
Policy and Procedure Categories

Administration

Statements on general Board wide operational matters not covered in another category.

Facilities

Statements on Board facilities and operations including custodial/maintenance operations; energy management; safety and security; construction, renovation and maintenance.

Finance

Statements on the Board's business and financial operations.

Governance

Statements on the elected Board of Trustees and on Senior Administration.

Human Resources

Statements on human resource matters dealing with Board staff and employees and statements on school/staff allocation.

Schools & Students

Statements on the management of the Board's schools.

Policy and Procedure Help Pages

These pages provide an explanation of the organization of the Board's Policies and Procedures and list some of the more critical policies.

Transportation

[Web link to the Renfrew County Joint Transportation Consortium]

Administration Policies and Procedures

Appropriate Use of Technology Guidelines

Appendix A - Intended Use

Appendix B - Security & Safety of Board Data

Appendix C - Responsible Resource Use

Appendix D - Legal Compliance

Appendix E - Privacy Expectations

Commercial Electronic Message Requirements

Procedure A: Electronic Message Communications to Parents & Students

Procedure B: Electronic Message Communications for Board Business

Complaint Policy

Procedure A: Response to Complaint

Appendix A: Formal Complaint Form

Cyber-Protection

Appendix A - Cyber Incident Response Plan Checklist

Appendix B – Immediate Action for Serious Cyber Incidents

Appendix C – Declared (Serious) Cyber Incident Reports

Appendix D – Other Cyber Incident Reports

Human Rights Policy

Procedure A: Complaint Process

Appendix A: Accommodation Process Checklist

Appendix B: Student Accommodation Process Checklist

Information (Health) – Collection, Use and Disclosure Policy

Procedure A: Health Information Security Measures

Appendix A: Consent for Speech Language Services

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Ontarians with Disabilities Accessibility Commitment

Ontarians with Disabilities Accessibility Standards for Customer Service – Assistive Devices

Appendix: Assistive Devices & TTY Information

Ontarians with Disabilities Accessibility Standards for Customer Service – Disruption of Service Notice

Appendix: Sample Disruption of Service Notice

Ontarians with Disabilities Accessibility Standards for Customer Service - Feedback

Ontarians with Disabilities Accessibility Standards for Customer Service –Service Animals

Ontarians with Disabilities Accessibility Standards for Customer Service –Support Person

Appendix: Support Person Consent Form

Record Retention

Procedure A - Security Measures

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Community Planning & Partnerships (formerly Facility Partnerships)

Community Use of Schools

Appendix A: User Agreement

Emergency Measures

Emergency Measures Appendix A (Reference Guide)

Emergency Measures Appendix B (Crash Bag Contents)

Procedure: Bomb Threat Planning

Form A: (School Assessment Checklist)

Form B: (Phone Threat Checklist)

Form C: (Bomb Threat Assessment & Notifications)

Form D: (Visual Scan Procedure)

Form E: (Suspicious Device/Package Found)

Form F: (Evacuation Procedure)

Procedure: Earthquake

Procedure: Lockdown Planning

Appendix A (Lockdown Script)

Appendix B (Classroom Lockdown Procedure)

Appendix C (FAQ)

Appendix D (Parent Information Letter)

Appendix E (Principals' Annual Checklist)

Procedure: Tornado

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Procedure: School Fire Safety Plan

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Indoor Air Quality

Pupil Accommodation Review

Procedure: Accommodation Review Committee (ARC) Process

Appendix A: ARC Terms of Reference

Appendix B: School Information Profile

Ministry of Education. (March, 2015). Pupil Accommodation Review Guideline

Ministry of Education. 2009). Administrative Review of Accommodation Review Process

Vehicles, Equipment and Supplies

Procedure A (Fleet Vehicle Use)

Appendix A (Vehicle Use Agreement)

Finance Policies and Procedures

Advertising Expenditures

Advocacy Expenditures

Board Equipment – Removal / Loan

Corporate Credit Card

Sale of Surplus Items

Solicitation in Schools / Board Facilities

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Procurement Directive

 Procedure A: Requirements

 Procedure B: Purchasing Tendering (Construction)

 Procedure C: Consultant or Other Contractor Expenses

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Board Information

Code of Conduct – Trustee

Appendix: Code of Conduct Enforcement

Duties & Powers – Board Chair & Vice-Chair

Duties & Powers – Board of Trustees

Duties & Powers – Director, Supervisory Officers and Managers

Duties & Powers - Trustee

Rules of Procedure – Board of Trustees

Travel, Hospitality & Equipment Expense – Trustee

Appendix A: Meal Expenditure Limits

Appendix B: Automobile Rental Process

Appendix C: Sample Expense Claim Forms I & II

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AIDS & HIV

Attendance Support

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Criminal Background Check – Other Adults

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Procedure: Designated Substances

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Procedure: Eyewash Stations

Procedure: Fall Protection

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Appendix B: Ladder Inspection Checklist

Appendix C: Rescue Plan Form

Appendix D: Full Body Harness Inspection Form

Appendix E: Lanyard Inspection Form

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Appendix B: Gymnasium & Equipment Monthly Inspection Checklist

Appendix C: Gymnasium Facilities Annual Safety Checklist

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Procedure: Hot Work Permits

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Procedure: Lockout & Tagging

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Procedure: Ministry of Labour Inspection

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Procedure: Refusal to Work

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Appendix B: Work Refusal Report Form

Procedure: Safe Drinking Water

Procedure: Spill Control

Procedure: WHMIS

Holidays – Statutory & Board

Hours of Work – Flex & Banked Time

Hours of Work - Overtime

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Appendix B - Staff Security Measures

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Leave – Deferred Salary

Leave – Election to Public Office

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Leave – Jury, Witness or Compulsory Quarantine

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School Supervision – Noon Hour

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Staffing – Principal & VP Appointments

Staffing – Principal Assignments

Staffing – Principal Redeployment, Selection & Recruitment
[Under Development]

Staffing – School Secretaries

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Teacher Hiring Practices

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Workplace Harassment

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 Form A (Admission of Non-Catholics)

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Catholic School Councils

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 Concussion Form II - Medical Assessment(s)

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 Appendix B-1 (Return to School Resources)

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Safe Schools Appendix A – Occurrences requiring Police Response

Safe Schools Appendix B – Reporting Violent Incidents to the MOE

Safe Schools Appendix C – Incident Reporting Form

Safe Schools Appendix D – Suicide Prevention Protocol

Safe Schools Appendix E – Classroom Fire Safety Checklist (***Under Development***)

Schools – Access to School Premises

Safe Schools – Bullying, Prevention, Intervention & Suicide Prevention Protocol

Safe Schools – Code of Conduct

Appendix (Board Code of Conduct)

Safe Schools – Delegation of Authority

Safe Schools – Progressive Discipline

Appendix (Board Guideline)

Safe Schools – Pupil Exclusion

Procedure A - Pupil Exclusion Appeal

Appendix A (In-Person Hearing Guidelines)

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Safe Schools – Pupil Expulsion (JK – Grade 3)

Appendix (Expelled Pupil Program)

Safe Schools – Pupil Expulsion (Grades 4-12)

Appendix (Expelled Pupil Program)

Safe Schools – Pupil Expulsion Hearing

Appendix A (In-Person Hearing Guidelines)

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Safe Schools – Pupil Suspension (Grades 4-12)

Appendix (Suspended Pupil Program)

Safe Schools – Pupil Suspension Appeal

Appendix A (In-Person Hearing Guidelines)

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Safe Schools – Reporting Child Abuse & Criminal Offences

Appendix A (Possible Signs of Child Abuse)

Appendix B (Responding to Abuse Disclosure)

Appendix C (Reporting to Children’s & Family Services)

Form (Family & Children’s Services Referral)

Safe Schools – Reporting Sexual Misconduct & Inappropriate Behaviour

Procedure: Investigate and Respond

Form (Report to Supervisor & Superintendent)

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Appendix A (Critical Warning Signs)

Appendix B (Initial Response to Student at Risk)

Appendix C (Information to Educator with Student at Risk)

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Procedure B: Security & Retention of Surveillance Records)

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Appendix B (External Access Log)

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Definitions

POLICIES: **what to do**; rules; possibly also a commitment statement.

PROCEDURES: **how to implement** policies; steps and checklists.

APPENDICES / FORMS: provide the **specific information or direction** necessary to implement a policy or to carry out a procedure.

Policy and Procedure Titles

Policy and Procedure **titles** have been designed as much as possible to be **descriptive** of the policy or procedure and for organizing in an **alphabetic listing**. Policies and procedures dealing with subsections of the same subject area grouped together for easier reference (e.g. Safe Schools – Progressive Discipline, Safe Schools – Pupil Expulsion, etc.).

Organizational Structure

Policies and Procedures are organized into six categories: **Administration, Facilities, Finance, Governance, Human Resources, and Schools & Students**. (There is a web link to the Transportation Policies and Procedures located on the Renfrew County Joint Transportation Consortium (RCJTC) web page.)

All the Policies and Procedures for a particular category are contained in one digital document (e.g. Governance Policies & Procedures). Each digital document is in a pdf format and can be downloaded from the Board web page.

The **first page** or pages of each digital document is an **index of the policies and procedures** in that document listed in alphabetic order. One can quickly refer to a particular policy or procedure by:

- clicking on its title in either the Index at the beginning of the document or
- in the Bookmarks column at the left side of the document.

No matter where you are in the document you can easily **return to the Index** from the Bookmarks column.

Policies in the **Bookmarks menu** which have a related Procedure or Appendix have a **triangle** indicator. Click the triangle to show the related Procedures or Appendices or to hide them.

MASTER INDEX: Policies & Procedures Help

Critical Policies

CATEGORY	POLICY TITLE	EXPLANATION OR OVERVIEW
Administration	Ontarians with Disabilities, Complaint, Human Rights, Information (Personal), Video Surveillance.	Measures to assist disabled persons obtain services; complaint procedure; human rights; collection, use and disclosure of personal information; video surveillance procedures.
Facilities	Emergency Measures (Reference Guide), Bomb Threats, Earthquake, Lockdowns, Tornados	Reference Guide (detailed checklist for Levels 1-3 Incidents); Procedures to deal with responses to bomb threats, earthquakes, school lockdowns, tornados;
	Emergency Plans	School responsibility for emergency plans and a School Fire Safety Plan Procedure.
Finance	Procurement Directive	Purchasing requirements for Board employees.
Human Resources	Health & Safety Procedures	Procedures to deal with asbestos, work in confined spaces, designated substances, employee accident & injury, eyewash stations, fall protection, first aid, hazardous waste disposal, hot work, lock out/tagging of machinery, employee refusal to work, spill control, WHIMIS.
	School Supervision – Bus & Yard	Principal responsibility for ensuring supervision of school yard and school bus areas.
	School Supervision – Noon Hour	Principal responsibility for ensuring supervision of school yard during the noon hour.
	Workplace Harassment	Policy purpose is to ensure a harassment free workplace; procedures set out duties to report, investigate and respond to incidents of workplace harassment.
	Workplace Violence	Policy purpose is to ensure a violence free workplace; procedures set out duties to summon assistance / report workplace violence, and to investigate / respond.
Schools & Students	Concussions	Policy with links to concussion information and protocols.
	Injury at School	Policy and related accident report form.
	Medical Conditions (Anaphylaxis, Asthma, Diabetes & Epilepsy)	Staff responsibilities, plans of care, checklists, critical information and emergency procedures.
	Medication & Health Services	Policy and forms for these pupil services.
	Safe Schools (General)	Policies and related procedures for dealing with student behaviour and incidents.
	Safe Schools – Access to School	Rights and restrictions re access to school premises.
	Safe Schools – Code of Conduct	Code of conduct for the school community.
Safe Schools – Reporting Child Abuse, Sexual Misconduct & Inappropriate Behaviour	Policies and related procedures deal with identifying these types of behaviour and reporting them to the appropriate authorities and the Board.	