



# Agenda

## POLICY DEVELOPMENT COMMITTEE VIRTUAL MEETING

Wednesday, May 12, 2021  
6:30 – 8:30 p.m.

Chairperson: Emmanuel Pinto

Trustees who are unable to attend are asked to please notify  
Andrea Bradley, Administrative Assistant  
[abradley@pvnccdsb.on.ca](mailto:abradley@pvnccdsb.on.ca)

### A. Call to Order:

1. Opening Prayer, Kevin MacKenzie.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
3. Approval of Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Draft Minutes of the Policy Committee Meeting held on April 20, 2021. Page 3
6. Business Arising from the Minutes.

### B. Presentations / Recommended Actions:

1. R.A.: Draft Revised Administrative Procedure – New #1103, Old #712 Page 11  
**Media Relations**  
Galen Eagle, Communications Manager
2. R.A.: Draft Revised Administrative Procedure – New #209, Old #703 Page 17  
**Opening and Blessing of New Schools and New Additions**  
Galen Eagle, Communications Manager
3. R.A.: Draft Revised Administrative Procedure – New #1301, Old #1001 Page 22  
**Student Eligibility**  
Isabel Grace, Superintendent of Business and Finance

**C. Information Items:**

**D. Next Meeting:**

1. TBA  
6:30 – 8:30 p.m.

**E. Conclusion:**

1. Closing Prayer, Linda Ainsworth.
2. Adjournment.



# Minutes

---

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE VIRTUAL MEETING held on  
Tuesday, April 20, 2021 at 6:30 p.m.

## PRESENT

Trustees: Linda Ainsworth, Helen McCarthy.

David Bernier, Braden Leal, Kevin MacKenzie,  
Emmanuel Pinto (Committee Chairperson).

Administration: Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Isabel Grace, Sheila Piggott.  
Tim Moloney, Steve O'Sullivan.

Guests:

Regrets: Michelle Griepsma, Josh Hill (Senior Student Trustee), Braden Leal,  
Eli McColl (Junior Student Trustee).

Recorder: Andrea Bradley.

## **A. Call to Order:**

Emmanuel Pinto, Committee Chairperson, called the meeting to order.

### 1. Opening Prayer.

Emmanuel Pinto, Committee Chairperson, called the meeting to order at 6:34 p.m. and asked Helen McCarthy to lead the Opening Prayer.

2. Emmanuel Pinto, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

3. Approval of the Agenda.

**MOTION:** Moved by Linda Ainsworth, seconded by David Bernier, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on February 2, 2021.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth, that the Minutes of the Policy Development Committee Meeting held on February 2, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the Minutes.

**B. Recommended Actions/Presentations:**

1. Draft Revised Directional Policy #400

***Recruitment, Talent Development, Leadership, and Succession Planning***

Steve O'Sullivan, Superintendent of Learning / Leadership and Human Resource Services, made a PowerPoint presentation to the Policy Development Committee and answered questions from Trustees. Steve informed the committee that only minor changes had been made to Directional Policy #400, many of them being grammatical.

**MOTION:** Moved by Helen McCarthy, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Directional Policy – **#400 – Recruitment, Talent Development, Leadership and Succession Planning**, be deleted and the revised, newly formatted, Directional Policy – **#400 – Recruitment, Talent Development, Leadership and Succession Planning**, be received and posted as amended.

Carried

2. Draft Revised Administrative Procedure #401

**Recruitment and Promotion**

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, presented the draft revised Administrative Procedure – **#401 – Recruitment and Promotion** to the Policy Development Committee and answered questions from Trustees. The revised administrative procedure represents non-teaching staff only.

**MOTION:** Moved by David Bernier, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that Administrative Procedure – **#401 – Recruitment and Promotion**, be deleted and the revised, newly formatted, Administrative Procedure – **#401 – Recruitment and Promotion**, be received and posted as amended under Directional Policy – **#400 – Recruitment, Talent Development, Leadership, and Succession Planning**.

Carried

3. Draft Administrative Procedure – New #403, Old #503

**Criminal Record Checks / Police Reference Checks for Employment Candidates**

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, presented the draft Administrative Procedure – **#403 – Criminal Record Checks / Police Reference Checks for Employment Candidates** to the Policy Development Committee and answered questions from Trustees. Criminal Record Checks and Police Reference Checks are now done electronically.

**MOTION:** Moved by Linda Ainsworth, seconded by David Bernier that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#503 – Criminal Record Checks / Police Reference Checks for Employment Candidates**, be deleted and the revised, newly formatted, Administrative Procedure – **#403 – Criminal Record Checks / Police Reference Checks for Employment Candidates**, be received and posted as amended under Directional Policy – **#400 – Recruitment, Talent Development, Leadership, and Succession Planning**.

Carried

4. Draft Administrative Procedure – New #702

**Religious Accommodation**

Jeannie Armstrong, Superintendent of Learning / I/S Program / Faith and Equity, presented new draft Administrative Procedure – **#702 – Religious Accommodation** to the Policy Development Committee and answered questions from Trustees. The new administrative procedure replaces Appendix A of old Administrative Procedure #706.

**MOTION:** Moved by Helen McCarthy, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#702 – Religious Accommodation**, be received and posted under Directional Policy – **#700 – Equity and Inclusive Education**.

Carried

5. Draft Administrative Procedure – New #607, Old #201

**Fundraising in Schools**

Isabel Grace, Superintendent of Business and Finance, presented draft Administrative Procedure – **#607 – Fundraising in Schools** to the Policy Development Committee and answered questions from Trustees. Isabel pointed out three subtle changes that have been made in the new administrative procedure.

**MOTION:** Moved by Kevin MacKenzie, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#201 – Fundraising in Schools**, be deleted and the revised, newly formatted, Administrative Procedure – **#607 – Fundraising in Schools**, be received and posted as amended under Directional Policy – **#600 – Stewardship of Resources**.

Carried

6. Draft Administrative Procedure – New #818, Old #705

***Accessibility and Barrier Free Learning and Work Environment: Employment***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#818 – Accessibility and Barrier Free Learning and Work Environment: Employment** to the Policy Development Committee and answered questions from Trustees. Laurie made a PowerPoint presentation making references to Administrative Procedures #818, #819, #820, #821, and #822.

**MOTION:** Moved by Linda Ainsworth, seconded by David Bernier that the Policy Development Committee recommend to the Board that Administrative Procedure – **#705 – Accessibility and Barrier Free Learning and Work Environments**, be deleted and new Administrative Procedure – **#818 – Accessibility and Barrier Free Learning and Work Environment: Employment**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

7. Draft Administrative Procedure – New #819, Old #705

***Accessibility and Barrier Free Learning and Work Environment: Information and Communication***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#819 – Accessibility and Barrier Free Learning and Work Environment: Information and Communication** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

**MOTION:** Moved by Kevin MacKenzie, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#819 – Accessibility and Barrier Free Learning and Work Environment: Information and Communication**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

8. Draft Administrative Procedure – New #820, Old #705

***Accessibility and Barrier Free Learning and Work Environment: Transportation***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#820 – Accessibility and Barrier Free Learning and Work Environment: Transportation** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#820 – Accessibility and Barrier Free Learning and Work Environment: Transportation**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

9. Draft Administrative Procedure – New #821, Old #705

***Accessibility and Barrier Free Learning and Work Environment: Design of Public Spaces***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#821 – Accessibility and Barrier Free Learning and Work Environment: Design of Public Spaces** to the Policy Development Committee and answered questions from Trustees. Laurie and Isabel Grace, Superintendent of Business and Finance, highlighted the changes in the new administrative procedure.



**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#821 – Accessibility and Barrier Free Learning and Work Environment: Design of Public Spaces**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

10. Draft Administrative Procedure – New #822, Old #705

***Accessibility and Barrier Free Learning and Work Environment: Customer Service***

Laurie Corrigan, Superintendent of Learning / Special Education Services, presented new draft Administrative Procedure – **#822 – Accessibility and Barrier Free Learning and Work Environment: Customer Service** to the Policy Development Committee and answered questions from Trustees. Laurie highlighted the changes in the new administrative procedure.

**MOTION:** Moved by Linda Ainsworth, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#822 – Accessibility and Barrier Free Learning and Work Environment: Customer Service**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

**C. Information Items:**

There were no information items.

**D. Next Meeting:**

1. Wednesday, May 12, 2021  
6:30 p.m. – 8:30 p.m.

# Draft

2021-PD-14

**E. Conclusion:**1. Closing Prayer.

Emmanuel Pinto, Committee Chairperson, lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth, that the Policy Development Committee Meeting adjourn at 7:58 p.m.

Carried.

Emmanuel Pinto  
Committee Chairperson  
/ab

Joan Carragher  
Director of Education



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE <b>Media Relations</b>	ADMINISTRATIVE PROCEDURE NUMBER <b>1103</b>
<i>Directional Policy</i> <b>1100 – Communications</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Media Relations

**DATE APPROVED:**

May 2021

**PROJECTED REVIEW DATE:**

May 2026

**DIRECTIONAL POLICY ALIGNMENT:**

The Media Relations Administrative Procedure aligns with *Directional Policy 1100 - Communications* by supporting the Board's commitment to provide accurate, clear, timely and accessible communication regarding programs, services, events and activities.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Media Relations Administrative Procedure outlines the Board's commitment to maintain positive and proactive media relations, which assists the Board in the implementation and promotion of its vision and strategic priorities.

AP- 1103



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## GUIDELINES:

The Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board recognizes the important role the media plays in providing timely and important information to the communities the Board serves.

The Board values its relationship with the media and is committed to maintaining proactive and positive media relations with the local and provincial media.

The Board understands the deadline-orientated environment in which the media operates and is committed to providing timely and accurate responses to media inquiries.

The Director of Education, the Chairperson of the Board and the Communications Manager are the only roles approved to serve as spokespersons for the Board.

The Director of Education and Communications Manager shall approve and/or designate other Board spokespersons on a case-by-case basis as appropriate.

All media inquiries concerning Board operations are to be directed to Communication Services.

All release of information to the media will be subject to the Municipal Freedom of Information and Protection of Privacy Act, the Education Act, Board policies and all other pertinent acts and regulations.

**AP- 1103****RESPONSIBILITIES:****The Chair of the Board is responsible for:**

- Acting as Board spokesperson on issues that fall under Board of Trustees' responsibilities

**Trustees are responsible for:**

- Ensuring alignment of this administrative procedure with the Communications Directional Policy
- Reviewing the Media Relations Administrative Procedure as part of its regular policy and procedure review cycle
- Responding to media inquiries with respect to issues local to the area represented by the trustee or matters of personal opinion in accordance with the spirit of the [Trustee Code of Conduct](#)

**The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure
- Acting as Board spokesperson on issues concerning Board operations
- Delegating Board staff to respond to the media on behalf of the Board as appropriate
- Approving Board-issued media releases and communications as appropriate

**Superintendents and managers are responsible for:**

- Ensuring any employee for whom they have supervisory responsibility are compliant with the requirements under this Administrative Procedure
- At the direction of the Director of Education, responding to the media on areas that fall under their responsibility and/or expertise
- Assisting Communication Services in providing timely and accurate responses to the media

**The Communications Manager is responsible for:**

- Acting as Board spokesperson at the approval of the Director of Education

**AP- 1103****Communication Services is responsible for:**

- Preparing and distributing all system-level media releases and communications
- Providing timely and accurate responses to media inquiries
- Maintaining proactive and positive media relations with local and regional media
- Providing media relations support to schools
- Identifying opportunities to engage media in Board and school activities
- Liaising with media at Board-wide or system-level media events

**School Principals are responsible for:**

- Acting as spokesperson for their individual school
- Assisting Communication Services in providing timely and accurate responses to the media
- Notifying Communication Services about school-level media opportunities or high-profile events occurring at the school
- Maintaining positive relations with local media, facilitating positive media coverage about staff and student activities and inviting media to school-level events as part of school promotion
- Deferring media requests about controversial issues, provincial or system-level education issues, or any issues that may result in negative media coverage to the Communications Manager
- Informing the Communications Manager about school-level issues that may cause negative media coverage or pose a public relations issue to the Board
- Ensuring all students who participate in media activities at the school or Board have the appropriate media consents

**Classroom teachers and school staff are responsible for:**

- Obtaining principal permission for any proposed media activity in the school
- Ensuring all students in their classroom have the appropriate consent to participate in school-level media activities

**Coaches/conveners are responsible for:**

- Providing responses to the media about general team-level or gameday questions, while deferring all other media questions to the school principal and/or Communication Services
- Ensuring all students on their team have the appropriate consent before participating in school- and Board-level media activities

**AP- 1103****Members of the media are responsible:**

- Obtaining permission from the school principal before attending/entering school property
- Obtaining permission from the school principal to conduct interviews on school property with students or staff, to take photographs or record video or audio of students or staff, and using due diligence to ensure that all students have the appropriate media consents before capturing footage of any students on school property

**PROGRESS INDICATORS:**

- Regular news monitoring of local and provincial media coverage

**DEFINITIONS:****Media**

Media is the term used to generally describe journalism outlets which may have an interest in reporting on school board operations. Media roles are increasingly fluid and dynamic and may include traditional news outlets such as radio, TV, newspapers and news magazines and/or online news sites, blogs, vlogs, podcasts and social media platforms.

**REFERENCES:**

- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Education Act](#)

**RESOURCES:**

- [Social Media Guidelines for Employees](#)

## **B.1.**

### **Recommended Action:**

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#712 – *Media Relations***, be deleted and the revised, newly formatted, Administrative Procedure – **#1103 – *Media Relations***, be received and posted as amended under Directional Policy – **#1100 – *Communications***.

Carried





BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE	ADMINISTRATIVE PROCEDURE NUMBER
<b>Opening and Blessing of New Schools and New Additions</b>	<b>209 (NEW)</b> <b>703 (OLD)</b>
DIRECTIONAL POLICY	
<b>200 – Catholic Education</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Opening and Blessing of New Schools and New Additions

**DATE APPROVED:**

May 2021

**PROJECTED REVIEW DATE:**

May 2027

**DIRECTIONAL POLICY ALIGNMENT:**

The Opening and Blessing of New Schools and New Additions Administrative Procedure aligns with *Directional Policy 200 – Catholic Education* by showcasing the expansion of Catholic education and liturgically expressing God’s generosity and love through an official opening and blessing for all new schools and new additions to existing schools.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Opening and Blessing of New Schools and New Additions Administrative Procedure puts into action the Board’s commitment to educate students in faith-filled learning communities.



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

#### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

#### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

#### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

### ACTION REQUIRED:

All new schools and new additions to existing schools in the Peterborough Victoria Northumberland and Clarington Catholic District School Board shall have an official solemn opening and blessing ceremony.

The opening and blessing ceremony shall be held as soon as possible after a new school or new addition to an existing school is completed and occupied.

The event shall be held within 60 days of the occupancy unless there are extenuating circumstances.

Acknowledging that the land we gather and learn on every day is the traditional territories of the Mississauga Anishnaabe, the board will invite representation from the Williams Treaty First Nations Peoples who live in the jurisdiction of the new school or addition to participate in the official opening and blessing ceremony.

An Official Opening and Blessing Ceremony Committee consisting of the chair of the board, local area trustee(s), director of education, superintendent, principal, vice-principal (where applicable), manager of communications, Diocese of Peterborough representative, First Nation, Métis, and Inuit Advisory Committee and Accessibility for All Committee representatives, Catholic school council representative, and student council representative (if a secondary school) shall be established to organize the event.

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

- Ensuring alignment of this administrative procedure with the Catholic Education Directional Policy
- Reviewing the Opening and Blessing of New Schools and New Additions Administrative Procedure as part of its regular policy and procedure review cycle

**The Chairperson of the Board is responsible for:**

- Participating as a member in the opening ceremony committee

**Trustees are responsible for:**

- Acting as the master/mistress of ceremonies if the official opening takes place in their local area
- Participating as a member in the opening ceremony committee if the official opening takes place in their local area

**The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure
- Acting as the chair of the opening ceremony committee and establishing a budget for the event

**Family of Schools Superintendents are responsible for:**

- Participating as a member in the opening ceremony committee if the opening takes place in their family of schools

**Principals/VPs are responsible for:**

- Participating as a member in the opening ceremony committee if the opening takes place at their school

**PROGRESS INDICATORS:**

- Presentation of this AP to the First Nation, Métis, and Inuit Advisory Committee and Accessibility for All Committee

**DEFINITIONS:****New Addition**

This administrative procedure applies to significant new additions to existing school facilities which would substantially increase the square-footage of the school and/or create new learning space that has a significant impact on the school community such as a new learning commons (library), gymnasium or kindergarten wing.

**RESOURCES:**

Official Opening and Blessing of New Schools and New Additions Guidelines

## **B.2.**

### **Recommended Action:**

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#703 – *Opening and Blessing of New Schools and New Additions***, under Directional Policy – **#1100 – *Communications***, be deleted and the revised, newly formatted, Administrative Procedure – **#209 – *Opening and Blessing of New Schools and New Additions***, be received and posted as amended under Directional Policy – **#200 – *Catholic Education***.

Carried



<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>ADMINISTRATIVE PROCEDURE</i>	<i>ADMINISTRATIVE PROCEDURE NUMBER</i>
<b>Student Eligibility</b>	<b>1301 (NEW)</b> <b>1001 (OLD)</b>
<i>Directional Policy</i>	
<b>1300 – Student Transportation</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Student Eligibility

**DATE APPROVED:**

May 12, 2021

**PROJECTED REVIEW DATE:**

2026

**DIRECTIONAL POLICY ALIGNMENT:**

1300 - Student Transportation

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Student Eligibility Administrative Procedures support our Vision for achieving excellence in Catholic Education by establishing consistent and transparent processes for determining which pupils of the Board are eligible for transportation services from home to school.



## Strategic Priorities 2017-2020

### Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

### Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

Eligibility for transportation services may be granted to pupils of the Board as per the approved parameters in the Transportation Directional Policy.

This Procedure provides guidance with respect to:

- Transportation to Specialized Programs
- Transportation for students enrolled in French Immersion Programs
- Transportation to and from Childcare
- Temporary Transportation due to Medical Reasons
- Temporary Transportation due to Compassionate Family Medical Reasons
- Variable Transportation for Joint Custody Arrangements
- Transportation for Out-of-boundary students
- Requests for Review of Distance Determination
- Requests for Reconsideration of Transportation Arrangements

### Transportation to Specialized Programs

Notwithstanding the approved parameters in the Transportation Directional Policy, transportation may be provided for students requiring specialized programs, i.e. Special Education services located in regional sites. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board Administration.

### **Transportation for students enrolled in French Immersion Programs**

French Immersion programs are offered in various regional sites within the school board jurisdiction, and transportation services are provided to students who are eligible with regards to distance parameters under the following circumstances:

- French Immersion programs have established boundaries/catchment areas, which may be different that a student's 'home' school. Students may be provided with transportation to the French Immersion program that their primary residence is within the catchment for.
- Transportation to the location of the French Immersion program shall only be provided while the student is enrolled in the French Immersion program.
- Should a student cease to attend a French Immersion program, it is expected that the student will transfer to the appropriate English track program situated at the home school.

### **Transportation to and from Childcare**

Transportation may be provided between school and a childcare centre/babysitter address (referred to as childcare) in accordance with the following guidelines and procedures:

- i) The childcare is within the same school boundary/catchment as the child's primary residence and
- ii) The childcare is beyond the walking distance of the home school which the student is registered to attend.
- iii) A student may have only one alternate pick/up and/or drop/off stop
- iv) The alternate transportation follows the same schedule five days per week;
- v) The parent/guardian applies annually on the prescribed form for this type of alternate address pick-up and drop-off by May 30<sup>th</sup> for transportation for the following school year.
- vi)

### **Temporary Transportation due to Medical Reasons**

Transportation may be provided for students temporarily incapacitated with medical conditions that significantly interfere with their safe conveyance to school in accordance with the following guidelines and procedures:

- i) Parents/guardians must provide a Request for Special Transportation – Medical, which has been completed by a qualified medical practitioner that is appropriately aware of the specific medical condition and can verify the student's limitations, and the date of anticipated recovery.



- ii) Parents/guardians will submit the form to the school principal for acknowledgement by the principal.
- iii) The school principal will submit the form to the Transportation Authority for review and approval. In the event that insufficient information is provided by the medical practitioner, the form will be returned to the parent/guardian for further clarification and implementation will be deferred until clarification has been received.
- iv) After the transportation service has been approved, the Transportation Authority will arrange transportation and advise the parent/guardian accordingly. Siblings of students transported under this provision will not qualify for transportation solely as a result of another family member being transported.

### **Temporary Transportation due to Compassionate Family Medical Reasons**

Consideration will be given by the Transportation Authority to special circumstances when a parent is critically ill/or injured and transportation is requested for the student. The parent must make the request in writing and provide sufficient/appropriate detailed information to the Superintendent responsible for Transportation. All other reasonable options such as walking buddies, walking school bus or riding with neighbours must be explored by the school Principal before transportation is granted. Transportation will only be granted for a limited time period of up to three months or until the end of term/year depending on when the request is received, and is intended to be a onetime event only. During this period the family will work on making alternative permanent arrangements.

### **Transportation for Students in a Joint Custody Arrangement and Having Two Homes**

A 'joint custody arrangement' refers to a student whose two parents and/or guardians are legally responsible for the care of the student and who share equal access to the student. Joint custody need not be specified in a court order. Parent/guardians who sign an application for variable transportation are claiming to have 'joint custody' of the student.

In joint custody family arrangements, variable/alternate pick-up/drop-off points may be approved on a one-week rotating schedule (week being defined as Monday to Friday) i.e. pick-up and drop-off from the residence of one (1) parent for one (1) week and pick-up and drop-off from the residence of the other parent for the alternate week under the following conditions:

- i) Both residences must be within the attendance boundary for the student's board-designated school and within the transportation boundary for said school.
- ii) Existing bus stops will be used if possible

- iii) Only two (2) residences will be considered
- iv) Students must be nine (9) years of age by 1 September and able to determine the correct bus that they are to embark to their appropriate residence each day.
- v) Completion of prescribed form, signed by both parents, and submission of the form to the Transportation Authority. For safety concerns and to ensure that both parents/guardians are aware of the variable transportation arrangements, both parents/guardians signatures are required for consideration. Separate forms may be completed and signed by each party. A single form signed by both parties is not necessary providing the information on separate forms is identical.

Exceptions, including for emergencies, must be approved by the school principal and superintendent.

### **Transportation for Out-of-Boundary Students**

Each school shall have a defined attendance boundary. Where permission has been granted to a student to attend a school outside of their attendance boundary, transportation services are not provided. Transportation for out-of-boundary/out-of-Board students is ultimately the responsibility of the parent/guardian.

Transportation may be considered, upon written request, where there is

- (i) an existing route that accesses the 'out-of-boundary' school, and the parent/guardian is prepared to take responsibility to safely convey the student to a pick-up point on the existing route.
- (ii) there is adequate space on the existing route,
- (iii) no or minimal route adjustments are necessary, and
- (iv) there will be no additional costs incurred by the Board or Transportation Authority.

Requests for transportation may be submitted by 30 May to the school principal (or completion of an electronic form where available) and decisions on out-of-boundary/out-of-board arrangements will be at the sole discretion of the Transportation Authority, following consultation with Board administration.

When approved, permission will be given for one school year only and must be reapplied for the following school year. Where, during the current school year it becomes evident that space will cease to be available or a change in route is deemed necessary, such service will be discontinued effective the start of the subsequent school year.

Should there be space available, approval by the Transportation Authority is based on knowledge of the family situation as well as consideration of the following criteria:

- Grade level (priority given to younger students)
- Child care/ daycare provider needs
- Date of the application

Where requests for 'Out-of-Boundary' consideration are received prior to the start of the school year, but after mid-August, requests will not be reviewed or processed until after September 30<sup>th</sup> in order that the school year start up for transportation may proceed efficiently.

### **Request for Review of Distance Calculation**

Geometrics planning software programs are used for all students within the service area. This software determines distance eligibility. This software measures the distance between the residence and the school property based on approved distances set in the Transportation Policy.

Distance is measured from the closest perimeter edge of the residential property to the closest perimeter edge of the school property based on the shortest route on the road network, inclusive of municipal walkways.

If a parent wishes to dispute the distance calculation, they may do so, noting that the Transportation Authority and the School Board have agreed upon the planning software, as expected by the Ministry of Education, to avoid discrepancies which can occur in varying web based mapping technologies.

The submission will be reviewed and the decision communicated to the parent/guardian either verbally, or in writing. The Transportation Authority decision is final and not subject to further review.

### **Request for Reconsideration of Transportation Arrangements**

It is possible to request a reconsideration of the eligibility decision made by the Transportation Authority in cases where a parent or guardian disagrees with the way in which policies and administrative procedures have been applied.

Reconsideration Procedure:

1. Requests for reconsideration must be made in writing by a parent or guardian directed to the Chief Administrative Officer of STSCO, or the Transportation Supervisor of Trillium Lakelands DSB depending on the service area.
2. Staff members of the Transportation Authority will prepare all information regarding the situation along with an explanation for their decision based on policy and procedures.

3. The CAO/Transportation Supervisor will assess the documentation provided by the parent and guardian. A written reply will be prepared within 15 days of receipt.
4. If the parent or guardian is not satisfied with the response from the Chief Administrative Officer, he or she may request reconsideration of the decision in writing to the Director of Education, or delegate.
5. The Director of Education, or delegate, will then render a decision in writing within 30 working days. The parent or guardian will be notified in writing of the decision.
6. If a parent/guardian is not satisfied with the response from the Director of Education, or delegate, regarding the application of this Administrative Procedure, they may petition in writing the Board of Trustees to request the opportunity to make a delegation to the Board.

Notwithstanding the time limits outlined above, no request for reconsideration will be processed between the dates of September 1<sup>st</sup> through October 15<sup>th</sup> because of the Transportation Authority school year start up for transportation.

At any time during the process, the local School Board Trustee may be contacted to assist with the process and the request submission.

## **RESPONSIBILITIES:**

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

- Reviewing this Administrative Procedure to ensure its alignment with the Transportation Directional Policy.
- Reviewing the Student Eligibility Administrative Procedure as part of its regular policy and procedures review cycle.
- Assisting parents/guardians with transportation concerns by receiving inquiries and forwarding to the Superintendent of Business and Finance or delegate for response.

### **The Director of Education is responsible for:**

- Overseeing implementation of the Student Eligibility Administrative Procedure.
- Making decisions regarding reconsiderations when subordinate levels of the process have been completed.

### **Superintendent of Business and Finance is responsible for:**

- Acting as delegate of authority for Director of Education in matters of reconsideration.

- Providing support and decisions to Transportation Authority in interpreting and resolving conflicts brought forward from parents/guardians.

**Superintendents are responsible for:**

- Forwarding transportation eligibility related matters to the appropriate Transportation Authority or to Superintendent of Business and Finance

**Principals are responsible for:**

- Directing inquiries regarding transportation eligibility matters to the appropriate Transportation Authority
- Ensuring that forms received from parents/guardians regarding transportation eligibility are directed to the appropriate Transportation Authority
- Reviewing requests for Special Transportation and ensuring the requests are appropriate prior to directing to the Transportation Authority

**Parents are responsible for:**

- the safe conveyance of the student(s) to and from school where the student(s) is ineligible for transportation
- the safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off, and
- the safe conduct of the student(s) prior to pick-up and drop-off at bus stop locations
- Completing appropriate documentation (paper-based or electronically) within specified timeframes so that consideration can be given to requests in a timely manner
- Updating their school administration on a timely basis if there are changes to the family status/situation that would impact transportation eligibility, including changes to primary residence and custody matters.

**PROGRESS INDICATORS:**

Inquiries from parents/guardians and requests for reconsiderations are addressed in a timely manner.

**DEFINITIONS:**

Transportation Authority: for the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario (STSCO), through its Chief Administrative Office. For the City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor

**REFERENCES/RELATED DOCUMENTS:**

Administrative Procedure 206 – Admission to Catholic Schools

Appendix A: School Bussing Application for Alternate Pick-up/Drop-off for  
Childcare/Babysitter

Appendix B: Student Eligibility: Request for Special Transportation – Medical Form

Appendix C: Out-of-Boundary Student Transportation Request Form

## **B.3.**

### **Recommended Action:**

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#1001 – *Student Eligibility***, be deleted and the revised, newly formatted, Administrative Procedure – **#1301 – *Student Eligibility***, be received and posted as amended under Directional Policy – **#1300 – *Student Transportation***.

Carried