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## ***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]

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## ***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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## ***Facilities Policies and Procedures***

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

Emergency Plans

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)

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***Finance Policies and Procedures***

Advertising Expenditures

Advocacy Expenditures

Board Equipment – Removal / Loan

Corporate Credit Card

Sale of Surplus Items

Solicitation in Schools / Board Facilities

Procurement Directive - Code of Ethics

Procurement Directive

    Procedure A: Requirements

    Procedure B: Purchasing Tendering (Construction)

    Procedure C: Consultant or Other Contractor Expenses

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***Governance Policies and Procedures***

Allowance – Trustee

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

    Appendix D: Expense Claim Checklist

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## ***Human Resources Policies and Procedures***

Administrative Allowance

AIDS & HIV

Attendance Support

    Procedure A: Attendance Support Program

    Procedure B: Disability Management Program

    Appendix A: Accommodation Process Checklist

Cannabis, Drug & Alcohol-Free Workplace

    Appendix A (Board, Supervisor & Employee Responsibilities)

Conferences & Conventions – Attendance

Criminal Background Check – Employees & Trustees

Criminal Background Check – Other Adults

Criminal Background Check – Service Providers

Disconnect from Work

    Appendix A (Work Communications outside Work Hours)

Electronic Monitoring

    Appendix A - Information

Employee Conflict of Interest

    Appendix A (Checklist)

Employment Terms – Supervisory Officer

Equity – Affirmative Action

Equity – Racial and Ethnocultural

Gifts (Employees, Trustees & Non-Employees)



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**Health & Safety**

Procedure: Asbestos

Appendix: Asbestos Management Plan

Procedure: Confined Spaces

Procedure: Designated Substances

Procedure: Employee & Worker Accident / Injury

Form: Incident Accident Report (Appendix A)

Appendix B: Accident / Injury Checklist

Appendix C: Notice to Ministry of Labour & Others

Procedure: Eyewash Stations

Procedure: Fall Protection

Appendix A: Fall Protection Checklist

Appendix B: Ladder Inspection Checklist

Appendix C: Rescue Plan Form

Appendix D: Full Body Harness Inspection Form

Appendix E: Lanyard Inspection Form

Appendix F: Self Retracting Lifeline Inspection Form

Appendix G: Snap Hook Inspection Form

Procedure: First Aid

Procedure: Gymnasium Facility & Equipment Inspections

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Appendix B: Gymnasium & Equipment Monthly Inspection Checklist

Appendix C: Gymnasium Facilities Annual Safety Checklist

Appendix D: Gymnasium Equipment Annual Safety Checklist

Procedure: Hazardous Waste Disposal

Procedure: Hot Work Permits

Form: Hot Work Permit

Procedure: Lockout & Tagging

Appendix A: Lockout & Tagging Checklist

Procedure: Ministry of Labour Inspection

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Procedure: Refusal to Work

Appendix A: Work Refusal Chart

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

Hours of Work - Regular

Hours of Work - Summer

Information (Confidential) - Collection, Use & Disclosure **NEW**

Appendix A - Staff Confidentiality Guidelines

Appendix B - Staff Security Measures

Appendix C - Privacy Breach Checklist

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Insurance Plans

Leave - Compassionate

Leave – Deferred Salary

Leave – Election to Public Office

Leave – Federation Activities

Leave – Jury, Witness or Compulsory Quarantine

Leave – Long Term Personal without Pay

Leave – Sick Leave Plan

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Performance Appraisal – Principal & Vice-Principal

    Appendix A: Catholic Framework

Performance Appraisal

Retirement Gratuity

Salary – Acting Pay

Salary - Redundancy

Salary - Starting

School Supervision – Bus & Yard

School Supervision – Noon Hour

Service - Continuous

Smoke Free Facilities

Staffing – Hiring & Probationary Period (formerly Hiring & Continued Employment)

Staffing – Principal & VP Appointments

Staffing – Principal Assignments

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

Staffing – School Secretaries

    Appendix A: Elementary Schools

    Appendix B: Secondary Schools

Staffing – Teacher Redeployment, Selection & Recruitment

Supervisory Officer – Sabbatical Leave

Teacher Hiring Practices

    Appendix A (Hiring Requirements)

Travel & Hospitality Expenses

    Appendix A: Meal Expenditure Limits

    Appendix B: Auto Rental

    Appendix C: Expense Claim Forms I & II

    Appendix D: Expense Claim Checklist

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Vacation

Workplace Harassment

Procedure: Report, Investigate & Respond

Workplace Violence

Procedure A: Summon Assistance & Report

Procedure B: Investigate & Respond

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## ***Schools & Students Policies and Procedures***

Aboriginal Students – Voluntary Self Identification

Admission to Schools

    Procedure A (Admission Exceptions)

    Form A (Admission of Non-Catholics)

Attendance Zones

Catholic School Councils

Catholic School Councils' Coalition Network

Concussion **[Under Development]**

    Concussion Procedure A – Checklists

    Concussion Form I - Notice of Suspected Concussion

    Concussion Form II - Medical Assessment(s)

    Concussion Form III - Return to School

    Concussion Form IV - Return to Sports

    Concussion Appendices Master Index

        Appendix A-1 (Awareness Guides & Recognition Tool 5)

        Appendix A-2 (Concussion Codes of Conduct)

        Appendix B-1 (Return to School Resources)

        Appendix B-2 (Return to Sports Strategy)

Corporate Partnerships

    Appendix A (Catholic Education Guidelines)

    Appendix B (Ethical Guidelines Survey)

    Appendix C (Partnership Agreement Form)

    Appendix D (Partnership Evaluation Form)

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Digital Citizenship **[NEW]**

Procedure A – Standards

Appendix A (Responsible Use Agreement (Secondary))

Appendix B (Responsible Use Agreement (Elementary))

Appendix C (Bring your own Device (BYOD))

Appendix D (Digital Citizenship Elements Graphic)

## Dress Code

## Educational Partnerships

Procedure: Protocol

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Appendix B (Agreement)

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## Elementary Curriculum Exemption (Family Life Education - Theme 3)

Appendix A (Theme 3 Expectations by Grade)

Appendix B (Exemption Request Form)

Appendix C (Exemption Process Checklist)

## Environmental Education &amp; Stewardship

Procedure A: Teaching &amp; Learning

Procedure B: Student Engagement &amp; Community Connections

Procedure C: Environmental Leadership

## Equity and Inclusive Education

Procedure: Implementation

Appendix (Religious Accommodation Guideline)

## Fees for Learning Materials &amp; Activities

## Flag – Flying Canada's Flag

## French Immersion Program

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## Guide Dog / Service Animal

Procedure A – Approval Process Checklist

Appendix A (Accommodation Request)

Appendix B (Medical Information)

Appendix C (Required Documentation)

Appendix D (Guide Dog / Service Animal Assessment)

## Healthy Schools Nutritional Environments

Procedure: Implementation

Appendix (Related Information)

## Information (Student) - Collection, Use &amp; Disclosure

Procedure A - Guidelines

Procedure B - Security Measures

Appendix A (Student Information Explanation)

Appendix B (Privacy Breach Checklist)

Appendix C (IPC Privacy Breach Report)

Appendix D (Confidentiality Agreement)

## Injury at School

Appendix (Accident Report)

## Insurance for Students

## Living Things in School

## Medical Conditions (Students with Anaphylaxis, Asthma, Diabetes &amp; Epilepsy)

Appendix A (Roles and Responsibilities)

Appendix B-1 (Medication Checklist)

Appendix B-2 (Checklist for School Trips)

Appendix C (Medical Incident and Emergency Report)

Appendix D (Visual Information Sheets)

Medical Conditions - Anaphylaxis Plan of Care Appendix

Medical Conditions - Asthma Plan of Care Appendix

Medical Conditions - Diabetes Plan of Care Appendix

Medical Conditions - Epilepsy Plan of Care Appendix

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Medication & Health Services

Appendix A (Consent Form)

Appendix B (Pupil Medication Record)

Opening or Closing Exercises

Safe Arrivals

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)

Appendix B (Electronic Hearing Guidelines).

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)

Appendix B (Electronic 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)

Appendix B (Electronic Hearing Guidelines)

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)

Safe Schools – Suicide Prevention **[Under Development]**

Appendix A (Critical Warning Signs)

Appendix B (Initial Response to Student at Risk)

Appendix C (Information to Educator with Student at Risk)

Appendix D (Crisis Support Information)

Appendix E (ASSIST Staff Interventions to Prevent Suicide)

School Generated Funds (formerly Fundraising Activities in Schools)

Procedure A (Checklist)

Appendices A – F

School Naming **[Under Development]**

School Trips

Form A (Request for Approval & Checklist - Category A Trips)

Form B (Request for Approval & Checklist - Category B & C Trips)

Form C (Parent Consent – Student under 18)

Form D (Release – Student 18 or older)

Form E (Health & Safety Information – Category B & C Trips)

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## Special Education

Appendix A (Identification, Placement &amp; Review Committee)

Appendix B (Gifted Program)

## Student Exchanges (French – English)

## Student Release during School Hours

## Transportation – Private Vehicle

## Video Surveillance

Procedure A: General Provisions)

Procedure B: Security &amp; Retention of Surveillance Records)

Appendix A (Internal Access Log)

Appendix B (External Access Log)

Appendix C (Confidentiality Agreement)

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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**

<b>CATEGORY</b>	<b>POLICY TITLE</b>	<b>EXPLANATION OR OVERVIEW</b>
<b>Administration</b>	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.
<b>Facilities</b>	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.
<b>Finance</b>	Procurement Directive	Purchasing requirements for Board employees.
<b>Human Resources</b>	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.
<b>Schools &amp; Students</b>	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.	