of accessibility. ~~In cases where financial hardship is suspected, the principal will make whatever accommodation is required to support participation of all students.~~
- ~~shortening, cancelling or terminating at any time if, in the opinion of the school Principal or Superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to, when Board transportation is suspended due to inclement weather;~~
- when appropriate, subsidizing costs associated with Out of School Activities by school budget, Catholic School Council funds, or fund-raising efforts. Principals are responsible for ensuring fund-raising to defray costs incurred shall be consistent with the Board Policy on Fundraising;

- shortening, cancelling or terminating at any time if, in the opinion of the school Principal or Superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, including, but not limited to, when Board transportation is suspended due to inclement weather;
 - Collaborate with other schools to combine trips and itineraries, where appropriate,
 - Ensuring a process is in place so that students participating in Out of School activities have opportunities to catch up on any missed work or assignments.
 - ensuring that Category 4 trips, requiring travel services such as hotel accommodations or air/bus transportation are coordinated through a registered Travel Agent, as per the Travel Industry Act (2002) – Travel Industry Guidelines for School Trips.
 - Submitting all Category 4 applications to the Family of Schools superintendent at least three weeks prior to the Board meeting in which the trip will be presented to the Board.
6. Page 11, Add New - Curriculum Chairs are responsible for:
- Ensuring that Out of School activities initiated within their departments articulate the alignment with the curriculum expectations and the Ontario Graduate Expectations;
- Coordinating trips with other Secondary schools, where possible and appropriate.
7. Page 12, Teachers and Staff are responsible for:
- Change bullet four:
- ensuring all supervisors, and volunteers and participating students have a common understanding of what is expected during the excursion; in alignment with the school's Code of Conduct;
8. Page 12 (old) revised Page 13, Students are responsible for:
- following all school rules and, expectations and the school's Code of Conduct while participating in Out of School Activities;
 - representing their school in a positive manner while on an excursion;
 - listening to and following the directions of their teacher or supervisor;
 - Ensuring that any missed assignments are submitted after returning from an Out of School activity.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy, that the current Policy and Administrative procedure, *P-810 and AP-810 – Out of School Activities* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #305 Out of School Activities and will be under Directional Policy - #300 Student Achievement and Well-Being.

Carried.

4. RA: Draft Administrative Procedure - Lockdown (New #904/Old #412).

Mr. Tim Moloney, Superintendent of Learning/Student Success shared a presentation and reviewed the document with Trustees.

Mr. Moloney showed the alignment to the Directional policy and shared the Ministry Mandate and Police School Board Protocol. All publically funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans. Schools have two lockdown drills per year.

Trustees reviewed the document and requested the below amendments:

1. Ensure that under lockdown drills that a secondary statement is added that would reference “in the action required or guidelines”.
2. Suggestion to add a plan for the duty of responsibility for staff members regarding the police protocol.

Trustees also inquired if financial obligations are in place to support clear identification is on all sides of buildings and portables? (i.e. portable #1).

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy, that the current Policy and Administrative procedure, *P-412 and AP-412 – Lockdown* be deleted and the relevant information be captured and incorporated into the new format as Administrative Procedure – #904 Lockdown and will be under Directional Policy - #900 Safe and Accepting Schools.

Carried.

C. Information Items:

Mr. Michael Nasello, Director of Education, reviewed the below excursion insurance updates and will be following up on them.

1. If it is not a safety issue there is no cancellation insurance – an example would be if a student in the group was denied entry into the country.
2. Student Exchange – longer duration of stay – an example if a decision to bring student home earlier would not be covered.

D. Next Meeting:

1. Monday, June 12, 2017 6:00-6:30 p.m.
2. Selection of Member for Opening Prayer – Mr. Dave Bernier.
2. Selection of Member for Closing Prayer – Mrs. Michelle Griepsma.

E. Conclusion:

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy,
that the meeting adjourn 8:21 p.m.

Carried.

Linda Ainsworth
Committee Chairperson
pls

Michael Nasello
Director of Education

BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**Mandated Alternate
Educational Settings**

ADMINISTRATIVE PROCEDURE
NUMBER

911 (NEW)

Directional Policy

Safe and Accepting Schools - 900

DRAFT @ May 15, 2017

TITLE OF ADMINISTRATIVE PROCEDURE:

Mandated Alternate Educational Settings

DATE APPROVED:

PROJECTED REVIEW DATE: 2022

DIRECTIONAL POLICY ALIGNMENT: Safe and Accepting Schools #900

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Mandated Alternate Educational Settings Administrative Procedures support our Vision for Achieving Excellence in Catholic Education through learning, leadership and service. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings;
- Implement the most effective, evidence-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations;
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students;
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments; and
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

ACTION REQUIRED/GUIDELINES:

The Peterborough, Victoria, Northumberland and Clarington Catholic District School Board believes that effective learning environments must be safe for students, staff, parents, clergy, volunteers and visitors. In some cases the principal may need to prevent individuals from accessing the school or classes to ensure a safe environment for all, while maintaining appropriate programming and supports for all students.

Section 265(1)(m) of the Education Act R.S.O. 1990 indicates that one of the duties of the Principal is: “subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the principal's judgment be detrimental to the physical or mental well-being of the pupils”.

Program and Policy Memorandum 145 stipulates that Section 265 (1) (m) of the Act, frequently referred to as the “exclusion” provision, is not to be used as a disciplinary measure but is a short term measure to ensure the safety of students, staff and parents in the school.

Exclusion under Section 265(1) (m) is subject to appeal to the Board of Trustees.

Reasons for exclusion from school include medical conditions and behavioural concerns.

Medical Condition: In the case of exclusion due to a medical condition, the community partners are essential when making this determination. The local Public Health Unit may exclude a student from school and notify the school principal that such an action has already been decided, for example, in the case of communicable diseases.

Behavioural: Extreme behavioural concerns sometimes stem from needs that require a student to be excluded until more information is collected (e.g., report from a physician or psychologist) in order to plan an educational program that meets the student's needs. Sometimes there needs to be successful intervention from healthcare professionals before the student can return to school.

Excluding students based on behavioural concerns is not to be confused with the disciplinary provisions found in Part XIII of the Education Act. PPM145 (Progressive Discipline and Promoting Positive Student Behaviour) stresses the need to build on strategies to maintain student behaviours that are conducive to learning and that do not place anyone in the school at risk.

When considering exclusion, there must be conditions outlined in an exclusion letter (**Appendix A**) to parents/guardians/adult students to facilitate the student's return to school or another appropriate placement. The conditions need to be reasonable, realistic and in the best interest of the student. In some cases, the conditions can be modified as more information, for example a report from a medical practitioner, is

received. The school team, in communication with parents, is encouraged to meet frequently to review the status of the conditions. In some cases, the exclusion may overlap the end of one school year and the beginning of another school year, or may begin prior to entering school.

While the student is excluded from school, the school is still responsible to provide an educational program for that student. Schools will consult with the Family of Schools Superintendent to explore options for alternative programming which could include out of school instruction or e-learning.

In order to appeal the decision to exclude a student, the parent/guardian or adult student must write to the Superintendent of Learning – Safe Schools, to include the specific reasons for the appeal, including why they believe that the exclusion should not have been imposed.

Appeals

- The adult-student or the student's parent/guardian/adult representative may appeal an exclusion. All exclusion appeals will be received by the Superintendent of Learning – Safe Schools.
- An appeal of an exclusion does not stay the exclusion.
- A person who intends to appeal an exclusion must give written notice of his/her intention to appeal the exclusion within ten (10) school days of the commencement of the exclusion.
- The Board of Trustees (the Board) must hear and/or determine the appeal within fifteen (15) school days of receiving the notice of intention to appeal (unless the parties agree to an extension).
- The parties in an appeal to the Board shall be the principal and the Family of Schools Superintendent (administration), and the adult student or the parent/guardian/adult representative (appellant).
- Exclusion appeals will be heard orally, in camera, by the Board of Trustees. An appellant may bring legal counsel, an advocate, or support person with them to the appeal.
 - The appellant will proceed first by making oral submissions regarding the reason for the appeal and the result desired.
 - The student will be asked to make a statement on his/her own behalf, if he/she chooses to do so.
 - The administration and/or legal counsel will make oral submissions on behalf of the Board, including a response to any issues raised in the appellant's submissions.

- The appellant may make further submissions addressing issues raised in the administration's presentation that were not previously addressed by the appellant.
- The Board may ask any party, or the student, where appropriate, questions of clarification.
- Where any party who has received proper notice of the location, date and time of the appeal fails to attend the appeal or comply with the necessary time lines, the appeal may proceed in the absence of the party and the party is not entitled to any further notice of the proceedings.
- The Board will consider, based on the submissions of both parties, whether the decision to exclude was reasonable in the circumstances, and shall either:
 - Confirm the exclusion and its conditions; or
 - Confirm the exclusion and modify its conditions, as necessary; or
 - Quash the exclusion; or
 - Make an alternate appropriate order.
- The decision of the Board is final. The decision shall be communicated to the appellant in writing.

RESPONSIBILITIES:**The Board of Trustees is responsible for:**

- Ensuring the alignment of the Mandated Alternate Educational Settings Administrative Procedure with the Safe and Accepting Schools Directional Policy;
- Ensuring trustees who are in direct conflict of interest, or who have had any personal involvement in the matter prior to the appeal, excuse themselves from the Appeal Committee.

The Director of Education is responsible for:

- Establishing and implementing a multi-year strategic plan which reflects the Safe Schools Directional Policy, under which this administrative procedure falls;
- Overseeing implementation of the Mandated Alternate Educational Settings Administrative Procedures.

The Superintendent of Learning – Safe Schools is responsible for:

- Receiving exclusion appeals;
- Upon receipt of written notice of the intention to appeal the exclusion:

- promptly advising the school principal of the appeal;
- promptly advising the adult student or the parent/guardian that a review of the exclusion will take place, and invite the adult student or parent/guardian to discuss any matter respecting the incident and/or appeal of the exclusion;
- reviewing the exclusion (reason, duration, and any mitigating or other factors), in consultation with the principal and Family of Schools Superintendent;
- requesting a meeting with the adult-student or the parent/guardian and the principal to try to effect a settlement;
- where a settlement is not reached, providing notice of the review decision to the adult student or parent/guardian;
- arranging a date for the appeal before the Board;
- coordinating the preparation of a written report for the Board. This report will contain at least the following components:
 - A report of the rationale for exclusion and the program currently in place for the student, as prepared by the principal;
 - A copy of the original exclusion letter;
 - A copy of the letter requesting the exclusion appeal; and
 - A copy of the correspondence with respect to the decision of the Superintendent of Learning – Safe Schools regarding the exclusion review;
- informing the adult-student or the parent/guardian of the date of the exclusion appeal, providing a copy of this administrative procedure, a copy of the documentation that will go to the Board, and ensuring that the item is placed on the Board agenda.

Family of Schools Superintendents are responsible for:

- Assisting principals in the discernment process around the need to exclude;
- Assuring that principals have followed the Mandated Alternate Educational Settings Administrative Procedure;
- Attending appeal hearings with the school principal.

Principals are responsible for:

- Considering the school based and community based resources available, prior to determining that an exclusion is necessary. While the decision is ultimately the principal's, the input of information from the school team is vital;
- Consulting with their Family of Schools Superintendent;
- Meeting with the parents/guardians to discuss the process including reasons, conditions of return, the education plan, and review date of the exclusion;
- Writing the exclusion letter and copying it to recipients as outlined in the template letter;
- Providing for instruction. Students who are being excluded may require instruction in an alternate location. Transportation, if necessary, is the parent/guardian's responsibility.
- Regularly monitoring the status of the conditions as set out in the exclusion letter, keeping the lines of communication open with the parents/guardians, providing follow-up documentation to parents/guardians, if necessary;
- When conditions are met, planning to have the student return to the school with an appropriate transition plan as determined in consultation with the members of the school team; the Superintendent is to be involved, especially when there is a transition from elementary to secondary school; and
- Sharing the transition plan with the student, where appropriate, and the parents;
- Maintaining ongoing communication with all parties involved throughout the process.

Teachers and Support Staff are responsible for:

- Providing timely and tiered intervention and program to support all PVNC students;
- Ensuring that the school principal is aware of all interventions to support students in need, to allow for the most effective decisions to be made for the student and for the school community.

Parents/guardians are responsible for:

- Fulfilling their responsibilities as outlined in the conditions for their child's re-entry to the school;
- Keeping the school's administration apprised of any changes which would affect the student's re-entry plan to the school.

Students are responsible for:

- Fulfilling their responsibilities as outlined in the conditions for re-entry to the school.

PROGRESS INDICATORS:

- All stakeholders are aware of their rights and responsibilities in the Mandated Alternate Educational Settings Administrative Procedure.
- Use of the right to exclude under the Education Act is appropriate, consistent and transparent across all PVNC schools.

DEFINITIONS:

Adult Pupil means a pupil of the Board who is 18 years old or older or a pupil who is 16 or 17 and has removed him/herself from the care and control of his/her parent and/or guardian.

Appellant means an individual who has been refused admission to a school or classroom in a school pursuant to section 265(1)(m) of the Education Act and who has filed an appeal or that individual's parent/guardian or adult representative where the individual who has been refused admission is a pupil of the Board, but not an adult pupil.

In camera means not in public; private.

RELATED DOCUMENTS:

APPENDIX A – Template – Exclusion Letter

REFERENCES:

Education Act: Section 265(1) (m)

PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

Regulation 472/07: Behaviour, Discipline and Safety of Pupils

Appendix A – Template – Exclusion Letter (on school letterhead)

Insert Date

DELIVERED BY MAIL

Insert Name and Address of Recipient

Dear **Insert Recipient's Name**:

The *Education Act*, Section 265 (1)(m) authorizes a Principal to refuse to admit to the school a person whose presence in the school would, in the Principal's judgment, be detrimental to the physical or mental well-being of the pupils, subject to an appeal to the school board.

After careful consideration and examination of the information, in my judgment **[Name of Student]**'s presence is detrimental to the physical and/or mental well-being of the pupils of **[Name of School]**. I am formally notifying you that **[Name of Student]**'s presence at **[Name of School]** is no longer authorized at this time. If he/she enters or remains on **[Name of School]** property, contrary to this notice, he/she may be charged with trespassing under the *Trespass to Property Act*.

The reasons for this exclusion are:

The conditions which must be in place in order for the student to return to school are:

The school will contact you to arrange for educational programming during the exclusion.

The progress toward meeting the conditions for re-entry will be reviewed on **[Insert Date]**. Should you have any information which would affect the re-entry to the school, please notify the school as soon as possible. The review date may occur earlier based on the information provided.

In order to appeal this exclusion, you may write to the Superintendent of Learning – Safe Schools of the **PVNC Catholic District School Board**. An appeal of the decision to exclude a student must be in writing and the notice of appeal must include the specific reasons for the appeal, including why the person who was excluded believes that the exclusion should not have been imposed.

Yours truly,

Insert Principal's Name

cc: Police Service (if applicable)
Family of Schools Superintendent
Superintendent of Learning – Safe Schools

That the Policy Development Committee recommend:

R.A.: that the new Administrative Procedure – Mandated Alternate Educational Settings #911 that will fall under Directional Policy Safe and Accepting Schools #900 be received and posted.

June 12, 2017

Administration



2017-2018 Policy Committee Dates

TUESDAY, OCTOBER 3, 2017
TUESDAY, NOVEMBER 21, 2017
TUESDAY, JANUARY 30, 2018
TUESDAY, APRIL 03, 2018
TUESDAY, MAY 29, 2018