
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]

Schools to believe in!

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

Schools to believe in!

MASTER INDEX: Administration Policies & Procedures

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

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

Schools to believe in!

MASTER INDEX: Facilities Policies & Procedures

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

Procurement Directive - Code of Ethics

Procurement Directive

 Procedure A: Requirements

 Procedure B: Purchasing Tendering (Construction)

 Procedure C: Consultant or Other Contractor Expenses

Governance Policies and Procedures

Allowance – Trustee

Board Information

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

Trustee Code of Conduct

Procedure A: Integrity Commissioner Process

Appendix A: Confidentialities Guidelines

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, Service Providers & Other Adults

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

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Appendix B: Accident / Injury Checklist

Appendix C: Notice to Ministry of Labour & Others

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

Appendix F: Self Retracting Lifeline Inspection Form

Appendix G: Snap Hook Inspection Form

Procedure: First Aid

Procedure: Gymnasium Facility & Equipment Inspections

Appendix A: Gymnasium Weekly Visual Inspection

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

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Appendix A - Staff Confidentiality Guidelines

Appendix B - Staff Security Measures

Appendix C - Privacy Breach Checklist

Information Technology

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

Leave – Pregnancy & Parental

Leave – Short Term Personal without Pay

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Pension Plans

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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

MASTER INDEX: Human Resources Policies & Procedures

Vacation

Workplace Harassment

Procedure: Report, Investigate & Respond

Workplace Violence

Procedure A: Summon Assistance & Report

Procedure B: Investigate & Respond

Schools & Students Policies and Procedures

Aboriginal Students – Voluntary Self Identification

Admission to Schools

 Procedure A (Admission Exceptions)

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Attendance Zones

Catholic School Councils

Catholic School Councils' Coalition Network

Communications with Parents & Guardians

 Appendix A (Communication Guidelines)

 Appendix B (Third Party Speakers & Presentations)

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

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 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)

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Corporate Partnerships

- Appendix A (Catholic Education Guidelines)
- Appendix B (Ethical Guidelines Survey)
- Appendix C (Partnership Agreement Form)
- Appendix D (Partnership Evaluation Form)

Digital Citizenship

- 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
- Appendix A (Application)
- Appendix B (Agreement)
- Appendix C (Catholic Education Guidelines)

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 & Stewardship

- Procedure A: Teaching & Learning
- Procedure B: Student Engagement & Community Connections
- Procedure C: Environmental Leadership

Equity and Inclusive Education

- Procedure: Implementation
- Appendix (Religious Accommodation Guideline)

Facility Dog Visits to School

- Procedure A - School Principal Checklist
- Appendix A (Facility Dog Organization Information)
- Appendix B (Handler Responsibilities Agreement)
- Appendix C (Sample Staff Email)
- Appendix D (Sample Parent Letter)
- Appendix E (Parent /Guardian Informed Consent)
- Appendix F (Graphic Notice of Facility Dog Visit)

Fees for Learning Materials & Activities**Flag – Flying Canada's Flag****French Immersion Program****Guide Dog / Service Animal**

- Procedure A – Approval Process Checklist
- Appendix A (Accommodation Request)
- Appendix B (Medical Information)
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- Appendix D (Guide Dog / Service Animal Assessment)

Healthy Schools Nutritional Environments

- Procedure: Implementation
- Appendix (Related Information)

Information (Student) - Collection, Use & Disclosure

- Procedure A - Guidelines
- Procedure B - Security Measures
- Appendix A (Student Information Explanation)
- Appendix B (Privacy Breach Checklist)
- Appendix C (IPC Privacy Breach Report)
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- Appendix (Accident Report)

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Living Things in School

Medical Conditions (Students with Anaphylaxis, Asthma, Diabetes & 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

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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)

MASTER INDEX: Schools & Students Policies & Procedures

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)

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 A: Investigate and Respond

Form A: Report to Principal / 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)

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School Generated Funds (formerly Fundraising Activities in Schools)

Procedure A (Checklist)

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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)

Special Education

Appendix A (Identification, Placement & 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 & Retention of Surveillance Records)

Appendix A (Internal Access Log)

Appendix B (External Access Log)

Appendix C (Confidentiality Agreement)

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.

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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 Safe Schools (General)	Policy and forms for these pupil services. 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.