



Agenda

POLICY DEVELOPMENT COMMITTEE MEETING

Tuesday, October 20, 2020

6:30 – 8:30 p.m.

CATHOLIC EDUCATION CENTRE – BOARDROOM

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Chairperson: Emmanuel Pinto

Trustees who are unable to attend, or would like to attend virtually, are asked to please notify Andrea Bradley, Administrative Assistant
abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer, Linda Ainsworth.
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 May 13, 2020. Page 3
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. R.A.: Draft Administrative Procedure – New #910, Old #801 Page 8
Suspension, Expulsion, and Appeal
Tim Moloney, Superintendent of Learning / Student Success
2. R.A.: Draft Administrative Procedure – New #1004, Old #602 Page 24
Catholic Parent Engagement Committee
Michael Nasello, Director of Education

C. Information Items:

1. Administrative Procedure – New #817 (previously posted) Page 40
Students Wearing Masks
Michael Nasello, Director of Education

D. Next Meeting:

1. Date: Tuesday, November 17, 2020 6:30 – 8:30 p.m.

E. Conclusion:

1. Closing Prayer, Kevin MacKenzie.
2. Adjournment.



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Wednesday, May 13, 2020 at 6:30 p.m. via Google Meet.

PRESENT

Trustees: Mmes. Linda Ainsworth, Eveline Fisher (Senior Student Trustee), Helen McCarthy, Michelle Griepsma.
Messrs. Braden Leal, Kevin MacKenzie, Emmanuel Pinto (Committee Chairperson).

Administration: Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace.
Messrs. Pepe Garieri, Timothy Moloney, Michael Nasello, Stephen O'Sullivan.

Guests: Messrs. Galen Eagle, Communications Manager,
Sean Heuchert, Information Technology Services Manager.

Regrets: Messrs. David Bernier, Josh Hill (Junior Student Trustee).

Recorder: Mrs. Andrea Bradley.

A. Call to Order:

Emmanuel Pinto called the meeting to order.

1. Opening Prayer.

The Committee Chairperson, Emmanuel Pinto, called the meeting to order at 6:32 p.m. and asked Kevin MacKenzie 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.

Draft

2020-PD-8

3. Approval of the Agenda.

MOTION: Moved by Linda Ainsworth, seconded by Michelle Griepsma, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on February 4, 2020.

MOTION: Moved by Braden Leal, seconded by Kevin MacKenzie, that the Minutes of the Policy Development Committee Meeting held on February 4, 2020, be approved.

Carried.

6. Business Arising from the Minutes.

Re: C.1. Pastoral Care in Schools: Diocesan Board Guidelines

It was stated in the Minutes that: *“Michael will engage in further conversation with the Bishop regarding the document and will bring it back to the Policy Development Committee.”* Michelle Griepsma, Board Chairperson, asked if Michael has met with the Bishop regarding the Guidelines. Michael reported that he has not yet had an opportunity to meet with the Bishop regarding the Guidelines.

B. Recommended Actions/Presentations:

1. R.A.: Draft Administrative Procedure – New #1209

Privacy Breach Response

Galen Eagle, Communications Manager, presented new draft Administrative Procedure – **#1209 – Privacy Breach Response** to the Policy Development Committee and answered questions.

Draft

2020-PD-9

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – **#1209 – Privacy Breach Response** be received and posted under Directional Policy – **#1200 Records and Information**.

Carried

2. R.A.: Draft Administrative Procedure – New #314 (Old #904)

Personal Network Devices

Sean Heuchert, Information Technology Services Manager, presented new draft Administrative Procedure – **#314 – Personal Network Devices** to the Policy Development Committee and answered questions.

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#904 – Personal Network Devices**, be deleted and the revised, newly formatted, Administrative Procedure – **#314 – Personal Network Devices**, be received and posted as amended under Directional Policy – **#300 – Student Achievement and Well-being**.

Carried

3. R.A.: Remove Policies and Administrative Procedure –

#602 – (Old Policy #105)

School Sites – Operating Budget Surplus

#603 – (Old Policy and Administrative Procedure #106)

Alternative Arrangements for School Facilities

Isabel Grace, Superintendent of Business and Finance, explained to the Policy Development Committee that the wording in **Administrative Procedures #602** and **#603** is no longer relevant due to changes in EDC regulations. Legal council recommended that they be deleted from the Policy Register.

MOTION: Moved by Michelle Greipsma, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Policies and Administrative Procedure – **#602 (Old Policy #105) – School Sites – Operating Budget Surplus**, and **#603 – (Old Policy and Administrative Procedure #106) – Alternative Arrangements for School Facilities** be deleted.

Carried

Draft

2020-PD-10

4. R.A.: Draft Administrative Procedure – New #902 (Old #411)

Visitors to Schools

Tim Moloney, Superintendent of Learning / Student Success, presented new draft Administrative Procedure – **#902 – Visitors to Schools**, to the Policy Development Committee and answered questions.

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#411 – Visitors to Schools**, be deleted and the revised, newly formatted, Administrative Procedure – **#902 – Visitors to Schools**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried.

5. R.A.: Draft Administrative Procedure – New #901 (Old #814)

Safe Arrivals

Tim Moloney, Superintendent of Learning / Student Success, presented new draft Administrative Procedure – **#901 – Safe Arrivals**, to the Policy Development Committee and answered questions.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#814 – Safe Arrivals – Elementary**, be deleted and the revised, newly formatted, Administrative Procedure – **#901 – Safe Arrivals**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried.

C. Information Items:

D. Next Meeting:

1. September 29, 2020 6:30 p.m. – 8:30 p.m.

Draft

2020-PD-11

E. Conclusion:1. Closing Prayer.

The Committee Chairperson, Emmanuel Pinto asked Linda Ainsworth to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Helen McCarthy seconded by Braden Leal, that the Policy Development Committee Meeting adjourn at 7:52 p.m.

Carried.

Helen McCarthy, City of Peterborough Trustee, commended Emmanuel Pinto, Committee Chairperson, on his professionalism chairing the first virtual Policy Development Committee meeting.

Emmanuel Pinto
Committee Chairperson
/ab

Michael Nasello
Director of Education



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE SUSPENSION, EXPULSION, AND APPEAL	ADMINISTRATIVE PROCEDURE NUMBER 910 (NEW) 801 (OLD)
<i>Directional Policy</i> 900 – Safe and Accepting Schools	

TITLE OF ADMINISTRATIVE PROCEDURE:

Suspension, Expulsion, and Appeal

DATE APPROVED:

X

PROJECTED REVIEW DATE:

X

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the Safe and Accepting Schools Directional Policy - 900 by ensuring our students feel safe and secure and that our schools are welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environments.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Suspension, Expulsion, and Appeal Administrative Procedure supports the Board's Mission to educate students in faith-filled, safe, inclusive learning communities. This Administrative Procedures also supports the strategic priority to learn by enabling all students to become reflective, self-directed, life-long learners. This is achieved when students are supported with developing the social-emotional and communication skills needed to regulate themselves, resolve conflict and develop the habits of making healthy behaviour choices.



ACTION REQUIRED:

This Administrative Procedure sets out guidelines for suspension and expulsion in accordance with the progressive disciplinary measures and processes outlined in the Education Act and its Regulations. This Administrative Procedure also provides steps to be taken for Suspension Appeals and Expulsion Hearings to ensure a fair and measured disciplinary process for each student, based on the balance of probabilities.

The Board shall be committed to the development of each student as a moral, faithful person created in the image of God and shall support the learning of each student and the safety of the Catholic school community.

1.0 Suspension

Activities that may lead to suspension for students in grades 4 to 12

As outlined in subsection 306(1) of the Education Act (a to f), a principal shall consider whether to suspend a student in grades 4 to 12 if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- a) Uttering a threat to inflict serious bodily harm on another person;
- b) Possessing alcohol, cannabis (unless the student is authorized to use cannabis for medical purposes), or illegal drugs;
- c) Being under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes);
- d) Swearing at a teacher or at any person in a position of authority;

- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises; or
- f) Bullying, including cyber-bullying.

In addition to the reasons outlined in subsection 306(1) of the Education Act, the Board provides supplementary reasons for a principal to consider suspension. They are as follows:

- g) Persistent truancy;
- h) Persistent opposition to authority;
- i) Habitual neglect of duty;
- j) Use of profane or improper language;
- k) Use of tobacco and/or vaping products;
- l) Theft and/or extortion;
- m) Aid or incite harmful behaviour;
- n) Physical assault and/or fighting;
- o) Being under the influence and/or in possession of restricted drugs;
- p) Sexual, racial, and/or personal harassment;
- q) Possession or misuse of any harmful substances;
- r) Prejudice, bias or hate-motivated violence;
- s) Development and/or distribution of hate material;
- t) Inappropriate use of computer equipment, websites, electronic media or communication devices;
- u) Conduct injurious to the school climate, including to the physical or mental well-being of others in the school; or
- v) Serious breach of the Board's Code of Conduct.

Kindergarten to Grade 3

As per the Education Act, Ontario Regulation 440/20, a student in Kindergarten to Grade 3 cannot be suspended for the activities listed in subsection 306(1) of the Education Act, or for supplemental reasons approved by the Board, however, these incidents are still unacceptable in schools and must be reported to the principal.

Guidelines

- 1.1 All employees of the board, who become aware that a student may have engaged in a serious student incident, shall report the matter to the principal as soon as reasonably possible.
- 1.2 When inappropriate student behaviour occurs, Principals will use a progressive discipline approach which combines early and ongoing interventions to promote positive student behaviour. Principals will consider a range of options to determine the most appropriate way to respond to each situation and help students learn from their choices while taking into account their individual circumstances. In some cases, a suspension may be necessary.
- 1.3 The principal will conduct an investigation in accordance with the legislated requirements outlined in detail in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and

Procedures Manual and consider suspension along with mitigating factors, student's history, and other relevant factors.

- 1.4 The principal will consult with the appropriate Family of Schools Superintendent about a suspension from school greater than five days.
- 1.5 Written notification about suspension will comply with the requirements of legislation regarding timelines, information, homework for short-term suspensions, or learning program for students on long-term suspension, and the appeal process. Specific information about reports and forms is found in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
- 1.6 A student/parent/guardian who is considering appealing a suspension may meet with the appropriate Family of Schools Superintendent to discuss matters related to the suspension.
- 1.7 A student/parent/guardian may appeal a suspension by writing to the Director of Education within ten school days of the commencement of the suspension.
- 1.8 Upon receipt of a suspension appeal request from a student/parent/guardian, the Director will advise the appropriate Family of Schools Superintendent and the Superintendent of Safe Schools.
- 1.9 The appropriate Family of Schools Superintendent will review the suspension details. Subject to the legislated provisions surrounding the record related to suspensions which have required the completion of a Safe Schools Incident Reporting Form or which involve bullying, the appropriate Family of Schools Superintendent may:
 - a) confirm the suspension and the duration of the suspension;
 - b) confirm the suspension, but shorten the duration of a suspension two days or more in length and amend the record of the suspension accordingly; or
 - c) quash the suspension and expunge the record of the suspension even if the suspension that is under appeal has already been served.
- 1.10 If a settlement of the appeal is reached, between the student/parent/guardian and the appropriate Family of Schools Superintendent, it will be documented in a letter issued by the appropriate Family of Schools Superintendent and the appeal will be deemed to have been remedied.
- 1.11 The Director of Education, upon receipt of a suspension appeal, will establish a Suspension Appeal Committee. The Committee will convene within 15 days of receipt of the appeal, or at a later date, as agreed to by both parties. The Appeal Committee will consist of three trustees who have had no prior involvement in the matter under appeal. The Appeal Committee Meetings will be held in-camera.

- 1.12 The Superintendent of Safe Schools will provide the parties with information (e.g. procedural requirements, order of presentation, who may attend, and timelines for rendering a decision) about the appeal process as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
- 1.13 Subject to the legislated provisions surrounding the record related to suspensions which have required the completion of a Safe Schools Incident Report Form or which involve bullying, the Suspension Appeal Committee may:
- a) confirm the suspension and the duration of the suspension;
 - b) confirm the suspension, but shorten the duration of a suspension two days or more in length, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly; or
 - c) quash the suspension and order that the record of the suspension be expunged, even if the suspension that is under appeal has already been served.
- 1.14 The decision of the Suspension Appeal Committee will be the decision of the Board and it is final.

2.0 Expulsion

Activities that may lead to expulsion for students in grades 4 to 12

As outlined in subsection 310(1) of the Education Act (a to i), a principal shall suspend a student (in grades 4 to 12) for up to 20 days and conduct an investigation to determine whether to recommend to the Board that the student be expelled if they believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- a) Possessing a weapon, including possessing a firearm;
- b) Using a weapon to cause or to threaten bodily harm to another person;
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- d) Committing sexual assault;
- e) Trafficking in weapons or in illegal drugs;
- f) Committing robbery;
- g) Giving alcohol or cannabis to a minor;
- h) Bullying, if,
 - i. the student (between grades 4 to 12) has previously been suspended for engaging in bullying, and
 - ii. the student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- i) Any activity listed in subsection 306(1) of the Education Act, and supplemental reasons approved by the Board, that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

In addition to the reasons outlined in subsection 310(1) of the Education Act, the Board provides supplementary reasons for a principal to consider recommendation for expulsion. They are as follows:

- j) Conduct injurious to the school climate, including to the physical or mental well-being of others in the school; or
- k) Serious breach of the Board's Code of Conduct.

Kindergarten to Grade 3

As per the Education Act, Ontario Regulation 440/20, if a student in Kindergarten to Grade 3 engages in any of the activities that may lead to expulsion for students in grades 4 to 12, the principal will conduct an investigation regarding the allegations to determine if the student should be suspended.

Guidelines

- 2.1 The principal will conduct an investigation in accordance with the legislated requirements outlined in detail in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual and consider a 20 day suspension and the recommendation for a possible expulsion along with mitigating factors, student's history, and other relevant factors.
- 2.2 The principal will consult with the appropriate Family of Schools Superintendent about a suspension from school greater than five days.
- 2.3 If there is consideration of a possible expulsion, the principal will issue a 20 day suspension which may be shortened if so warranted by the principal's investigation.
- 2.4 If the principal does not recommend consideration of expulsion to the Board, the principal will inform the student/parent/guardian that the suspension may be appealed.
- 2.5 If the principal imposes a 20 day suspension and decides to recommend to the Board that the student be expelled, the principal will prepare a report with specified components outlined in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual. The principal will provide a copy of the report to the student/parent/guardian, the Family of Schools Superintendent, the Superintendent of Safe Schools, and the Director of Education, along with written notification that the recommendation will be referred to the Expulsion Committee for consideration. A copy of the report will be retained in the student's OSR for a period as determined by the Board's records retention guidelines.
- 2.6 The written notice to the student/parent/guardian will provide details about the reason for recommending expulsion to the Board, along with details about the expulsion process, and options available to the student/parent/guardian.

- 2.7 The Director of Education, upon receipt of a recommendation for possible expulsion, will establish an Expulsion Committee. The Expulsion Committee will consist of up to five trustees, and no less than three, who have had no prior involvement in the matter under consideration for expulsion. All Expulsion Committee Meetings will be held in-camera.
- 2.8 The Expulsion Committee must convene within 20 days of the first day of the suspension to conduct an Expulsion Hearing or to review the Minutes of Settlement. The Expulsion Committee may convene at a later date if agreed to by both parties.
- 2.9 The Expulsion Committee will conduct the meeting in accordance with the following options available to the student/parent/guardian:
- a) Option 1 - Expulsion Hearing
The Superintendent of Safe Schools will provide the school principal and student/parent/guardian with information (e.g. procedural requirements, order of presentation, who may attend, and time lines for rendering a decision) about the Expulsion Hearing as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.
 - b) Option 2 - Minutes of Settlement
The Minutes of Settlement set out the foundational points of a settlement reached between the student/parent/guardian and Peterborough Victoria Northumberland and Clarington Catholic District School Board to expel the student. This document is signed by the student/parent/guardian and the Superintendent of Safe Schools. By signing the Minutes of Settlement the student/parent/guardian consents to the decision as determined by the Expulsion Committee.
- 2.10 In rendering a decision, the Expulsion Committee may:
- a) not expel the student, confirm the 20 day suspension, shorten its duration or withdraw it, and provide information about the right to appeal the suspension at this point;
 - b) expel the student from his/her school and assign the student to another school; or
 - c) expel the student from all schools of the Board and assign the student to a program for expelled students.
- 2.11 The decision of the Expulsion Committee will be the decision of the Board.
- 2.12 Following the Expulsion Committee Meeting, the Director of Education will provide written notice promptly to the student/parent/guardian outlining the decision of the Board.

- 2.13 If the decision of the Board is to expel the student, the written notice will include information regarding the program for expelled students to which the student is assigned; and the right to appeal.
- 2.14 If the Board decides to expel the student, the decision may be appealed by a party, as outlined in Bill 212, to the Child and Family Services Review Board.
- 2.15 If the Board decides to expel the student, and once the student has successfully completed the program for expelled students, as determined by the teacher, the student may make an application to the Director of Education to be admitted back to a school of the Board.
- 2.16 If the Director of Education is satisfied that the matters leading to expulsion have been remedied, the Director will admit the student back to a school of the Board and a transition meeting will be scheduled at the school to facilitate the student's re-entry. A written notification of re-entry to the student's school will be provided by the Director of Education.

3.0 Records Management

- 3.1 School administrators are to follow Ontario Ministry of Education OSR Guidelines, 2000 and the Board's Record Retention Schedule with respect to the removal and retention of Notices of Suspension and Violent Incident Forms in the student's OSR.
- 3.2 If the Principal has taken action, following the investigation of a Safe Schools Incident Report, the following must be completed:
 - a) a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate.
 - b) The names of all students that appear on the form - both students who have engaged in the activity and students who have been harmed - must be removed from the form before it is filed.
 - c) In situations where a student was harmed and who also engaged in a serious student incident, information regarding the incident and the action taken will be placed in that student's OSR.
 - d) The form and documentation must be kept in the OSR for a minimum of one year.
- 3.3 If the principal has identified the incident as violent and if the student engaged in the incident is a student of the school, the reporting form must be retained in that student's OSR for:
 - a) one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period;
 - b) three years, if the student was suspended for the violent incident;
 - c) five years, if the student was expelled for the violent incident.

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

- ensuring alignment with the Safe and Accepting Schools Directional Policy;
- reviewing the Suspension, Expulsion and Appeal Administrative Procedure as part of its regular policy and procedures review cycle; and
- supporting the Suspension Appeal and Expulsion Committee process.

The Director of Education is responsible for:

- designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- upon receipt of a suspension appeal request from a student/parent/guardian, advising the appropriate Family of Schools Superintendent and the Superintendent of Safe Schools;
- upon receipt of a suspension appeal, establishing a Suspension Appeal Committee consisting of three trustees who have had no prior involvement in the matter under appeal;
- upon receipt of a recommendation for possible expulsion, establishing an Expulsion Committee consisting of up to five trustees, and no less than three, who have had no prior involvement in the matter under consideration for expulsion;
- providing written notice promptly to the student/parent/guardian outlining the decision of the Board, which, if the decision of the Board is to expel the student, will include information regarding the program for expelled students to which the student is assigned and the right to appeal;
- ensuring that the Board operates a program for students on long-term suspension and a program for expelled students, in accordance with the Education Act and Ministry of Education guidelines; and
- admitting a student back to the school if the Director is satisfied that the matters leading to expulsion have been remedied and providing written notification of re-entry to the student's school.

Superintendent of Safe Schools is responsible for:

- reviewing and revising this administrative procedure as necessary;
- providing the parties with information (eg. procedural requirements, order of presentation, who may attend, and time lines for rendering a decision) about the appeal process as detailed in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual; and
- supporting the student/parent/guardian and the trustees throughout the appeal and expulsion committee process.

Family of Schools Superintendents are responsible for:

- supporting the implementation of this administrative procedure;
- meeting with a student/parent/guardian to discuss matters related to a suspension, in cases where student/parent/guardian may be considering appealing a suspension; and

- providing a letter, if a settlement has been reached, which confirms that the appeal has been remedied.

Principals are responsible for:

- implementing school wide progressive discipline practices that utilize a continuum of interventions, supports, and consequences to address inappropriate student behaviours;
- investigating all “Safe Schools Incident Reports” submitted by board employees;
- consulting with the appropriate Family of Schools Superintendent about a suspension from school greater than five days; and
- implementing processes as outlined in the Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual.

All employees of the board are responsible for:

- reporting to the school principal, as soon as reasonably possible, when they become aware that a student of the board may have engaged in a serious student incident. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day; and
- confirming all reports of serious student incidents, including those made orally to the principal, using the “Safe Schools Incident Reporting Form”.

Teachers are responsible for:

- supporting school wide progressive discipline practices that utilize a continuum of interventions, supports, and consequences to address inappropriate student behaviours; and
- providing suspended students with schoolwork.

PROGRESS INDICATORS:

- The Suspension, Expulsion, and Appeal Administrative Procedures is applied consistently at all Peterborough Victoria Northumberland and Clarington Catholic District School Board educational settings;
- School wide progressive discipline practices are evident at all Peterborough Victoria Northumberland and Clarington Catholic District School Board educational settings;
- All board employees report serious student incidents to the respective principal as soon as reasonably possible;
- School based discipline data reflects positive trends in student behaviour; and
- School climate surveys indicate that staff and students feel safe, included, and supported in their learning and work environments accordingly.

DEFINITIONS:

Appeal – Appeal is the legislated right of a person to have a decision reviewed by another person in authority or a committee formed for such a purpose.

Authority to Suspend - A principal has the authority to suspend a student for up to 20 school days in accordance with Board policy and legislation. An appropriate Superintendent of Learning (defined as the Superintendent of Learning responsible for the supervision of the school in his or her family of schools) may act in place of the principal during a visit to the school in accordance with Regulation 298, Section 26 (1): The appropriate Superintendent of Learning, in addition to the duties under the Act, may, during a visit to the school, assume any authority and responsibility of the principal of the school. A vice-principal may perform the duties of the principal in accordance with Regulation 298, Section 12, Subsections (2) and (3): A vice-principal shall perform such duties as are assigned to the vice-principal by the principal. In the absence of the principal of the school, a vice-principal, where a vice principal has been appointed for the school, shall be in charge of the school and shall perform the duties of the principal.

Balance of Probabilities – The term “balance of probabilities” refers to a process of arriving at a decision or judgement by weighing the factors to determine the most likely sequence of actions and decisions taken to arrive at an already effected outcome. It answers the question, “What is this person most likely to have done in order to achieve this outcome?”

Bullying

- a) “Bullying” means aggressive and typically repeated behaviour by a student where, the behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social, or academic harm, harm to the individual’s reputation, or harm to the individual’s property, or
 - ii. creating a negative environment at a school for another individual, and
- b) the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education;

For the purposes of the definition of “bullying”, behaviours include the use of any physical, verbal, electronic, written, or other means.

Cyber-bullying

For the purposes of the definition of “bullying”, bullying includes bullying by electronic means (commonly known as cyberbullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Child and Family Services Review Board - The Child and Family Services Review Board has jurisdiction under the Child and Family Services Act and the Education Act to hear applications and appeals of matters affecting children, youth and families.

Expulsion – An expulsion is the withdrawal of a student from one school where the infraction took place or from all the schools of the Board. The suspension preceding a recommendation to the Board for expulsion will usually be 20 days in length. It can be appealed if the principal does not recommend expulsion to the Board or once the Expulsion Committee has rendered its decision.

In-Camera - A process where the public and press are not allowed to observe the procedure or process.

Mitigating Factors – Ontario Regulation 472/07, “Behaviour, Discipline and Safety of Pupils” (formerly “Suspension and Expulsion of Pupils”) Relevant excerpts from Ontario Regulation 472/07, made under the Education Act, are provided below for ease of reference.

For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following mitigating factors shall be taken into account:

- 1) The pupil does not have the ability to control his or her behaviour.
- 2) The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
- 3) The pupil’s continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other factors

For the purposes of subsections 306 (2), 306 (4), 310 (3), 311.1 (4) and clauses 311.3 (7) (b) and 311.4 (2) (b) of the Act, the following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

- 1) The pupil’s history.
- 2) Whether a progressive discipline approach has been used with the pupil.

- 3) Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
- 4) How the suspension or expulsion would affect the pupil's ongoing education.
- 5) The age of the pupil.
- 6) In the case of a pupil for whom an individual education plan has been developed,
 - a) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - b) whether appropriate individualized accommodation has been provided, and
 - c) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Nexus – The umbrella for “school behaviour” includes matters which fall under the category of “nexus”. Nexus means “relevant”. The student's behaviour off school property and/or outside the school day may have a relevant and related impact on the safety and well-being of the school community.

Ontario Student Record (OSR) - The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario.

Program for Expelled Students - The program for each student will include both the academic and non-academic components. The content and balance of the program for a student will depend on the needs of the student, and the nature and severity of the behaviour that led to the expulsion.

Program for Students on Long-Term Suspension

(Six to Ten School Days) - The program will include an academic component to support the student in continuing his or her education. The Board will consider what types of support, if any, the student may require during the suspension and upon his or her return to school. The Board will also consider continuing any supports that may have been in place for the student prior to the suspension. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.

(11 to 20 School Days) - The program will consist of both an academic and a non-academic component to support the student on a long-term suspension of 11 to 20 school days in continuing his or her education. The Board will also consider continuing any types of support that may have been in place for the student prior to the suspension. In the case of students with special education needs, the Board will provide appropriate support consistent with the student's IEP.

Safe Schools Incident Reporting Form – A method for school board employees to report serious student incidents that can have a negative impact on the school climate to the principal.

Student/Parent/Guardian – A parent, a legal guardian, a student over the age of 18, or a student over the age of 16 who has withdrawn from parental control.

Suspension – Suspension is the withdrawal of a student from a specific school and from engaging in school-related activities if the student commits any infraction for which suspension must be considered under section 306 of the Education Act and the policies of the Board for a period of one to 20-days beginning on the day after the infraction took place.

Violent Incident – is defined as:

- a) possessing a weapon, including possessing a firearm;
- b) physical assault causing bodily harm requiring medical attention;
- c) sexual assault;
- d) robbery;
- e) using a weapon to cause or to threaten bodily harm to another person;
- f) extortion; or
- g) hate and/or bias-motivated occurrences.

Withdrawal from Parental Control (also known as emancipation) – In exceptional circumstances, a minor, over the age of 16, and living in Ontario, can choose to leave the family home and live independently, without having to obtain the permission of their parents or the court.

Section 65 of the Children's Law Reform Act, R.S.O. 1990, Chapter C.12, references the right of a child of sixteen or more years of age to withdraw from parental control.

Once it has been substantiated that a student has withdrawn from parental/guardian control, the parent(s)/guardian loses all right to educational information, as well as any other information to which the school/Board may have access such as personal information (e.g. address or phone number).

REFERENCES:

- [Bill 13 - Safe and Accepting Schools Act - 2012](#)
- [Bill 157 - Keeping Our Kids Safe at School – 2009](#)
- [Bill 212 - Behaviour, Discipline and Safety – 2007](#)
- [Ontario Student Record \(OSR\) Guidelines](#)
- Ministry of Education Policy/Program Memoranda (PPM):
 - 120, "[Reporting Violent Incidents to the Ministry of Education](#)"
 - 128, "[The Provincial Code of Conduct and School Board Codes of Conduct](#)"
 - 141, "[School Board Programs for Students on Long-Term Suspension](#)"
 - 142, "[School Board Programs For Expelled Students](#)"
 - 144, "[Bullying Prevention and Intervention](#)"
 - 145, "[Progressive Discipline and Promoting Positive Student Behaviour](#)"
- [Local Police/School Board Protocol - 2016](#)
- [Ontario Education Act](#)
 - 265 (1) Duty of Principal, (m) Access to school or class
 - [Ontario Regulation 37/01 - Expulsion of a Student](#)
 - [Ontario Regulation 472/07 - Behaviour, Discipline and Safety of Students](#)
 - [Ontario Regulation 521/01 - Collection of Personal information](#)
 - [Ontario Regulation 440/20 - Suspension of Elementary School Pupils](#)

- Children's Law Reform Act, R.S.O. 1990, c. C.12
 - [Section 65 \(Where child is sixteen or more years old\)](#)
- [Caring and Safe Schools in Ontario: Supporting Students with Special Education Needs through Progressive Discipline, Kindergarten to Grade 12](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario's Equity and Inclusive Education Strategy, 2009](#)
- [Ontario Human Rights Code](#)
- [PVNC Administrative Procedures Supporting Positive Student Behaviour: Safety for All](#)
- [PVNC Administrative Procedure for Safe Schools: Code of Conduct](#)
- [PVNC Administrative Procedure for Safe Schools: Suspension, Expulsion, and Appeal](#)
- [PVNC Administrative Procedure for Safe Schools: Progressive Discipline and Promoting Positive Student Behaviour](#)
- [PVNC Administrative Procedure for Safe Schools: Bullying Prevention and Intervention](#)
- [PVNC Administrative Procedure for Safe Schools: Delegation of Authority](#)
- [PVNC Administrative Procedure: Safe Arrivals - Elementary](#)
- [PVNC Directional Policy: Equity and Inclusive Education](#)
- [PVNC Administrative Procedure: Safety and Conduct on School Buses](#)
- [Peterborough Victoria Northumberland and Clarington Catholic District School Board Safe Schools Resources and Procedures Manual](#)
- Peterborough Victoria Northumberland and Clarington Catholic District School Board Records Management Manual

B.1.

Recommended Action:

That the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#801 – Safe Schools - Suspension, Expulsion, and Appeal***, be deleted and the revised, newly formatted, Administrative Procedure – ***#910 – Suspension, Expulsion, and Appeal***, be received and posted as amended under Directional Policy – ***#900 – Safe and Accepting Schools.***

Carried



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Catholic Parent Engagement Committee	1004 (NEW) 602 (OLD)
Directional Policy	
1000 Parent and Community Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Catholic Parent Engagement Committee

DATE APPROVED:

[October 20, 2020]

PROJECTED REVIEW DATE:

[October, 2025]

DIRECTIONAL POLICY ALIGNMENT: 1000 Parent and Community Relations

The PVNCCDSB recognizes the need to be proactive, equitable, inclusive and innovative by using diverse strategies to attract input from parents and all partners and to facilitate engagement in support of student achievement and well-being. The development of a Catholic Parent Engagement Committee is one of those key strategies.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

This administrative procedure aligns with the Multi-Year Strategic Plan by supporting the board's mission, vision, and strategic priorities through the formalized engagement of parents representing the six families of schools in the board.



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:

PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to involving and supporting the school community in the educational process. The purpose of a Catholic Parent Engagement Committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. (Reg. 330, Sec. 27)

GUIDELINES

Administration shall ensure the establishment of a Catholic Parent Engagement Committee by October 1 of each school year, according to the established bylaw in appendix A.

The Catholic Parent Engagement Committee will:
(Reg. 330/10, Sec. 28)

1. undertake activities to help parents of pupils of the Board support their children's learning at home and at school.(Reg. 330/10, s27 (2)
2. promote the goals of Catholic education;
3. develop strategies and initiatives that the Board and Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;

4. advise the Board and the Director of Education on ways to use these strategies and initiatives
5. work with the Catholic School Councils, and through the Director of Education, with employees of the Board to:
 - a. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - b. identify and reduce barriers to parent engagement,
 - c. help ensure that schools create a welcoming environment for its parents, and
 - d. develop skills and acquire knowledge that will assist the Committee and Catholic School Councils with their work;
6. determine, in consultation with the Director of Education and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent engagement is to be used.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Parent and Community Relations Directional Policy;
- Annually electing a trustee representative to represent the board on the Catholic Parent Engagement Committee;
- Considering membership in and representation with the Ontario Association of Parents in Catholic Education (O.A.P.C.E.);

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- Facilitating the establishment of the Catholic Parent Engagement Committee and assisting in its operation as part of the Director's or designate's role as defined in the Education Act and Board policy;
- Inviting all parents with students in schools in the Peterborough Victoria Northumberland and Clarington Catholic District School Board to participate in the election process and encouraging all elected/acclaimed parent members of Catholic School Councils to seek election to the Catholic Parent Engagement Committee;

- Serving as resource person to the Catholic Parent Engagement Committee and maintaining communication with the Catholic Parent Engagement Committee members, in particular the Chairperson;
- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all groups;
- Supporting the C.P.E.C with administrative support and ensuring that copies of the minutes and agendas of the Catholic Parent Engagement Committee meetings according to the board's retention policy;
- Assisting the Catholic Parent Engagement Committee in communicating with the Catholic School Councils and school community.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all schools.

Principals and Vice-Principals are responsible for:

- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all schools;
- Ensuring principal or vice principal representation on the Catholic Parent Engagement Committee.

The Recording Secretary is responsible for:

- Preparing agendas and taking minutes of Catholic Parent Engagement Committee meetings;
- Assisting the chairperson;
- Authorizing all withdrawals/disbursements from the central Catholic Parent Engagement Committee account for items approved by the Catholic Parent Engagement Committee recommended actions;
- Providing regular reports to the Catholic Parent Engagement Committee on financial activity.

Catholic Parent Engagement Committee members are responsible for:

- Working collaboratively for the successful work of the committee
- Attending meetings and participating to the best of their ability

- Sharing Catholic School Council information and events with Catholic Parent Engagement Committee and bringing CPEC news back to their respective councils

PROGRESS INDICATORS:

- A Catholic Parent Engagement Committee will be established by October 1 of each school year.
- The CPEC will include parent representation from all of the families of schools of the board.
- The relationship between the Catholic Parent Engagement Committee and the Catholic School Councils will be enhanced and strengthened.

DEFINITIONS:

- **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Parent, Family and Community Engagement refers to the interdependent relationships and partnerships established to support student achievement and well-being in alignment with the Ministry of Education's Parent Involvement Policy. This also includes engagement with people at various levels within the organization and the community.
- **CATHOLIC PARENT ENGAGEMENT COMMITTEE:** The Catholic Parent Engagement Committee is a system umbrella group of elected parents established to support, encourage, and enhance parent engagement in order to improve student achievement and well-being.
- **CATHOLIC SCHOOL COUNCIL :** A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.
- **ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.):** The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. The Ontario Association of Parents in Catholic Education wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

REFERENCES:

- [Directional Policy 1000 Parent and Community Involvement](#)
- [Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities. OESC, 2018](#)
- [Parents in Partnership: A Parent Engagement Policy for Ontario Schools \(2010\)](#)
- [School Councils: A Guide for Members, Revised 2002, Ministry of Education](#)
- [Ontario Regulation 330/10, School Councils and Parent Involvement Committees](#)
- [Ontario Regulation 612/00, School Councils](#)
- [Regulation 613/00, Operation of Schools-General](#)
- [AP 612, Reimbursement of Expenses Incurred on Board Business](#)
- [AP 1003, Catholic School Councils](#)
- [Policy 707/AP-PRC-707, Volunteers in Our Schools](#)

APPENDIX A

ADMINISTRATIVE PROCEDURE 1004

CATHOLIC PARENT ENGAGEMENT COMMITTEE BY-LAWS

- 1.1 A Catholic Parent Engagement Committee (C.P.E.C.) continued under Regulation 330/10, subsection 29 (1), will, before October 1, 2011, establish the by-laws required by clause 43(b).
- 1.2 Membership – General (Reg. 330/10, s33)
 - (a) The membership of the Catholic Parent Engagement Committee will be comprised of:
 - (i) 12 parents who are elected/acclaimed/appointed (two representatives from each of the six Family of Schools,
 - St. Peter Catholic Secondary School and feeder elementary schools,
 - Holy Cross Catholic Secondary School and feeder elementary schools,
 - St. Thomas Aquinas Catholic Secondary School and feeder elementary schools,
 - Holy Trinity Catholic Secondary School and feeder elementary schools,
 - St. Stephen Catholic Secondary School and feeder elementary schools,
 - St. Mary Catholic Secondary School and feeder elementary schools;
 - (ii) the Director of Education, or designate;
 - (iii) one trustee, or designate appointed by the Board;
 - (iv) minimum of one community member;
 - (v) where it is possible, an Ontario Association of Parents in Catholic Education. Regional Director for P.V.N.C.C.D.S.B. who shall be Roman Catholic;
 - (vi) one Administrative Assistant;
 - (vii) one principal or vice-principal.



- (b) The Catholic Parent Engagement Committee will appoint or elect members to the Committee before the first meeting of the Committee in the school year.
- (c) The Catholic Parent Engagement Committee will ensure that parent members constitute a majority of the Committee members and that the majority of parents are Roman Catholic.
- (d) The Catholic Parent Engagement Committee will ensure that the majority of Committee members be Roman Catholic; or, if not baptized Roman Catholic, be fully supportive of the mission, vision, and responsibilities of Catholic Schools in Ontario;
- (e) The term of office of the trustee appointed to the Committee will be determined by the Board.
- (f) Community representatives appointed to the Catholic Parent Engagement Committee will not be members or employees of the Board.
- (g) The Board will make any appointments before November 15 of the school year and before the first meeting of the Catholic Parent Engagement Committee in the school year.

1.3 Parent Members (Reg. 330/10 s34)

- (a) Parent members will be appointed or elected to the Catholic Parent Engagement Committee
- (b) A person is qualified to be appointed or elected as a parent member of the Catholic Parent Engagement Committee if he or she is a parent.
- (c) A person is qualified to be appointed or elected as a parent member of the Catholic Parent Engagement Committee if he or she is employed by the Board.
- (d) A parent member, who is employed by the Board, will, at his or her first committee meeting, inform the Committee of his or her employment with the Board.

1.4 Election of Parent Members

- (a) The Roman Catholic majority rule will apply as long as the Catholic School Councils and Catholic Parent Engagement Committee are advisory in nature. Should the Catholic School Councils and Catholic Parent Engagement Committee be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees, as outlined in the Education Act.
- (b) The Catholic Parent Engagement Committee will establish an Ad-hoc Election



Committee composed of the Director of Education, Administrative Assistant, and a parent to oversee the election process. The Administrative Assistant and the parent will not be running for election.

N.B.: The Director will establish the Ad-hoc Election Committee in the absence of an elected Catholic Parent Engagement Committee

- (c) An election of parent members of the Catholic Parent Engagement Committee will be held in May of an election year, on a date that is fixed by the chair or co-chairs of the Catholic Parent Engagement Committee, after consulting with the Director or designate.
- (d) The Ad-hoc Election Committee will establish the list of eligible voters for parents.
- (e) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two parents.
- (f) The slate of candidates with brief biographies will be shared with the Catholic School Council community along with further electoral process information as determined by the Election Ad-hoc Committee.
- (g) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters will vote in person during the period(s) of time determined by the Ad-hoc Election Committee as required by the needs of the community.
- (h) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in their family of schools. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (i) If there is a tie for the final position for a representative on the Catholic Parent Engagement Committee, the winner will be determined by lot.
- (j) No individual campaign literature for Catholic Parent Engagement Committee elections may be distributed or posted in the schools. The exception to this ruling will be made for the candidate forum/information session should one be called by the Ad-hoc Election Committee.
- (k) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (l) The election proceedings will be supervised by the Ad-hoc Election Committee.
- (m) Appeals related to the Catholic Parent Engagement Committee election will be resolved by the Election Ad-hoc Committee. If the situation is not resolved



to the satisfaction of the complainant, the Director of Education or designate will make a ruling.

- (n) The Catholic Parent Engagement Committee will meet within the first 35 days of the school year, after the elections on a date fixed by the Director of Education or designate.
- (o) The Director of Education or designate will, at least 14 days before the date of the election of parent members, on behalf of the Catholic Parent Engagement Committee, give written notice of the date, time, and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in P.V.N.C. schools. The notice required will be advertised in a variety of methods. (Refer to 1.6 - Vacancies).
- (p) In the event parents are acclaimed, brief biographies of Catholic Parent Engagement Committee members will be shared.
- (q) The Municipal Freedom of Information and Protection of Privacy legislation does not allow sharing of names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

1.5 Alternate Members

- (a) The Catholic Parent Engagement Committee may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and hold the qualifications to be a trustee.
- (b) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.
- (c) The Director may delegate another supervisory officer to serve as his or her alternate when an absence is unavoidable.
- (d) The trustee may delegate another trustee to serve as his or her alternate when an absence is unavoidable.

1.6 Vacancies (Reg. 330/10, s35)

- (a) The Board will ensure that vacancies in parent member positions on the Catholic Parent Engagement Committee are advertised through a variety of methods:
 - (i) advertisements in newsletters of schools and Catholic School Councils;
 - (ii) advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;

- (iii) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
- (iv) notices in schools;
- (v) notices on the Board's website and school websites.
- (b) If there are vacancies, the Catholic Parent Engagement Committee may, by motion, fill them by appointment for the remainder of the term.
- (c) A vacancy in the membership of the Catholic Parent Engagement Committee does not prevent the Committee from exercising its authority. (Reg. 330/10, s36)

1.7 Officers (Reg. 330/10, s38)

- (a) The Catholic Parent Engagement Committee will have a chair or co-chairs.
- (b) The chair or co-chairs of the Catholic Parent Engagement Committee must be parent members of the Committee and will be selected for a two-year term by the parent members of the Committee at the first meeting of the Committee in each school year that there is a vacancy in the office of chair or co-chairs.
- (c) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.
- (d) An individual may not serve more than two consecutive terms as chair or co-chair of the Catholic Parent Engagement Committee
- (e) An individual who has served one term or two consecutive terms as chair or co-chair of the Catholic Parent Engagement Committee may be re-elected as chair or co-chair of the Committee provided at least one two-year has elapsed since his or her last term as chair or co-chair.
- (f) The chair or co-chairs of the Catholic Parent Engagement Committee will act as spokespersons for the Committee in communicating with the Director of Education and the Board.
- (g) The Catholic Parent Engagement Committee may add officers as required.
- (h) A vacancy in the office of chair, co-chair, or any office provided for in the by-laws of the Catholic Parent Engagement Committee, will be filled by motion for the remainder of the term.

1.8 Sub-committees (Reg. 330/10, s40, s41)

- (a) The Catholic Parent Engagement Committee may establish sub-committees to make recommendations to the Catholic Parent Engagement Committee

- (b) A sub-committee of the Catholic Parent Engagement Committee will include at least one parent member of the Catholic Parent Engagement Committee
- (c) A sub-committee of the Catholic Parent Engagement Committee may include persons who are not members of the Catholic Parent Engagement Committee
- (d) The Board will make available to a sub-committee of the Catholic Parent Engagement Committee the facilities that the Board consider necessary for the proper functioning of the committee, and will make reasonable efforts to enable members to participate fully in meetings of the sub-committee by electronic means.
- (e) The chair or co-chairs of the sub-committee of the Catholic Parent Engagement Committee will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
 - (i) delivering a notice to each member by email or regular mail,
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) posting a notice on the Board's website.

1.9 Term of Office (Reg. 330/10, s37)

- (a) A person elected or appointed as a member of the Catholic Parent Engagement Committee holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the Catholic Parent Engagement Committee after the elections held in the next school year for a period of two years.
- (b) A member of the Catholic Parent Engagement Committee may be re-elected or reappointed.

1.10 Meetings (Reg. 330/10, s40)

- (a) The Catholic Parent Engagement Committee will meet at least four times in each school year, plus two General Assembly meetings and one Regional meeting.
- (b) A meeting of the Catholic Parent Engagement Committee cannot be held unless:
 - (i) A majority of the members present at the meeting are parent members,
 - (ii) The Director of Education or designate is present,
 - (iii) The trustee or designate is present.



- (c) The Board will make available to the Catholic Parent Engagement Committee the facilities that the Board considers necessary for the proper functioning of the Committee, and will make reasonable efforts to enable members to participate fully in meetings of the Committee by electronic means.
- (d) A member of the Catholic Parent Engagement Committee who participates in a meeting through electronic means will be deemed to be present at the meeting.
- (e) The chair or co-chairs of the Catholic Parent Engagement Committee will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
 - (i) delivering a notice to each member by email or regular mail
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) posting a notice on the Board's website.
- (f) All Catholic Parent Engagement Committee meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.
- (g) All meetings of the Catholic Parent Engagement Committee will be held at a location that is accessible to the public.

1.11 Voting (Reg. 330/10, s42)

- (a) When the Catholic Parent Engagement Committee votes on a matter, only parent members and community representative members are entitled to vote.

1.12 Dispute Resolution

- (a) Catholic Parent Engagement Committee members are encouraged to review concerns regarding procedures, etc. with the Director of Education or designate in resolving disagreements.

1.13 Conflict of Interest

A conflict of interest for a Catholic Parent Engagement Committee representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her Catholic Parent Engagement Committee responsibilities.

- (a) A conflict may be actual, perceived, or potential.
 - (i) *Actual*: when a Catholic Parent Engagement Committee member has a private interest that is sufficiently connected to his or her duties and



responsibilities as a Catholic Parent Engagement Committee member that it influences the exercise of these duties and responsibilities.

- (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a Catholic Parent Engagement Committee member has a conflict of interest, even where, in fact, there is no real conflict of interest. The Director of Education is to raise the question if a conflict is perceived but not declared.
- (iii) *Potential*: when a Catholic Parent Engagement Committee member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the Catholic Parent Engagement Committee will declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Catholic Parent Engagement Committee
- (c) A member will exclude himself or herself from discussions in which:
 - (i) a conflict of interest is likely to result,
 - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the Catholic Parent Engagement Committee may be jeopardized.
- (d) the Catholic Parent Engagement Committee member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Director or Board in response to advice that the Catholic Parent Engagement Committee provides to the Director or to the Board.
- (e) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

TERMS AND DEFINITIONS:

CATHOLIC SCHOOL COUNCIL (C.S.C.): A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

CATHOLIC PARENT ENGAGEMENT COMMITTEE: The Catholic Parent Engagement Committee is a system umbrella group of elected parents established to support, encourage, and enhance parent engagement at the Board level in order to improve student achievement and well-being.



ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.):

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. The Ontario Association of Parents in Catholic Education wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

ADVISORY ROLE: Advisory role is the task of representing and communicating the views of the various school communities and providing advice to the Board, where appropriate.

SCHOOL COMMUNITY: A school community is parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

PARENT: In respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Education Act. In respect of a Parent Engagement Committee of a Board, a parent of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the Education Act. (Reg. 330/10, s1)

PARENT MAJORITY: Parent majority is a sufficient number of parents elected to the Catholic Parent Engagement Committee to form a majority. The majority of parents will be Roman Catholic.

MEETING: In respect of a school council or a Parent Engagement Committee, "meeting" does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide. (Reg. 330/10, s1)

QUALIFICATIONS OF TRUSTEES:

- (a) will be a Canadian citizen,
- (b) will be 18 years of age or older,
- (c) will reside within the jurisdiction of the Board,
- (d) will qualify as a separate school elector (Catholic).

B.2.

Recommended Action:

That the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – ***#602 – Catholic Parent Engagement Committee***, be deleted and the revised, newly formatted, Administrative Procedure – ***#1004 – Catholic Parent Engagement Committee***, be received and posted as amended under Directional Policy – ***#1000 – Parent and Community Relations***.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Students Wearing Masks	<i>Administrative Procedure Number</i> (NEW) #817
<i>Directional Policy</i> 800 – Healthy Schools & Workplaces	

TITLE OF ADMINISTRATIVE PROCEDURE:

Students Wearing Masks

DATE APPROVED:

September 2020

PROJECTED REVIEW DATE:

September 2021 (annually)

DIRECTIONAL POLICY ALIGNMENT:

The Board recognizes that the health and well-being of our students and staff is foundational to their success. This AP focuses on applying that collective effort and engagement during a public health emergency by ensuring a clear and consistent approach to the requirement for students to wear masks.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

This AP combines several aspects of the board's strategic plan: ensuring safety and inclusivity, fostering self-directed learning, and making explicit the call to become caring and responsible citizens.



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:

Following the Ministry of Education guidance document Guide to Reopening Ontario's Schools, July 2020, students in Grades 4-12 will be required to wear non-medical or cloth masks indoors in school, including in hallways, during classes, and on school transportation. The board recognizes there are students with medical restrictions (e.g. severe breathing difficulties, inability to remove a mask on their own, etc.) that may require the student to be exempted from wearing a mask at school. All principals will follow this procedure in guiding parents/guardians or students over the age of 18, or students between the ages of 16 and 18 who have withdrawn from parental authority in understanding and applying for an exemption. For students in JK-Gr. 3, the wearing of a mask is strongly recommended.

STUDENT MASK EXEMPTION REQUIREMENTS:

- Any student who requires an exemption from wearing a mask must have a diagnosed medical condition that prohibits its use or partial use.
- The parent/guardian must get a physician's note authorizing the exemption of wearing a mask if a note for a relevant medical condition is not already on file (e.g. asthma, other breathing difficulties, etc.)
- The parent/guardian for the student must also fill in the Student Exemption of Non-Medical or Cloth Masks Form (Appendix A) and attach the physician's note to the form.

- The form must be received by the school prior to commencement of school or student attendance without the mask.

Note: The Ministry of Education will allow all students wearing a mask indoors to remove them when outdoors.

SCHOOL PROCEDURE:

Once a Student Exemption of Non-Medical or Cloth Masks Form (Appendix A) is received by the school the following will occur:

- The Administrator or designate will confirm with the parent or guardian that the form was received.
- The student will receive a card from the school that states, “**I have permission from my school to not wear a mask.**”
- This card can be shown to any school or transportation staff that requests to see it.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring the alignment of the Students Wearing Masks Administrative Procedure with the Healthy Schools and Workplaces Directional Policy

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring staff and students who they supervise are aware of the requirements under this Administrative Procedure.
- Listening to and documenting a parent/guardian/student's concern with the Ministry of Education requirement to wear a mask

- Ensuring that students and staff members in the workplace are aware of and comply with this procedure.
- Discussing the issue of masks / mask exemptions in schools with staff and/or students prior to the start of school.
- Implementing the student mask exemptions procedure as necessary and granting appropriate exemptions if they meet the criteria.
- Addressing concerns about mask-wearing that are reported by staff or bus drivers.

Staff are responsible for:

- Ensuring that students are educated on the importance of mask wearing during the pandemic, while at the same time maintaining the dignity of all students, those wearing masks and those who have been exempted.
- Addressing any concerns with respect to masks according to normal progressive discipline practices.
- Advising their supervisor of issues related to mask-wearing and collaborating in potential resolves.

Students are responsible for:

- Complying with the Ministry of Education's requirement to wear a mask during the time of Pandemic.
- If exempted from wearing a mask, carrying with them the message card for students who have been exempted from wearing a mask, and showing it to a staff member or bus driver upon request.

Parents are responsible for:

- Completing the application form for Student Exemption from Wearing Non-Medical or Cloth Masks and submitting it to the principal along with appropriate medical documentation prior to the commencement of school or as soon as possible as they become aware of the medical issue.

PROGRESS INDICATORS:

- Students in Gr. 4-12 will be wearing their non-medical or cloth masks as required unless exempted in accordance with this procedure
- Exempted students will carry and show the message card for students who have been exempted from wearing a mask.

DEFINITIONS:

- Non-medical mask: a mask designed specifically for medical procedures, sometimes referred to as a surgical mask, and distinct from an N-95 mask which is for severe respiratory treatment in hospitals, and not required for schools.
- Cloth mask: a mask sewn from cloth that covers the nose, mouth and chin and has loops or straps for the ears (this does not include bandanas or any other type of face covering). Cloth masks with graphics or insignia must be appropriate for school.

Non-medical face masks or face coverings **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

Non-medical masks or face coverings **should**:

- not be shared with others
- not impair vision or interfere with tasks
- not be placed on children under the age of 2 years
- not be made of plastic or other non-breathable materials
- not be secured with tape or other inappropriate materials
- not be made exclusively of materials that easily fall apart, such as tissues
- not be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

REFERENCES:

- [Guide to Reopening Ontario's Schools](#)

ATTACHMENTS:

- Appendix A - Student Exemption of Non-Medical or Cloth Masks Form



STUDENT EXEMPTION OF NON-MEDICAL OR CLOTH MASKS FORM

This form is to be used whenever a student is unable to wear a non-medical or cloth mask for the duration of the school day or when a student can wear a mask but must remove it when health conditions worsen.

Steps for Mask Exemption:

1. Parent or guardian obtains a medical note from a physician who authorizes the exemption.
2. Parent or guardian completes the Student Exemption of Non-Medical or Cloth Masks form and return to the school Administrator or designate along with the physician's note.
3. Your child will receive a card from the school that states, ***"I have permission from my school to not wear a mask"***.
4. Your child must carry this card with them and show the card to school or transportation staff that request to see it.

My child has medical issues that prohibit the:

- ☐ Continuous use (excluding outdoor activities) of a non-medical or cloth mask.

My child has medical issues that requires the:

- ☐ Periodic removal of a non-medical or cloth mask (excluding outdoor activities) when medical conditions worsen.



ELEMENTS OF RISK NOTICE: The risk of health concerns exists when a mask is not worn during a pandemic. Health risks may range from minor influenza-like illness symptoms to severe upper respiratory symptoms. These health concerns from not wearing a mask can occur without fault on either the part of the student, the school board or its employees/agents or the school. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the spread of disease in all schools.

I acknowledge and have read the Elements of Risk Notice. Yes ☐


I give permission for my child _____ to attend school without wearing a non-medical or cloth mask.

Parent/Guardian Signature : _____ Date: _____

Personal information on this form is collected, used and disclosed in accordance with the Education Act, as amended and the *Municipal Freedom of Information and Protection of Privacy Act*, as amended and will be used for the purpose of administering return to school in compliance with Ministry of Education requirements and public health protocols and any similar or related purpose(s). Questions about this collection, use and disclosure should be directed to the Manager of Communications, Peterborough Victoria Northumberland and Clarington Catholic District School Board, 1355 Lansdowne Street West, Peterborough, Ontario, K9J 7M3. Phone: (705) 748-4861, Ext. 1245 or (800) 461-8009, Fax: (705) 748-9691

**I have
permission
from my
school to
not wear a
mask.**



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board








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