

## **AGENDA**

### **Regular Board Meeting**

**Tuesday, February 27, 2024, 7:00 P.M.**

**Boardroom, Catholic Education Centre**

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

## **Pages**

### **A. Routine Matters**

1. Call to Order and Attendance
2. National Anthem
3. Opening Prayer 3
4. Land Acknowledgment
5. Approval of Agenda
6. Declaration of Interest
7. Approval of the Minutes of the Regular Board Meeting, January 30, 2024 6
  - a. Business Arising from the Minutes - Attached. 20

### **B. Pastor's Remarks:** Video Presentation by Monsignor Shiels - The Eucharist

### **C. Awards and Presentations**

### **D. Delegations**

### **E. Reports from Trustees for Receipt**

1. Regular Reports
  - a. Ontario Catholic School Trustees' Association Report
  - b. Student Voice Report
  - c. Good News Reports

### **F. Updates/Information/Reports from Committees for Receipt**

1. Receipt of the Minutes of the Administration and Finance Committee Meeting, November 7, 2023 25
2. Receipt of the Minutes of the Audit Committee Meeting, November 15, 2023 33
3. Receipt of the Minutes of the Central Committee for Catholic School Councils, December 7, 2023 38
4. Receipt of the Minutes of the Special Education Advisory Committee Meeting, January 17, 2024 45
5. Receipt of the Minutes of the Mississauga School Traffic Safety Action Committee Meeting, December 4, 2023 51

<b>G.</b>	<b>Updates/Information/Reports from Administrations for Receipt</b>	
1.	Friends and Advocates for Catholic Education (FACE) Update - General Manager Campbell	60
<b>H.</b>	<b>Updates/Information/Reports from Administration Requiring Action</b>	
1.	Policy 4.04: Educational Excursions - Superintendent Gos	63
2.	Motions Recommended by the Administration and Finance Committee, February 13, 2024	119
3.	Motions Recommended by the Audit Committee, February 13, 2024	123
4.	Motions Recommended by the Board By-Law/Policies Review Committee, February 20, 2024	129
<b>I.</b>	<b>Additional Business</b>	
1.	Notices of Motion	
<b>J.</b>	<b>Questions Asked by Trustees</b>	
<b>K.</b>	<b>Declared Interest Items</b>	
<b>L.</b>	<b>In Camera Meeting of the Committee of the Whole</b> See In Camera Agenda	
<b>M.</b>	<b>Report from the In Camera Meeting of the Committee of the Whole</b>	
<b>N.</b>	<b>Future Meetings</b>	
	March 19, 2024	
	April 23, 2024	
	May 28, 2024	
	June 18, 2024	
<b>O.</b>	<b>Adjournment</b>	

### **OPENING PRAYER**

Loving God, thank you for this holy season of Lent.

Give us the courage and will to walk away from what is not good for us.

Give us loving hearts that reach out to others in need and give us humble souls ready to turn

away from our fallen ways, ready to forgive and pray more.

May your joy increase in us each day of this Lenten journey as we prepare to celebrate the glory

of Your Risen Son, Jesus our Lord.

Amen.

## Remembering Our Deceased February 2024

Let us remember the students, staff, trustees and family members of staff and trustees who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

### Staff/Former Staff

- ▶ **Joan Jones**, retired secretary, Cardinal Leger Catholic Secondary School (CSS)SS, mother of Carol Jones, itinerant teacher Special Education Department, mother-in-law of Joe Tramble, teacher, Notre Dame CSS.
- ▶ **Mary Charron**, retired library technician, Father Michael Goetz CSS, and Robert F. Hall CSS, mother of Suzette Charron, special education teacher, Philip Pocock CSS.
- ▶ **Melinda Bowers**, education resource worker, St. Francis of Assisi Catholic Elementary School (CES), and St. Raymond CES.
- ▶ **Marie Koprach**, retired teacher, Holy Name of Mary CSS.

### Family Members of Staff/Family Members of Former Staff/Family Members of Trustees

- ▶ **Brian Cartier**, brother of Bev Cronin, education resource worker, Divine Mercy CES.
- ▶ **Bridgid O'Rourke**, mother of John O'Rourke, teacher, St. Marguerite d'Youville CSS.
- ▶ **Paul Lumsden**, father of Krista Mann, child and youth worker, John Cabot CSS.
- ▶ **Hilda Reinauer-Stark**, mother-in-law of Patti Comeau, retired coordinator, Program Department.
- ▶ **James Stark**, father-in-law of Patti Comeau, retired coordinator, Program Department.
- ▶ **Maryann Debono**, mother of Sue Borges, teacher, St. David of Wales CES, and grandmother of Samantha Borges, clerk for international and Indigenous languages, St. Sebastian CES, and Joshua Borges, clerk for international and Indigenous languages, St. Francis Xavier CES.
- ▶ **Jure Ropar**, father-in-law of Barbara Ropar, teacher, St. Maria Goretti CES, and uncle of Dorothy Petrusa, teacher, St. Jacinta Marto CES.
- ▶ **Jadwiga Zaleski**, grandmother of Anthony Zaleski, teacher, St. Marcellinus CSS, and grandmother of Veronica Rees, teacher, Cardinal Ambrozic CSS, and mother of Halina Zaleski-Rees, retired teacher-librarian, St. Martin CSS.
- ▶ **Catherine Apa**, mother-in-law of Carrie Apa, teacher, St. Marcellinus CSS.
- ▶ **Maria Pollastri**, grandmother of Michelle Papini, teacher, St. Andre Bessette CES.
- ▶ **Domenica Del Re**, mother of Grace Galati, secretary, Plant Department.
- ▶ **Rosaria Rosetta Petraglia**, mother of Antonietta Sinopoli, education resource worker, Ascension of Our Lord CSS.
- ▶ **Pierre Gabelle**, father of Francine Gabelle Jiménez, teacher, St. Rose of Lima CES.
- ▶ **Antonio Tomas Nunes**, father of Susie Gomes, guidance secretary, St. Aloysius Gonzaga CSS, and Diana Mone, acting guidance secretary, Robert F. Hall CSS, father-in-law to Kevin Gomes, teacher, Father Michael Goetz CSS.
- ▶ **Liana DeFrancesco**, grandmother of Andrea Isaac, special education resource teacher, St. Alfred CES.
- ▶ **Izidor Ropret**, father of Dave Ropret, retired teacher, St. Marcellinus CSS, and Philip Pocock CSS, father-in-law of Marci Smith Ropret, teacher, St. Marguerite d'Youville CSS.



- ▶ **Ida Cavalieri**, mother of Julia Cavalieri, occasional teacher.
- ▶ **Teresa Bednarczuk**, mother of Urszula Trojan, occasional teacher.
- ▶ **Blanca Cecilia Munoz Astudillo**, grandmother of Liliana Rodriguez, education resource worker, St. Anne CES.
- ▶ **Luigia Casale**, grandmother of Sarah Casale, teacher, St. Giovanni Scalabrini CES.
- ▶ **Eugene Malysa**, father of Julianne Malysa, teacher, Philip Pocock CSS.

*And, also for those whose passing we have not mentioned,  
we know that God will not forget.*



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER A 7**

**MINUTES OF  
THE REGULAR BOARD MEETING  
JANUARY 30, 2024**

- 1. THAT THE MINUTES OF THE REGULAR BOARD MEETING, JANUARY 30, 2024, BE APPROVED.**

## MINUTES

### Regular Board Meeting

**Tuesday, January 30, 2024, 7:00 p.m.**

**Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Herman Vilorio	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Christopher Joseph	Student Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	David Amaral	Associate Director, Instructional Services
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Brian Diogo	Superintendent, Family of Schools
	Silvana Gos	Superintendent, Family of Schools
	Brian Hester	Superintendent, Financial Services
	Jodi Kuran	Superintendent, Family of Schools
	Ivana MacIsaac	Chief Information Officer
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Tammy-Lynne Peel	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Mathew Thomas	Superintendent, Planning and Operations
	Max Vecchiarino	Superintendent, Policy, Strategy, Research and Global Learning
	Kevin Wendling	Assistant Superintendent: Math Lead
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Richard Moriah	General Manager, Physical Plant Facilities
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

**A. Routine Matters**

1. Call to Order and Attendance  
Chair Luz del Rosario called the meeting to order at 7:02 p.m.
2. National Anthem  
  
The national anthem was performed by the St. Roch Catholic Secondary School (CSS) Vocal Major students under the direction of Teacher Jim Marr.  
  
Chair Luz del Rosario asked General Manager Campbell to express our thanks to Teacher Jim Marr and his talented students for their performance.
3. Opening Prayer led by Trustee Brea Corbet
4. Land Acknowledgment - Trustee Thomas Thomas
5. Approval of Agenda  
  
Addition of L4a. and L10a. and reordering of In Camera Private Items: L10a. becomes L10b., and L10b. becomes L10c.  
  
**Motion 1158 (24-01-30)**  
**Moved by** Darryl D'Souza  
**Seconded by** Shawn Xaviour  
  
**THAT THE BOARD OF TRUSTEES APPROVE THE ADDITION OF IN CAMERA ITEM L4a. and L10a.**  
  
**CARRIED**  
  
**Motion 1159 (24-01-30)**  
**Moved by** Mario Pascucci  
**Seconded by** Anisha Thomas  
  
**THAT THE AGENDA BE APPROVED, AS AMENDED.**  
  
**CARRIED**
6. Declaration of Interest  
  
The following trustees declared an interest in agenda item A7 K1:  
  
*1. Trustee Mario Pascucci—family member belongs to OECTA*  
*2. Trustee Bruno Iannicca—family members belong to OECTA and CUPE 2026*  
*3. Trustee Stefano Pascucci—family member belongs to OECTA*  
  
**Motion 1160 (24-01-30)**  
**Moved by** Brea Corbet  
**Seconded by** Darryl D'Souza  
  
**THAT THE DECLARED INTEREST ITEM BE MOVED TO AGENDA ITEM K.**  
  
**CARRIED**
7. Approval of the Minutes of the Regular Board Meeting, December 12, 2023

Director Mazzorato introduced our new Chief Information Officer (CIO) Ivana MacIsaac. Ivana is a graduate of Dufferin-Peel Catholic District School Board (DPCDSB).

Chair Luz del Rosario welcomed CIO MacIsaac on behalf of the Board of Trustees.

**Motion 1161 (24-01-30)**

**Moved by** Thomas Thomas

**Seconded by** Brea Corbet

**THAT THE MINUTES OF THE REGULAR BOARD MEETING, DECEMBER 12, 2023, EXCLUDING ITEM A7 K1, BE APPROVED.**

**CARRIED**

a. Business Arising from the Minutes - Attached.

**B. Pastor's Remarks: Video Presentation by Monsignor Shiels - The Saints**

Director Mazzorato recognized the talents of Claudia Ferro, Consultant, Religious Education and Faith Development, Program Department. Claudia is the angelic voice in Monsignor's videos and does uplift us with her talent at the weekly Wednesday masses held here at the Catholic Education Centre (CEC).

Director Mazzorato acknowledged Amrita Chopra, Communications and Community Engagement Officer for providing her talents in all of Monsignor's videos. Along with the recordings, she enhances the video using her photography skills.

Chair Luz del Rosario commented that at the Wednesday masses, Monsignor accompanies Claudia's singing by signing (American Sign Language) the Our Father prayer. All are welcome to attend the Wednesday masses. The Chair asked Director Mazzorato to pass on our gratitude to Monsignor for tonight's presentation on *The Saints*.

**C. Awards and Presentations – Nil**

**D. Delegations**

1. Delegate: Raheem White - Anti-Black Racism

**Questions asked by Trustees to Delegate:**

1. Student Trustee Bailey Clyne: You mention achievement gaps for Black students do you have any statistics?

Delegate Raheem White: From the Minutes of the Black Community Advisory Council June 19, 2023 *“the lowest scores for peer inclusion (how they rated what students do at school to support school climate) were experienced by Black students. The lowest ratings for school support (what adults do to support the climate at school) were experienced by Black students. Students who had the least positive ratings of having their own identity reflected at school were students who identified as Black. The highest levels of exclusion among the different groups listed were Indigenous students and among the racial groups were Black students. The lowest well-being experienced by students by racial groups were southeast Asian and east Asian. The highest total absences were from both Black and White students. The lowest percentage of credits earned of those attempted” - failure of a course - “were by students who identified as Black. The lowest marks overall*

*were students who identified as Black. The highest proportion of students taking university pathway courses were students who belong to a non-Black racialized group. The highest proportion of students taking college track courses were both Black and White students. The highest proportion of students taking workplace track courses were students who identified as Black. The highest number of suspensions were among Black students."*

#### **Questions asked by Trustees to Staff:**

1. Student Trustee Bailey Clyne: Can staff explain what is being done to address these findings?

Superintendent Vecchiarino: Dufferin-Peel has enshrined efforts in both the Multi-Year Strategic Plan (MYSP) and the Catholic Board Improvement Learning Cycle (CBILC). These changes speak to the explicit commitment to eliminate all forms of oppression and lead to changes in achievement. The statistics shared were from our census data: Black and Indigenous students have low rates academically, and in terms of inclusion, reporting that they do not feel part of community. We have worked to make changes in terms of respect, positive and proactive measures in our MYSP and through ongoing review. We plan to dismantle anti-Black racism as part of the upcoming professional development of our teachers, review local schools plan, and make improvements to our Human Resources practices to hire more racialized staff, and uplift the cultural pedagogy while working to ensure all people see themselves reflected in staff and the curriculum. We will have focus groups to delve deeper into the issues and will share our findings and how we plan to take action with both the IEC and the BCAC.

2. Student Trustee Bailey Clyne: Who is responsible for the transfer of administrators?

Director Mazzorato: *Administrative Appointments and Transfers* are an operational issue that is managed at the executive level.

#### **E. Reports from Trustees for Receipt**

##### **1. Regular Reports**

##### **a. Ontario Catholic School Trustees' Association Report**

1. Trustee Shawn Xaviour advised that the recent OCSTA 2024 Conference *Stewards of the Promise* was very informative, and highlighted a few of the speakers:
  - Neil MacCarthy, Director of Public Relations and Communications from the Archdiocese of Toronto - *Advocacy and Communication Considerations for Catholic Trustees*
  - Tom D'Amico, Director of Education, Ottawa Catholic School Board - *Artificial Intelligence K -12 Implications*
  - Atul Kapur, Professional Registered Parliamentarian – *Examining Practices for Effective School Board Meetings*

Sharon McMillan, Director of Communications OCSTA has sent out copies of the presentations and they are available on the OCSTA website.

We look forward to the Annual General Meeting (AGM) May 2 to 4, 2024. Please contact Michelle Vritsios if you need to register.

2. Trustee Mario Pascucci: The OCSTA Large Urban Board Committee will meet at the AGM to discuss relevant issues for large boards and advised that he will bring that information back to the Board of Trustees.
- b. Student Voice Report: Indigenous Student Trustee Bailey Clyne and Student Trustee (North) Nathan Nguyen

Student Trustees introduced themselves, Indigenous Student Trustee Bailey Clyne spoke in Anishinaabemowin.

As students prepared for their final exams, we did not host a student senate meeting during the month of January. However, we are looking forward to our next meeting on February 28. We will be combining with the Equity Student Council and Superintendent Vecchiarino will be presenting the Multi-Year Strategic Plan (MYSP). As we wrap up the first semester of the school year, we would like to thank all staff and administrators for their continued support of student voice and the work being done in schools to ensure that our local communities are a welcome place for all.

On February 21, we will be hosting elections for the 2024-2025 Student Trustees. In light of this, we encourage administrators to connect with any interested students, as February 14 is the deadline for submitting the school's Student Trustee candidate. For any students who are interested in learning more about the roles, responsibilities and time commitment of being a Student Trustee, we will be hosting an Information Session on February 6 from 3:30-4:30 on Microsoft Teams. Information with regard to this session, and the link for the meeting, will be posted to the Student Senate Instagram. The Indigenous Education Council (IEC) is also working to elect an Indigenous Student Trustee for the upcoming school year. Although their process is slightly different, their timelines are the same. The name of the newly elected Indigenous Student Trustee will be shared alongside the name of the North and South Student Trustees at the Regular Board Meeting on March 19.

Two weeks ago, we had the opportunity to attend the OCSTA Conference in Toronto. We heard various presentations addressing issues such as the use of artificial intelligence (AI) in education, and how changing demographics will affect Catholic education and our student population. The highlight of the weekend was the Student Trustees' workshop, where DPCDSB's Coordinator, Indigenous Education Jodie Williams led a discussion on the beauty of Indigenous cultures and other initiatives we can bring back to our respective communities. We would like to thank OCSTA for the generous invite and we look forward to reconvening at the OCSTA Annual General Meeting in May.

From February 8-11, we will also be attending the Ontario Student Trustees' Association OSTA-AECO Education Action Conference in Ottawa. We look forward to further professional development and connecting with fellow Student Trustees from across the province. We will report back on our learnings at the next board meeting.

1. Trustee Bruno Iannicca: Is it possible to communicate to secondary administrators, students and families of the upcoming Student Trustee Election in the hopes of gathering more candidates?

Associate Director Amaral: We have communicated to secondary administrators the importance of sharing this information with their school communities. We can suggest a message is relayed over SchoolMessenger to all Grade 10 and 11 families.

Student Trustee Nathan Nguyen: We have also shared the upcoming Student Trustee Election information across social media platforms and have had excellent student response.

c. Good News Reports

**Anisha Thomas**

**Brampton Wards 1, 3 and 4**

The *Loran Award* is a four-year leadership enrichment program consisting of summer work experience, mentorship, scholar gatherings, an annual living stipend, and a tuition waiver at one of 25 university partners. The [Loran Scholars Foundation](#) is delighted to share that three outstanding students from Brampton have been selected as *2024 Loran Finalists* and are within the top 2% of applicants, out of a pool of more than 5,200 applicants and 90 graduating high school. *Loran Finalists* for the class of 2024 have demonstrated their drive to step up in the face of challenges and positively impact their communities across the country. Two Brampton DPCDSB students have been selected as finalists. I would like to extend congratulations on this wonderful achievement to:

- Arihant Boli, Notre Dame CSS
- Reanna Ellis, Cardinal Leger CSS

**Nathan Nguyen**

**Student Trustee North**

I would like to add that a Mississauga DPCDSB student has also been selected as a *2024 Loran Finalist*:

- Cianne Coutinho, Loyola CSS

Congratulations and blessings for continued success.

**Trustee Bruno Iannicca**

**Mississauga Ward 7**

The Central Committee for Catholic School Council Parent Engagement Evening on January 18 was very successful. We had over 300 people join the anti-Human Trafficking Presentation with Matt Richardson on Technology, Social Media and Online Safety. The information provided was very informative for staff and parents/guardians.

**F. Updates/Information/Reports from Committees for Receipt**

1. Receipt of the Minutes of the Faith and Program Committee Meeting, October 10, 2023
2. Receipt of the Minutes of the Special Education Advisory Committee Meeting, November 15, 2023
3. Receipt of the Minutes of the Mississauga School Traffic Safety Advisory Committee Meeting, October 25, 2023
4. Receipt of the Minutes of the Special Education Advisory Committee Meeting, December 13, 2023

**G. Updates/Information/Reports from Administrations for Receipt**



1. Retirement - A. Galvao, Principal

Director Mazzorato paid tribute to Principal Alexis Galvao, Holy Name of Mary Catholic Secondary School (CSS).

Alexis came to Dufferin-Peel in 1995 and with over 28 years of experience with Dufferin-Peel has served in the capacity of teacher, department head, academic consultant, vice-principal and principal.

Alexis began her career as a teacher at Philip Pocock CSS, followed by John Cabot CSS and St. Edmund Campion CSS. She was an academic math consultant in 2007. In 2008, Alexis turned her attention to a new calling and became vice-principal at Ascension of Our Lord CSS. In subsequent years, Alexis was also vice-principal at Notre Dame CSS and John Cabot CSS.

In 2017, Alexis moved into the role of principal in the Program Department. The following year, Alexis was appointed principal of St. Augustine CSS. After five years, Alexis began her latest journey as principal of Holy Name of Mary CSS, from where she decided to retire after a wonderful career as a servant leader.

Throughout her career in Dufferin-Peel, Alexis has been a strong advocate for all her students. Her deep love of children, her commitment to student achievement and well-being, as well as her commitment to students with diverse learning needs has been her career focus.

Alexis leaves a legacy of excellence in Catholic education coupled with a testament to the power of embracing care and gentleness as a framework for ensuring both student success and well-being.

Alexis will be truly missed by staff, students, and parents alike. We wish her all the best as she embarks on her new journey.

1. Trustee Herman Vilorio: I accept Alexis' retirement with regret. I have been fortunate to work with Alexis for three years. She is a very dedicated and capable administrator. Blessings as she retires.
2. Trustee Stefano Pascucci: I have not had the privilege of working with Alexis, however she was my math teacher. I wish her the very best in a long and healthy retirement.

2. Retirement - T. Podobnik, Principal

Director Mazzorato paid tribute to Tom Podobnik. Tom has been a fervent Catholic leader and mentor, who has dedicated an incredible 29 years to the Dufferin-Peel Catholic District School Board (DPCDSB).

Throughout Tom's tenure, his unwavering commitment to education, passion for fostering a nurturing learning environment, and dedication to the well-being of students and staff have left an indelible mark on several school communities. Under his guidance, many schools have not only achieved academic excellence but have become environments for growth, compassion, and inclusivity.

His DPCDSB career began in 1996 as a teacher at Queen of Heaven Catholic Elementary School (CES). He then served as a teacher at St. Mark CES, St. Clare CES, and St. Veronica CES. From 2012 to 2018 Tom worked as a vice-principal at Divine Mercy CES, St. Alfred CES,

Queen of Heaven CES, St. Valentine CES, and St. Pio of Pietrelcina CES. Since 2018 Tom has served the St. Edmund CES community as principal.

Beyond administrative duties, Tom has created an environment where every student and staff member feels valued, heard, and encouraged to reach their full potential. His commitment to fostering a sense of community, rooted in faith and shared values, has created a lasting legacy that will continue to shape the character of many school communities.

Congratulations to Tom on a well-deserved retirement. May this new chapter be as fulfilling and rewarding as his legacy.

1. Trustee Mario Pascucci: I accept Tom's retirement with regret. He is a gentleman and has had one goal in mind, to make DPCDSB the best we can be, and he has spread his talents across the board.
2. Trustee Luz del Rosario: I also accept his retirement with regret. Best wishes to Tom on his journey.

#### **H. Updates/Information/Reports from Administration Requiring Action**

1. Ontario Catholic School Trustees' Association Resolutions 2024

Superintendent Vecchiarino summarized the report.

1. Trustee Mario Pascucci: May I suggest an edit to the OCSTA resolution in that *AI can support learning and assist teachers*, rather than *AI is a useful tool*?

Superintendent Vecchiarino: We will take back your suggestion.

##### **Motion 1162 (24-01-30)**

**Moved by** Mario Pascucci

**Seconded by** Shawn Xaviour

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON ARTIFICIAL INTELLIGENCE FUNDING FOR SUBMISSION TO OCSTA, AS AMENDED.**

**CARRIED**

2. Motion Recommended by the Faith and Program Committee, January 16, 2024

##### **Motion 1163 (24-01-30)**

**Moved by** Shawn Xaviour

**Seconded by** Brea Corbet

**THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE FAITH AND PROGRAM COMMITTEE 2024.**

**CARRIED**

#### **I. Additional Business – Nil**

1. Notices of Motion

#### **J. Questions Asked by Trustees**

1. Trustee Bruno Iannicca: Cold weather brings mice. I understand that our board does not allow traps to be set on the outside of our buildings, why is that?

General Manager Moriah: This is due to liability issues, children and dogs can be affected by the substances used in outside mice traps. Pest control companies use concealed traps indoors. We take additional measures by having our Maintenance Department check exterior door seals and sweeps regularly to prevent mice from coming in.

2. Trustee Bruno Iannicca: Can staff provide an update regarding municipal licensing required for schools to host a lottery or game of chance?

Director Mazzorato: Counsel Beck has sent her regrets for tonight's meeting. We will take back your inquiry.

3. Trustee Bruno Iannicca: Matt Richardson, Director of Intelligence and Investigations with the Anti-Human Trafficking Intelligence Initiative (ATII) was well received at our recent parent engagement evening. His information on prevention and awareness of trafficking would be very beneficial for all students. Is it possible to have him speak to all secondary students?

Associate Director Amaral: Several staff attended the parent engagement event and would like to work with Mr. Richardson on a more student centred approach. We are committed to working with him to modify the content and ensure that the information is appropriate and safe for all students.

4. Trustee Brea Corbet: Can the board update the Cannabis Information for parents/guardians and also have a student-friendly version provided? Parents/Guardians have expressed their concern that pot shops are now allowed in the City of Mississauga. Although the regulation requires a distance of 150 metres from a school, some have argued that this is in close proximity. We need an intentional focus on education for students and families with greater efforts aimed at prevention for the health and safety of those in our care. I would suggest resources could include *Peel Public Health*, *Kids Help Phone* and *SickKids Hospital*.

A Central Committee for Catholic School Councils (CCCSC) Community Engagement Event on Cannabis would be beneficial.

Director Mazzorato: These are excellent suggestions, and we will review and update our resources and ensure that they are also student friendly. We have been working with our Well-Being Department and the Secondary Principals/Vice-Principals Committee to develop presentations for students as well as staff and discussed the possibility of a parent engagement event to elevate this concern.

5. Trustee Brea Corbet: It is important for our schools to have consistency regarding *Observance Days* and to ensure our families have enough notice ahead of time to prepare. For example, on *Bell Let's Talk Day*, some schools were wearing blue, others had wellness initiatives planned, some did not recognize the importance of mental health. While these are local school decisions, some of our observance days are directly aligned with our Multi-Year Strategic Plan (MYSP) that schools would benefit from having central direction regarding expectations.

Director Mazzorato: We will take that back; we would be pleased to support central guidelines.

6. Trustee Brea Corbet: I understand there have been some updates regarding standardizing Catholic School Council (CSC) Meetings. In an effort to ensure we continue to uplift the voices in

our community, and to support this important work, while maintaining a Catholic community of culture and care, is there a summary that can be shared of what parents/guardians can expect going forward?

Director Mazzorato: Last week a communication was sent to all administrators and trustees were copied, it explains expectations and will be shared with all CSC.

Associate Director Amaral: A memo was sent out via SchoolMessenger as an invitation to the next CSC meeting to families. It outlined some of the expectations: how the agenda is put forward, introduced the new CSC mailbox for each school, addresses how a meeting should be held (virtually and in-person) and the date of the next CSC meeting.

7. Trustee Stefano Pascucci: Can staff provide an update on the installation of boulevard signs?

Associate Director Del Bianco: We can provide an update in Issues and Events.

8. Trustee Stefano Pascucci: Can staff ensure that the priests are invited to many school events?

Director Mazzorato: We will send out a reminder to administrators.

9. Trustee Stefano Pascucci: A question was raised at a recent CSC meeting regarding when and if schools will be getting air conditioning?

Director Mazzorato: We can raise the question on our weekly call with the Minister of Education.

10. Trustee Shawn Xaviour: When staff review and update the cannabis resources, can we also provide more information on vaping?

Associate Director Amaral: We are looking at supporting this issue as well as cannabis.

11. Trustee Shawn Xaviour: Is it possible to install vaping detectors in our schools?

Associate Director Amaral: We have looked into this and unfortunately the tech challenges are substantial.

12. Trustee Shawn Xaviour: If there is a false fire alarm at a school, do we get charged?

Associate Director Amaral: Normally, a school does not get charged for the first occurrence. However, to my knowledge we have not had any charges for false fire alarms.

13. Trustee Mario Pascucci: Is there an update on the pathway to St. Sofia Byzantine Catholic Elementary School?

Superintendent Thomas: We will provide an update in Issues and Events.

14. Student Trustee Nathan Nguyen: Can staff provide information on newly hired racialized administrators in our board? It is very important students see representation staff and in curriculum. At the recent conference some school boards shared that they are providing an opportunity similar to the *Indigenous Writers Series* for secondary students, they are offering a *Black Voices Writers Series*.

Director Mazzorato: We hope to bring the racialized administrators data to the next Faith and Program Committee Meeting and to provide a narrative of how we have diversified our hiring. The second part of your question regarding the curriculum is more reflective of the students we serve; we are committed to this and have integrated plans into the MYSP. Our Program Learning

Services Department looks for opportunities to provide relevant classroom resources and instructing teachers in best practice of these resources.

15. Trustee Darryl D'Souza: Is there a standard of what should be displayed on the boulevard signs? Also, if the variable message on an electronic sign gets stuck does someone receive notification?

Director Mazzorato: We do not have a standard. Schools use these electronic signs to communicate school events, their trustees, contact information, observance days etc. Currently there are regular features such as registration information and curriculum nights that all schools promote. We will remind administrators of the great communication tool at their disposal and that messages should be changed regularly and at their discretion.

16. Trustee Mario Pascucci: What is the cost of a boulevard sign?

Associate Director Del Bianco: Approximately \$20,000 per sign.

17. Trustee Thomas Thomas: Can staff provide an update on the Ascension of Our Lord CSS Track and Field project?

Superintendent Thomas: The City of Mississauga has reached out to us to set up a Project Team for the design, planning and development of the project. We have had an initial meeting. The City of Mississauga is leading the work as most of the field will be on city property. The project charter has not changed, and we expect it to be finalized in the next couple of weeks.

18. Trustee Thomas Thomas: Will there be a lease agreement between the City of Mississauga and DPCDSB?

Superintendent Thomas: There are two parts to the agreement. The first part is the capital construction, and as Trustee Thomas Thomas has indicated we have contributed \$2 M to this project. The second part of the agreement will be for ongoing operations and maintenance, which will be similar to what we have in other joint use facilities we have with municipalities.

19. Trustee Herman Vioria: At the OCSTA Conference, Minister Lecce mentioned two serious issues and alluded that the Ministry would be putting out guidelines regarding: student cell phone use and vaping. What is our current policy regarding secondary students using cell phones?

Director Mazzorato: We do have a policy regarding student cell phone use, whereby they should only be used for instructional use; it is not reasonable to not allow cell phones in the classroom. In anticipation of a possible Ministry direction, we will get a sense from our administrators to see if our teachers are finding cell phones in the classroom an increased distraction. We await the Ministry policy.

20. Trustee Bruno Iannicca: What is the process used for registration to a Secondary High Schools Major (SHSM)?

Director Mazzorato: The expectation is that all programs have equal access. Some programs have a required criterion. We must ensure that everyone that wants access to that program has access. If more candidates apply than can be enrolled, then there must be a random selection process. This ensures transparency and consistency.

21. Trustee Bruno Iannicca: Can staff provide an update on the portapak removal at Mary Fix CES?

Superintendent Thomas: Mary Fix CES is on the 2024 project list. We are in the process of prioritizing and scheduling and will share information in the coming weeks. The Ministry has approved our use of the School Renewal Improvement (SRI) funds to complete the work.

22. Trustee Bruno Iannicca: Recently there have been calls for trustees to assist with suspension and/or expulsion hearings during the morning or early afternoon? Why the change from late afternoon or evening?

Director Mazzorato: We will take that back and expand the time frame to increase the number of trustees who might be available to assist.

23. Trustee Brea Corbet: Our homework policy dates back to 2009 with an update in 2017. If possible, can we have this policy come forward at an upcoming Board By-Law/Policy Review Committee Meeting?

Director Mazzorato: The Board By-Law/Policy Review Committee Agenda for February 2024 is full; we can bring it to the April 2024 Committee Meeting.

24. Trustee Brea Corbet: St. Aloysius Gonzaga CSS has not had a working sign for years. It was anticipated to be completed in fall 2023. St. Aloysius Gonzaga is a large secondary school with the extended French program. It is on a high traffic street, Erin Centre Boulevard and is a shared use facility with Erin Meadows Community Centre. The sign is important to help promote board messaging and news for the community. Where other schools have existing signage but are getting upgraded to digital, this school is in urgent need of a new sign.

Superintendent Thomas: The anticipated date of completion is late summer or early fall 2024.

**K. Declared Interest Items**

1. Approval of the Minutes of the Regular Board Meeting, December 12, 2023, Item A7 K1.

*Trustees with a declared interest left the meeting.*

**Motion 1164 (24-01-30)**

**Moved by** Darryl D'Souza

**Seconded by** Herman Vilorio

**THAT THE MINUTES OF THE REGULAR BOARD MEETING, DECEMBER 12, 2023, ITEM A7 K1, BE APPROVED.**

**CARRIED**

*Trustees with a declared interest returned to the meeting.*

**L. In Camera Meeting of the Committee of the Whole**

**Motion 1165 (24-01-30)**

**Moved by** Anisha Thomas

**Seconded by** Stefano Pascucci

**THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD OR COMMITTEE, OR AN EMPLOYEE.**

**CARRIED**

**M. Report from the In Camera Meeting of the Committee of the Whole**

Report: The In Camera Committee of the Whole approved In Camera Board Minutes, received Administrative Appointments and Transfers, Questions Asked of an In Camera Nature by Trustees, and that there are Recommended Motions to the Board of Trustees to consider.

**Motion 1166 (24-01-30)**

**Moved by** Shawn Xaviour

**Seconded by** Stefano Pascucci

**THAT THE BOARD OF TRUSTEES APPROVE THE MOTIONS ASSOCIATED WITH REPORT L10a.,  
IN REGARD TO A PERSONNEL MATTER.**

**CARRIED**

**Motion 1167 (24-01-30)**

**Moved by** Bruno Iannicca

**Seconded by** Anisha Thomas

**THAT THE BOARD OF TRUSTEES APPROVE THE MOTION CONTAINED WITHIN REPORT L10b.,  
IN REGARD TO A PERSONNEL MATTER.**

**CARRIED**

**Motion 1168 (24-01-30)**

**Moved by** Darryl D'Souza

**Seconded by** Shawn Xaviour

**THAT THE BOARD OF TRUSTEES APPROVE THE MOTION CONTAINED WITHIN THE REPORT L10c.,  
IN REGARD TO A PERSONNEL MATTER.**

**CARRIED**

**N. Future Meetings**

February 27, 2024

March 19, 2024

April 23, 2024

May 28, 2024

June 18, 2024

**O. Adjournment**

**Motion 1169 (23-12-12)**

**Moved by** Mario Pascucci

**Seconded by** Darryl D'Souza

**THAT THE MEETING BE ADJOURNED AT 9:59 P.M.**

**CARRIED**

H 1	<b>Ontario Catholic School Trustees' Association Resolutions 2024</b>	
Q 1	Trustee Mario Pascucci: May I suggest an edit to the OCSTA resolution in that <i>AI can support learning and assist teachers</i> , rather than <i>AI is a useful tool</i> ?	Submitted to OCSTA with change suggested.
J	<b>Questions Asked by Trustees</b>	
Q 2	Trustee Bruno Iannicca: Can staff provide an update regarding municipal licensing required for schools to host a lottery or game of chance?	Counsel had a meeting with the lawyer who supports Licensing and Enforcement. She is looking into whether there is anything that the city can do to make changes. If there isn't, we will escalate it to the Alcohol and Gaming Commission for discussion City Legal promised to follow up with me this month (February). Counsel will report back through the Director following discussion to propose next steps.
Q 7	Trustee Stefano Pascucci: Can staff provide an update on the installation of boulevard signs?	<b>Appendix 1</b> was provided in Issues & Events on February 9, 2024.
Q 8	Trustee Stefano Pascucci: Can staff ensure that the priests are invited to many school events?	Supervisory Officers provided a reminder to administrators to ensure that priests are invited to school events.
Q 9	Trustee Stefano Pascucci: A question was raised at a recent CSC meeting regarding when and if schools will be getting air conditioning.	Ongoing
Q13	Trustee Mario Pascucci: Is there an update on the pathway to St. Sofia Byzantine Catholic Elementary School?	<b>Appendix 2</b> was provided in Issues & Events on February 23, 2024.
Q 22	Trustee Bruno Iannicca: Recently there have been calls for trustees to assist with suspension and/or expulsion hearings during the morning or early afternoon? Why the change from late afternoon or evening?	There was an increase in safe schools' hearings in December and January. The afternoon hearings worked because it was when we could secure Discipline Committee and Fresh Start appeal members and also when the families and their counsel (if they had counsel) were available. We defer to the schedules of the trustees. Going forward, we will canvas Trustee availability using a survey system to see when we can convene the Discipline Committee and Fresh Start Appeals Panel. Rather than



		asking who is available for one specific time on a given day, we will canvas a broader timeframe. For example, instead of asking who is available on February 13 at 1:30 p.m., we would ask who is available February 13, then work out the timing.
<b>Q 23</b>	Trustee Brea Corbet: Our homework policy dates back to 2009 with an update in 2017. If possible, can we have this policy come forward at an upcoming Bylaw and Policy Review Committee Meeting?	This item will be put on the April 2024 Board By-Law Review Committee Meeting agenda.

**APPENDIX 1****DPCDSB Standardized Boulevard Sign Project**

Please note that while not identified on the list, the new sign at St. Aloysius Gonzaga Catholic Secondary School (CSS) is in progress as we await city approval.

<b><u>Completed 2018/2019</u></b>	<b><u>Ward</u></b>	<b><u>Trustee</u></b>
St. Aidan	2 & 6	Darryl D'Souza / Paula Dametto-Giovannozzi
St. Alphonsa	4 & 6	Anisha Thomas / Darryl D'Souza
St. Andre Bessette	8 & 10	Shawn Xaviour
St. Bernadette	6	Luz del Rosario
St. Daniel Comboni	6	Darryl D'Souza
St. Elizabeth Seton	9	Brea Corbet
St. Evan	1, 2 & 3	Paula Dametto-Giovannozzi
St. Gregory	11	Luz del Rosario
St. Herbert	6	Luz del Rosario
St. Jacinta Marto	4, 5 & 6	Darryl D'Souza / Anisha Thomas
St. Nicholas	4 & 5	Paula Dametto-Giovannozzi
St. Philip	7	Bruno Iannicca
St. Teresa of Calcutta	3	Mario Pascucci
St. Valentine	5 & 6	Thomas Thomas / Luz del Rosario
St. Vincent de Paul	3	Mario Pascucci
<b><u>Completed 2020</u></b>	<b><u>Ward</u></b>	<b><u>Trustee</u></b>
Corpus Christi	4 & 6	Stefano Pascucci / Luz del Rosario
Fr. Daniel Zanon	7	Bruno Iannicca
Fr. Clair Tipping	8 & 10	Shawn Xaviour
Our Lady of Mercy	9	Brea Corbet
St. Anthony	7	Shawn Xaviour
St. Benedict	Dufferin County 1	Paula Dametto-Giovannozzi
St. Cecilia	1	Anisha Thomas
St. Clare	8	Herman Vilorio
St. Cornelius	1, 3, 4 & 6	Paula Dametto-Giovannozzi
St. Dominic	1	Mario Pascucci
St. Edith Stein	10	Brea Corbet
St. Francis of Assisi	2 & 8	Herman Vilorio
St. Hilary	5	Thomas Thomas

## APPENDIX 1

St. Isaac Jogues	2, 9 & 10	Shawn Xaviour / Darryl D'Souza
St. John Paul II	4 & 6	Paula Dametto-Giovannozzi
St. Julia	11	Luz del Rosario
St. Kevin	3 & 4	Anisha Thomas
St. Maria Goretti	5	Darryl D'Souza
St. Pio of Pietrelcina	4	Stefano Pascucci
St. Rita	2	Darryl D'Souza / Paula Dametto-Giovannozzi
St. Sebastian	8 & 10	Herman Vilorio / Brea Corbet
<b><u>In Progress 2023</u></b>	<b><u>Ward</u></b>	<b><u>Trustee</u></b>
All Saints	8	Herman Vilorio
Father C.W. Sullivan	1 & 3	Anisha Thomas
Holy Cross	5	Thomas Thomas
Our Lady of Providence	9	Shawn Xaviour
Queen of Heaven	1	Mario Pascucci
St. Angela Merici	6	Darryl D'Souza
St. Bernard of Clairvaux	10	Brea Corbet
St. Christopher	2	Herman Vilorio
St. Faustina	10	Brea Corbet
St. Gerard	6	Luz del Rosario
St. Giovanni Scalabrini	7	Bruno Iannicca
St. Jean-Marie Vianney	5 & 6	Darryl D'Souza
St. Josephine Bakhita	2	Darryl D'Souza
St. Margaret of Scotland	8	Herman Vilorio
St. Matthew	4	Stefano Pascucci
St. Peter	Caledon 1 & 4 Dufferin 1	Paula Dametto-Giovannozzi
St. Raphael	5 & 8	Thomas Thomas / Shawn Xaviour
St. Thomas More	1 & 3	Mario Pascucci
Sts. Martha & Mary	3	Mario Pascucci
Sts. Peter and Paul	4	Stefano Pascucci

## APPENDIX 2

### **Update on Redevelopment of Gulleden Park, Mississauga St. Sofia Byzantine Catholic Elementary School (BCES)**

The City of Mississauga (City) has informed DPCDSB staff that construction of the redevelopment of Gulleden Park, located behind St. Sofia BCES, will be commencing this spring (weather permitting) and be completed by May 31, 2025. The park will not be accessible during this time.

As part of this redevelopment:

- The City intends to connect the new multi-use trail from Gulleden Park to the existing trail on DPCDSB property. At this time, DPCDSB staff do not have specifics on the timing of installing the connection, but DPCDSB staff will request that it be done to minimize any impacts to the school.
- DPCDSB staff will be providing written notice to request the removal of the existing play structure (for which DPCDSB has a license agreement) at the end of its lifecycle, which will be at the end of the next (2023-2024) school year (i.e., after June 30, 2024). The City would include this work as part of the overall tender for the park reconstruction. It was always DPCDSB's intent to remove this play structure at the end of its lifecycle and this will become an additional play space for students.
- There will be a new license agreement between the City and DPCDSB. Currently, the license agreement permits the City to install, operate and maintain a play structure on DPCDSB property and also grants the City access over the existing walkway for the public to access Gulleden Park. This agreement expires on July 31, 2024.
- required for access over the walkway only.

The community and the students of St. Sofia will be able to take advantage of this community benefit once it is complete. It will be a significant improvement to what is there now. DPCDSB staff will ensure that the St. Sofia community is provided with ongoing updates through the redevelopment process. The City of Mississauga has created a project webpage with more information at:

<https://www.mississauga.ca/projects-and-strategies/city-projects/redeveloping-gulleden-park/>



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 1**

#### **MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, NOVEMBER 7, 2023**

## MINUTES

### Administration and Finance Committee Meeting

**Tuesday, November 7, 2023, 7:00 p.m.  
Boardroom, Catholic Education Centre**

Trustees:	Shawn Xaviour	Chair
	Brea Corbet	Vice-Chair
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Anisha Thomas	Trustee
	Thomas Thomas	Trustee
	Herman Vilorio	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Darryl D'Souza	Trustee
	Stefano Pascucci	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Brian Diogo	Superintendent, Family of Schools
	Brian Hester	Superintendent, Financial Services
	Laura Odo	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Mathew Thomas	Superintendent, Planning and Operations
	Kevin Wendling	Assistant Superintendent: Math Lead
	Mike Damad	Chief Information Officer
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Anna Gentile	General Manager, Transportation
	Richard Moriah	General Manager, Physical Plant Facilities
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

#### A. Routine Matters

1. Call to Order and Attendance  
Chair Shawn Xaviour called the meeting to order at 7:00 p.m.

2. Opening Prayer led by Trustee Brea Corbet
3. Land Acknowledgment - Trustee Thomas Thomas
4. Approval of Agenda

**Moved by** Thomas Thomas

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

- a. Approval of Calendar Items – Nil
5. Declaration of Interest - Nil
6. Approval of the Minutes, Administration and Finance Committee Meeting, September 12, 2023

**Moved by** Luz del Rosario

**THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, SEPTEMBER 12, 2023, BE APPROVED.**

**CARRIED**

- a. Business Arising from the Minutes - Attached.

#### **B. Awards and Presentations**

1. Prime Minister's Award for Teaching Excellence: Reagan Johnson, Dedicated Early Childhood Educator, St. James Catholic Global Learning Centre

Director Mazzorato recognized Reagan Johnson. Her passion for all things science sparks a love of learning for children in her class. Reagan was recently selected as one of the 2023 recipients of the Prime Minister's Award for Teaching Excellence. We are so very pleased and proud of Reagan.

Reagan rose to a round of applause from the assembly, a certificate was presented, and photos were taken with the Board of Trustees.

#### **C. Delegations - Nil**

#### **D. Reports from Trustees for Receipt**

1. Regular Reports
  - a. Ontario Catholic School Trustees' Association Report – Nil
  - b. Good News

**Trustee Luz del Rosario**

**Mississauga Wards 6 and 11**

Thank you to the St. Marcellinus Catholic Secondary School (CSS) staff and students for hosting the Youth Faith Formation event for the Mississauga Brampton Central Family of Schools. The Grade 7 and 8 students that attended were very engaged and

participated in many activities. Congratulations to the organizers who created a successful and spirited event.

**E. Reports from Committees/Administration for Receipt**

1. Community Planning and Partnerships: 2023-2024 Annual Public Meeting

Superintendent Thomas introduced Senior Planner Joanne Rogers and Manager Stephanie Cox to summarize the report.

*Trustee Anisha Thomas joined the meeting at 7:10 p.m.*

2. September 28, 2023 Enrolment Report

Superintendent Thomas summarized the report.

1. Trustee Brea Corbet: Parents/guardians from the French Immersion (FI) program have expressed their desire to have the FI program at one school. Currently, the FI program runs until Grade 4 at one school and then the students are required to switch to another school to continue the FI program from Grade 5 through 8. The “sister schooling” arrangement of Divine Mercy CES and Our Lady of Mercy CES continues to be part of ongoing discussions with our Planning Department. There are challenges associated with ensuring continuity of Catholic education for our students in FI. There are barriers for families to enter this program and parent/guardian feedback is that it separates siblings, there is disruption caused for students in having to leave their school, their friendships and their catholic community, and it creates difficulties for drop offs/pickups at two schools. What are the implications and considerations for consolidating FI programs?

Superintendent Thomas: We are reviewing the rebalancing of FI across schools. Many schools have had a significant enrolment decline in the 10 to 15 years since FI was introduced in the format of split schools – “sister-schools”. We have to examine the overall picture and review how a consolidation of two schools could affect the receiving school and the school that would be losing the FI students. This issue is on the radar for the Planning Department.

2. Trustee Bruno Iannicca: Is there a threshold of student enrolment in terms of providing the optimum educational value?

Superintendent Thomas: Ideally students should have a wide scope of opportunities in both academic programming and extracurricular options. As you have stated, it is a challenge with a very small enrolment to provide this. Smaller schools do align with neighbouring schools to provide as much opportunity as possible.

3. Trustee Bruno Iannicca: Is there any idea of when the moratorium on Pupil Accommodation Review (PAR) will be lifted?

Associate Director Del Bianco: We do not have a timeline. When the moratorium is lifted, there will be a need to review the provincial process. We do not anticipate this happening any time soon.

4. Trustee Bruno Iannicca: Can two schools choose to combine into one school to increase student opportunities?



Associate Director Del Bianco: Not with the moratorium in place.

3. STOPR Governance Committee March 23, 2023 Minutes - Superintendent Thomas

4. Student Transportation Update and Delivery

General Manager Anna Gentile summarized the report.

5. Ontario Catholic School Trustees' Association (OCSTA) Resolutions

Director Mazzorato summarized the report on behalf of Superintendent Vecchiarino.

*Trustee Herman Vilorio joined the meeting at 7:30 p.m.*

1. Trustee Bruno Iannicca: I would like to ensure the resolution regarding the inaccuracies of voter lists through Municipal Properties Assessment Corporation (MPAC) has been addressed.

Director Mazzorato: That resolution was approved at the last Annual General Meeting (AGM).

Trustee Luz del Rosario commented on the status of the resolution: Elections Ontario sent a letter to the Minister of Education and OCSTA acknowledging the problem and that they are reviewing the matter. The problem will be fixed. There were two other items approved: technology funding and tutoring funding.

**F. Reports from Committees/Administration requiring Action - Nil**

**G. Additional Business - Nil**

1. Notices of Motion

**H. Questions Asked by Trustees**

1. Trustee Bruno Iannicca: At recent Catholic School Council (CSC) meetings concerns regarding secondary washrooms was voiced. They are dirty due to student conduct, and inappropriate behaviour in the washrooms. Parents/guardians have reported that their children have called to be picked up to use their home washroom, students are congregating in the washrooms, and some report students are using the washrooms to eat their lunch. Can staff comment?

Director Mazzorato: This is concerning information. We will reach out to principals to review these situations and put a process in place that ensures students are comfortable using the washrooms.

2. Trustee Bruno Iannicca: Has staff determined if DPCDSB can obtain a municipal license for holding a lottery and/or raffle, and allow schools to use the license to hold a lottery, raffle of game of chance?

Executive Superintendent Cherepacha: Counsel is reviewing the possibility.

3. Trustee Bruno Iannicca: Has staff determined if we can raffle off a combined donation tax receipt for events such as Terry Fox?

Executive Superintendent Cherepacha: We have reviewed this scenario; it is not possible.

4. Trustee Bruno Iannicca: Since secondary activity fees are voluntary, and not all students pay, the funds generated have significantly declined. These funds are necessary to carry on regular activities and events. Have we found another way to collect funds to support these activities?

Executive Superintendent Cherepacha: Activity fees must be voluntary; it is in the guidelines regarding materials for students. We have formed a working group and are reviewing ideas and discussing how best to describe the benefits created by students paying the activity fee. We do acknowledge and recognize that some families are experiencing financial challenges. We are looking at other ways to create fees for services or goods received, i.e., yearbooks.

5. Trustee Brea Corbet: At a recent CSC meeting parents/guardians raised concerns that secondary cafeteria prices are too high for students. For example: \$4.50 for a bottle of water and \$5.50 for fries. Understandably, food prices have increased since the pandemic. Is there any way the cafeteria prices charged to students can be more reasonable or regulated?

Executive Superintendent Cherepacha: We do check in with our providers to see that they are abiding by the tender regarding service, advertising and that they are encouraging the use of the cafeteria by students. We were able to confirm that those items are specialized items, i.e., bottles of vitamin water and poutine and not just regular water and fries.

6. Trustee Brea Corbet: It would be helpful as schools have been open for three months to have the cafeteria providers gather input on what can be improved to meet the needs of the school community. Have the providers sent out surveys to parents/guardians and students for feedback?

Executive Superintendent Cherepacha: Surveys have not been conducted yet; they are to be done by the end of the first year. However, we do know that they are engaging and talking with students while using the cafeterias regarding the menu.

Trustee Bruno Iannicca: Commented that at a recent secondary CSC meeting, there were glowing reviews for the cafeteria provider regarding quality and variety.

7. Trustee Brea Corbet: I have received feedback regarding a food truck that was at one of our secondary schools. The prices were very high, i.e., small fries \$7, poutine \$13, pulled pork \$16, sausage on bun \$7, hot dogs \$6. If we are allowing external vendors on school property, we should have a policy and/or general administrative process (GAP).

Director Mazzorato: Food trucks should not be on secondary school property. We have agreements with our cafeteria providers. We will follow up.

8. Trustee Luz del Rosario: Can you access the donation module via SchoolCash Online?

Executive Superintendent Cherepacha: Yes, and via the board website.

9. Trustee Bruno Iannicca: Can staff inform parents that there are two ways of donating funds?

Executive Superintendent Cherepacha: We will work with schools to communicate the options and encourage the use of the donation module, which is the best way to produce a tax receipt. There is planned secretarial training, and our School Support Team will work on this area.

10. Trustee Brea Corbet: Feedback from schools is that using the donation module can take longer to get the funds and tracking is not easy.

Executive Superintendent Cherepacha: My recommendation is to have our schools reach out to the School Support Team with any questions or concerns.

11. Trustee Brea Corbet: At a recent CSC meeting, discussion occurred regarding School Messenger. It would be better to have an attachment rather than a link. The link is problematic because it needs to be downloaded and requires several steps to open on a mobile device, and sometimes the download does not work. As a result, some parents do not read board communications. Would it be possible to send information to parents/guardians without a link and have the information embedded in the message, or have PDF attachments?

General Manager Campbell: The School Messenger system does not allow attachments as simply as an email attachment. If the information is short, we embed it into the message. We can provide further information in Issues and Events.

**I. Declared Interest Items - Nil**

**J. In Camera Session**

**Moved by** Bruno Iannicca

**MOTION TO MOVE INTO A CLOSED MEETING AS DISCUSSION WILL INVOLVE FINANCIAL INFORMATION IN RESPECT OF THE BOARD, COMMITTEE OR AN EMPLOYEE.**

**CARRIED**

**K. Report from In Camera**

Report: Approval of In Camera Board Minutes, Questions Asked by Trustees of an In Camera Nature, and approved recommendations made to the Board of Trustees from the Administrative and Finance Committee regarding school board financial matters.

**Moved by** Luz del Rosario

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.**

**CARRIED**

**L. Future Meetings**

February 13, 2024      April 9, 2024      June 11, 2024

**M. Adjournment**

**Moved by** Anisha Thomas

**THAT THE MEETING BE ADJOURNED AT 9:00 P.M.**

**CARRIED**



<b>I Questions Asked by Trustees</b>		
Q 2	Trustee Bruno Iannicca: Has staff determined if DPCDSB can obtain a municipal license for holding a lottery and/or raffle, and allow schools to use the license to hold a lottery, raffle of game of chance?	Ongoing. Counsel has connected with municipalities and continues to be engaged.
Q 7	Trustee Brea Corbet: I have received feedback regarding a food truck that was at one of our secondary schools. The prices were very high, i.e., fries small \$7, poutine \$13, pulled pork \$16, sausage on bun \$7, hot dogs \$6. If we are allowing external vendors on school property, we should have a policy and/or general administrative process (GAP).	The DPCDSB has no real jurisdiction over food trucks – they are independently operated, and all purchases made at the food truck are optional. Schools have been asked to ensure any use of food trucks is in-line with contractual obligations with our cafeteria services providers. Decisions to use food trucks, and purpose, should be well communicated with CSC members.
Q 8	Trustee Bruno Iannicca: Can staff inform parents that there are two ways of donating funds?	Finance continues to share information with school office staff regarding the use of SchoolCash online and the donations module.
Q 11	Trustee Brea Corbet: At a recent CSC meeting, a discussion occurred regarding School Messenger. It would be better to have an attachment rather than a link. The link is problematic because it needs to be downloaded and requires several steps to open on a mobile device, and sometimes the download does not work. As a result, some parents do not read board communications. Would it be possible to send information to parents/guardians without a link and have the information embedded in the message, or have PDF attachments?	Information is included in the November 10 Issues and Events. For clarification, SchoolMessenger does not “attach” a document similar to an attachment in Outlook. SchoolMessenger actually embeds the attachment as a link behind the scenes, and the actual document is placed on the SchoolMessenger server. This is done for two reasons; for fast delivery and for the sender to be able to break or retrieve the link if the incorrect attachment was sent. It should be noted, however, that it is not possible to download a PDF while viewing the email through the SchoolMessenger App. The user can view and open the PDF or open a link to the document, but they would be unable to download it if they needed to print it or share it on another platform.  Communications & Community Relations staff use SchoolMessenger regularly to send central communications and have not encountered concerns from parents/guardians regarding the inability to open files. Nevertheless, staff will endeavour to embed content within the message whenever possible, particularly where the length of the content makes it practical. Staff will also investigate analytics with respect to message receipt and opening rates where such information is available.



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER F 2**

**MINUTES OF THE AUDIT COMMITTEE MEETING,  
NOVEMBER 15, 2023**

## MINUTES

### Audit Committee Meeting

**Wednesday, November 15, 2023, 4:30 p.m.  
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Anisha Thomas	Vice-Chair
External Members:	Laura Prestia	External Audit Committee Member
Regrets:	Thomas Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Brian Hester	Superintendent, Financial Services
	Carrie Salemi	General Manager, Finance
	Kevin Sun	Internal Auditor
	Reynard Balatbat	Senior Auditor
Recorder:	Cindy Child	Board and Committee Information Officer

#### A. Routine Matters

1. Call to Order and Attendance  
Chair Bruno Iannicca called the meeting to order at 4:35 p.m.
2. Opening Prayer led by Chair Bruno Iannicca
3. Land Acknowledgment - External Member Laura Prestia
4. Approval of Agenda

**Moved by** Anisha Thomas

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

5. Declaration of Interest - Nil
6. Approval of the Minutes of the Audit Committee Meeting, September 12, 2023

**Moved by** Laura Prestia

**THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, SEPTEMBER 12, 2023, BE APPROVED.**

**CARRIED**

Business Arising from the Committee Minutes - Nil

**B. Awards and Presentations – Nil**

**C. Delegations - Nil**

**D. Reports from Committee/Administration for Receipt**

1. Regional Internal Audit Team (RIAT) Update and Annual Report

RIAT Senior Manager, Paula Hatt introduced Manager Judy Selvadurai to summarize the report.

**E. Reports from Committee/Administration requiring Action**

1. Appointment of External Member

Executive Superintendent Cherepacha summarized the report.

**Moved by** Laura Prestia

**THAT THE AUDIT COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF K. JOHN BOOTS, CPA, CA, AS AN EXTERNAL NON-BOARD MEMBER OF THE AUDIT COMMITTEE FOR A THREE (3) YEAR TERM EFFECTIVE NOVEMBER 2023 TO NOVEMBER 2026.**

**CARRIED**

2. Consolidated Financial Statements for the Year Ended August 31, 2023

Superintendent Hester recognized the dedication and significant work accomplished by the Finance Team, under the leadership of General Manager Carrie Salemi and Manager Ezra Cyrus.

Superintendent Hester introduced Mohammad Soleman, Engagement Manager and Marcus Sconci, Partner from BDO Canada LLP and thanked them for the completion of the audit and acknowledged the challenges related to the new accounting standards implemented for this yearend.

Superintendent Hester summarized the financial statements.

1. External Member Prestia: The sick leave top-up benefits on page 52 went from \$927 (thousand) in 2022 to \$290 in 2023. Can staff explain the drop?

Superintendent Hester: This actuarial valuation is based on assumptions and estimates that carry over sick days will be used less in the future. This translates into a decreased liability.

2. External Member Prestia: On page 26 it is reported that the board has switched to an insured LTD plan, can staff explain?

Superintendent Hester: With the prior plan, we paid an estimated cost throughout the year. At the end of the year, we are responsible for the actual costs incurred. This payment plan was consistent for several years until leading up to COVID. After that, with employees coming into and out of the LTD program, it was difficult to estimate and to build the exact amount into the budget. With an insured plan, we pay a monthly premium only. This stabilizes our payments and allows us to budget accordingly.

Engagement Manager Mohammad Soleman summarized the results of the audit.

3. External Member Prestia: Can you confirm that the Ministry would fully fund any back wages that resulted from Bill 124?

Partner Marcus Sconci: That is correct, they have done this with three public boards todate.

4. External Member Prestia: Regarding the Asset Retirement Obligation (ARO) amount, is it based on a list of specific buildings and/or sites? And if so, what if a cost occurred that was not on the list, would we expense this cost?

Superintendent Hester: The liability amount will be reviewed every year. Asbestos is the biggest possible expense for all buildings pre-1990. We have assessed and taken inventory and determined the associated costs of remediation if all the work was to be done now. We continue to review the inventory. If we find a location that requires remediation that is not on the list, we will expense it in the year that it was found, and the remediation work completed.

**Moved by** Anisha Thomas

**THAT THE AUDIT COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE CONSOLIDATED FINANCIAL STATEMENTS AND RELATED INFORMATION OF THE DPCDSB FOR THE YEAR ENDED AUGUST 31, 2023.**

**CARRIED**

**F. Additional Business - Nil**

1. Notices of Motion

**G. Questions Asked by Committee Members - Nil**

**H. Declared Interest Items - Nil**

**I. In Camera Session**

**Moved by** Laura Prestia

**THAT THE AUDIT COMMITTEE MEETING RESOLVE INTO THE IN CAMERA SESSION.**

**CARRIED**

**J. Report from In Camera**

Report: Approval of the In Camera Audit Committee Minutes of September 12, 2023 and received three reports; RIAT Repairs and Maintenance Follow-Up, RIAT Transportation Follow-Up, and the Internal Audit Status Update report.

**Moved by** Laura Prestia

**THAT THE AUDIT COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.**

**CARRIED**

**K. Future Meetings**

February 13, 2024  
May 14, 2024



**L. Adjournment**

**Moved by** Laura Prestia

**THAT THE MEETING BE ADJOURNED AT 5:38 P.M.**

**CARRIED**



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 3**

#### **MINUTES OF THE CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS MEETING, DECEMBER 7, 2023**

## MINUTES

### Central Committee for Catholic School Councils (CCCSC)

**Thursday, December 7, 2023, 7:00 p.m.  
Catholic Education Centre – Board Room**

Members Present:	Dominique Darmanin-Sturgeon	Chair and Brampton West Secondary Representative
	Adrian Scigliano	Superintendent
	Laurie-Anne Clark	Mississauga Bampton Central Elementary Representative, SEAC Representative
	Thomas Thomas	Trustee
	Herman Vilorio	Alternate Trustee
	Paul Basran	Principal/Vice-Principal Elementary Association
	Diana Speranza	Principal/Vice-Principal Secondary Association
	Brian Diogo	Superintendent
	Natasha Kovar	Mississauga East Elementary
	Catherine Rivera	Mississauga East Secondary
	Amanada Le Blanc	Mississauga North Elementary
	George Ling	Mississauga North Secondary
	Yvette Lemonius	Mississauga South Secondary
	Diana Carlesimo	Mississauga South Elementary Chair, OAPCE Representative
	Maria Commisso	Dufferin-Peel Elementary Unit OECTA
	Thomas Murphy	Dufferin-Peel Elementary Unit OECTA
	Sheena Tennesse	Brampton North East Elementary
	Karen Dancy	Vice-Chair, Brampton North East Secondary Representative
	Alexandra Sikorski	Mississauga Brampton Central Elementary
	Sunny Kanabe	Brampton East Caledon Dufferin Malton Secondary
Recorder:	Angela Charette	Executive Administrative Assistant

**A. Routine Matters**

1. Chair Dominique Darmanin-Sturgeon called the meeting to order at 7:00 p.m.
2. Opening Prayer
3. Land Acknowledgment - Superintendent Vecchiarino
4. Welcome and Introduction
  - a. Welcome and Declaration of CCCSC Representatives
    - i. Declaration of Conflict of Interest- Nil
  - b. Declaration of Alternates by Family of Schools  
Rim Boulos      Mary Boulos      Mike Brunetto  
Kyla Lepore
  - c. Identification of Observers and Guests- Nil
5. Approval of Minutes, November 9, 2023

**Moved by**      Sunny Kanabe  
**Seconded by**      Natasha Kovar

**THAT THE MINUTES OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, NOVEMBER 9, 2023, BE APPROVED.**

**CARRIED**

6. Approval of Agenda, December 7, 2023

**Moved by**      Yvette Lemonius  
**Seconded by**      Karen Dancy

**THAT THE AGENDA OF THE CENTRAL COMMITTEE OF CATHOLIC SCHOOL COUNCILS MEETING, DECEMBER 7, 2023, BE APPROVED.**

**CARRIED**

- a. Business Matters- Nil

**B. Presentation: Multi Year Strategic Plan (MYSP) Discussion – Superintendent Vecchiarino and Researcher Mehek Arif**

- i. Stakeholders build review and implement the Multi Year Strategic Plan
- ii. 2019-2023 MYSP ended last week with new plan brought forward- plan will come back in spring- approved to move forward

- iii. Ministry of Education criteria to do formal consultation twice a year and informally throughout the year- stakeholders consulted in May and June
- iv. School board sent out survey- in depth consultation with stakeholders- CCCSC, Indigenous Education Council, Black Community Advisory Council, to assist with the plan- follow up regarding implementation of plan
- v. Qualitative and quantitative information through student and council-based surveys and focus groups- council focus groups thinking of council members- two participants per group to collect feedback- CBILC cycles-action steps and direction- strategies can be implemented
- vi. Student focus groups include Black and Indigenous students, students who identify LGBTQ, students with diverse learning needs, as well as open focus groups to navigate survey
- vii. Large school boards provided with funding- focus groups provide detailed conversations- allow parent voice- better communication, through email blasts, social media, and through schools- input welcomed from how to communicate better to parents
- viii. Data analyzed – responses helpful, and some responses able to be incorporated

Paul Basran: Research department invaluable- combines voices to students and parents- info is broken down and provides next steps, researchers assigned to schools

Superintendent Vecchiarino: Responding to Diana Carlesimo, focus groups flexible, perspectives and thoughts come out, researcher data will be shared, and results of conversations, results will assist in questions for the following September- capture various data points- 45 to 60 minutes required for a participant and date to be shared

Superintendent Scigliano: Collection of names of volunteers- Natasha Kovar, Catherine Rivera, Yvette Lemonius

## **B. Standing Items**

### **1. Trustee Report – Trustee Thomas Thomas**

Superintendent Scigliano: Trustees Thomas Thomas and Herman Vilorio both elected to support CCCSC this year

- i. Inaugural meeting- elected Chair for Board of Trustees- Luz del Rosario and Vice-Chair Thomas Thomas
- ii. Student Trustee vacancy- Christopher Joseph from St. Martin CSS elected
- iii. Archdiocese of Toronto ShareLife confirmed employee campaign raised \$36,236. School campaign raised \$149, 230 in contributions- largest contribution for Dufferin Peel- board wide participation from every school- schools encouraged to find new ways to contribute
- iv. School renewal fund- infrastructure funding from Federal and Provincial government- upgrades to schools across the system- no school is completely without air-conditioning- some schools fully air conditioned that were not previously- to air condition all schools would cost upwards of \$350, 000,000- finance and funding not favorable but gradual work in schools continues
- v. Toronto Regional Conservation Authority-providing experiences for families to celebrate holidays– Black Creek Pioneer Village, Albion Hills, Clearmont nature center, December programming with the TRCA, last board meeting update provided

- vi. Ministry of Education curriculum Grade 10 history update- famine and war and impacts on Ukrainian community and Canada- elevate Canadian value and focus on freedom, human rights and rule of law- September 2025 – totalitarian policies of government, soviet union, death of millions of Ukrainians between 1932-1933

## **2. Superintendent Report- Superintendent Scigliano and Superintendent Diogo**

- i. Virtual Training Evening- thank you to members for attending- significant attendance rate- leadership and support facilitating and supporting the conversations within those groups
- ii. Follow up item- math tutoring discussion with Program Department- specific grant last year from Ministry of Education no longer available- Board looking into other supports- Ministry funded math supports in form of staffing, re: Assistant Superintendent of Mathematics, 8 Math Leads to support work in schools, Program department still looking at ways to supplement centrally
- iii. MYSP- facilitated discussion to reopen the survey for a period of time-due to work in communication with trustees, commitment to opening survey for longer period - ways to be more efficient and include more voices in MYSP and Board goals
- iv. Mention of possibility of additional members- committee liaisons that support other groups- discussions have taken place
- v. Funding available to support guest speakers- Trustee Bruno Iannicca has worked to solidify speaker on topic of anti-Human Trafficking- January 18, 2024 virtual session by Matt Richardson
- vi. CAS offers Purple Day- guest speaker spoke on role of CAS and supports and duty to report- virtual format- no cost associated- requesting interest amongst members this evening- no concerns noted
- vii. Request for subjects, topics amongst the CCCSC members- survey could be initiated, as well as providing funding to other advisory groups to support their work- Superintendent Scigliano will look into Karen Dancy's suggestion on subject of vaping-parents looking into guest speaker Paul Davis

Superintendent Scigliano: will follow up on Yvette Lemonius' suggestion of brochures, resources being available to students through Chief Social Worker

Diana Carlesimo: Thrive Newsletter sent to parents- suggestion on Thrive for Kids, QR Codes, other avenues for students not comfortable in discussions

Superintendent Scigliano confirmed with Natasha Kovar there is a DPCDSB Instagram account- request of a possible elementary platform

Superintendent Scigliano: Clarifying that if someone would like a guest speaker, on the board website click on guest speaker link- periodic times throughout year guest speakers are vetted

Superintendent Scigliano: Responding to question on school funds, in conjunction with council, school level discussions on funds

Superintendent Scigliano: Responding to Karen Dancy's question regarding \$500 Parent Engagement funds- intent of those funds to be spent that year- other school council funds could be earmarked for future expenses

Chair Dominique Darmanin- Sturgeon: Suggestion that events be brought forward earlier in the year for CCCSC, for increased participation rather than later in year- two-year plan

Superintendent Scigliano: Responding to Mike Brunetto's comment on debt crisis and financial literacy, the Ministry of Education has revamped the math curriculum- more financial literacy as a component, imbedded in curriculum

**3. Ontario Association of Parents In Catholic Education (OAPCE) Report- Diana Carlesimo**

- i. Monthly newsletter- Parent to Parent Press- links will be shared, subscribe to newsletters
- ii. Parent survey available for all parents- can be shared with schools- focus on OAPCE aligning with school needs and Ministry of Education, hearing from parents
- iii. Blog post on Parent to Parent Press- regional meeting highlights available from last month- training sessions on November 30<sup>th</sup> reps attended
- iv. December 11<sup>th</sup>, 2023- registration open- Theresa Hartnick presentation- gift of Christmas- advent retreat- Real Reason for the Season

**4. Special Education Advisory Council (SEAC) Report- Laurie-Anne Clark**

- i. November 15<sup>th</sup>, 2023- STOPR presentation on courtesy ridership for siblings with differing abilities- trying to make this more accessible- families reaching out to principal to facilitate sibling courtesy seating
- ii. ProGrant evenings – upcoming entry planning and transitioning meeting for students with differing abilities at St. Marcellinus CSS on January 24, 2024
- iii. Virtual Presentation- Dana Gaell- See Me for Me- February 22, 2024- flyer to circulate

Mike Brunetto: Request for further conversation regarding students transitioning out of school system to post-secondary – adequate resources not necessarily available- take some stress out of transition for families.

Superintendent Scigliano: Post secondary educational institutes do have department- incumbent on adults to advocate for their own needs and understand their needs- student services, special education resources – follow up on different languages, and supports for transitions.

Diana Speranza: Transition plans created- parents and students connected- IPRC meetings in secondary are optional but urge parents to attend meetings annually.

Superintendent Diogo: Transferrable documents- take it back to Special Education Department- exceptional students with IEPs and 7-year credit- institution- what does it look like when students are transitioning and what is Dufferin Peel providing.

5. **Diocesan/Parish Representative Report- Gabriel Ogundele – Nil**
6. **ACCESS DP Report- Diana Carlesimo - Nil**

**C. Information/Committee Updates**

**1. Correspondence- Dominique Darmanin-Sturgeon**

- i. Attended the MYSP meeting in November, and Inaugural Board Meeting in January PIC meeting- hosted by Suzanne Gordon – Ministry of Education and Board Leads- help with programming.
- ii. Thank you to members for attending CSC training, and Vice-Chair support.
- iii. Attended Anti-Black Racism meetings, with Superintendent Brunton and Trustee Luz del Rosario once a month.
- iv. Next CCCSC meeting is on Monday, February 5, 2024

Superintendent Scigliano: Responding to Natahsa Kovar, the school year calendar is finalized by Ministry of Education, and that affects timeline for information being shared with parents

**6. CCCSC In Service Committee Report- Nil**

**D. Closing Prayer**

The Closing Prayer was led by Chair Dominique Darmanin-Sturgeon.

**E. Future Meetings**

Monday, February 5, 2024

Thursday, March 7, 2024

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 20, 2024 - Volunteer of the Year Award Presentation & final meeting of the school year.

**F. Adjournment**

**Moved by** Natasha Kovar

**Seconded by** Alexandra Sikorski

**THAT THE MEETING BE ADJOURNED AT 9:00 p.m.**





## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 4**

#### **MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, JANUARY 17, 2024**

## MINUTES

### Special Education Advisory Committee Meeting

**Wednesday, January 17, 2024, 7:00 p.m.  
Boardroom, Catholic Education Centre**

Attendees:	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Paula Dametto-Giovannozzi	Alternate Trustee
	Heather Bialowas	Down Syndrome Assoc. of Peel: Caring Network - Representative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Liza Dowson	Ontario Association for Families of Children with Communication Disorders - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Christine Koczmar	Community Living Mississauga - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Laurie-Anne Clark	Member at Large, Central Committee for Catholic School Councils
Regrets:	Bruno Iannicca	Trustee - Chair
	Luz del Rosario	Alternate Chair
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Kimberley Crhak	Dufferin-Peel Educational Resource Workers' Association - Representative
	Debbie Hammond	Dufferin-Peel Educational Resource Workers' Association - Representative
	Shanna Walsh	Down Syndrome Assoc. of Peel: Caring Network - Alternative
	Pam Boniferro	Dufferin-Peel Educational Resource Workers' Association - Alternative
	Andrea Isaac	OECTA Elementary
	Marie De Oliveira	OECTA Secondary
Staff:	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Sabrina Baiana	Coordinator, Diverse Learning Needs
	Sharon Chambers	Principal, Vice Principal Association, Elementary
	Joanne Dean	Chief, Speech/Language/Hearing/Vision
	Christiane Kyte	General Manager, Clinical Services and Spec Education
	Laura Odo	Superintendent Representative, Family of Schools
	Cristine Pergotski	Association of Professional Student Services Personnel
	Laura Pincente	Consultant, Secondary Transitions and Diverse Learners
	Jacqueline Toste	Consultant, Diverse Learning Needs
	Peter Cusumano	Principal, Vice Principal Association, Secondary
	Katherine Magee	Executive Assistant, Special Education and Learning Services - Recorder

**A. Routine Matters**

1. Call to Order and Attendance

Vice-Chair of SEAC, Dely Farrace, called the meeting to order at 7:10 p.m.

2. Opening Prayer - S. Baiana
3. Land Acknowledgment - H. Bialowas
4. Approval of Agenda

**THAT THE AGENDA BE APPROVED.**

**CARRIED**

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, December 13, 2023

**THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, DECEMBER 13, 2023, BE APPROVED.**

**CARRIED**

6. Previous Business - Nil

**B. Presentations and Staff Reports**

1. Multi-Year Strategic Plan: Superintendent Vecchiarino, M. Arif

Superintendent Vecchiarino explained the Multi-Year Strategic Plan's (MYSP) objectives and the board's operational plans. One part of the evaluation plan is to implement focus groups. M. Arif explained that the purpose of the focus group is to gain an in-depth understanding from key stakeholders regarding the implementation of the MYSP, CBILC, and CSILC as well as get feedback on the surveys to be administered at the beginning and end of each year. SEAC members were asked to volunteer if interested in participating.

Lisa Papaloni asked how this information is provided to the students and families. M. Arif stated that it is communicated through school newsletters and emails. C. Koczmar asked how this is different from previous years. Superintendent Vecchiarino answered that focus groups are a new implementation this year. M. Del Rosario asked if the qualitative questions were not a requirement of the Ministry, only the quantitative questions? M. Arif answered that both quantitative and qualitative questions are a requirement by the Ministry, but until this year qualitative questions were open ended. C. Koczmar asked if the student surveys are sent home for Special Education students and what accommodations are provided. Superintendent Vecchiarino will take back that recommendation. L. Dowson asked how they decided on the survey questions and if accommodations are provided for diverse learners? Superintendent Vecchiarino mentioned that the focus groups help develop the questions. Yes, there are supports and accommodations as needed.

2. Supporting Mathematics - Update on Math Achievement Plan: Assistant Superintendent Wendling

Assistant Superintendent Wendling presented updates on the Math Achievement Plan. This plan has been developed to help improve achievement results that have declined due to the pandemic. Superintendent Wendling explained the process of identifying the curriculum's fidelity, Math content knowledge of teachers, understanding students and measuring results. Priority schools have been identified. Students will be surveyed. Activities will be provided to support student achievement.

Lisa Papaloni asked what is the benchmark? Superintendent Wendling answered that there isn't a specific achievement goal but they are always striving for improvement. Also, they are looking at what areas need improvements. Lisa Papaloni asked how achievement is measured from year to year? Superintendent Wendling answered that it is based on what percentage of students are achieving at Provincial expectations. Lisa Papaloni asked if it is true that the Math curriculum is too hurried. Superintendent Wendling said that they are collecting feedback for this. C. Koczmar asked if Special Education students are included in the EQAO results. Superintendent Wendling replied that yes, that information is included. C. Koczmar asked what percentage of students who write the EQAO are Special Education students. Superintendent Wendling stated that he will look into attaining this data. L. Dowson asked if math consultants have Special Education training, in order to provide these students with the opportunity to understand the material. Superintendent Wendling answered that the Special Education department supports the math consultants to ensure Special Education students receive the resources they need within their math programs. L. Dowson asked if parents are made aware if the student is struggling with math. Superintendent Wendling answered that this would be required from the teacher. The schools are provided with resources to help students improve in math. M. Del Rosario asked if there will be math facilitators in classes going forward. Superintendent Wendling answered that it will depend on the Ministry if funding for math facilitators will be provided in the future. The facilitators support the students and teachers and provide diagnostic testing to help students thrive and adjust. Will the funding be evaluated to redistribute or increase funding? Superintendent Wendling stated that this would be up to the Ministry. C. Koczmar asked if students write the EQAO for their grade even if they have a modified program. Superintendent Wendling answered that they write the EQAO for their age group. Has there been a discussion around this practice? Superintendent Wendling answered that if they cannot access their curriculum in a meaningful way, then they will not write the EQAO.

3. Review Role of Chair: Superintendent Papaloni

Superintendent Papaloni distributed a handout on the Role of Chair.

4. Terms of Reference: Superintendent Papaloni

Deferred until the next meeting where the majority of voting members will be present.

5. Voting for Chair and Vice-Chair: Superintendent Papaloni

Deferred until the next meeting where the majority of voting members will be present.

6. Entry Planning and Transition for Students with Differing Abilities Information Session: J. Toste

Superintendent Papaloni introduced J. Toste to speak on the upcoming Entry Planning and Transition for Students with Differing abilities. J. Toste briefly explained the upcoming event details and mentioned a great registration turnout and invited anyone interested to sign up.

**C. Budget - Nil**

**D. Reports from Trustees for Receipt - Nil**

**E. Information/Reports from Community Associations**

D. Farrace, Brampton Caledon Community Living, spoke regarding February is Inclusive Education Month. Community Living Ontario is having their annual Together We're Better contest. Students in Ontario are invited to participate.

D. Farrace presented a draft letter to be sent to the Ministry in response to their letter to SEAC regarding ERW funding. It will be reviewed and sent to the Ministry.

**F. Information and Correspondence**

1. Minister's Advisory Council on Special Education (MACSE) Feedback Form: Superintendent Papaloni

Superintendent Papaloni discussed the Minister's Advisory Council on Special Education feedback form. It will be sent to the committee to review and return if interested. Once all the feedback is returned, it can be collated and sent back to the Ministry. The form is to provide feedback on any Special Education program they wish to discuss.

**G. Communication - Nil**

**H. Questions Asked by Committee Members**

C. Koczmar asked for the deadline for the Special Education Plan feedback. S. Baiana answered that it is due in March. C. Koczmar asked what the process is to have links sent to the committee. Superintendent Papaloni answered there is a process of approval. D. Farrace asked to receive the questions for the Special Education Plan survey in a document. S. Baiana answered that she will put it into a document format and send it out to the committee. L. Dowson asked if the representative from the Ministry will be invited to attend a SEAC meeting. Superintendent Papaloni answered that once we clarify who the new representative from the Ministry is, yes, we will invite them to a meeting. L. Dowson asked if there was an update on Project Inclusion. S. Baiana answered that all five modules are available to all staff now. They are posted on our internal professional development site and this information is also shared during staff meetings. L. Dowson asked if it could be made mandatory training. S. Baiana answered that the ERW staff have been provided this information at professional development. For teachers, professional development is mandated by the Ministry, but the Ministry has not mandated these modules. The teachers are given this information during staff meetings instead. Lisa Papaloni added that it is important to raise awareness on this topic. Superintendent Papaloni answered that the information is being accessed and there is great uptake of the modules. Lisa Papaloni asked what the process was for the focus group for the MYSP. Superintendent Papaloni answered that it will be handled through Superintendent Vecchiarino's office. She will get clarification and send out a message to the committee. C. Koczmar asked if ErinOak has been requested to reconsider their refusal to attend a SEAC meeting. C. Kyte answered that she did make another request and they have taken the request back to their senior management. She will provide an update once she receives an answer.

**I. Future Meetings**

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 12, 2024

**CARRIED**

**J. Adjournment**

**Moved by** C. Koczmaro

**THAT THE MEETING BE ADJOURNED AT 9:04 P.M.**

**CARRIED**



## **RECOMMENDATION TO THE BOARD**

### **REPORT NUMBER F 5**

#### **MINUTES OF THE MISSISSAUGA SCHOOL TRAFFIC SAFETY COMMITTEE MEETING, DECEMBER 4, 2023**

---

## Mississauga School Traffic Safety Action Committee

**Date:** December 4, 2023  
**Time:** 5:00 PM  
**Location:** Online Video Conference

Members Present	Councillor Chris Fonseca	Ward 3
	Councillor John Kovac	Ward 4
	Councillor Dipika Damerla	Ward 7
	Councillor Sue McFadden	Ward 10
	Councillor Brad Butt	Ward 11
	Trustee Brea Corbet	Dufferin-Peel Catholic District School Board
	Trustee Jill Promoli	Peel District School Board
	Faiz Ahmed	Citizen Member
	Junaid Shah	Citizen Member
	Kathy Leff	Citizen Member
	Miles Roque	Citizen Member
	Peter Westbrook	Citizen Member
	Sandra Thomson	Citizen Member
	Seshagiri Pingali	Citizen Member
	Tammy Coulson	Citizen Member
	TJ Cieciura	Citizen Member
	Vibha Sequeira	Citizen Member
Members Absent	Aamira Alvi	Citizen Member
	Irene Chu	Citizen Member
	Louise Goegan	Citizen Member

---

### Staff/Advisory Board Present

Sheelagh Duffin, Supervisor, Crossing Guards  
Denna Tallia, Traffic Operations Technologist  
Alex Beard, Active Transportation Coordinator  
Catherine Nguyen-Pham, Communications Advisor  
Rebecca Rozario, Dufferin Peel Catholic District School Board  
Carolina Schmitz, Dufferin Peel Catholic District School Board  
Daniel Venafro, Supervisor, Parking Enforcement  
Megan Piercey, Legislative Coordinator



1. CALL TO ORDER

5:00 PM

2. INDIGENOUS LAND STATEMENT

Miles Roque, Chair recited the Indigenous Land Statement.

3. APPROVAL OF AGENDA

Approved (J. Shah)

4. DECLARATION OF CONFLICT OF INTEREST - Nil

5. MINUTES OF PREVIOUS MEETING

5.1 Mississauga School Traffic Safety Action Committee Minutes - October 25, 2023

Approved (Trustee J. Promoli)

6. DEPUTATIONS - Nil

7. PUBLIC QUESTION PERIOD - 15 Minute Limit - Nil

8. CONSENT AGENDA - Nil

9. MATTERS CONSIDERED

9.1 Site Inspection Report - Dunrankin Drive Public School (Ward 5)

Site inspection report for the site inspection conducted on October 24, 2023 at the intersection of Darcel Avenue and Etude Drive for the students attending Dunrankin Drive Public School.

Tammy Coulson, Vice-Chair enquired about the reasoning behind the re-inspection. Sheelagh Duffin, Supervisor, Crossing Guards responded to questions and noted concerns with the intersection and busses.

RECOMMENDATION MSTSAC-0086-2023

Moved By Trustee J. Promoli

1. That the warrants have not been met for a placement of a school crossing guards at the intersection of Darcel Avenue and Etude Drive for the students attending Dunrankin Drive Public School.
2. That Transportation and Works be requested to paint ladder markings on the north leg of the intersection of Darcel Avenue and Etude Drive and repaint faded ladder markings on the west and south legs.
3. That Mississauga School Traffic Safety Action Committee be requested to re-inspect once recommendation number 2 has taken place.

4. That Transportation and Works be requested to adjust the stop bars at the stop signs on the north leg of the intersection of Darcel Avenue and Etude Drive to accommodate the painted ladder markings.

Approved

9.2 Site Inspection Report - St. Sofia Catholic Elementary School (Ward 3)

Site inspection report for the site inspection conducted on November 7, 2023 at the intersection of Bloor Street and Havenwood Drive for the students attending St. Sofia Catholic Elementary School.

No discussion took place regarding this item.

RECOMMENDATION MSTSAC-0087-2023

Moved By Councillor C. Fonseca

1. That the warrants have not been met to extend the hours of the existing crossing guards at the intersection of Bloor Street and Havenwood Drive for the students attending St. Sofia Catholic Elementary School.
2. That Transportation and Works be requested to review the feasibility of activating the countdown timer at the intersection of Bloor Street and Havenwood Drive.

Approved

9.3 Site Inspection Report - St. Vincent de Paul Separate School (Ward 3)

Site inspection report for the site inspection conducted on November 14, 2023 at the intersection of Rathburn Road East and Willowbank Trail for the students attending St. Vincent de Paul Separate School.

Committee members engaged in discussion and enquired about education, awareness, and the distribution of the School Zone Safety Handout. Trustee J. Promoli advised that she would look into the distribution of the handout at the Peel District School Board.

RECOMMENDATION MSTSAC-0088-2023

Moved By Councillor C. Fonseca

1. That the warrants have not been met for a placement of a school crossing guards at the intersection of Rathburn Road East and Willowbank Trail for the students attending St. Vincent de Paul Separate School.
2. That Transportation and Works be requested to paint ladder markings on all four legs of the intersection of Rathburn Road East and Willowbank Trail.

Approved

#### 9.4 2023 Wilde Wood Award

Awards Working Group to nominate 4 schools to receive the Wilde Wood Award for 2023 and that \$500.00 per school be allocated for awarding the recipients.

Peter Westbrook, Citizen member spoke to the Awards Working Group meeting and advised the committee of the nominations for the 2023 Wilde Wood Award for School Zone Safety.

#### RECOMMENDATION MSTSAC-0089-2023

Moved By Councillor S. McFadden

1. That the 2023 Wilde Wood Award for School Zone Safety be awarded to the following schools that have demonstrated that they have a team of staff and/or volunteers that deserve to be recognized for the efficient operation of the School Zone Safety (Kiss & Ride) Program and promote and/or encourage active transportation to and from school.
  - a. St. Basil Elementary School (Ward 3)
  - b. St. Dominic Catholic Elementary School (Ward 1)
  - c. Darcel Avenue Senior Public School (Ward 5)
  - d. Nahani Way Public School (Ward 5)
2. That \$2,000.00 (\$500.00 per school) be allocated for awarding the recipients of the 2023 Wilde Wood Award.

#### Approved

#### 9.5 Nominations - 2023 Dr. Arthur Wood Award

The Awards Working Group nomination of the Dr. Arthur Wood Award recipient.

Peter Westbrook, Citizen Member spoke to the Awards Working Group meeting and the recommendation to nominate Dana Wilson, Principal, Hillside Public School. P. Westbrook, spoke to D. Wilson's commitment to safety at Hillside Public School, as well as her work on the School Streets Pilot Program.

Committee members engaged in discussion regarding notifying the award recipient and Megan Piercey, Legislative Coordinator advised that the recipient would be contacted through email once Council adopted the recommendation.

#### RECOMMENDATION MSTSAC-0090-2023

Moved By Councillor J. Kovac

1. That Dana Wilson, Principal, Hillside School be named the recipient of the 2023 Dr. Arthur Wood Award.

2. That the cost of approximately \$200.00 be approved for the purchase of a plaque to present to the recipient of the 2023 Dr. Arthur Wood Award.

Approved

9.6 Ontario Traffic Council School Zone Safety Symposium Verbal Report

Vibha Sequeira and Louise Goegan, Citizen Members to provide the committee with a verbal report on the Ontario Traffic Council School Zone Safety Symposium held on November 23, 2023.

Vibha Sequeira, Citizen Member spoke to the symposium and noted that the City of Mississauga has one of the best systems for school traffic safety. V. Sequeira highlighted the mental health training, and the research insights and CAA School Safety Patrol discussion from Tracy Marshall, CAA.

RECOMMENDATION MSTSAC-0091-2023

Moved By T. Cieciora

That the Ontario Traffic Council School Zone Safety Symposium Verbal Report from Vibha Sequeira, Citizen Member be received for information.

Received

9.7 Site Inspection Report - Britannia Public School (Ward 11)

Site inspection report for the site inspection conducted on November 9, 2023 in front of the school at Swinbourne Drive and Ewing Crescent (south intersection) for the students attending Britannia Public School.

Councillor B. Butt enquired about painting crosswalk lines in this area. Sheelagh Duffin, Supervisor, Crossing Guards and Denna Tallia, Traffic Operations Technologist advised that crosswalk lines cannot be installed mid-block and could only be installed at all-way stops.

RECOMMENDATION MSTSAC-0092-2023

Moved By P. Westbrook

1. That the warrants have not been met for the placement of a school crossing guard at Swinbourne Drive and Ewing Crescent in front of Britannia Public School.
2. That Transportation and Works be requested to:
  - a. Review the signage on Swinbourne Drive in front of Britannia Public School.
  - b. Install an additional U-Turn sign below the 30 KM/HR sign on Swinbourne Drive.

3. That Parking Enforcement be requested to enforce the "No Stopping" and "No Parking" zones in front of Britannia Public School at Swinbourne Drive and Ewing Crescent between the hours 8:25 - 8:45 AM and 2:50 - 3:10 PM.
4. That Peel Regional Police be requested to attend Britannia Public School at Swinbourne Drive and Ewing Crescent between the hours of 2:50 - 3:15 PM to enforce "No U-Turns".
5. That the Principal of Britannia Public School be requested to remind parents to use the kiss and ride to drop off and pick up students.

Approved

9.8 Site Inspection Report - St. Bernard of Clairvaux Catholic Elementary School (Ward 10)

Site inspection report for the site inspections conducted on November 21 and 29, 2023 at the roundabout at Churchill Meadows Boulevard and Rosanna / Escada Drive for the students attending St. Bernard of Clairvaux Catholic Elementary School.

No discussion took place regarding this item.

RECOMMENDATION MSTSAC-0093-2023

Moved By S. Pingali

1. That the warrants have been met for the placement of a school crossing guard at Churchill Meadows Boulevard at the roundabout at Escada / Rosanna Drive for the students attending St. Bernard of Clairvaux Catholic Elementary School.
2. That Mississauga School Traffic Safety Action Committee be requested to re-inspect the school crossing in September 2024 to ensure the warrants continue to be met.

Approved

9.9 Site Inspection Report - Guiding Light Academy and Montessori (Ward 11)

Site inspection report for the site inspection conducted on November 28, 2023 in front of the school at 225 Broadway Street for the students attending Guiding Light Academy and Montessori.

Councillor B. Butt expressed safety concerns and noted that there needed to be follow-up with the school to encourage better participation of the school operators.

RECOMMENDATION MSTSAC-0094-2023

Moved By Councillor S. McFadden

1. That Guiding Light Academy and Montessori be requested to consider operating a kiss and ride on school property.

2. That Transportation and Works be requested to:
  - a. Install "No Stopping" prohibitions on the west side of Broadway Street, 8:00 - 9:30 AM and 3:00 - 4:30 PM, Monday - Friday, September - June between the entrance and exit driveways of the Municipal parking lot opposite Guiding Light Academy and Montessori.
  - b. Install "No U-Turn" signs on Broadway Street in front of Guiding Light Academy and Montessori.
3. That Parking Enforcement be requested to enforce the "No Stopping" zones in front of Guiding Light Academy and Montessori at 255 Broadway Street between the hours of 8:40 - 9:15 AM and 3:30 - 4:05 PM, once recommendation 2 has taken place.
4. That Mississauga School Traffic Safety Action Committee be requested to re-inspect once recommendations 1, 2, and 3 are completed.

Approved

9.10 Site Inspection Statistics Report - November 2023

No discussion took place regarding this item.

RECOMMENDATION MSTSAC-0095-2023

Moved By S. Thomson

That the Site Inspection Statistics Report for November 2023 be received for information.

Received

10. SUBCOMMITTEE REPORTS - Nil

11. PARKING ENFORCEMENT REPORT

11.1 Parking Enforcement in School Zone Report - October 2023

TJ Cieciora, Citizen Member noted that the attachments for Items 11.1 and 12.1 were switched on the agenda.

RECOMMENDATION MSTSAC-0096-2023

Moved By T. Cieciora

That the Parking Enforcement in School Zone Report for October 2023 be received for information.

Received

12. TRANSPORTATION AND WORKS ACTION ITEMS12.1 Transportation and Works Action Items List - October 2023

Peter Westbrook, Citizen Member enquired about what could be done to stop people from illegal parking at Castlebridge Public School. Denna Tallia, Traffic Operations Technologist advised that the hatching was faded and could look for it to be re-painted.

RECOMMENDATION MSTSAC-0097-2023

Moved By S. Thomson

That the Transportation and Works Action Items List for October 2023 be received for information.

Received

13. OTHER BUSINESS

Committee members noted a scheduling conflict with the appreciation dinner and Mayor B. Crombie's event on December 13, 2023.

14. DATE OF NEXT MEETING

January 31, 2024

15. ADJOURNMENT

T. Cieciora (5:50 PM)



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER G 1**

**FRIENDS AND ADVOCATES FOR CATHOLIC EDUCATION (FACE) UPDATE**



<b>Regular Board Meeting</b>
<b>February 27, 2024</b>
<b><i>FRIENDS AND ADVOCATES FOR CATHOLIC EDUCATION (FACE) UPDATE</i></b>
<b>Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive, Trust</b>

*“Therefore encourage one another and build one another up, just as you are doing.”*  
1 Thessalonians 5:11

## BACKGROUND

The Dufferin-Peel Catholic District School Board (DPCDSB) has been an active participant in the Ontario Catholic School Trustees’ Association’s (OCSTA) Friends and Advocates of Catholic Education (FACE) initiative from its inception and has enthusiastically engaged in its mandate to celebrate and promote Catholic education, both within the DPCDSB jurisdiction and provincially. DPCDSB has accomplished this through broadly sharing and promoting good news stories about Catholic education, engaging local political representatives and other stakeholders, participating in FACE Lobby Days, responding to challenges to Catholic education and a range of other strategies encouraged by FACE.

## DISCUSSION

DPCDSB engages in significant and frequent communications both internally and externally on a wide variety of issues, events, and activities to inform its stakeholders and to promote and celebrate Catholic education using tools such as email, SchoolMessenger, social media (X, Facebook, Instagram, YouTube). For example, DPCDSB shares a monthly *News from The Board of Trustees* newsletter with all DPCDSB staff and families as well as with local Members of Parliament (MPs), Members of Provincial Parliament (MPPs), Parishes, OCSTA, the Bishop and Archbishop.

DPCDSB also shares an *Upcoming Events* email blast through a similar distribution while extending a standing offer to any MPP who wishes to attend an event to contact Communications staff who will facilitate a connection with the school principal. The Board Chair, Vice-Chair, and local trustee(s) are made aware that the MPP/MP is attending so they may also attend if their schedule permits. This provides natural networking opportunities for members of the Board of Trustees with key stakeholders.

In sharing *Upcoming Events* with parishes, staff also offer to share parish event information with DPCDSB staff/community.

DPCDSB staff are among our greatest ambassadors. In this regard, to further leverage the sharing of information related to an MPP/MP school visit or other event, issue or activity, staff are reminded on an ongoing basis to follow DPCDSB on its social media channels and to reshare DPCDSB posts.

## NEXT STEPS

DPCDSB will continue to share information on events, issues and activities with its internal and external stakeholders and will explore additional means by which to spread the good news about Catholic education. One of the areas where we can improve is board-parish and school-parish connectivity. In this regard, staff will ask parishes to share *News from The Board of Trustees*, *Upcoming Events* and other communications with parish groups including Knights of Columbus, Catholic Women's League and others.

Staff will also explore with parishes and/or the Archdiocese of Toronto the possibility of embedding links to the DPCDSB website and the school websites of schools within the parish boundaries to their parish websites. On a reciprocal basis, DPCDSB will look to embed links to the websites of parishes within school boundaries.

Staff will continue to explore opportunities to strengthen relationships with parishes and showcase Catholic education.

## CONCLUSION

DPCDSB will continue to engage in FACE-related initiatives, not only to promote and celebrate Catholic education among stakeholders, and to build community, but also because doing so aligns with the Board of Trustees' Multi-Year Strategic Plan (MYSP) and its core values of *Believe, Excel, Respect, Thrive and Trust*.

Prepared by: Bruce Campbell, General Manager, Communications & Community Relations

Submitted by: Marianne Mazzorato, Ed.D., Director of Education



**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 1**

**POLICY 4.04: EDUCATIONAL EXCURSIONS**

- 1. THAT THE BOARD OF TRUSTEES APPROVE AND ENACT AS AMENDED THE REVISED *POLICY 4.04: EDUCATIONAL EXCURSIONS*.**

<b>Regular Board Meeting</b>
<b>February 27, 2024</b>
<b><i>POLICY 4.04: EDUCATIONAL EXCURSIONS</i></b>
<b>Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, Trust</b>

*“The Lord is good, a stronghold on a day of trouble;  
he protects those who take refuge in him...”*

*Nahum 1:7*

## BACKGROUND

The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to providing students with the opportunity to participate in supervised activities and/or excursions occurring outside of the physical school. *Policy 4.04: Educational Excursions* and its companion *General Administrative Procedure (GAP) 801.00 – Out-of-School Programs and Events* set out considerations and requirements related to out-of-school activities and/or excursions to ensure student access, learning, and safety. This report summarizes recent review of GAP 801.00 in terms of the application of staff ratios for out-of-school events, as well as associated revisions.

## DISCUSSION

DPCDSB’s Policy 4.04 and GAP 801.00 set out considerations and requirements related to out-of-school activities and/or excursions to ensure student access, learning, and safety. A key component of safety is having sufficient supervision by adults. Trustees expressed recent concern that students may not be supervised in situations in which a DPCDSB excursion leader falls ill and/or needs to attend to or accompany an injured student to access emergency medical care during a sports excursion. In response, staff reviewed GAP 801.00, noting the following:

- **Item 1.1.2** makes it clear that supervision ratios for out-of-school activities and/or excursions include athletic events, not only field trips and prom/semi-formal events. Staff added rehearsals and performances to this list of example excursions.
- **Section 7.2** reiterates the various excursion and out-of-school event types, including competitions and performances.
- **Section 7.3** lists the minimum supervision ratios for each grade and type of excursion, noting that more supervision may be necessary depending on individual student needs and the nature and location of the excursion or event. The one notable update to the table in item 7.3.1 is a revised supervision ratio for extended excursions for intermediate students travelling outside Ontario. This new supervision ratio replaces the “not recommended” classification for this type of excursion with this age group. Additionally, item 7.3.2 indicates that supervision may be augmented by parent and guardian volunteers with valid Criminal Record Check (CRC), including a Vulnerable Sector Screening Check. Finally, the new 7.3.5 indicates that, where staff interest to act as Excursion Leaders on extended excursions within or outside Ontario (including overseas) exceeds the minimum ratios in 7.3.1, the principal shall contact the Family of Schools Superintendent to ensure a transparent selection process.

- **Section 7.5** is a new section that staff added to provide protocol for emergency supervision when a lone excursion leader from the school must depart to attend to an ill or injured student, or to address their own medical emergency. This protocol includes identification of alternate adults on site who can provide student supervision in case of an emergency, including, as available, another DPCDSB staff member, a parent or guardian volunteer, or a convenor or coach or host principal of the excursion site. In all such emergencies, all efforts to contact the principal of the excursion leader's school shall be made immediately, so that they can arrange alternate student supervision.

Note that, given the prohibitively expensive costs of making supervision ratios smaller and the option to include parent and guardian volunteer supervisors with the appropriate screenings, no changes were made to the current ratios as listed in GAP 801.00, other than the addition of a supervision ratio for extended excursions for intermediate students travelling outside Ontario.

## CONCLUSION

DPCDSB staff revised GAP 801.00 to improve readability and navigation of the document. Rehearsals and performances were added as excursion examples in the introductory section for added clarity. Additionally, a supervision ratio was included for extended excursions for intermediate students travelling outside Ontario. Finally, staff added a new section on emergency supervision to provide protocol for situations in which a lone excursion leader must leave the excursion to respond to a medical emergency. No content changes were made to Policy 4.04.

## THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

**1) THAT THE BOARD OF TRUSTEES APPROVE AND ENACT AS AMENDED THE REVISED  
POLICY 4.04: EDUCATIONAL EXCURSIONS.**

Prepared by: Kathy Russell-Kwan, Researcher – Policy, Strategy, Research and Global Learning  
Silvana Gos, Superintendent – Mississauga South Family of Schools

Submitted by: Marianne Mazzorato, Ed. D., Director of Education

## GAP

### GENERAL ADMINISTRATIVE PROCEDURE

<b>SECTION:</b>	<b>800 Out of School Excursions and Events</b>
<b>GAP NUMBER:</b>	<b>801.00</b>
<b>SUBJECT:</b>	<b>Out-of-School Programs and Events</b>
<b>REFERENCE:</b>	<del>Board</del> Policy 4.04 Educational Excursions; <del>Board</del> Policy 4.20 Fundraising; <del>Board</del> Policy 20.00 Fees for Learning Materials and Activities; GAP 101.02 Student Accidents; GAP 414.00 Health and Physical Education Safety Guidelines (Curriculum, Intramural and Interschool); GAP 502.10 Safety of Pupils-Head Injuries-First Aid Response; GAP 502.12 Safety of Pupils: Missing Students; GAP 514.10 Prevalent Medical Conditions; GAP 519.01 Board Insurance - Incident Reports; GAP 519.02 Board Insurance – Excursions and Use of Personal Vehicles; GAP 530.00 Catholic Code of Conduct; GAP 531.00 Fees for Learning Materials and Activities; GAP 538.00 Fundraising; GAP 602.00 Crisis Communications Plan; GAP 702.00 Finances/General; GAP 704.02 School Generated Funds; GAP 716.00 Corporate Vehicle Usage Procedures; GAP 803 Van/Busettes for S.S.
<b>EFFECTIVE:</b>	March, 1991
<b>REVIEWED/AMENDED</b>	March 2007; January 2008; November 2008; February 2013; (June 2014); October 2019; February 2024
<b>REPLACES:</b>	<del>801.00</del>
<b>PAGE</b>	<del>1 of 20</del>

*“If I take the wings of the morning and dwell in the uttermost parts of the sea, even there your hand shall lead me, and your right hand shall hold me.”*

*Psalms 139:9-10*

<b>1. BACKGROUND.....</b>	<b>3</b>
1.1. Introduction .....	3
<b>2. RATIONALE .....</b>	<b>3</b>
2.1. Educational Goals.....	3
2.2. Catholic Code of Conduct.....	5
2.3. Criteria of Educational Validity.....	5
<b>3. APPROVAL .....</b>	<b>5</b>
3.1. Key Considerations.....	5

3.2.	Physical Education Out-of-School Programs involving Approved by DPCDSB .....	6
3.3.	Programs Offered at Outdoor Education Centre(s) Operated By DPCDSB .....	6
3.4.	Out-Of-School Programs Not Officially Approved .....	6
3.5.	Approval Process .....	6
3.6.	Amusement Park Excursions .....	7
3.7.	Preliminary Conceptual Approval .....	7
3.8.	Superintendent of Schools Approval .....	8
3.9.	Final Superintendent Approval .....	9
3.10.	Parent/Guardian Approval .....	9
3.11.	Record of Out-of-School Events .....	11
<b>4.</b>	<b>FUNDS .....</b>	<b>11</b>
4.1.	Funds for Out-of-School Activities .....	11
<b>5.</b>	<b>DOCUMENTATION .....</b>	<b>12</b>
5.1.	Field Trip Manifest .....	12
5.2.	Recording of Students Participating .....	13
5.3.	Recording of Staff and Volunteer Supervisors .....	13
5.4.	Medical Alerts .....	13
5.5.	Use of Occasional Teachers .....	13
5.6.	Access to School Building after Hours .....	14
<b>6.</b>	<b>TRANSPORTATION .....</b>	<b>14</b>
6.1.	Transportation Considerations .....	14
6.2.	Travel in Inclement Weather .....	14
6.3.	Types of Buses – Distance Restrictions .....	14
6.4.	Bus Safety .....	15
6.5.	Use of Taxis to Transport Students .....	16
6.6.	Approved Carriers .....	16
6.7.	Public Transportation .....	16
6.8.	Private Motor Vehicles .....	17
6.9.	Procedures in Cases of Accident/Student Injury or Illness .....	17
<b>7.</b>	<b>SUPERVISION .....</b>	<b>18</b>
7.1.	Supervision Ratios .....	18
7.2.	Excursion Categories .....	19
7.3.	Minimum Supervision Ratios .....	19
7.4.	Staff Supervision and Management .....	20
7.5.	Emergency Supervision .....	22
7.6.	Expectations for Transportation Safety .....	22
7.7.	Students Billeted in Host Family Homes .....	23

7.8.	DPCDSB-Wide Excursions.....	23
7.9.	Special Considerations for Social Justice and Outreach Excursions .....	23
<b>8.</b>	<b>OVERNIGHT EXCURSIONS .....</b>	<b>25</b>
8.1.	Special Consideration for Overnight Excursions .....	25
<b>9.</b>	<b>EXTENDED EXCURSIONS .....</b>	<b>26</b>
9.1.	Extended Excursion Advisory Committee for Excursions outside the Province .....	26
9.2.	Special Considerations for Extended Excursions.....	26
9.3.	Eligibility .....	29
9.4.	Procedures .....	29
9.5.	Grants .....	30

## 1. BACKGROUND

### 1.1. Introduction

1.1.1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes the educational value of out-of- school programs and experiences which support the development and well-being of the whole child and reinforce the moral teachings of the Catholic Church and the Ontario Catholic School Graduate Expectations.

1.1.1.1.2. Out-of-School Programs include a wide range of DPCDSB-approved activities such as excursions to local sites, ~~event~~events, and areas of interests (e.g., museums, festivals, conservation areas, etc.); retreat programs at various centres; charity and social outreach opportunities; athletic events (e.g., inter-school tournaments); rehearsals and performances; and extended excursions within the province and beyond its borders. ~~All~~ Every students, ~~including students with differing abilities~~ shall be ~~provided~~provided with opportunities to participate in Out-of-School Programs.

1.1.2.1.1.3. Mindful of provincial health and safety legislation and DPCDSB policy and procedures, some additional considerations may be required to support students with ~~diverse learning needs~~differing abilities, ensuring safe access to excursions. The Family of Schools Superintendent and/or Family Level Special Education Consultant is to be informed of situations that may require ~~these~~ additional supports and/or considerations.

1.1.3.1.1.4. Principals ~~are expected~~must ~~to~~ review this material with their staff on an annual basis.

## 2. RATIONALE

### 2.1. Educational Goals

2.1.1. All travel must be educational and linked to the school goals, DPCDSB goals, and/or mission. In providing out-of-school experiences for students, staff ~~should~~must consider the needs of all students and provide opportunities for learning in their local environment before travelling to more distant locations.



DRAFT

2.1.2. The purpose of any Out-of-School Program or activity should be to provide inquiry opportunities encompassing:

- direct experiences of a phenomenon, process, operation or enterprise;
- practical applications of topics studied in theory;
- aesthetic, religious, cultural, educational, or athletic experiences;

## 2.2. Catholic Code of Conduct

2.2.1. Students are expected to behave according to [Policy 9.01: Catholic Code of Conduct and associated the GAP 530.00 – Catholic Code of Conduct](#). Staff shall employ appropriate classroom management strategies. Under no circumstances shall an action be taken which would place a student in jeopardy (such as sending a student home unaccompanied).

## 2.3. Criteria of Educational Validity

2.3.1. All activities must adhere to the moral teachings of the Catholic Church and reinforce the Ontario Catholic School Graduate Expectations. Furthermore, the educational validity of activities undertaken beyond the school shall be ensured by the Principal/Designate according to the criteria listed below.

- a) The experience lies within the competency and/or understanding of the students involved (e.g., staff ~~would must consider~~ [must consider](#) the diverse needs of all students when planning an out-of-school excursion).
- b) The experience has a curricular relevance for the group of students concerned.
- c) The experience has educational objectives which have been clearly defined.
- d) The experience has educational value in proportion to the time spent travelling.
- e) No equally effective alternative to achieving the objective exists within the regular school organization.
- f) The experience relates to one or more of the Ontario Catholic School Graduate Expectations.

## 3. APPROVAL

### 3.1. [Key Considerations](#)

3.1.1. The following procedures are provided to facilitate Out-of-School Programs, and at the same time:

- ensure the safety and supervision of all students;
- reduce the liability to staff and volunteers;
- keep parents/guardians fully informed;
- enhance the integrity of a program.

3.1.2. These procedures are to be implemented in conjunction with DPCDSB policies and ~~regulations-procedures~~ as appropriate.

### **3.2. Physical Education Out-of-School Programs involving Approved by DPCDSB**

~~3.1.3.~~3.2.1. For Out-of-School Programs involving Physical Education, refer to General Administrative Procedure (GAP) 414.00 (Health and Physical Education Safety Guidelines – Curriculum, Intramural and Interschool).

### **3.3. Programs Offered at Outdoor Education Centre(s) Operated By DPCDSB**

~~3.1.4.~~3.3.1. Arrangements for bookings and bus transportation to the Outdoor Centre(s) will be made by the local school Principal or Designate in conjunction with program staff. Staff of Outdoor Education Centre(s) ~~should not be~~not counted in the supervision ratio for any part of the day.

### **3.4. Out-Of-School Programs Not Officially Approved**

~~3.1.5.~~3.4.1. Note that non-approved, non-sponsored excursions operated by commercial agents are in no way supported by DPCDSB nor does DPCDSB assume any liability in this regard. Staff are not permitted to engage in non-approved, non-sponsored activities.

### **3.5. Approval Process**

~~3.1.6.~~3.5.1. **Step 1:** Prior to beginning the approval process, please refer to the DPCDSB “Board Approved Activities List” to determine approval status of activity.

~~3.1.7.~~3.5.2. **Step 2:** After confirming activity is pre-approved, please refer to the DPCDSB “Board Approved Vendors List” to determine if the chosen vendor has been pre-approved by DPCDSB for use.

3.5.3. **Step 3:** If the excursion Vendor is pre-approved, proceed with the processes outlined below:

- a) Out-of-School Programs that will be completed within the school day or an extended school day, and involving conventional land travel, require the approval of the Principal via GF 110 (Request for Principal Approval of Out-Of-School Event). For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools).
- b) Clubs, teams, and/or certain courses have occasion to have multiple, regularly scheduled Out- of-School events, which will be completed within the school day or an extended school day, involving conventional land travel during the school year. These excursions require the approval of the Principal via completion of GF 100 (Request for Principal Approval of Repeated or Regularly Scheduled Out-Of-School Events). There must be an itinerary or calendar schedule with dates and locations that accompanies the GF 100. For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools)/. If at any time the dates, times, or locations change, the principal and parents must be notified immediately.

- c) Supervised Out-of-School Programs that are separate from the school day, occur after students have been dismissed, and to which students attend independently (e.g., prom, semi-formal), require the approval of the Principal using GF 110B (Request for Principal Approval of Independently Attended Supervised Events).

**3.1.8.3.5.4. Note:** If the Vendor is **not pre-approved**, have the Vendor complete the DPCDSB “Vendor Excursion Pre-Approval Form” for consideration of off-site activities by Risk Management or the DPCDSB “Vendor On-Site Pre-Approval Form” for consideration of on-site activities by Risk Management.

- ~~a) Out-of-School Programs that will be completed within the school day or an extended school day, and involving conventional land travel, require the approval of the Principal via GF 110 (Request for Principal Approval of Out-Of-School Event). For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools).~~
- ~~b)a) Clubs, teams, and/or certain courses have occasion to have multiple, regularly scheduled Out-of-School events, which will be completed within the school day or an extended school day, involving conventional land travel during the school year. These excursions require the approval of the Principal via completion of GF 100 (Request for Principal Approval of Repeated or Regularly Scheduled Out-Of-School Events). There must be an itinerary or calendar schedule with dates and locations that accompanies the GF 100. For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools)/. If at any time the dates, times, or locations change, the principal and parents must be notified immediately.~~
- ~~c)a) Supervised Out-of-School Programs that are separate from the school day, occur after students have been dismissed, and to which students attend independently (e.g., prom, semi-formal), require the approval of the Principal using GF 110B (Request for Principal Approval of Independently Attended Supervised Events).~~

### **3.2.3.6. Amusement Park Excursions**

**3.2.1.3.6.1.** For approval of an artistic performance (e.g., band fest, cheerleading completion) or a curriculum activity (e.g., physics class) at an amusement park (e.g., Canada’s Wonderland, Centre Island, Walt Disney World), after which students will remain on site and participate in the park’s activities, the following steps must be taken:

- a) Complete GF 110 (Request for Principal Approval of Out-Of-School Event).
- b) Ensure the approval from the Family of Schools Superintendent has been obtained.
- c) Ensure that the signed parental permission forms, GF 115 (Parent/Guardian Permission Form for Out-of-School/Extra Curricular Activities), are received.

**3.2.2.3.6.2.** Principals shall ensure that all precautions for the safety and supervision of participating students are taken according to the **supervision ratios**. Location of the excursion and student needs should be given utmost consideration (see [Staff Supervision and Management](#))

### **3.3.3.7. Preliminary Conceptual Approval**

**3.3.1.3.7.1.** If the Principal determines that a proposed excursion involves considerable

expense to students and parents/guardians, then preliminary approval should be requested from the appropriate Family of Schools Superintendent. **No commitment ~~should~~ shall be made to tour operators, students, or parents/guardians until written approval is obtained.**

### **3.4.3.8. Superintendent of Schools Approval**

**3.4.1-3.8.1.** \_\_\_\_\_ Principals shall submit a completed GF 110, (Request for Superintendent Approval of Out-of-School Event) to the appropriate Family of Schools Superintendent, in advance of the event for excursions in the categories listed below.

- a) School busette overnight excursion within Ontario
- b) Air or land travel outside Ontario\*
- d) Unconventional land travel (e.g., bicycle, snowmobile)
- e) Travel during holiday periods (including weekends)
- f) Use of a DPCDSB busette outside Peel, Dufferin, Niagara, Halton, Simcoe, Wellington, York and/or Toronto
- g) Van use for local driving and on city roads

3.4.2.3.8.2. Note that the excursion itinerary must be included. Additionally, no commitment shall be made to any tour operator prior to Superintendent Approval.

3.4.3.3.8.3. \*Note: A presentation to the DPCDSB Extended Excursion Advisory Committee is required for this category. Refer to the [Extended Excursions](#) section of this GAP for considerations, presentation requirements, eligibility, procedures and grants information.

### 3.5.3.9. Final Superintendent Approval

3.5.1.3.9.1. No verbal commitment or written contract for travel or accommodation will be provided to parents/guardians or students until approval has been given by the appropriate Superintendent.

### 3.6.3.10. Parent/Guardian Approval

3.6.1.3.10.1. The Excursion Leader or Principal/Designate will require a signed permission form, GF 115 (Parental/Guardian Permission Form for Out-Of-School/Extra Curricular Activities), for all Out-of-School events. The Excursion Leader is a staff member appointed to lead the Out-of-School excursion or program. Note that the GF 115B form will be used for all supervised school events which are separate and beyond the school day and which **students attend independently** (e.g., prom, semi-formal). The following considerations must be noted, according to the nature of the Out-of-School Program:

- a) For events, clubs, athletic teams, and courses (e.g. physical education, planning for independence, school clubs) which have **regularly scheduled outings**, all dates and locations shall be provided to the parents/guardians on the **GF 115 or on an accompanying list**. Any changes to the scheduled dates and locations **must be** provided in writing immediately to both the Principal and the parents/guardians.
- b) For programs extending overnight, the Excursion Leader will collect relevant medical information about each student and get permission to seek medical attention in the event of an emergency. See GF 080, (Parent/Guardian Health and Safety Information and Medical Consent Form) for required information.

- c) Staff will not deviate from an approved itinerary or program except when required for emergency or safety reasons. If a group's return is significantly delayed, then the Excursion Leader will contact the Principal/Designate. The school will notify the parents/guardians of any delay.
  - d) Cancellation of Out-of-School activities due to safety-related conditions shall be considered in consultation with the appropriate Superintendent of Family of Schools. The Principal will immediately notify the parents/guardians of any cancellations.
  - e) For liability insurance purposes, the appropriate approval form (GF 100, GF 110, or GF 110B) the signed permission form (GF 115 or GF 115B), and a copy of the excursion letter, if applicable, must be held by the school in a secure location, according to the record retention [standards policy](#) outlined by DPCDSB.
-

### **3.7.3.11. Record of Out-of-School Events**

**3.7.1.3.11.1.** Principals are required to keep all GFs related to all Out-of-School excursions, programs, and events undertaken during the school year. These documents must be kept for a minimum of one year from the date on which the excursion, program, or event occurred. The log containing these documents shall be retained in a secure ~~location,~~location by the school, according to the record retention standards outlined by DPCDSB.

## **4. FUNDS**

### **4.1. Funds for Out-of-School Activities**

- 4.1.1. With Principal approval, costs may be subsidized from the school operating budget. Refer to [GAP 702.00](#) (Finances/General) and/or [GAP 722.00](#) (Administration of School Council Funds) for specific information. The collection of all excursion funds shall follow procedures and requirements listed in GAP 704.02 (School Generated Funds). Additional excursion funding considerations are listed below.
- a) Student fundraising projects may be used to provide additional funds. These projects must be undertaken with discretion and in accordance with DPCDSB Policy 4.20: Fundraising and GAP 538.00 (Fundraising).
  - b) As per Policy 20.00: Fees for Learning Materials and Activities and GAP 531.00 (Fees for Learning Materials and Activities), every effort should be made to ensure that **no child is excluded** from a class activity, a program or an event because of an inability to pay. Should students decline to participate in planned Out-of-School programs or events, the Excursion Leader or Principal/Designate must provide alternative activities for students not participating. Exceptions in the case of excursions including extended travel will be discussed with the Family of Schools Superintendent.
-



- c) If money was collected and the activity is cancelled for any reason, the school will return all monies collected from students, as appropriate, in consultation with the appropriate Superintendent. Return of funds to students due to cancellation will be undertaken on a case-by-case basis.

## **5. DOCUMENTATION**

### **5.1. Field Trip Manifest**

- 5.1.1. All schools shall use GF 085 (Field Trip Manifest) to record all students, staff, and volunteers who are participating in the excursion. Bus/vehicle numbers are to be included on the field trip manifest.
-

## **5.2. Recording of Students Participating**

**5.1.2.5.2.1.** When a group of students leaves the school on an approved excursion, the field trip manifest (GF 085) must be completed for each vehicle and/or walking group. One copy will be left with the Principal/Designate (and in the case of secondary, one additional copy in the Attendance Office), one copy will remain with the Excursion Leader, one copy will be provided to the bus/vehicle driver, and one will be provided in a confidential, sealed envelope to the supervisor on the vehicle.

## **5.3. Recording of Staff and Volunteer Supervisors**

**5.1.3.5.3.1.** One individual staff member will be appointed as "Excursion Leader" on any excursion. It is important that the names of all staff and volunteer supervisors be recorded for potential claim purposes. Note that DPCDSB does not carry Accident Insurance on behalf of nor provide Accident Insurance for volunteers. A complete list of adult (staff and volunteer) supervisors must be attached to the Request for Approval form (GF 110, GF100 or GF110B, as appropriate).

## **5.4. Medical Alerts**

**5.1.4.5.4.1.** If a medical alert is noted for any student, GF 080 (Parent/Guardian Health and Safety Information Form and Medical Consent Form) will be completed for that student and maintained in a confidential envelope by the Excursion Leader. Supervisors, as appropriate, shall be aware of students with such alerts, as well as the appropriate response(s) in the event of a medical incident. Note that **all student information and medical concerns should be clearly listed on the field trip manifest before departure.**

## **5.5. Use of Occasional Teachers**

**5.1.5.5.5.1.** In exceptional circumstances and on a case-by-case basis, Occasional Teachers may be hired as additional supervisors for day and/or overnight excursions or educational visits.

**5.1.6.5.5.2.** ~~Hiring~~The hiring of Occasional Teachers for excursions should be in consultation with the appropriate Family of Schools Superintendent.

**5.1.7.5.5.3.** The Occasional Teacher **will not** be designated as the Excursion Leader.

**5.1.8.5.5.4.** Where an excursion has been planned to an outdoor education center and the regular classroom teacher is absent, the principal shall consider reassigning the class to a teacher on staff who is familiar with the students. An Occasional Teacher may replace a teacher absent for the day of the outing if there is more than one class attending and the other teacher is familiar with the plan for the day. The teacher who is absent is expected to provide day plans related to the excursion.

## **5.6. Access to School Building after Hours**

~~5.1.9.~~**5.6.1.** For any excursion, the Excursion Leader will arrange, in advance, with the Principal/Designate for the school to be open at the appropriate time if it is necessary to enter the school after hours or on a weekend in order to pick up or return equipment used as part of the excursion. The Principal/Designate will ensure all safety protocols are followed where there is a requirement to access the school or school grounds after hours (e.g., adequate lighting in drop off/pick up areas, winter maintenance as required).

## **6. TRANSPORTATION**

### **6.1. Transportation Considerations**

**6.1.1.** All transportation requirements for overnight excursions must be outlined in detail prior to obtaining Superintendent Approval.

**6.1.2.** All transportation carrier, owners, and operators shall be approved through DPCDSB's Supply Chain Management Department. All transportation arrangements shall be approved by the Principal and/or Family of Schools Superintendent, depending upon the nature of the excursion as described above.

~~6.1.2.~~**6.1.3.** Accessibility needs shall be considered for all students and staff.

### **6.2. Travel in Inclement Weather**

~~6.1.3.~~**6.2.1.** In the event an excursion is delayed by weather conditions that create a hazard to safe travel, the Excursion Leader, under the direction of the Principal/Designate, has the ultimate responsibility for the safety of the students and must make the decision whether to proceed. Secondary school vans and busettes are only to be used during reasonable weather conditions. If school buses are cancelled due to inclement weather in the area of travel, school vans and busettes are not to be used and the excursion must be rescheduled or cancelled.

~~6.1.4.~~**6.2.2.** In order to avoid conflict with the driver of a chartered bus, DPCDSB will underwrite the additional costs generated by such a delay. Costs will also be underwritten if the police close the highway.

### **6.2.6.3. Types of Buses — Distance Restrictions**

**6.3.1.** Secondary schools are able to operate vans or busettes to facilitate Out-of-School excursions, with some restrictions and following all safety regulations outlined by the Ministry of Transportation and Highway Traffic Act, R.S.O. 1990, c. H.8, as amended (the "Highway Traffic Act").

~~6.2.1.6.3.2.~~ The following points are additional considerations related to vehicles used and distances.

- a) All drivers of DPCDSB-owned vans/busettes must hold a valid class "E" driver's license, regardless of how many passengers and/or how many seats may be in the vehicle at the time. This information shall be documented in accordance with GF 120A from GAP 803.00 (Vans/Busettes for Secondary Schools). In addition, the Principal, on an annual basis, will review this GAP, including all related policies and procedures, with all staff involved with transporting students using school vehicles (i.e., vans and/or busettes).
- b) School vans may be used only for local driving and on city roads during reasonable weather conditions. If mode of transportation is by DPCDSB busette and the destination is outside of Peel, Dufferin, Halton, Niagara, Simcoe, Wellington, York, or Toronto boundaries, approval from the Family of Schools Superintendent is required. **School vans and busettes are not to be used if STOPR has cancelled transportation due to inclement weather in applicable zones.**
- c) Highway coaches are recommended when the destination is beyond the areas designated above.
- d) Secondary school vans having a maximum seating capacity of 15 passengers (including the driver) are only permitted to carry 10 or fewer passengers (including the driver) and are only to be used for local driving and on city roads. Secondary schools that are in possession of these types of vehicles must remove the rear seat and not allow passengers when carrying cargo/equipment in this area.
- e) GF 121 (Driver's Daily Log [Hours of Service] Form School Van/Busette) is to be used by all secondary schools daily. Daily inspection procedures shall be followed as per Ministry of Transportation requirements (Daily inspection, classes B and E). For more information, refer to GAP 803 (Vans/~~/~~Busettes for Secondary Schools).

#### ~~6.3.6.4.~~ Bus Safety

~~6.3.1.6.4.1.~~ All safety regulations outlined by the Ministry of Transportation and the Highway Traffic Act are expected to be adhered to by all drivers as defined in the Highway Traffic Act.

~~6.3.2.6.4.2.~~ Each bus must be numbered, and the number must be visibly placed on the field trip manifest that corresponds to the list of students on the bus. Just before departing the school and after taking bus attendance, the driver and at least one supervisor on each bus shall update the field trip manifest and keep it with them for the duration of the excursion.

## **6.5. Use of Taxis to Transport Students**

~~6.3.3~~**6.5.1.** Students younger than Grade 4 **are not** allowed to take taxis without a staff member remaining present in the vehicle. For students in **Grade 4 or higher**, and who are participating in an approved school activity, the Principal may deem it appropriate, with parent/guardian permission, for the students to be transported by **DPCDSB Supply Chain Management Department-approved** taxi to and/or from the activity, with no teacher/supervisor present. ~~The understanding is that~~ **DPCDSB-approved** taxi companies require their drivers to submit evidence of clear criminal reference checks. ~~There should~~ **must** always be more than one student in a DPCDSB-approved taxi at any time.

~~6.3.4~~**6.5.2.** When transporting **elementary students** by DPCDSB-approved taxi, GF 117E (Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle) shall be completed. Where DPCDSB-approved taxis are being used to transport students, there shall be a supervisor escorting ~~students~~students to and from the taxis. When transporting **secondary students** by DPCDSB-approved taxi, GF 117S (Parental/Guardian Permission to Transport Self or Others in a Private and/or Commercial Vehicle – Secondary Students) shall be completed.

~~6.3.5~~**6.5.3.** Refer to the Supervision section of this GAP for further information regarding transportation of students via ~~taxi~~taxis.

## **6.4.6.6. Approved Carriers**

~~6.4.1~~**6.6.1.** DPCDSB ~~retains the right to approve~~ approves, through its Supply Chain Management Department, all carriers/taxi companies used for student transportation. A listing of approved carriers/taxi companies is provided by DPCDSB and is updated as appropriate. For other transportation requirements and/or extended excursions, the carriers/taxi companies will be approved when the detailed plans are presented to the appropriate Superintendent for approval. Note that **DPCDSB DOES NOT approve the use of Uber, Lyft, or other ride-sharing services.**

## **6.7. Public Transportation**

~~6.4.2~~**6.7.1.** Public transportation may be an alternative to a school bus for students in the junior, intermediate, and senior divisions. As a courtesy to the local transit company, the Excursion Leader should notify the Municipal Transit Office about one week in advance, giving the following information:

- date and time of excursion;
- origin, destination, and route;
- number of persons in the group
- grade levels of the students involved.

## 6.8. Private Motor Vehicles

~~6.4.3.6.8.1.~~ ~~The board~~ DPCDSB does not encourage the use of privately-owned automobiles in the transportation of students. However, in the event privately-owned vehicles are used, volunteer drivers must have the Principal's authorization in writing, and GF 116 (Authorization to Transport Students - Volunteer Drivers) must be completed. Parents and guardians must provide written approval to have their student ride in a private motor vehicle by completing GF 117E or GF 117S (Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle **or** Parental/Guardian Permission to Transport Self or Others in a Private and/or Commercial Vehicle – Secondary Students), as appropriate to student grade. Additional requirements and considerations include the following:

- a) Persons transporting students in private motor vehicles shall have valid and current liability insurance coverage. DPDSB maintains excess liability insurance, which covers all employees and volunteers who are transporting students within Canada on behalf of DPCDSB, in excess of the regular insurance carried by the employee and volunteers. **Be aware that DPCDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's Primary Third-Party Liability insurance limit has been exhausted.** DPCDSB's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for DPCDSB. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$27 million for each occurrence.
- b) When a school group is staying in a remote area, an additional vehicle must be available for the emergency transportation of students.
- c) Senior high school students, over ~~age~~ the age of 18, may seek parent/guardian permission to travel off school property as the driver of their own vehicle for educational excursions/activities only. Permission will be sought using GF 117S. The description of the activity, location, and date should be as specific as possible. This permission shall be renewed each semester. **Students are not permitted to transport other students during ~~board~~ DPCDSB-approved excursions.**

## ~~6.5.6.9.~~ Procedures in Cases of Accident/Student Injury or Illness

~~6.5.1.6.9.1.~~ Where appropriate, staff shall follow GAP 502.10 (Safety of Pupils – Head Injuries – First Aid Response), GAP 101.02 (Student Accidents), and/or GAP 549 (Concussions).

~~6.5.2.6.9.2.~~ In cases of major accidents, the Principal shall implement the crisis communication procedure outlined in GAP 602.00 (Crisis Communications Plan).

~~6.5.3.6.9.3.~~ At the first opportunity, employees who are driving at the time of the emergency and/or accident shall contact their Principal ~~and~~ or designate, refer to GAP 519.01 (Board Insurance – Incident Reports), and submit an Ontario School Board Insurance Exchange (OSBIE) accident report.

6.5.4-6.9.4. The following procedures also apply in cases of accident/student injury or illness:

- All possible attention shall be given to maintaining calm and orderly behaviour by all concerned.
- The Excursion Leader/Designate shall immediately begin the process of identifying all students with the aid of the field trip manifest.
- All possible cooperation shall be extended to the police in their investigation, as appropriate.
- If injured students are sent to the hospital, at least one adult must go with them.
- The person designated by the Principal as Excursion Leader shall:
  - be responsible for the general organization at the scene of the accident;
  - inform the proper authorities, the Principal/Designate and/or police, of any ad hoc arrangements made, such as: changing buses, having students transported to an unscheduled site, etc.
- If a major accident occurs outside of regular school hours, the Excursion Leader must call the local police and then contact the Principal/Designate, or one person from the following list:
  - Appropriate Family of Schools Superintendent
  - Superintendent of Planning and Operations
  - Director of Education/~~Associate Director(s)~~

6.5.5. When taking a student for medical attention, the adult accompanying the student, as per the procedures listed above, must take along the completed GF 080

6.5.6-6.9.5. (Health and Safety Information and Medical Consent Form), which identifies all medical concerns for each student on the excursion.

## 7. SUPERVISION

### 6.6.7.1. Supervision Ratios

6.6.1-7.1.1. All Out-of-School activities must be under the supervision of at least one staff member from the school involved.

6.6.2-7.1.2. It is expected that in situations involving retreat and service-based excursions there would be sufficient supervision to ensure that all students are ~~directly supervised by school personnel at all times~~ always directly supervised by school personnel (-e.g., one supervisor in a food preparation area with one group of students, while another supervisor would be with other groups of students serving food). For supervision related to social justice and outreach excursions, refer to the Social Justice and Outreach Excursions ~~Social Justice and Outreach Excursions~~ section of this GAP.

6.6.3-7.1.3. For supervision related to overnight excursions refer to the Overnight Excursions section of this GAP.

6.6.4-7.1.4. For supervision related to taxis, refer to the Transportation section of this GAP.

## 7.2. Excursion Categories

~~6.6.5.7.2.1.~~ Excursions are grouped into the following categories:

- a) **Use of Local Sites:** These sites are those to which students walk from the school.
- b) **Curricular; Extra-Curricular; Co-Curricular Activities:** These activities take place off school property and may require transportation (e.g., sports tournaments, choir or band rehearsals or performances). The duration of these activities is not more than one day, nor do they involve overnight or extended travel. Refer to GAP 414.00 (Health and Physical Education Safety Guidelines-Curriculum, Intramural and Interschool) for additional information.
- c) **One Day Out-of-School Activities:** These activities are to a facility offering an activity to which transportation is required.
- d) **Individually Attended Supervised Events:** These are events which are separate from the school day, occur after students have been dismissed, or are evening events which students chose to attend on their own (e.g., prom, semi-formal).
- e) **Extended Out-of-School Activities within Province:** These activities involve overnight stays, and transportation is needed to the site. For trips of more than three (3) days, the use of a pre-approved travel and tour operator is required.
- f) **Extended Out-of-School Activities outside Province:** These activities involve overnight stays, and transportation is needed to the site.

## 7.3. Minimum Supervision Ratios

~~6.6.6.7.3.1.~~ Principals shall ensure that all precautions for the safety, comfort, and supervision of participating students are taken according to the **minimum supervision ratios** listed in the table below. Location of the excursion and student needs should be given utmost consideration.

Grade	Local site (walking distance)	One Day Excursion & Independently Attended Events	Extended Excursion Within <del>Province</del> Ontario	Extended Excursion Outside <del>the Province</del> Ontario
K/1/2	2 adults/class	1:5	Not Recommended	Not Recommended
3/4/5/6	1 adult/class	1:10	Not Recommended	Not Recommended
7/8	1 adult/class	1:15 (*1 male and 1 female where possible)	<u>1:10 (2 males and 2 females)*</u>	<u>1:10 (2 males and 2 females)*</u> <del>Not Recommended</del>
9-12	1 adult/class	1 adult/class	1:15 <u>(*2 males and 2</u>	1:10 <u>* (2 males and 2</u>



			females)*	females)*
--	--	--	-----------	-----------

~~6-6-7-7.3.2.~~ Notwithstanding the ratio for ~~Elementary elementary Students~~students, any approved Extended Excursions in the ~~Elementary elementary~~ panel that includes Grade 6 students shall have a ratio of 1:8 (one supervisor for every 8 students). \*In addition, **every overnight excursion shall have at least 2 male and 2 female supervisors unless it is a group made up of a single gender.**

~~6-6-8-7.3.3.~~ These ratios are the minimum ~~and in some cases, and, in some cases,~~ there may be a need to augment with additional support. Some factors to take into consideration are the individual needs of students, including students with specific support needs, and the nature and location of the excursion.

~~6-6-9-7.3.4.~~ **As appropriate**, Principals may use parents/guardians to assist in the supervision of excursions. All parents/guardians ~~are expected to~~must have completed a Criminal Record Check (CRC), including a Vulnerable Sector Screening Check with clear results. Supervising parents/guardians ~~should shall~~ be clearly apprised of the objectives of the excursion and the role which the parents/guardians are expected to play, which may include being informed of the OPHEA and other safety guidelines pertaining to the activity.

~~6-6-10-7.3.5.~~ Where more staff than required by the supervision ratios in 7.3.1 are interested in acting as Excursion Leaders on extended excursions within or outside Ontario, including on overseas excursions, the principal shall contact the Family of Schools Superintendent to ensure that the staff selection process is transparent in nature.

#### 7.4. Staff Supervision and Management

~~6-6-11-7.4.1.~~ Before any Out-of-School activity, the Excursion Leader shall ensure the following:

- a) A cell phone is available and that the school has a record of that contact information.
- b) All staff are to be familiar with the location of the closest medical facilities, particularly when travelling outside of urban areas.
- c) All staff have been apprised of the medical protocols specific to the needs of all students participating in the excursion.
- d) All students have school identification information and/or personal identification on their person.
- e) All students have been instructed on appropriate safety procedures for all activities. Special attention should be paid to activities that require specific safety rules and expectations (e.g., low- rope activities).
- f) At each gathering point (e.g. boarding a bus after a stop, at a restaurant), a check shall be made to ensure that all members of the party are accounted for. All field trip manifests must be accurate at all times.

- g) Adults who are assisting on the excursion shall seat themselves in a location which facilitates proper supervision of the students.
- h) Students shall remain with the group for the total duration of the excursion.

DRAFT

- i) **If a student is missing**, the Excursion Leader **shall immediately** inform as soon as possible: The Principal /Designate at the school, the police, and any other appropriate authority. The staff shall act on the instructions of the Principal/Designate and ensure the safety and well-being of the entire group. Refer also to GAP 502.12 (Safety of Students – Missing Student) for additional information.

## **7.5. Emergency Supervision**

7.5.1. Where possible, each excursion should have two Excursion Leaders at minimum. However, where only one Excursion Leader accompanies students on an excursion, that Excursion Leader shall identify to students upon arrival, as appropriate to the excursion, any of the following individuals who can supervise students in case of an emergency in which the Excursion Leader must depart the event:

- a DPCDSB staff member also attending the excursion; or
- a parent or guardian volunteer from the school also attending the excursion; or
- a convenor, other coach, or host school administrator at the excursion.

7.5.2. Where there is a single Excursion Leader and they must depart the excursion to attend to the medical needs of an ill or injured student, the Excursion Leader shall immediately contact the Principal/Designate at their school for direction and identify one of the persons in 7.5.1, as available, to supervise students until the Principal/Designate can arrange alternate supervision.

7.5.3. Where there is a single Excursion Leader and they must depart due to their own medical emergency, all efforts shall be made to contact the school Principal/Designate immediately and to access one of the persons in 7.5.1, as available, to supervise students until the Principal/Designate can arrange alternate supervision.

i) —

## **7.6. Expectations for Transportation Safety**

~~6.6.12.~~ 7.6.1. The following points are the expectations regarding transportation safety:

~~a)~~ All students are properly seated on school buses.

a)

b) Ensure the bus driver is aware of students with special and/or medical needs, if applicable, and without breaching student privacy.

~~b) Ensure a copy of the field trip manifest is provided to the driver and a copy is given to one of the staff members that is riding on the bus. Both manifests should be in a sealed envelope to maintain confidentiality.~~

Ensure the bus driver is aware of students with special and/or medical needs, if applicable, and without breaching student privacy.

c) Ensure a copy of the field trip manifest is provided to the driver and a copy is given to one of the staff members that is riding on the bus. Both manifests should be in a sealed envelope to maintain confidentiality.

- d) Confirm with the driver(s) the destinations and time guidelines of each excursion before leaving the school.
- e) Know the location of the field trip manifests at all times.
- f) Where applicable, check that all seat belts are fastened.
- g) Ensure that all objects or materials are placed under seats.
- h) Review with all passengers the emergency procedures and emergency exit.
- i) Review the location of the bus's emergency exits.
- j) Review the importance of keeping the noise level below that of distraction while traveling on the bus.
- k) Before leaving the school, review with staff the location of the shut off bus engine key or button and how to use the radio, in case the driver is disabled.
- l) Ensure that no one is left on the bus unattended at any time during the excursion.

#### **7.7. Students Billeted in Host Family Homes**

- 6.6.13-7.7.1. If students are billeted in homes, the Excursion Leader must, with parent/guardian permission, inform each host family of all special needs and medical needs of the student(s) they are billeting. The host family must also be given detailed information which will allow them to contact the Excursion Leader at any time.

#### **7.8. Board/DPCDSB-Wide Excursions**

- 6.6.14-7.8.1. Some excursions are sponsored centrally and administered through various DPCDSB personnel. The review and approval process with regards to these excursions requires the authorization of the appropriate Superintendent(s) (e.g., Family of School Superintendent). In addition, for these excursions, as with all other excursions, all related Supply Chain Management procedures must be followed prior to presentation to the Extended Excursions Advisory Committee (as appropriate).

#### **6.7. SOCIAL JUSTICE AND OUTREACH EXCURSIONS**

#### **6.8.**

#### **7.9. Special Considerations for Social Justice and Outreach Excursions**

- 6.8.1-7.9.1. In addition to all considerations mentioned above, for excursions involving a significant social justice or charitable outreach component, Excursion Leaders shall provide parents/guardians with a detailed description of the nature of the outreach and of the tasks students will perform. This description must highlight any elements of substantial risk. This information can be communicated on the GF115 form. Additional considerations and requirements include the following:

- a) For social justice and outreach excursions, especially those involving close contact with clients of social service agencies, Principals shall ensure a sufficient number of DPCDSB staff accompany the students, to ensure that all organized activities are under direct supervision. This direct supervision shall be carried out by DPCDSB staff and approved retreat facilitators; it may not be delegated to employees of the social service agency. Outreach walks through an urban area require a minimum of two such supervisors.

DRAFT

~~b)~~ For excursions that include walking students through an urban area, especially for an inner-city social outreach program, the Excursion Leader must follow a prescribed route. This route should be shared ahead of time with all participants and should be noted on the

~~e)b)~~ GF 115.

~~d)c)~~ For any excursion to a social service agency, the agency in question must be either (a) on the DPCDSB-approved list of agencies /retreat centres, or (b) be visited ahead of time by the Excursion Leader or Principal and approved by the Principal.

## **7.8. OVERNIGHT EXCURSIONS**

### **8.1. Special Consideration for Overnight Excursions**

~~7.1.1-8.1.1.~~ Refer to the Supervision ratios chart under the [Supervision](#) section of this GAP. In addition to all items mentioned above, the following must be considered:

- a) Superintendent approval is required prior to advertising any overnight excursion to students and parents/guardians (refer to GF 110). A complete itinerary and full description of the excursion must be submitted when asking for Superintendent Approval. Once approved, the Principal or the Excursion Leader shall inform parents/guardians of the intended excursion and its purpose.
- b) When the excursion days include Sunday, the Excursion Leader shall plan specifically to attend Sunday Mass with all students and supervisors. If travel is to an area that does not have a regularly scheduled Mass, or where a Mass is not possible, then a Sunday Liturgy of the Word must be held, as appropriate and in consultation with the Superintendent of the Family of Schools.
- c) A detailed itinerary, complete with names of sites, addresses, and telephone numbers, will be prepared and given to the parents/guardians, students, staff, and bus driver (as appropriate).
- d) Expectations for student behaviour on overnight excursions shall be clarified with parents/guardians and students jointly, including the consequences that may result from misbehavior.
- e) Through GF 085 (Field Trip Manifest) and GF 080 (Health and Safety Information Form and Medical Consent Form), all students with medical conditions shall be identified. All supervisors shall be aware of students with such conditions and the appropriate response(s) in the event of a medical incident, **including, but not limited to, any applicable Plan of Care created in accordance with GAP 514.10 (Prevalent Medical conditions)**.
- f) All students travelling outside Ontario shall purchase medical and cancellation insurance, where necessary, through the tour operator.

## **8.9. EXTENDED EXCURSIONS**

### **9.1. Extended Excursion Advisory Committee for Excursions outside the Province**

**8.1.1.9.1.1.** An Extended Excursion Advisory Committee has been established by the Associate Director – Instructional Services. This committee meets twice a year to review any extended excursion proposals put forth by individual schools.

**8.1.2.9.1.2.** The Extended Excursion Advisory Committee:

- designates two Secondary Principals or two Elementary Principals, depending on the grade level of the proposed excursion;
- reviews annually the policies and procedures for extended excursions and makes appropriate recommendations;
- hears proposals for extended excursions from Principals in conjunction with their Excursion Leaders twice in each school year and makes recommendations to the Associate Director – Instructional Services regarding proposed extended excursions.

### **9.2. Special Considerations for Extended Excursions**

**8.1.3.9.2.1.** Refer to the supervision ratios chart under the [Supervision](#) section of this GAP. In addition to all items mentioned above, the following must be considered:

- a) All extended excursion travel requires completion of the form GF110. (Request for Superintendent Approval of Out-of-School Event).
- b) The **Extended Excursion Package** must be completed, submitted, reviewed, and approved by the **Extended Excursion Advisory Committee** and the Family of Schools Superintendent.
- c) All excursions outside of Canada require approval of the Associate Director – Instructional Services through the Extended Excursions Advisory Committee.
- d) Where possible, ensure that all flights are direct and/or do not land in the United States of America.
- e) After final approval, parents/guardians should be informed that all appropriate travel documents are the responsibility of the parent/guardian (e.g. Travel Visa).

- f) The Excursion Leader and school Principal must check with Foreign Affairs Canada and International Trade Canada (1-800-267-6788) in advance of the excursion, to determine whether the intended destination has been deemed dangerous for travelers. The other option is to access the *Government of Canada Foreign Affairs Travel Information and Advisory Reports* available through the following web link: [www.travel.gc.ca](http://www.travel.gc.ca). By accessing the "Travel Reports and Warnings" section of the website, the user receives the latest reports outlining countries or areas of countries that are deemed unsafe by the Government of Canada. **The Excursion Leader and school Principal must continue to monitor, and comply with, the reports issued by the Government of Canada with regard to the status of travel advisories. The Excursion Leader and school Principal must also communicate to trip participants any local travel warnings which may apply.**
- g) Legal considerations for entry to, exit from, and residence in, the other country should be explained to parents/guardians and students. Ensure that full entry/exit requirements for each student are met (Note that visa requirements may differ according to a student's nationality and passport).
- h) All students shall purchase sufficient medical, trip cancellation, and luggage insurance prior to departure, as well as other applicable insurance policies deemed necessary to ensure sufficient coverage. For extended excursions, insurance purchases shall be arranged, where possible, through the tour operator. Ensure that **all trip cancellation fees are included in costs.**
- i) All arrangements for travel outside Ontario must be made with a travel agency that has been approved by Supply Chain Management. Under the *Travel Industry Act*, all DPCDSB employees are in breach of the law when acting as a sales agent for such travel without being licensed to do so. **Refer to the following link to the TICO guidelines for school trips:** <https://www.tico.ca/files/SchoolTrip%20Guidelines-August2016-%20Final.pdf>
- j) The Excursion Leader or Principal shall contact the International Association for Medical Assistance to Travelers (IAMAT) for an updated listing of world-wide "English-speaking medical services". <http://www.iamat.org/>
- k) The Excursion Leader should carry the address and telephone number of appropriate Canadian High Commissions, Embassies, and Consulates, as they are available, within the framework of the tour.
- l) A master list of passport numbers and ticket numbers shall be prepared, including photocopies of all documents, with one set carried by the Excursion Leader and one set left with the school Principal. The Excursion Leader should consider having the original documents, and the photocopies, carried by 2 separate supervisors.
- m) Parents/guardians shall be advised to visit a travel clinic and/or family doctor with their child to ensure appropriate medical needs are attended to prior to departure, as appropriate.



DRAFT

- n) Where students will be involved at worksites involving manual labour, appropriate safety/protective clothing/gear must be worn. (i.e., CSA approved work boots/gloves/long pants/safety goggles/sunscreen). With permission of parents/guardians, consideration should be given to leaving these items to support labourers in the developing countries, as appropriate.
- o) Where there is **unstructured time** for students to explore and/or reflect, **staff shall always ensure provision of active supervision**, appropriate to the location and needs of the students, established in consultation with the Superintendent. Unstructured time and supervision arrangements must be included in the itinerary and articulated to parents/guardians at the information meeting.

### 9.3. Eligibility

~~8.1.4.9.3.1.~~ All elementary and secondary schools are eligible to apply for Extended Excursions.

### 9.4. Procedures

~~8.1.5.9.4.1.~~ The following points lists procedures related to extended excursions:

- a) All Extended Excursions are initiated at the school level and must receive initial sanction from the Principal.
- b) The Principal shall review and approve the excursion package and forward it to the Family of Schools Superintendent. Collectively, they review the proposal and either agree with, modify, or veto the proposal.
- ~~c)~~ If there is agreement to proceed, the Principal, in collaboration with the Excursion Leader, will prepare and present the extended excursion proposal and pre-approval routing forms to the Extended Excursions Advisory Committee for recommendation to the Associate Director
- ~~d)c)~~ – Instructional Services.

9.4.2. The extended excursion proposal must include the following:

- Extended Excursion Presentation Summary Form
- Extended Excursions Checklist
- Pre-Approval Routing Form
- Signed GF 110
- Rationale and excursion budget information
- Itinerary
- Extended Excursions Executive Summary
- Plan of Care Information
- Other appropriate information as required

~~8.1.6.9.4.3.~~ The Associate Director – Instructional Services will approve or not approve the proposed extended excursion. Schools are **not** to sign any contracts with tour companies or

operators and are **not** to begin sharing information with students and parents/guardians until the extended excursion is approved by the Associate Director – Instructional Services.

8.1.7-9.4.4. If approved, the Principal will proceed to finalize the arrangements for the excursion and keep the appropriate Family of Schools Superintendent apprised of all details. The Principal, in conjunction with the Excursion Leader, will call a meeting with the students and parents/guardians to explain the rationale for the excursion, provide an overview, outline the itinerary, review all the procedures, and address any questions or concerns they may have regarding the excursion.

8.1.8-9.4.5. At the end of the extended excursion, when students and staff have returned to school, Excursion Leaders will be asked to complete and return a feedback form that will be reviewed by the Extended Excursion Advisory Committee.

## 9.5. Grants

8.1.9-9.5.1. Grants may be available from Provincial and Federal Government sources.

## GAP

### GENERAL ADMINISTRATIVE PROCEDURE

<b>SECTION:</b>	<b>800 Out of School Excursions and Events</b>
<b>GAP NUMBER:</b>	<b>801.00</b>
<b>SUBJECT:</b>	<b>Out-of-School Programs and Events</b>
<b>REFERENCE:</b>	Policy 4.04 Educational Excursions; Policy 4.20 Fundraising; Policy 20.00 Fees for Learning Materials and Activities; GAP 101.02 Student Accidents; GAP 414.00 Health and Physical Education Safety Guidelines (Curriculum, Intramural and Interschool); GAP 502.10 Safety of Pupils-Head Injuries-First Aid Response; GAP 502.12 Safety of Pupils: Missing Students; GAP 514.10 Prevalent Medical Conditions; GAP 519.01 Board Insurance - Incident Reports; GAP 519.02 Board Insurance – Excursions and Use of Personal Vehicles; GAP 530.00 Catholic Code of Conduct; GAP 531.00 Fees for Learning Materials and Activities; GAP 538.00 Fundraising; GAP 602.00 Crisis Communications Plan; GAP 702.00 Finances/General; GAP 704.02 School Generated Funds; GAP 716.00 Corporate Vehicle Usage Procedures; GAP 803 Van/Busettes for S.S.
<b>EFFECTIVE:</b>	March, 1991
<b>REVIEWED/AMENDED</b>	March 2007; January 2008; November 2008; February 2013; (June 2014); October 2019; February 2024

*“If I take the wings of the morning and dwell in the uttermost parts of the sea, even there your hand shall lead me, and your right hand shall hold me.”*

*Psalms 139:9-10*

<b>1. BACKGROUND.....</b>	<b>3</b>
1.1. Introduction .....	3
<b>2. RATIONALE .....</b>	<b>3</b>
2.1. Educational Goals.....	3
2.2. Catholic Code of Conduct.....	4
2.3. Criteria of Educational Validity.....	4
<b>3. APPROVAL .....</b>	<b>4</b>
3.1. Key Considerations.....	4
3.2. Physical Education Out-of-School Programs involving Approved by DPCDSB .....	5
3.3. Programs Offered at Outdoor Education Centre(s) Operated By DPCDSB .....	5

3.4.	Out-Of-School Programs Not Officially Approved .....	5
3.5.	Approval Process.....	5
3.6.	Amusement Park Excursions .....	6
3.7.	Preliminary Conceptual Approval .....	6
3.8.	Superintendent of Schools Approval .....	6
3.9.	Final Superintendent Approval .....	7
3.10.	Parent/Guardian Approval.....	7
3.11.	Record of Out-of-School Events .....	8
<b>4.</b>	<b>FUNDS .....</b>	<b>8</b>
4.1.	Funds for Out-of-School Activities .....	8
<b>5.</b>	<b>DOCUMENTATION.....</b>	<b>8</b>
5.1.	Field Trip Manifest.....	8
5.2.	Recording of Students Participating.....	9
5.3.	Recording of Staff and Volunteer Supervisors .....	9
5.4.	Medical Alerts .....	9
5.5.	Use of Occasional Teachers.....	9
5.6.	Access to School Building after Hours.....	10
<b>6.</b>	<b>TRANSPORTATION .....</b>	<b>10</b>
6.1.	Transportation Considerations .....	10
6.2.	Travel in Inclement Weather .....	10
6.3.	Types of Buses – Distance Restrictions .....	10
6.4.	Bus Safety.....	11
6.5.	Use of Taxis to Transport Students .....	12
6.6.	Approved Carriers .....	12
6.7.	Public Transportation.....	12
6.8.	Private Motor Vehicles.....	13
6.9.	Procedures in Cases of Accident/Student Injury or Illness .....	13
<b>7.</b>	<b>SUPERVISION .....</b>	<b>14</b>
7.1.	Supervision Ratios.....	14
7.2.	Excursion Categories .....	15
7.3.	Minimum Supervision Ratios .....	15
7.4.	Staff Supervision and Management.....	16
7.5.	Emergency Supervision .....	17
7.6.	Expectations for Transportation Safety .....	17
7.7.	Students Billed in Host Family Homes .....	18
7.8.	DPCDSB-Wide Excursions.....	18
7.9.	Special Considerations for Social Justice and Outreach Excursions .....	18

<b>8. OVERNIGHT EXCURSIONS .....</b>	<b>19</b>
8.1. Special Consideration for Overnight Excursions .....	19
<b>9. EXTENDED EXCURSIONS .....</b>	<b>20</b>
9.1. Extended Excursion Advisory Committee for Excursions outside the Province .....	20
9.2. Special Considerations for Extended Excursions.....	20
9.3. Eligibility .....	22
9.4. Procedures .....	22
9.5. Grants .....	23

## **1. BACKGROUND**

### **1.1. Introduction**

- 1.1.1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes the educational value of out-of- school programs and experiences which support the development and well-being of the whole child and reinforce the moral teachings of the Catholic Church and the Ontario Catholic School Graduate Expectations.
- 1.1.2. Out-of-School Programs include a wide range of DPCDSB-approved activities such as excursions to local sites, events, and areas of interests (e.g., museums, festivals, conservation areas, etc.); retreat programs at various centres; charity and social outreach opportunities; athletic events (e.g., inter-school tournaments); rehearsals and performances; and extended excursions within the province and beyond its borders. Every student shall be provided with opportunities to participate in Out-of-School Programs.
- 1.1.3. Mindful of provincial health and safety legislation and DPCDSB policy and procedures, some additional considerations may be required to support students with differing abilities, ensuring safe access to excursions. The Family of Schools Superintendent and/or Family Level Special Education Consultant is to be informed of situations that may require additional supports and/or considerations.
- 1.1.4. Principals must review this material with their staff on an annual basis.

## **2. RATIONALE**

### **2.1. Educational Goals**

- 2.1.1. All travel must be educational and linked to the school goals, DPCDSB goals, and/or mission. In providing out-of-school experiences for students, staff must consider the needs of all students and provide opportunities for learning in their local environment before travelling to more distant locations.

- 2.1.2. The purpose of any Out-of-School Program or activity should be to provide inquiry opportunities encompassing:

- direct experiences of a phenomenon, process, operation or enterprise;
- practical applications of topics studied in theory;
- aesthetic, religious, cultural, educational, or athletic experiences;

## **2.2. Catholic Code of Conduct**

- 2.2.1. Students are expected to behave according to *Policy 9.01: Catholic Code of Conduct* and associated *GAP 530.00 – Catholic Code of Conduct*. Staff shall employ appropriate classroom management strategies. Under no circumstances shall an action be taken which would place a student in jeopardy (such as sending a student home unaccompanied).

## **2.3. Criteria of Educational Validity**

- 2.3.1. All activities must adhere to the moral teachings of the Catholic Church and reinforce the Ontario Catholic School Graduate Expectations. Furthermore, the educational validity of activities undertaken beyond the school shall be ensured by the Principal/Designate according to the criteria listed below.
- a) The experience lies within the competency and/or understanding of the students involved (e.g., staff must consider the diverse needs of all students when planning an out-of-school excursion).
  - b) The experience has a curricular relevance for the group of students concerned.
  - c) The experience has educational objectives which have been clearly defined.
  - d) The experience has educational value in proportion to the time spent travelling.
  - e) No equally effective alternative to achieving the objective exists within the regular school organization.
  - f) The experience relates to one or more of the Ontario Catholic School Graduate Expectations.

## **3. APPROVAL**

### **3.1. Key Considerations**

- 3.1.1. The following procedures are provided to facilitate Out-of-School Programs, and at the same time:
- ensure the safety and supervision of all students;
  - reduce the liability to staff and volunteers;
  - keep parents/guardians fully informed;
  - enhance the integrity of a program.
- 3.1.2. These procedures are to be implemented in conjunction with DPCDSB policies and procedures as appropriate.

### **3.2. Physical Education Out-of-School Programs involving Approved by DPCDSB**

- 3.2.1. For Out-of-School Programs involving Physical Education, refer to General Administrative Procedure (GAP) 414.00 (Health and Physical Education Safety Guidelines – Curriculum, Intramural and Interschool).

### **3.3. Programs Offered at Outdoor Education Centre(s) Operated By DPCDSB**

- 3.3.1. Arrangements for bookings and bus transportation to the Outdoor Centre(s) will be made by the local school Principal or designate in conjunction with program staff. Staff of Outdoor Education Centre(s) are not counted in the supervision ratio for any part of the day.

### **3.4. Out-Of-School Programs Not Officially Approved**

- 3.4.1. Note that non-approved, non-sponsored excursions operated by commercial agents are in no way supported by DPCDSB nor does DPCDSB assume any liability in this regard. Staff are not permitted to engage in non-approved, non-sponsored activities.

### **3.5. Approval Process**

- 3.5.1. **Step 1:** Prior to beginning the approval process, please refer to the DPCDSB “Board Approved Activities List” to determine approval status of activity.
- 3.5.2. **Step 2:** After confirming activity is pre-approved, please refer to the DPCDSB “Board Approved Vendors List” to determine if the chosen vendor has been pre-approved by DPCDSB for use.
- 3.5.3. **Step 3:** If the excursion Vendor is pre-approved, proceed with the processes outlined below:
- a) Out-of-School Programs that will be completed within the school day or an extended school day, and involving conventional land travel, require the approval of the Principal via GF 110 (Request for Principal Approval of Out-Of-School Event). For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools).
  - b) Clubs, teams, and/or certain courses have occasion to have multiple, regularly scheduled Out- of-School events, which will be completed within the school day or an extended school day, involving conventional land travel during the school year. These excursions require the approval of the Principal via completion of GF 100 (Request for Principal Approval of Repeated or Regularly Scheduled Out-Of-School Events). There must be an itinerary or calendar schedule with dates and locations that accompanies the GF 100. For use of a school busette/or van, refer to GAP 803.00 (Vans/Busettes for Secondary Schools)/. If at any time the dates, times, or locations change, the principal and parents must be notified immediately.



- c) Supervised Out-of-School Programs that are separate from the school day, occur after students have been dismissed, and to which students attend independently (e.g., prom, semi-formal), require the approval of the Principal using GF 110B (Request for Principal Approval of Independently Attended Supervised Events).

3.5.4. **Note:** If the Vendor is **not pre-approved**, have the Vendor complete the DPCDSB “Vendor Excursion Pre-Approval Form” for consideration of off-site activities by Risk Management *or* the DPCDSB “Vendor On-Site Pre-Approval Form” for consideration of on-site activities by Risk Management.

### 3.6. Amusement Park Excursions

3.6.1. For approval of an artistic performance (e.g., band fest, cheerleading completion) or a curriculum activity (e.g., physics class) at an amusement park (e.g., Canada’s Wonderland, Centre Island, Walt Disney World), after which students will remain on site and participate in the park’s activities, the following steps must be taken:

- a) Complete GF 110 (Request for Principal Approval of Out-Of-School Event).
- b) Ensure the approval from the Family of Schools Superintendent has been obtained.
- c) Ensure that the signed parental permission forms, GF 115 (Parent/Guardian Permission Form for Out-of-School/Extra Curricular Activities), are received.

3.6.2. Principals shall ensure that all precautions for the safety and supervision of participating students are taken according to the **supervision ratios**. Location of the excursion and student needs should be given utmost consideration (see [Staff Supervision and Management](#))

### 3.7. Preliminary Conceptual Approval

3.7.1. If the Principal determines that a proposed excursion involves considerable expense to students and parents/guardians, then preliminary approval should be requested from the appropriate Family of Schools Superintendent. **No commitment shall be made to tour operators, students, or parents/guardians until written approval is obtained.**

### 3.8. Superintendent of Schools Approval

3.8.1. Principals shall submit a completed GF 110, (Request for Superintendent Approval of Out-of-School Event) to the appropriate Family of Schools Superintendent, in advance of the event for excursions in the categories listed below.

- a) School busette overnight excursion within Ontario
- b) Air or land travel outside Ontario\*
- d) Unconventional land travel (e.g., bicycle, snowmobile)
- e) Travel during holiday periods (including weekends)
- f) Use of a DPCDSB busette outside Peel, Dufferin, Niagara, Halton, Simcoe, Wellington, York and/or Toronto
- g) Van use for local driving and on city roads

- 3.8.2. Note that the excursion itinerary must be included. Additionally, no commitment shall be made to any tour operator prior to Superintendent Approval.
- 3.8.3. Note: A presentation to the DPCDSB Extended Excursion Advisory Committee is required for this category. Refer to the [Extended Excursions](#) section of this GAP for considerations, presentation requirements, eligibility, procedures and grants information.

### 3.9. Final Superintendent Approval

- 3.9.1. No verbal commitment or written contract for travel or accommodation will be provided to parents/guardians or students until approval has been given by the appropriate Superintendent.

### 3.10. Parent/Guardian Approval

- 3.10.1. The Excursion Leader or Principal/Designate will require a signed permission form, GF 115 (Parental/Guardian Permission Form for Out-Of-School/Extra Curricular Activities), for all Out-of-School events. The Excursion Leader is a staff member appointed to lead the Out-of-School excursion or program. Note that the GF 115B form will be used for all supervised school events which are separate and beyond the school day and which **students attend independently** (e.g., prom, semi-formal). The following considerations must be noted, according to the nature of the Out-of-School Program:
  - a) For events, clubs, athletic teams, and courses (e.g. physical education, planning for independence, school clubs) which have **regularly scheduled outings**, all dates and locations shall be provided to the parents/guardians on the **GF 115 or on an accompanying list**. Any changes to the scheduled dates and locations **must be** provided in writing immediately to both the Principal and the parents/guardians.
  - b) For programs extending overnight, the Excursion Leader will collect relevant medical information about each student and get permission to seek medical attention in the event of an emergency. See GF 080, (Parent/Guardian Health and Safety Information and Medical Consent Form) for required information.
  - c) Staff will not deviate from an approved itinerary or program except when required for emergency or safety reasons. If a group's return is significantly delayed, then the Excursion Leader will contact the Principal/Designate. The school will notify the parents/guardians of any delay.
  - d) Cancellation of Out-of-School activities due to safety-related conditions shall be considered in consultation with the appropriate Superintendent of Family of Schools. The Principal will immediately notify the parents/guardians of any cancellations.
  - e) For liability insurance purposes, the appropriate approval form (GF 100, GF 110, or GF 110B) the signed permission form (GF 115 or GF 115B), and a copy of the excursion letter, if applicable, must be held by the school in a secure location, according to the record retention policy outlined by DPCDSB.

### 3.11. Record of Out-of-School Events

- 3.11.1. Principals are required to keep all GFs related to all Out-of-School excursions, programs, and events undertaken during the school year. These documents must be kept for a minimum of one year from the date on which the excursion, program, or event occurred. The log containing these documents shall be retained in a secure location by the school, according to the record retention standards outlined by DPCDSB.

## 4. FUNDS

### 4.1. Funds for Out-of-School Activities

- 4.1.1. With Principal approval, costs may be subsidized from the school operating budget. Refer to [GAP 702.00](#) (Finances/General) and/or [GAP 722.00](#) (Administration of School Council Funds) for specific information. The collection of all excursion funds shall follow procedures and requirements listed in GAP 704.02 (School Generated Funds). Additional excursion funding considerations are listed below.
- a) Student fundraising projects may be used to provide additional funds. These projects must be undertaken with discretion and in accordance with DPCDSB Policy 4.20: Fundraising and GAP 538.00 (Fundraising).
  - b) As per Policy 20.00: Fees for Learning Materials and Activities and GAP 531.00 (Fees for Learning Materials and Activities), every effort should be made to ensure that **no child is excluded** from a class activity, a program or an event because of an inability to pay. Should students decline to participate in planned Out-of-School programs or events, the Excursion Leader or Principal/Designate must provide alternative activities for students not participating. Exceptions in the case of excursions including extended travel will be discussed with the Family of Schools Superintendent.
  - c) If money was collected and the activity is cancelled for any reason, the school will return all monies collected from students, as appropriate, in consultation with the appropriate Superintendent. Return of funds to students due to cancellation will be undertaken on a case-by-case basis.

## 5. DOCUMENTATION

### 5.1. Field Trip Manifest

- 5.1.1. All schools shall use GF 085 (Field Trip Manifest) to record all students, staff, and volunteers who are participating in the excursion. Bus/vehicle numbers are to be included on the field trip manifest.

## 5.2. Recording of Students Participating

- 5.2.1. When a group of students leaves the school on an approved excursion, the field trip manifest (GF 085) must be completed for each vehicle and/or walking group. One copy will be left with the Principal/Designate (and in the case of secondary, one additional copy in the Attendance Office), one copy will remain with the Excursion Leader, one copy will be provided to the bus/vehicle driver, and one will be provided in a confidential, sealed envelope to the supervisor on the vehicle.

## 5.3. Recording of Staff and Volunteer Supervisors

- 5.3.1. One individual staff member will be appointed as "Excursion Leader" on any excursion. It is important that the names of all staff and volunteer supervisors be recorded for potential claim purposes. Note that DPCDSB does not carry Accident Insurance on behalf of nor provide Accident Insurance for volunteers. A complete list of adult (staff and volunteer) supervisors must be attached to the Request for Approval form (GF 110, GF100 or GF110B, as appropriate).

## 5.4. Medical Alerts

- 5.4.1. If a medical alert is noted for any student, GF 080 (Parent/Guardian Health and Safety Information Form and Medical Consent Form) will be completed for that student and maintained in a confidential envelope by the Excursion Leader. Supervisors, as appropriate, shall be aware of students with such alerts, as well as the appropriate response(s) in the event of a medical incident. Note that **all student information and medical concerns should be clearly listed on the field trip manifest before departure.**

## 5.5. Use of Occasional Teachers

- 5.5.1. In exceptional circumstances and on a case-by-case basis, Occasional Teachers may be hired as additional supervisors for day and/or overnight excursions or educational visits.
- 5.5.2. The hiring of Occasional Teachers for excursions should be in consultation with the appropriate Family of Schools Superintendent.
- 5.5.3. The Occasional Teacher **will not** be designated as the Excursion Leader.
- 5.5.4. Where an excursion has been planned to an outdoor education center and the regular classroom teacher is absent, the principal shall consider reassigning the class to a teacher on staff who is familiar with the students. An Occasional Teacher may replace a teacher absent for the day of the outing if there is more than one class attending and the other teacher is familiar with the plan for the day. The teacher who is absent is expected to provide day plans related to the excursion.

## **5.6. Access to School Building after Hours**

- 5.6.1. For any excursion, the Excursion Leader will arrange, in advance, with the Principal/Designate for the school to be open at the appropriate time if it is necessary to enter the school after hours or on a weekend in order to pick up or return equipment used as part of the excursion. The Principal/Designate will ensure all safety protocols are followed where there is a requirement to access the school or school grounds after hours (e.g., adequate lighting in drop off/pick up areas, winter maintenance as required).

## **6. TRANSPORTATION**

### **6.1. Transportation Considerations**

- 6.1.1. All transportation requirements for overnight excursions must be outlined in detail prior to obtaining Superintendent Approval.
- 6.1.2. All transportation carrier, owners, and operators shall be approved through DPCDSB's Supply Chain Management Department. All transportation arrangements shall be approved by the Principal and/or Family of Schools Superintendent, depending upon the nature of the excursion as described above.
- 6.1.3. Accessibility needs shall be considered for all students and staff.

### **6.2. Travel in Inclement Weather**

- 6.2.1. In the event an excursion is delayed by weather conditions that create a hazard to safe travel, the Excursion Leader, under the direction of the Principal/Designate, has the ultimate responsibility for the safety of the students and must make the decision whether to proceed. Secondary school vans and busettes are only to be used during reasonable weather conditions. If school buses are cancelled due to inclement weather in the area of travel, school vans and busettes are not to be used and the excursion must be rescheduled or cancelled.
- 6.2.2. In order to avoid conflict with the driver of a chartered bus, DPCDSB will underwrite the additional costs generated by such a delay. Costs will also be underwritten if the police close the highway.

### **6.3. Types of Buses – Distance Restrictions**

- 6.3.1. Secondary schools are able to operate vans or busettes to facilitate Out-of-School excursions, with some restrictions and following all safety regulations outlined by the Ministry of Transportation and Highway Traffic Act, R.S.O. 1990, c. H.8, as amended (the "Highway Traffic Act").

6.3.2. The following points are additional considerations related to vehicles used and distances.

- a) All drivers of DPCDSB-owned vans/busettes must hold a valid class "E" driver's license, regardless of how many passengers and/or how many seats may be in the vehicle at the time. This information shall be documented in accordance with GF 120A from GAP 803.00 (Vans/Busettes for Secondary Schools). In addition, the Principal, on an annual basis, will review this GAP, including all related policies and procedures, with all staff involved with transporting students using school vehicles (i.e., vans and/or busettes).
- b) School vans may be used only for local driving and on city roads during reasonable weather conditions. If mode of transportation is by DPCDSB busette and the destination is outside of Peel, Dufferin, Halton, Niagara, Simcoe, Wellington, York, or Toronto boundaries, approval from the Family of Schools Superintendent is required. **School vans and busettes are not to be used if STOPR has cancelled transportation due to inclement weather in applicable zones.**
- c) Highway coaches are recommended when the destination is beyond the areas designated above.
- d) Secondary school vans having a maximum seating capacity of 15 passengers (including the driver) are only permitted to carry 10 or fewer passengers (including the driver) and are only to be used for local driving and on city roads. Secondary schools that are in possession of these types of vehicles must remove the rear seat and not allow passengers when carrying cargo/equipment in this area.
- e) GF 121 (Driver's Daily Log [Hours of Service] Form School Van/Busette) is to be used by all secondary schools daily. Daily inspection procedures shall be followed as per Ministry of Transportation requirements (Daily inspection, classes B and E). For more information, refer to GAP 803 (Vans/Busettes for Secondary Schools).

#### 6.4. Bus Safety

- 6.4.1. All safety regulations outlined by the Ministry of Transportation and the Highway Traffic Act are expected to be adhered to by all drivers as defined in the Highway Traffic Act.
- 6.4.2. Each bus must be numbered, and the number must be visibly placed on the field trip manifest that corresponds to the list of students on the bus. Just before departing the school and after taking bus attendance, the driver and at least one supervisor on each bus shall update the field trip manifest and keep it with them for the duration of the excursion.

## 6.5. Use of Taxis to Transport Students

- 6.5.1. Students younger than Grade 4 **are not** allowed to take taxis without a staff member remaining present in the vehicle. For students in **Grade 4 or higher**, and who are participating in an approved school activity, the Principal may deem it appropriate, with parent/guardian permission, for the students to be transported by **DPCDSB Supply Chain Management Department-approved** taxi to and/or from the activity, with no teacher/supervisor present. **DPCDSB-approved** taxi companies require their drivers to submit evidence of clear criminal reference checks. **There must always be more than one student in a DPCDSB-approved taxi at any time.**
- 6.5.2. When transporting **elementary students** by DPCDSB-approved taxi, GF 117E (Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle) shall be completed. Where DPCDSB-approved taxis are being used to transport students, there shall be a supervisor escorting students to and from the taxis. When transporting **secondary students** by DPCDSB-approved taxi, GF 117S (Parental/Guardian Permission to Transport Self or Others in a Private and/or Commercial Vehicle – Secondary Students) shall be completed.
- 6.5.3. Refer to the [Supervision](#) section of this GAP for further information regarding transportation of students via taxis.

## 6.6. Approved Carriers

- 6.6.1. DPCDSB approves, through its Supply Chain Management Department, all carriers/taxi companies used for student transportation. A listing of approved carriers/taxi companies is provided by DPCDSB and is updated as appropriate. For other transportation requirements and/or extended excursions, the carriers/taxi companies will be approved when the detailed plans are presented to the appropriate Superintendent for approval. Note that **DPCDSB DOES NOT approve the use of Uber, Lyft, or other ride-sharing services.**

## 6.7. Public Transportation

- 6.7.1. Public transportation may be an alternative to a school bus for students in the junior, intermediate, and senior divisions. As a courtesy to the local transit company, the Excursion Leader should notify the Municipal Transit Office about one week in advance, giving the following information:
- date and time of excursion;
  - origin, destination, and route;
  - number of persons in the group
  - grade levels of the students involved.

## 6.8. Private Motor Vehicles

- 6.8.1. DPCDSB does not encourage the use of privately-owned automobiles in the transportation of students. However, in the event privately-owned vehicles are used, volunteer drivers must have the Principal's authorization in writing, and GF 116 (Authorization to Transport Students - Volunteer Drivers) must be completed. Parents and guardians must provide written approval to have their student ride in a private motor vehicle by completing GF 117E or GF 117S (Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle **or** Parental/Guardian Permission to Transport Self or Others in a Private and/or Commercial Vehicle – Secondary Students), as appropriate to student grade. Additional requirements and considerations include the following:
- a) Persons transporting students in private motor vehicles shall have valid and current liability insurance coverage. DPCDSB maintains excess liability insurance, which covers all employees and volunteers who are transporting students within Canada on behalf of DPCDSB, in excess of the regular insurance carried by the employee and volunteers. **Be aware that DPCDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's Primary Third-Party Liability insurance limit has been exhausted.** DPCDSB's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for DPCDSB. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$27 million for each occurrence.
  - b) When a school group is staying in a remote area, an additional vehicle must be available for the emergency transportation of students.
  - c) Senior high school students over the age of 18 may seek parent/guardian permission to travel off school property as the driver of their own vehicle for educational excursions/activities only. Permission will be sought using GF 117S. The description of the activity, location, and date should be as specific as possible. This permission shall be renewed each semester. **Students are not permitted to transport other students during DPCDSB-approved excursions.**

## 6.9. Procedures in Cases of Accident/Student Injury or Illness

- 6.9.1. Where appropriate, staff shall follow GAP 502.10 (Safety of Pupils – Head Injuries – First Aid Response), GAP 101.02 (Student Accidents), and/or GAP 549 (Concussions).
- 6.9.2. In cases of major accidents, the Principal shall implement the crisis communication procedure outlined in GAP 602.00 (Crisis Communications Plan).
- 6.9.3. At the first opportunity, employees who are driving at the time of the emergency and/or accident shall contact their Principal or designate, refer to GAP 519.01 (Board Insurance – Incident Reports), and submit an Ontario School Board Insurance Exchange (OSBIE) accident report.



6.9.4. The following procedures also apply in cases of accident/student injury or illness:

- All possible attention shall be given to maintaining calm and orderly behaviour by all concerned.
- The Excursion Leader/Designate shall immediately begin the process of identifying all students with the aid of the field trip manifest.
- All possible cooperation shall be extended to the police in their investigation, as appropriate.
- If injured students are sent to the hospital, at least one adult must go with them.
- The person designated by the Principal as Excursion Leader shall:
  - be responsible for the general organization at the scene of the accident;
  - inform the proper authorities, the Principal/Designate and/or police, of any ad hoc arrangements made, such as: changing buses, having students transported to an unscheduled site, etc.
- If a major accident occurs outside of regular school hours, the Excursion Leader must call the local police and then contact the Principal/Designate, or one person from the following list:
  - Appropriate Family of Schools Superintendent
  - Superintendent of Planning and Operations
  - Director of Education/Associate Director(s)

6.9.5. When taking a student for medical attention, the adult accompanying the student, as per the procedures listed above, must take along the completed GF 080 (Health and Safety Information and Medical Consent Form), which identifies all medical concerns for each student on the excursion.

## **7. SUPERVISION**

### **7.1. Supervision Ratios**

7.1.1. All Out-of-School activities must be under the supervision of at least one staff member from the school involved.

7.1.2. It is expected that in situations involving retreat and service-based excursions there would be sufficient supervision to ensure that all students are always directly supervised by school personnel (e.g., one supervisor in a food preparation area with one group of students, while another supervisor would be with other groups of students serving food). For supervision related to social justice and outreach excursions, refer to the [Social Justice and Outreach Excursions](#) section of this GAP.

7.1.3. For supervision related to overnight excursions refer to the [Overnight Excursions](#) section of this GAP.

7.1.4. For supervision related to taxis, refer to the [Transportation](#) section of this GAP.

## 7.2. Excursion Categories

7.2.1. Excursions are grouped into the following categories:

- a) **Use of Local Sites:** These sites are those to which students walk from the school.
- b) **Curricular; Extra-Curricular; Co-Curricular Activities:** These activities take place off school property and may require transportation (e.g., sports tournaments, choir or band rehearsals or performances). The duration of these activities is not more than one day, nor do they involve overnight or extended travel. Refer to GAP 414.00 (Health and Physical Education Safety Guidelines-Curriculum, Intramural and Interschool) for additional information.
- c) **One Day Out-of-School Activities:** These activities are to a facility offering an activity to which transportation is required.
- d) **Individually Attended Supervised Events:** These are events which are separate from the school day, occur after students have been dismissed, or are evening events which students chose to attend on their own (e.g., prom, semi-formal).
- e) **Extended Out-of-School Activities within Province:** These activities involve overnight stays, and transportation is needed to the site. For trips of more than three (3) days, the use of a pre-approved travel and tour operator is required.
- f) **Extended Out-of-School Activities outside Province:** These activities involve overnight stays, and transportation is needed to the site.

## 7.3. Minimum Supervision Ratios

7.3.1. Principals shall ensure that all precautions for the safety, comfort, and supervision of participating students are taken according to the **minimum supervision ratios** listed in the table below. Location of the excursion and student needs should be given utmost consideration.

Grade	Local site (walking distance)	One Day Excursion & Independently Attended Events	Extended Excursion Within Ontario	Extended Excursion Outside Ontario
K/1/2	2 adults/class	1:5	Not Recommended	Not Recommended
3/4/5/6	1 adult/class	1:10	Not Recommended	Not Recommended
7/8	1 adult/class	1:15 (1 male and 1 female where possible)	1:10 (2 males and 2 females)*	1:10 (2 males and 2 females)*
9-12	1 adult/class	1 adult/class	1:15 (2 males and 2 females)*	1:10 (2 males and 2 females)*

7.3.2. Notwithstanding the ratio for elementary students, any approved Extended Excursions in the elementary panel that includes Grade 6 students shall have a ratio of 1:8 (one supervisor for every 8 students). \*In addition, **every overnight excursion shall have at least 2 male and 2 female supervisors unless it is a group made up of a single gender.**

- 7.3.3. These ratios are the minimum, and, in some cases, there may be a need to augment with additional support. Some factors to take into consideration are the individual needs of students, including students with specific support needs, and the nature and location of the excursion.
- 7.3.4. **As appropriate**, Principals may use parents/guardians to assist in the supervision of excursions. All parents/guardians must have completed a Criminal Record Check (CRC), including a Vulnerable Sector Screening Check with clear results. Supervising parents/guardians shall be clearly apprised of the objectives of the excursion and the role which the parents/guardians are expected to play, which may include being informed of the OPHEA and other safety guidelines pertaining to the activity.
- 7.3.5. Where more staff than required by the supervision ratios in 7.3.1 are interested in acting as Excursion Leaders on extended excursions within or outside Ontario, including on overseas excursions, the principal shall contact the Family of Schools Superintendent to ensure that the staff selection process is transparent in nature.

#### **7.4. Staff Supervision and Management**

- 7.4.1. Before any Out-of-School activity, the Excursion Leader shall ensure the following:
  - a) A cell phone is available and that the school has a record of that contact information.
  - b) All staff are to be familiar with the location of the closest medical facilities, particularly when travelling outside of urban areas.
  - c) All staff have been apprised of the medical protocols specific to the needs of all students participating in the excursion.
  - d) All students have school identification information and/or personal identification on their person.
  - e) All students have been instructed on appropriate safety procedures for all activities. Special attention should be paid to activities that require specific safety rules and expectations (e.g., low- rope activities).
  - f) At each gathering point (e.g. boarding a bus after a stop, at a restaurant), a check shall be made to ensure that all members of the party are accounted for. All field trip manifests must be accurate at all times.
  - g) Adults who are assisting on the excursion shall seat themselves in a location which facilitates proper supervision of the students.
  - h) Students shall remain with the group for the total duration of the excursion.

- i) **If a student is missing**, the Excursion Leader **shall immediately** inform as soon as possible: The Principal /Designate at the school, the police, and any other appropriate authority. The staff shall act on the instructions of the Principal/Designate and ensure the safety and well-being of the entire group. Refer also to GAP 502.12 (Safety of Students – Missing Student) for additional information.

## **7.5. Emergency Supervision**

- 7.5.1. Where possible, each excursion should have two Excursion Leaders at minimum. However, where only one Excursion Leader accompanies students on an excursion, that Excursion Leader shall identify to students upon arrival, as appropriate to the excursion, any of the following individuals who can supervise students in case of an emergency in which the Excursion Leader must depart the event:
  - a DPCDSB staff member also attending the excursion; or
  - a parent or guardian volunteer from the school also attending the excursion; or
  - a convenor, other coach, or host school administrator at the excursion.
- 7.5.2. Where there is a single Excursion Leader and they must depart the excursion to attend to the medical needs of an ill or injured student, the Excursion Leader shall immediately contact the Principal/Designate at their school for direction and identify one of the persons in 7.5.1, as available, to supervise students until the Principal/Designate can arrange alternate supervision.
- 7.5.3. Where there is a single Excursion Leader and they must depart due to their own medical emergency, all efforts shall be made to contact the school Principal/Designate immediately and to access one of the persons in 7.5.1, as available, to supervise students until the Principal/Designate can arrange alternate supervision.

## **7.6. Expectations for Transportation Safety**

- 7.6.1. The following points are the expectations regarding transportation safety:
  - a) All students are properly seated on school buses.
  - b) Ensure the bus driver is aware of students with special and/or medical needs, if applicable, and without breaching student privacy.
  - c) Ensure a copy of the field trip manifest is provided to the driver and a copy is given to one of the staff members that is riding on the bus. Both manifests should be in a sealed envelope to maintain confidentiality.
  - d) Confirm with the driver(s) the destinations and time guidelines of each excursion before leaving the school.
  - e) Know the location of the field trip manifests at all times.
  - f) Where applicable, check that all seat belts are fastened.

- g) Ensure that all objects or materials are placed under seats.
- h) Review with all passengers the emergency procedures and emergency exit.
- i) Review the location of the bus's emergency exits.
- j) Review the importance of keeping the noise level below that of distraction while traveling on the bus.
- k) Before leaving the school, review with staff the location of the shut off bus engine key or button and how to use the radio in case the driver is disabled.
- l) Ensure that no one is left on the bus unattended at any time during the excursion.

### **7.7. Students Billeted in Host Family Homes**

- 7.7.1. If students are billeted in homes, the Excursion Leader must, with parent/guardian permission, inform each host family of all special needs and medical needs of the student(s) they are billeting. The host family must also be given detailed information which will allow them to contact the Excursion Leader at any time.

### **7.8. DPCDSB-Wide Excursions**

- 7.8.1. Some excursions are sponsored centrally and administered through various DPCDSB personnel. The review and approval process with regards to these excursions requires the authorization of the appropriate Superintendent(s) (e.g., Family of School Superintendent). In addition, for these excursions, as with all other excursions, all related Supply Chain Management procedures must be followed prior to presentation to the Extended Excursions Advisory Committee (as appropriate).

### **7.9. Special Considerations for Social Justice and Outreach Excursions**

- 7.9.1. In addition to all considerations mentioned above, for excursions involving a significant social justice or charitable outreach component, Excursion Leaders shall provide parents/guardians with a detailed description of the nature of the outreach and of the tasks students will perform. This description must highlight any elements of substantial risk. This information can be communicated on the GF115 form. Additional considerations and requirements include the following:
  - a) For social justice and outreach excursions, especially those involving close contact with clients of social service agencies, Principals shall ensure a sufficient number of DPCDSB staff accompany the students, to ensure that all organized activities are under direct supervision. This direct supervision shall be carried out by DPCDSB staff and approved retreat facilitators; it may not be delegated to employees of the social service agency. Outreach walks through an urban area require a minimum of two such supervisors.

- b) For excursions that include walking students through an urban area, especially for an inner-city social outreach program, the Excursion Leader must follow a prescribed route. This route should be shared ahead of time with all participants and should be noted on the GF 115.
- c) For any excursion to a social service agency, the agency in question must be either (a) on the DPCDSB-approved list of agencies /retreat centres, or (b) be visited ahead of time by the Excursion Leader or Principal and approved by the Principal.

## 8. OVERNIGHT EXCURSIONS

### 8.1. Special Consideration for Overnight Excursions

- 8.1.1. Refer to the Supervision ratios chart under the [Supervision](#) section of this GAP. In addition to all items mentioned above, the following must be considered:
  - a) Superintendent approval is required prior to advertising any overnight excursion to students and parents/guardians (refer to GF 110). A complete itinerary and full description of the excursion must be submitted when asking for Superintendent Approval. Once approved, the Principal or the Excursion Leader shall inform parents/guardians of the intended excursion and its purpose.
  - b) When the excursion days include Sunday, the Excursion Leader shall plan specifically to attend Sunday Mass with all students and supervisors. If travel is to an area that does not have a regularly scheduled Mass, or where a Mass is not possible, then a Sunday Liturgy of the Word must be held, as appropriate and in consultation with the Superintendent of the Family of Schools.
  - c) A detailed itinerary, complete with names of sites, addresses, and telephone numbers, will be prepared and given to the parents/guardians, students, staff, and bus driver (as appropriate).
  - d) Expectations for student behaviour on overnight excursions shall be clarified with parents/guardians and students jointly, including the consequences that may result from misbehavior.
  - e) Through GF 085 (Field Trip Manifest) and GF 080 (Health and Safety Information Form and Medical Consent Form), all students with medical conditions shall be identified. All supervisors shall be aware of students with such conditions and the appropriate response(s) in the event of a medical incident, **including, but not limited to, any applicable Plan of Care created in accordance with GAP 514.10 (Prevalent Medical conditions)**.
  - f) All students travelling outside Ontario shall purchase medical and cancellation insurance, where necessary, through the tour operator.

## 9. EXTENDED EXCURSIONS

### 9.1. Extended Excursion Advisory Committee for Excursions outside the Province

- 9.1.1. An Extended Excursion Advisory Committee has been established by the Associate Director – Instructional Services. This committee meets twice a year to review any extended excursion proposals put forth by individual schools.
- 9.1.2. The Extended Excursion Advisory Committee:
- designates two Secondary Principals or two Elementary Principals, depending on the grade level of the proposed excursion;
  - reviews annually the policies and procedures for extended excursions and makes appropriate recommendations;
  - hears proposals for extended excursions from Principals in conjunction with their Excursion Leaders twice in each school year and makes recommendations to the Associate Director – Instructional Services regarding proposed extended excursions.

### 9.2. Special Considerations for Extended Excursions

- 9.2.1. Refer to the supervision ratios chart under the [Supervision](#) section of this GAP. In addition to all items mentioned above, the following must be considered:
- a) All extended excursion travel requires completion of the form GF110. (Request for Superintendent Approval of Out-of-School Event).
  - b) The **Extended Excursion Package** must be completed, submitted, reviewed, and approved by the **Extended Excursion Advisory Committee** and the Family of Schools Superintendent.
  - c) All excursions outside of Canada require approval of the Associate Director – Instructional Services through the Extended Excursions Advisory Committee.
  - d) Where possible, ensure that all flights are direct and/or do not land in the United States of America.
  - e) After final approval, parents/guardians should be informed that all appropriate travel documents are the responsibility of the parent/guardian (e.g. Travel Visa).

- f) The Excursion Leader and school Principal must check with Foreign Affairs Canada and International Trade Canada (1-800-267-6788) in advance of the excursion, to determine whether the intended destination has been deemed dangerous for travelers. The other option is to access the *Government of Canada Foreign Affairs Travel Information and Advisory Reports* available through the following web link: [www.travel.gc.ca](http://www.travel.gc.ca). By accessing the "Travel Reports and Warnings" section of the website, the user receives the latest reports outlining countries or areas of countries that are deemed unsafe by the Government of Canada. **The Excursion Leader and school Principal must continue to monitor, and comply with, the reports issued by the Government of Canada with regard to the status of travel advisories. The Excursion Leader and school Principal must also communicate to trip participants any local travel warnings which may apply.**
- g) Legal considerations for entry to, exit from, and residence in, the other country should be explained to parents/guardians and students. Ensure that full entry/exit requirements for each student are met (Note that visa requirements may differ according to a student's nationality and passport).
- h) All students shall purchase sufficient medical, trip cancellation, and luggage insurance prior to departure, as well as other applicable insurance policies deemed necessary to ensure sufficient coverage. For extended excursions, insurance purchases shall be arranged, where possible, through the tour operator. Ensure that **all trip cancellation fees are included in costs.**
- i) All arrangements for travel outside Ontario must be made with a travel agency that has been approved by Supply Chain Management. Under the *Travel Industry Act*, all DPCDSB employees are in breach of the law when acting as a sales agent for such travel without being licensed to do so. **Refer to the following link to the TICO guidelines for school trips:** <https://www.tico.ca/files/SchoolTrip%20Guidelines-August2016-%20Final.pdf>
- j) The Excursion Leader or Principal shall contact the International Association for Medical Assistance to Travelers (IAMAT) for an updated listing of world-wide "English-speaking medical services". <http://www.iamat.org/>
- k) The Excursion Leader should carry the address and telephone number of appropriate Canadian High Commissions, Embassies, and Consulates, as they are available, within the framework of the tour.
- l) A master list of passport numbers and ticket numbers shall be prepared, including photocopies of all documents, with one set carried by the Excursion Leader and one set left with the school Principal. The Excursion Leader should consider having the original documents, and the photocopies, carried by 2 separate supervisors.
- m) Parents/guardians shall be advised to visit a travel clinic and/or family doctor with their child to ensure appropriate medical needs are attended to prior to departure, as appropriate.



- n) Where students will be involved at worksites involving manual labour, appropriate safety/protective clothing/gear must be worn. (i.e., CSA approved work boots/gloves/long pants/safety goggles/sunscreen). With permission of parents/guardians, consideration should be given to leaving these items to support labourers in the developing countries, as appropriate.
- o) Where there is **unstructured time** for students to explore and/or reflect, **staff shall always ensure provision of active supervision**, appropriate to the location and needs of the students, established in consultation with the Superintendent. Unstructured time and supervision arrangements must be included in the itinerary and articulated to parents/guardians at the information meeting.

### 9.3. Eligibility

- 9.3.1. All elementary and secondary schools are eligible to apply for Extended Excursions.

### 9.4. Procedures

- 9.4.1. The following points lists procedures related to extended excursions:
  - a) All Extended Excursions are initiated at the school level and must receive initial sanction from the Principal.
  - b) The Principal shall review and approve the excursion package and forward it to the Family of Schools Superintendent. Collectively, they review the proposal and either agree with, modify, or veto the proposal.
  - c) If there is agreement to proceed, the Principal, in collaboration with the Excursion Leader, will prepare and present the extended excursion proposal and pre-approval routing forms to the Extended Excursions Advisory Committee for recommendation to the Associate Director – Instructional Services.
- 9.4.2. The extended excursion proposal must include the following:
  - Extended Excursion Presentation Summary Form
  - Extended Excursions Checklist
  - Pre-Approval Routing Form
  - Signed GF 110
  - Rationale and excursion budget information
  - Itinerary
  - Extended Excursions Executive Summary
  - Plan of Care Information
  - Other appropriate information as required
- 9.4.3. The Associate Director – Instructional Services will approve or not approve the proposed extended excursion. Schools are **not** to sign any contracts with tour companies or operators and are **not** to begin sharing information with students and parents/guardians until the extended excursion is approved by the Associate Director – Instructional Services.

- 9.4.4. If approved, the Principal will proceed to finalize the arrangements for the excursion and keep the appropriate Family of Schools Superintendent apprised of all details. The Principal, in conjunction with the Excursion Leader, will call a meeting with the students and parents/guardians to explain the rationale for the excursion, provide an overview, outline the itinerary, review all the procedures, and address any questions or concerns they may have regarding the excursion.
- 9.4.5. At the end of the extended excursion, when students and staff have returned to school, Excursion Leaders will be asked to complete and return a feedback form that will be reviewed by the Extended Excursion Advisory Committee.

## **9.5. Grants**

- 9.5.1. Grants may be available from Provincial and Federal Government sources.

**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 2**

**MOTIONS RECOMMENDED BY ADMINISTRATION AND FINANCE COMMITTEE,  
FEBRUARY 20, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE ADMINISTRATION AND FINANCE COMMITTEE 2024.**
- 2. THE BOARD OF TRUSTEES APPROVE THE 2024-2025 BUDGET DEVELOPMENT PROCESS.**
- 3. THAT THE BOARD OF TRUSTEES APPROVE THE 2024-2025 MODIFIED SCHOOL YEAR CALENDAR FOR SUBMISSION TO THE MINISTRY OF EDUCATION.**

## TERMS OF REFERENCE ADMINISTRATION AND FINANCE COMMITTEE – 2024

<b>CHAIR:</b>	Bruno Iannicca	
<b>VICE-CHAIR</b>	Mario Pascucci	
<b>TRUSTEES:</b>	Brea Corbet, Paula Dametto-Giovannozzi, Darryl D’Souza, Luz del Rosario, Stefano Pascucci, Anisha Thomas, Thomas Thomas, Herman Viloria, and Shawn Xaviour	
<b>STUDENT TRUSTEES:</b>	(Jan-Aug)	Christopher Joseph and Nathan Nguyen
		Indigenous Student Trustee Bailey Clyne
	(Sept-Dec)	TBD
<b>RESOURCE STAFF:</b>	Superintendent, Financial Services	
	Superintendent, Planning & Operations	Mathew Thomas
	Superintendent, Human Resources & Employee Relations	Stephanie Strong
	Chief Information Officer	Ivana MacIsaac
<b>MONITORING:</b>	Associate Director, Corporate Services	Daniel Del Bianco
	Executive Superintendent, Finance, Chief Financial Officer and Treasurer	Julie Cherepacha

The Administration and Finance Committee will:

1. Review policies, consisting of general principles relating to the effective stewardship of board resources such as real property planning, financial planning, human resources and employment, accommodation, plant, transportation and technology and make appropriate recommendations to the Board of Trustees or refer to the By-Law/Policies Review Committee for consistency as necessary;
2. Consider matters pertaining to all corporate services, or other matters pertaining to the Board as per the Procedural By-Law, referred by the Board of Trustees and make appropriate recommendations;
3. Ensure that the annual financial goals and objectives are aligned with the Dufferin-Peel Catholic District School Board (DPCDSB) multi-year strategic plan for development of the operating and capital budget;
4. Consider the financial implications of any overall budget variances as necessary through review of the interim financial reports;
5. Review all matters pertaining to advocacy, partnerships and community relations;
6. Review matters as referred by the Board of Trustees and make appropriate policy recommendations; and,
7. Receive input, through staff, as appropriate.

**REPORTS TO:** The Board of Trustees

**MEETINGS:** Five times a year, or at the discretion of the Chair

# " 2024-2025 BUDGET CALENDAR

Time Frame	Schedule	Responsibility
December - January	<ul style="list-style-type: none"> <li>Develop budget calendar and critical path</li> <li>Plan meeting schedule</li> </ul>	Executive Council Financial Services
January – April	<ul style="list-style-type: none"> <li>Information session with Board of Trustees to discuss budget issues and challenges and to establish budget priorities and strategies. <b>April 9, 2024</b></li> <li>Review yearend results, identify budget challenges and pressures and determine possible budget strategies and alternatives</li> <li>Grants for Student Needs (GSN) announcement</li> </ul>	Board of Trustees Executive Council Financial Services
March – May	<ul style="list-style-type: none"> <li>Budget presentations for stakeholders.</li> <li>Analyze impact of GSN announcement on revenues. <b>Release expected by end of March 2024</b></li> <li>Prepare preliminary estimates</li> <li>Develop budget options and refine strategies</li> <li>Provide update reports to Board of Trustees</li> </ul>	Board of Trustees Executive Council Financial Services
April – May	<ul style="list-style-type: none"> <li>Public budget webcast – <b>April 24, 2024</b></li> <li>Finalize proposed budget reports</li> </ul>	Board of Trustees Executive Council
June	<ul style="list-style-type: none"> <li>Receive and approve proposed operating and capital budget reports</li> </ul>	Board of Trustees
End of June 2024	<b>File Estimates with Ministry of Education</b>	<b>Financial Services</b>

## 2024-2025 Modified School Year Calendar

First day of classes Elementary and Secondary Schools	Tuesday, September 3, 2024
First Day of classes Semester Two Secondary	Friday, January 31, 2025
Last instructional day Elementary and Secondary Schools	Thursday, June 26, 2025
Number of school days for the 2024-2025 school year	194
Number of Instructional Days in Elementary Schools	187
Number of Instructional Days in Secondary Schools	187
Number of Professional Activity Days in Elementary Schools	7
Number of Professional Activity Days in Secondary Schools	7

### ► School Holidays for the 2024-2025 School Year

#### Every Saturday and Sunday

Labour Day	Monday, September 2, 2024
Thanksgiving Day	Monday, October 14, 2024
Christmas Break	Monday, December 23, 2024 to Friday, January 3, 2025 (inclusive)
Family Day	Monday, February 17, 2025
Mid-Winter Break	Monday, March 10, 2025 to Friday, March 14, 2025 (inclusive)
Good Friday	Friday, April 18, 2025
Easter Monday	Monday, April 21, 2025
Victoria Day	Monday, May 19, 2025

### ► Elementary Schools, including St. Sofia – Professional Activity Days

1. Thursday, August 29, 2024	Provincial Priorities in a Catholic Context
2. Monday, September 16, 2024	Principal's Day: Re-organization/Faith Development
3. Friday, October 11, 2024	Provincial Priorities in a Catholic Context
4. Friday, November 22, 2024	Provincial Priorities in a Catholic Context
5. Monday, January 20, 2025	Term 1 Assessment and Evaluation of Pupil Progress
6. Friday, February 14, 2025	Reporting to Parents
7. Monday, June 9, 2025	Term 2 Assessment and Evaluation of Pupil Progress

### ► Secondary Schools – Professional Activity Days

1. Thursday, August 29, 2024	Provincial Priorities in a Catholic Context
2. Friday, October 11, 2024	Provincial Priorities in a Catholic Context
3. Friday, November 22, 2024	Provincial Priorities in a Catholic Context
4. Thursday, January 30, 2025	Principal's Day: Semester Turnaround
5. Friday, February 14, 2025	*Principal's Day: Assessment and Evaluation/Faith Development
6. Wednesday, June 25, 2025	*Principal's Day: Year End Reporting and Activities
7. Thursday, June 26, 2025	*Principal's Day: Year End Reporting and Activities

\*Semester end and year end evaluations and school wide promotion meetings; contact parents with course and summer school recommendations, OSR and report card preparation; inventory management of books, equipment, learning materials; curriculum development for new course outlines; goal setting for the upcoming semester and school year.

### ► Secondary Schools – Examination Days

Semester 1: January 22, 23, 24, 27, 28, 2025	January 29, 2025 – Instructional Day – Examination Review
Semester 2: June 17, 18, 19, 20, 23, 2025	June 24, 2025 – Instructional Day – Examination Review

**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 3**

**MOTIONS RECOMMENDED BY AUDIT COMMITTEE,  
FEBRUARY 20, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE 2024.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE THE EXTENSION OF THE APPOINTMENT OF BDO CANADA LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, AS EXTERNAL AUDITORS TO DPCDSB FOR A ONE-YEAR TERM EXPIRING WITH THE AUGUST 31, 2024 YEAREND AUDIT.**

**TERMS OF REFERENCE AUDIT COMMITTEE – 2024**  
(*Ontario Regulation 361/10 of the Education Act - requirements of Audit Committees*)

<b>CHAIR:</b>	Bruno Iannicca
<b>VICE CHAIR:</b>	Thomas Thomas
<b>BOARD MEMBERS:</b>	Anisha Thomas, Thomas Thomas, Bruno Iannicca (Year two)
<b>NON-BOARD MEMBERS:</b>	Laura Prestia John Boots
<b>RESOURCE STAFF:</b>	Associate Director, Corporate Services Associate Director, Instructional Services Internal Auditor Senior Internal Auditor
<b>MONITORING:</b>	Executive Superintendent, Finance, Chief Financial Officer and Treasurer Director of Education

**TERM OF OFFICE:**

Board Members – two-year term appointed by the Board of Trustees.

Non-Board Members – up to a three year term as per *Ontario Regulation 361/10 of the Education Act*

**DECLARATION OF CONFLICTS:**

As described in *Ontario Regulation 361/10 of the Education Act*, every member of the audit committee shall, when appointed to the committee for the first time and at the first meeting in each fiscal year, submit a written declaration to the chair of the committee declaring whether they have a conflict of interest. Also, if a member becomes aware of a conflict after their appointment, they shall immediately disclose the conflict in writing to the chair.

**COMPOSITION:**

The Audit Committee shall consist of five (5) members comprised of three (3) trustees of the Board and two (2) non-board members of the community. The Board of Trustees will appoint three (3) trustee members to the audit committee for a two-year term. A person who is a non-board member is eligible to be appointed to the audit committee only if they:

- Have accounting, financial management or other relevant business experience that would enable them to understand the accounting and auditing standards applicable to the Board;
- Are not an employee or officer of the Board or of any other board at the time of the appointment;
- Do not have a conflict of interest (does not have a parent, child or spouse who is employed by the Board) at the time of appointment;
- Was identified by the selection committee as identified in *Ontario Regulation 361/10*.

Recruitment for Audit Committee is to align to Board Policy and General Administrative Procedures (GAP).

**CHAIR:**

In each fiscal year at the first meeting of the audit committee following the inaugural or organizational meeting of the Board of Trustees, the members of the committee shall elect the chair and the vice chair of the committee for the fiscal year from among the members of the committee.



**MEETINGS:**

The audit committee will meet at least three (3) times in each fiscal year, or at the call of the chair, with authority to convene meetings as circumstances require and in accordance with *Ontario Regulation 361/10 of the Education Act*. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. The committee may hold private meetings with auditors, the entire Board of Trustees and executive council. Meeting agendas will be prepared and provided in advance to committee members as well as the Board of Trustees, along with appropriate briefing materials. Minutes will be prepared and distributed to the Board of Trustees. Minutes will be approved by the Audit Committee and received by the Board of Trustees.

Each member of the audit committee has one vote. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee.

**MANDATE:**

To assist the Board of Trustees in overseeing and objectively assessing the performance of the Board, its management and its auditors and specific responsibilities for the following activities:

- i) oversight of appropriate accounting practices and financial reporting,
- ii) ensuring internal controls are in place to mitigate financial risk,
- iii) the internal and external audit processes,
- iv) the process for monitoring compliance with federal and provincial laws and regulations,
- v) recommend appointment of the external auditor to the Board of Trustees,
- vi) the process for monitoring the Board's policies, procedures, regulations and code of conduct from an audit perspective,
- vii) the establishment and maintenance of lines of communication between the Board of Trustees and its external auditor, senior management, internal auditor and regional internal audit,
- viii) the safeguarding of Board assets,
- ix) the annual and/or multi-year audit plan of the Board,
- x) the audited financial statements of the Board.

**DUTIES:**

The Audit Committee will,

- (1) Review the annual audited financial statements of the Board prior to reporting to the Board of Trustees, and consider whether they are complete, and consistent with information known to committee members. The committee will make recommendations to the Board of Trustees for the approval of all annual audited financial statements.
- (2) Ensure risk assessment and risk management policies align with internal controls.
- (3) Review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal auditors and the responses of the Board's staff to those findings and recommendations.
- (4) Review and receive reports related to the overall effectiveness of the Board's internal controls, including information technology systems security and control.
- (5) Review with senior management, the internal auditors (including RIAT) mandate, activities, staffing, and organizational structure of the internal audit function. The audit committee will make recommendations to the Board of Trustees on the content of the annual audit plan. They will also review whether there are any unjustified restrictions or limitations on the role of the internal auditor.

- (6) Review the external auditors, terms of engagement, fees and proposed audit scope and approach and any non-audit services provided, including coordination of audit effort with internal audit. Review the performance of the external auditor, and make recommendations to the Board of Trustees on the appointment or discharge of the external auditor. On an as needed basis, meet separately with the external auditor to discuss any matters that the committee or auditor believe should be discussed privately.
- (7) Review the effectiveness of the Board's internal operating procedures for monitoring compliance with federal and provincial laws and regulations as well as the Board's policies, procedures, regulations and code of conduct. Review the results of management's investigation and follow-up of any instances of noncompliance. Review the findings of any examinations by regulatory agencies, and any auditor observations. Obtain regular updates from management and Board legal counsel regarding compliance matters.
- (8) Receive and review internal audit plan and results of internal audit activities and follow-up on recommendations.
- (9) In accordance with *Ontario Regulation 361/10 of the Education Act*, the audit committee will report to the Board of Trustees on items such as the annual audit plan and summary of work performed by the Board's internal auditor (including RIAT), with a copy submitted to the Ministry of Education. In addition, the committee is required to report to the Board of Trustees on items such as a summary of work performed by the committee, an assessment of the Board's progress in addressing findings and recommendations made by the internal or external auditor and attendance record of committee members.
- (10) Review and assess the adequacy of the audit committee's terms of reference annually, and ensure appropriate disclosure as may be required by law or regulation. Confirm annually that all responsibilities outlined in the terms of reference and *Ontario Regulation 361/10* have been carried out.
- (11) Subject to the approval of the Board of Trustees, obtain legal advice, retain independent accountants or other professionals to advise or assist the committee.
- (12) Report to the Board of Trustees annually, and at any other time that may be required, on the committee's performance of its duties.

**Reports to:** The Board of Trustees

<b>Audit Committee Meeting</b>
<b>February 13, 2024</b>
<b><i>APPOINTMENT OF EXTERNAL AUDITORS</i></b>
<b>Multi Year Strategic Plan Values: Believe, Excel, Respect, Thrive and Trust</b>

*“You shall do no wrong in judgment, in measurement of weight, or capacity.”*  
Leviticus 19:35

## BACKGROUND

Under subsection 253(1) of *the Education Act*, all school boards are required to appoint an external auditor, who is licensed under the *Public Accounting Act, 2004* for a term not exceeding five (5) years.

Further subsection 9. (4)1 of *Ontario Regulation 361/10 of the Education Act* defines the duties of the audit committee regarding the school board’s external auditor. The regulation states that the audit committee duties include making recommendations to the Board of Trustees on the appointment, replacement or dismissal of the external auditors and on the fee and fee adjustment for the external auditor.

The current external audit firm, BDO Canada LLP, was appointed as external auditors for the Dufferin-Peel Catholic District School Board (DPCDSB) in March 2020, ahead of the specified procedures report timeline for a two-year period with options to renew up to an additional three years.

In March 2022, the audit committee and the Board of Trustees approved the appointment of BDO Canada LLP be extended for two of the additional years, to expire with the completion of the August 31, 2023 yearend audit. This extension provided stability of the services as DPCDSB transitioned out of the COVID-19 environment and provided an opportunity to build the client/auditor relationship that started during unprecedented times.

This is the time of year when a competitive procurement process would be launched for the appointment of external auditors. However, with changes in the DPCDSB financial services department and a simultaneous procurement process underway within the Ontario Education Collaborative Marketplace (OECM), a recommendation is put forth to extend the appointment of BDO Canada LLP for one additional year.

## DISCUSSION

OECM is a Broader Public Sector (BPS), not-for-profit procurement organization, offering a marketplace of competitively-sourced and priced products and services through collaborative sourcing agreements. OECM has recently issued another Request for Proposal (RFP) for external audit services which will result in a series of master agreements with audit firms that pre-qualify through the process. The timing of this process does not align with the current needs of DPCDSB. In a year, DPCDSB will be able to

request quotes from the pre-qualified audit firms as part of our competitive procurement for external audit services. Using the results of the RFP process conducted by OECM allows DPCDSB to be efficient in the process of selecting an external audit firm for audit services and ensure value-for-money.

DPCDSB is also transitioning through a change in senior financial services staff as we replace our Superintendent of Financial Services. It will be key to have consistency in audit services while a new leader in the department is onboarded and has time to review the financial operations of the DPCDSB.

As previously noted, under subsection 253(1) of *the Education Act* all school boards are required to appoint an external auditor, who is licensed under the *Public Accounting Act, 2004* for a term not exceeding five (5) years. External auditors are generally appointed for three to five years. With this extension, BDO Canada LLP will have completed five yearend engagements with DPCDSB following the August 31, 2024 yearend. At that time, and in accordance with Supply Chain Management policies and procedures, DPCDSB will engage in a competitive procurement process for external audit services.

The proposed fee for the one additional year is \$86,325 (2022-2023 cost \$83,400). The increase is aligned with the OECM master agreement and is expected given that service costs have increased globally over the last few years. Audit fees are also impacted by the implementation of new accounting standards, such as PS3280: Asset Retirement Obligations (ARO) reporting and changes to the requirements under Canadian Auditing Standards (CAS 315).

DPCDSB has been satisfied with the performance and service provided by BDO Canada LLP to date.

## **CONCLUSION**

This report recommends extending the appointment of BDO Canada LLP, Chartered Professional Accountants, as external auditors for DPCDSB for one additional year expiring with the completion of the August 31, 2024 yearend audit. Total fee for service is expected to be \$86,325 (excluding taxes) for the annual audit of the consolidated financial statements and the specified procedures at March reporting.

## **THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:**

- 1. THAT THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THE EXTENSION OF THE APPOINTMENT OF BDO CANADA LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, AS EXTERNAL AUDITORS TO DPCDSB FOR A ONE-YEAR TERM EXPIRING WITH THE AUGUST 31, 2024 YEAREND AUDIT.**

Prepared by: Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

**RECOMMENDATION TO THE BOARD**

**REPORT NUMBER H 4**

**MOTIONS RECOMMENDED BY BOARD BY-LAW/POLICIES REVIEW COMMITTEE,  
FEBRUARY 20, 2024**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE 2024.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT, THE REVISED POLICY 7.12: ACCESS TO DPCDSB PROPERTIES, AS AMENDED.**
- 3. THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT, THE REVISED POLICY 35.00: EXTERNAL PRESENTERS IN DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD, AS AMENDED.**
- 4. THAT THE BOARD OF TRUSTEES APPROVE THE RECISSION OF GAP 603.00 COMMUNICATION: INCLUSIVE LANGUAGE GUIDELINES.**



## **BOARD BY-LAW/POLICIES REVIEW COMMITTEE 2024**

**CHAIR:** Stefano Pascucci

**VICE-CHAIR:** Anisha Thomas

**MEMBERS:** Luz del Rosario, Thomas Thomas, Brea Corbet, Paula Dametto-Giovannozzi, Darryl D'Souza, Herman Vilorio, Bruno Iannicca, Shawn Xaviour, and Mario Pascucci

**STUDENT TRUSTEES:** Nathan Nguyen, Christopher Joseph, and Indigenous Student Trustee Bailey Clyne

### **RESOURCE STAFF:**

<b>PRIMARY</b>	Director of Education	Marianne Mazzorato
----------------	-----------------------	--------------------

<b>MONITORING</b>	Director of Education Superintendent of Policy, Strategy, Research and Global Learning	Marianne Mazzorato Max Vecchiarino
-------------------	--	---------------------------------------

<b>SUPPORT STAFF</b>	Counsel	Margaret Beck
----------------------	---------	---------------

The Board By-Law/Policies Review Committee shall:

1. Annually, or as directed by the Board of Trustees, review the Dufferin-Peel Catholic District School Board's (Board) Procedural By-law and recommend amendments, as appropriate, with respect thereto;
2. Review current and proposed policies and/or recommend new policies, as appropriate; and
3. Consider matters pertaining to Board policies, or any other matters pertaining to the Board.

**REPORTS TO:** Board of Trustees

**MEETINGS FOR THE YEAR:** Four (4) meetings at the call of the Chair.

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>BOARD POLICY</u></b>	
<b>BOARD POLICY NUMBER:</b>	<b>7.12</b>
<b>SUBJECT:</b>	Access to DPCDSB Properties
<b>REFERENCE:</b>	General Administrative Procedure (GAP) <a href="#">711.00</a> – Use of Schools and Other DPCDSB Facilities GAP <a href="#">711.01</a> – Reserved Parking Spaces <a href="#">GAP 318.00 – Criminal Background Checks, Vulnerable Sector Screening &amp; Offence Declarations</a>
<b>EFFECTIVE/REVISED DATE:</b>	October 20, 1981; April 26, 2011; October 24, 2017; June 19, 2018; October 24, 2023; <del>November</del> <a href="#">February 2024</a>

*“The earth is the Lord’s, and all it contains, the world, and those who dwell in it.”*  
Psalm 24:1

1. It is the policy of Dufferin-Peel Catholic District School Board (DPCDSB) to provide a safe workplace and learning environment by governing access to DPCDSB owned and/or occupied property, including schools (parking lots and pick-up and drop-off areas) and administrative buildings (collectively, “DPCDSB Property”).
2. All employees of DPCDSB are authorized to exercise the rights of DPCDSB as occupiers of DPCDSB Property pursuant to the *Trespass to Property Act*, R.S.O.1990, c. T.21, as may be amended or replaced.
3. The control of access to school premises under DPCDSB’s jurisdiction shall also be in accordance with the *Education Act*, R.S.O. 1990, c. E.2., including sections 212, 265(1)(m), 305 and Ontario Regulation 474/00 to the *Education Act*, each as may be amended or replaced.
4. Within its control of access to school and DPCDSB properties, is the policy of DPCDSB to make designated buildings, grounds, and facilities available for community use to the fullest extent possible within established DPCDSB procedures and on a minimum of actual cost recovery. Procedures related to community use are articulated in *GAP 711.00 – Use of Schools and Other DPCDSB Facilities*.

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>BOARD POLICY</u></b>	
<b>BOARD POLICY NUMBER:</b>	<b>7.12</b>
<b>SUBJECT:</b>	Access to DPCDSB Properties
<b>REFERENCE:</b>	General Administrative Procedure (GAP) <a href="#">711.00</a> – Use of Schools and Other DPCDSB Facilities GAP <a href="#">711.01</a> – Reserved Parking Spaces GAP <a href="#">318.00</a> – Criminal Background Checks, Vulnerable Sector Screening & Offence Declarations
<b>EFFECTIVE/REVISED DATE:</b>	October 20, 1981; April 26, 2011; October 24, 2017; June 19, 2018; October 24, 2023; February 2024

*“The earth is the Lord’s, and all it contains, the world, and those who dwell in it.”*  
Psalm 24:1

1. It is the policy of Dufferin-Peel Catholic District School Board (DPCDSB) to provide a safe workplace and learning environment by governing access to DPCDSB owned and/or occupied property, including schools (parking lots and pick-up and drop-off areas) and administrative buildings (collectively, “DPCDSB Property”).
2. All employees of DPCDSB are authorized to exercise the rights of DPCDSB as occupiers of DPCDSB Property pursuant to the *Trespass to Property Act*, R.S.O.1990, c. T.21, as may be amended or replaced.
3. The control of access to school premises under DPCDSB’s jurisdiction shall also be in accordance with the *Education Act*, R.S.O. 1990, c. E.2., including sections 212, 265(1)(m), 305 and Ontario Regulation 474/00 to the *Education Act*, each as may be amended or replaced.
4. Within its control of access to school and DPCDSB properties, is the policy of DPCDSB to make designated buildings, grounds, and facilities available for community use to the fullest extent possible within established DPCDSB procedures and on a minimum of actual cost recovery. Procedures related to community use are articulated in *GAP 711.00 – Use of Schools and Other DPCDSB Facilities*.



## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>300 – ALL STAFF</b>
<b>GAP NUMBER:</b>	<b>318.00</b>
<b>SUBJECT:</b>	<b>Criminal Background Checks, <u>Vulnerable Sector Screening</u> &amp; Offence Declarations</b>
<b>REFERENCE:</b>	Ontario Regulation <u>521/01</u> <u>Policy 7.12: Access to DPCDSB Properties</u> <u>Policy 35.00: External Presenters in Dufferin-Peel Catholic District School Board</u> <u>GAP 525.00: External Presenters in Dufferin-Peel Catholic District School Board</u> <u>GAP 509.1: Trespassing on Board Property</u> <u>GAP 509.2: Access to School Premises</u>
<b>EFFECTIVE:</b>	September 1, 2001
<b>REVISED/AMENDED</b>	November 2009; September 17, 2010, January 2013; December 16, 2013; <u>February 2024</u>
<b>REPLACES:</b>	<del>318.00</del>
<b>PAGE</b>	<del>1 of 5</del>

### **Tobit 12:11a**

*"I will now declare the whole truth to you and will conceal nothing from you"*

Tobit 12:11a

1. In accordance with the *Education Act*, Regulation 521/01 (as amended), Collection of Personal Information, the Dufferin-Peel Catholic District School Board has the responsibility to provide for a safe learning environment for its students and employees.
2. In compliance with Ministry directives, this General Administrative Procedure - Criminal Background Checks (CBC), Vulnerable Sector Screening and Offence Declarations, ~~outlines the required procedures adheres to all obligations and takes effect as of April 1, 2002 for employees and service providers.~~ requirements outlined within regulation 521/01 including adhering to all definitions included.

### ~~CRIMINAL BACKGROUND CHECKS~~

### EMPLOYEES AND SERVICE PROVIDERS

~~The Dufferin Peel Catholic District School Board will not employ, continue to employ, contract or continue to contract, a person, or accept as a volunteer, anyone who has been~~

~~convicted of a criminal offence involving sexual or immoral conduct under Part V of the Criminal Code (Canada).~~

~~The Dufferin Peel Catholic District School Board will not employ, continue to employ, contract or continue to contract, a person, or accept as a volunteer, anyone who has been convicted of other serious criminal offences such as drug trafficking, assault, theft, fraud or firearms offences, for which a pardon has not been granted. However, since rehabilitation is a factor, the Board will give due regard to the specific duties of the position being sought or held, length of time since conviction and other mitigating factors for certain offences.~~

DRAFT

DEFINITIONS

**Criminal Background Check with Vulnerable Sector Screener**

3. At DPCDSB all Criminal Background checks as defined by Regulation 521/01 also require a Vulnerable Sector Screener to be included.
4. Vulnerable Sector Screening means, in respect of a Board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the date the Board collects the document; and

~~b) that contains information concerning the individual's 'personal criminal history'~~

~~Offence Declaration means, in respect of a Board, a written declaration signed by an individual listing all of the individual's convictions for offences under the *Criminal Records Act (Canada)* up to the date of the declaration:~~

- ~~a) that are not included in a Criminal Background Check collected by the Ontario College of Teachers after December 31, 1998 or in the last Criminal Background Check collected by the Board under this regulation; and~~
- ~~b) for which a pardon under section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted.~~

~~Personal Criminal History means, in respect of an individual, information on criminal offences of which the individual has been convicted under the *Criminal Records Act (Canada)* and for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted to the individual.~~

~~Vulnerable Sector Screening means, in respect of a Board, a document concerning an individual:~~

- ~~a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the date the Board collects the document; and~~
- b) ~~that contains information concerning the individual's~~ personal criminal history; and
- c) that contains information resulting from a Criminal Background Check search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued.

~~Service provider means an individual, who comes into direct contact with students on a regular basis,~~

- ~~a) at a school site of a Board in the normal course of;~~
- ~~(i) providing goods or services under contract with the Board,~~
- ~~(ii) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board,~~
- ~~(iii) providing services to a person who provides goods or services under contract with the Board,~~

- ~~b) or at a school under the jurisdiction of the Minister in the normal course of;~~
  - ~~(i) providing goods or services under contract with the Minister,~~
  - ~~(ii) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Minister, or~~
  - ~~(iii) providing services to a person who provides goods or services under contract with the Minister.~~

#### **ADMINISTRATIVE PROCEDURES—**

~~**Regulation 521/01 (as amended) – Collection of Personal Information requires the Dufferin-Peel Catholic District School Board to do the following:**~~

#### **NEW EMPLOYEES**

- 5. If an individual commences employment after March 31, 2002, the Board shall collect an acceptable Criminal Background Check – Vulnerable Sector Screening, before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying an acceptable Criminal Background Check with Vulnerable Sector Screener.
- 6. The Board shall collect an Offence Declaration from the individual by September 1 of each year in which the Board employs the individual thereafter.
- 7. A Criminal Background Check with Vulnerable Sector Screening for new employees must be obtained through the local or regional police services department in the area in which an individual resides. ~~Police services usually require applicants to complete a form and provide one or two pieces of photo identification before they access the CPIC (Canadian Police Information Centre) database electronically. The cost for this service varies with each police force.~~ The cost of the Criminal Background Check with Vulnerable Sector Screener is the sole responsibility of the applicant. ~~Forms for many areas in and surrounding the GTA can be found on the HR Portal.~~
- 8. Anyone who has been a resident outside of Canada for more than three months in the previous twelve is required to provide the equivalent Criminal Background Check with Vulnerable Screener from the foreign jurisdiction(s) in addition to the Criminal Background Check using the Canadian Police Information Centre system.

#### **OFFENCE DECLARATIONS**

#### **EXISTING EMPLOYEES**

- 9. The Board shall collect an Annual Offence Declaration from all existing employees by September 1 of each year in which the individual is employed by the Board.
- 10. Annual Offence Declaration will be collected electronically within the HR Portal with appropriate security measures included within the software.
- 11. The Board reserves the right to require documents at a date earlier than that prescribed in Regulation 521/01 (as amended) for the ~~purposes~~purpose of administering the Regulation in accordance with the deadlines therein.

### SECURITY AND RETENTION

~~In order to maintain the security of the information contained in Criminal Background Checks and Offence Declarations, they should be sent to the Regulation Compliance Assistant in the Human Resources Department, in a sealed envelope marked 'Confidential'. Criminal Background Checks and Offence Declarations will be housed in a secure location in the employee's personnel file, accessible only to the Superintendent of Human Resources, General Manager of Human Resources, Manager of Teacher Personnel, Manager of Support Services and Regulation Compliance Assistant.~~

### CONSEQUENCE OF NON-COMPLIANCE

12. Employees who fail to provide an Offence Declaration ~~form~~ by the date prescribed will be ~~suspended without pay~~ deemed ineligible for work, pending submission of the document.

### **VOLUNTEERS IN SCHOOLS**

#### CRIMINAL BACKGROUND CHECK/VULNERABLE SECTOR SCREENING

13. The ~~Principal~~ principal is responsible for selecting, assigning and monitoring the work of a Volunteer in a School.
14. Effective September 2013, any school volunteer, assisting under the supervision of a teacher, in any school program, including with out-of-classroom programs, will be required to provide a Criminal Background Check ~~/with~~ with Vulnerable Sector Screening.
15. The Criminal Background Check ~~/with~~ with Vulnerable Sector Screening (dated within the last 6 months) is to be submitted to the ~~Principal~~ principal prior to being accepted as a volunteer in the school. As well, continuing volunteers are required to submit an Offence Declaration each September. Forms are to be submitted to the Principal who will retain them in a secure location, with the utmost respect to the confidential nature of the material.
16. The Principal is required to report to the Superintendent of Human Resources and Employee Relations any charges or convictions listed on the Criminal Background Check or the Offence Declaration.

### **SERVICE PROVIDERS**

17. ~~The Board requires all Service Providers to comply in full with Regulation 521/01 (as amended).~~ All tenders of the Board will contain stipulations regarding the provision of Criminal Background Checks and Offence Declarations. All Service Providers contracted by the school, or the Program or Plant Department will provide Criminal Background Checks and Offence Declarations in accordance with the provisions established by the school or department and in accordance with the Regulation.

18. See **Appendix A** for criminal background check and vulnerable sector requirements associated with categories of individuals/groups accessing schools.

## **ADJUDICATION**

19. When evidence is received of a criminal conviction, the employee, prospective employee, service provider or volunteer will be required to meet with the Superintendent of Human Resources and the General Manager of Human Resources for the purpose of discerning the facts and relevant circumstances, and to determine the appropriate course of action.
20. The following factors are generally considered when reviewing the Criminal Background Check or the Offence Declaration:
- 1.a) If a teacher, the relevance of the offence(s) to teacher duties as set out in the Education Act and Regulations.
  - 2.b) If the offence was committed while employed by the Board.
  - 3.c) The length of time since the offence.
  - 4.d) Offences against children – sexual, violence etc.
  - 5.e) Attitude toward the offences and understanding of issue of concern. The degree of co-operation with the investigation
  - 6.f) Treatment or counseling or other rehabilitation efforts.
  - 7.g) Likelihood that the offence will reoccur.
  - 8.h) The use of alcohol or illegal substances as a factor in the committing of the offence.
  - 9.i) The employment history (if applicable).
  - 10.j) \_\_\_\_\_ Other relevant considerations.
  - k) The Superintendent of Human Resources will review the facts and will issue a letter confirming the outcome of the meeting.

.....

**APPENDIX A: CRIMINAL BACKGROUND CHECK AND VULNERABLE SECTOR REQUIREMENTS ASSOCIATED WITH CATEGORIES OF INDIVIDUALS/GROUPS ACCESSING SCHOOLS**

<u>Group</u>	<u>Description</u>	<u>CBC/VSS</u>	<u>Approval Requirements</u>	<u>DPCDSB Staff Required to accompany and/or be present.</u>	<u>GAP/ Policy</u>
<u>External Presenters</u>	<u>An External Presenter is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff and/or parents. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the student or staff learning experience.</u>	<u>Required - VSC is provided within the last six months. (Regulation 521/01 1(1)(a))</u>	<ul style="list-style-type: none"> <li><u>Confirms that the presenter is on the Centrally Approved List</u></li> <li><u>Complete the Speaker Engagement Agreement and make arrangements with the presenter.</u></li> <li><u>Collect Required Documents:</u></li> <li><u>Signed Agreement</u></li> <li><u>Insurance documentation is provided if required.</u></li> <li><u>Review Schedule A: This is the material the presenter is required to provide as to the content of their presentation which requires your approval as principal.</u></li> </ul>	<u>YES</u>	<u>GAP 525.00 Policy 35.00</u>
<u>External Program Providers</u>	<u>External Program Providers are organizations or individuals that administer or deliver supplementary educational and/or training programs in a particular subject or general interest area. They usually include a set curriculum, delivered by a facilitator, and could include a variety of activities.</u>	<u>Required - VSC is provided within the last six months. (Regulation 521/01 1(1)(a))</u>	<ul style="list-style-type: none"> <li><u>Contact your Supervisory Officer for Consultation</u></li> <li><u>Possible Consultation may be required with:</u></li> <li><u>Program Department – Consultation on curriculum/training being delivered.</u></li> <li><u>Legal Department – Contracts/Agreements</u></li> </ul>	<u>YES</u>	<u>GAP 525.00 Policy 35.00</u>

			<ul style="list-style-type: none"> <li>• <u>Health and Safety – Risk management, OPHEA</u></li> <li>• <u>Supply Chain – Depending on Cost or if there is a tendered provider.</u></li> <li>• <u>Clinical and Support Services – Collaborative Partners as defined in GAP 118</u></li> </ul>		
<u><b>Community Partners</b></u>	<u>Services/supports that are mandated by laws or governed by inter-ministerial agreements</u> <u>Services/supports/programs from publicly funded agencies that are operationalized in a Collaborative Relationship memorandum of understanding between the Board and the agency, under the guidelines of PPM 149 (Ministry of Education, Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals and Paraprofessionals) Parent-Initiated Requests for Other</u> <u>Services/Supports that are retained and/or paid for by legal guardians and are not operationalized within collaborative relationship or inter-ministerial agreements</u>	<u>Require VSC on file with Partner Agency.</u>  <u>If not on file: Required - VSC is provided within the last six months. (Regulation 521/01 1(1)(a))</u>	<ul style="list-style-type: none"> <li>• <u>Contact your Supervisory Officer for Consultation</u></li> </ul>	<u>NO</u>	<u>GAP 118.00</u> <u>Policy 4.03</u>
<u><b>Indigenous Topic Presenters</b></u>	<u>An Indigenous Topic Presenter is someone invited by the school to share their expertise on an</u>	<u>Required - VSC is provided within the last six</u>	<u>External presentations related to Indigenous topics are reviewed by the Indigenous Education Advisory Council</u>	<u>YES</u>	<u>GAP 525.00</u> <u>GAP</u>



	<u>indigenous topic that would be beneficial for students, staff and/or parents.</u>	<u>months.</u> <u>(Regulation</u> <u>521/01 1(1)(a))</u>	<u>(IEAC), through the Department of Policy,</u> <u>Strategy, and Global Learning.</u>		<u>328.00</u> <u>Policy</u> <u>35.00</u> <u>Policy</u> <u>34.00</u>
<b><u>Faith and</u></b> <b><u>Morals Topic</u></b> <b><u>Presenter</u></b>	<u>A Faith and Morals Topic Presenter is</u> <u>someone invited by the school to</u> <u>share their expertise on an Faith and</u> <u>Morals related topic that would be</u> <u>beneficial for students, staff and/or</u> <u>parents.</u>	<u>Require VSC on</u> <u>file with</u> <u>Archdiocese.</u>  <u>If not on file:</u> <u>Required - VSC is</u> <u>provided within</u> <u>the last six</u> <u>months.</u> <u>(Regulation</u> <u>521/01 1(1)(a))</u>	<u>External presenters interested in</u> <u>ministering to DPCDSB staff, students,</u> <u>and/or parents regarding faith and morals,</u> <u>please refer to Policy 1.77: Guest Speaker</u> <u>Approval for Ministering on Faith and</u> <u>Morals and contact the Program</u> <u>Department.</u>	<u>NO</u>	<u>GAP</u> <u>525.00</u> <u>Policy</u> <u>1.77</u>
<b><u>Visitors</u></b>	<u>Parents, Relatives, Community</u> <u>Members attending a meeting or</u> <u>school organized event (i.e., Sports,</u> <u>Student Performance etc.)</u>	<u>Not Required</u>	<u>Each principal shall maintain a visitor's</u> <u>book. A principal may require a visitor to</u> <u>sign his/her name and address and to</u> <u>produce identification prior to being</u> <u>allowed to participate in permitted</u> <u>activities within the school. The following</u> <u>is a sample statement which may be given</u> <u>to people who wish to know what</u> <u>activities are permitted on the premises.</u> <u>Entry for approved use is permitted to</u> <u>students of the school, their parents and</u> <u>guardians, persons attending authorized</u> <u>events and activities, school officials and</u> <u>persons expressly invited by them</u>	<u>YES</u>	<u>GAP</u> <u>509.01</u> <u>(Section</u> <u>on</u> <u>Visitors)</u> <u>GAP</u> <u>509.02</u> <u>Access to</u> <u>School</u> <u>Premises</u>
<b><u>Volunteers</u></b>	<u>Individuals supporting programming,</u> <u>activities, or initiatives within the</u> <u>school</u>	<u>Required - VSC is</u> <u>provided within</u> <u>the last six</u> <u>months.</u>	<u>The principal is responsible for selecting,</u> <u>assigning, and monitoring the work of a</u> <u>Volunteer in a School.</u>	<u>NO</u>	<u>GAP</u> <u>318.00</u>

		<u>Regulation 298 Education Act Sec. 265</u>			
<u><b>Invited Representative</b></u>	<u>Individuals from Institutions, Community Organizations, Cultural Groups that come to schools to provide information to students and parents in a large group setting on a topic beneficial to members of the school community. (Expo's Fairs etc.)</u>	<u>Not Required</u>	<u>To be considered an invited representative individuals must be: approved by the Principal, provide a copy of the information provided to students at the Fair/Expo, and their booth/station must be in a large space with supervision by at least one board employee at all times.</u>	<u>YES</u>	<u>GAP 509.02 Access to School Premises</u>
<u><b>School Council Members</b></u>	<u>Parents/Guardians/Community Members that are part of the school council.</u>	<u>Required - VSC is provided within the last six months. (Regulation 521/01 1(1)(a))</u>	<u>Members of the School Council are determined as outlined in Bylaw 2 of Standard Catholic School Bylaws.</u>	<u>NO</u>	<u>GAP 553.00 Catholic School Bylaws</u>



**GAP**  
**GENERAL ADMINISTRATIVE PROCEDURES**

<b>SECTION:</b>	<b>300 – ALL STAFF</b>
<b>GAP NUMBER:</b>	<b>318.00</b>
<b>SUBJECT:</b>	<b>Criminal Background Checks, Vulnerable Sector Screening &amp; Offence Declarations</b>
<b>REFERENCE:</b>	Ontario Regulation <a href="#">521/01</a> Policy <a href="#">7.12</a> : Access to DPCDSB Properties Policy <a href="#">35.00</a> : External Presenters in Dufferin-Peel Catholic District School Board GAP <a href="#">525.00</a> : External Presenters in Dufferin-Peel Catholic District School Board GAP <a href="#">509.1</a> : Trespassing on Board Property GAP <a href="#">509.2</a> : Access to School Premises
<b>EFFECTIVE:</b>	September 1, 2001
<b>REVISED/AMENDED</b>	November 2009; September 17, 2010, January 2013; December 16, 2013; February 2024

*"I will now declare the whole truth to you and will conceal nothing from you"*

*Tobit 12:11a*

1. In accordance with the *Education Act*, Regulation [521/01](#) (as amended), Collection of Personal Information, the Dufferin-Peel Catholic District School Board (DPCDSB) has the responsibility to provide for a safe learning environment for its students and employees.
2. In compliance with Ministry directives, this General Administrative Procedure - Criminal Background Checks (CBC), Vulnerable Sector Screening and Offence Declarations, adheres to all obligations and requirements outlined within regulation 521/01 including adhering to all definitions included.

**Criminal Background Check with Vulnerable Sector Screener**

3. At DPCDSB all Criminal Background checks as defined by Regulation 521/01 also require inclusion of a Vulnerable Sector Screening.
4. Vulnerable Sector Screening means, in respect of a Board, a document concerning an individual:
  - a) that was prepared by a police agency or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the date the DPCDSB collects the document; and
  - b) that contains information concerning the individual's personal criminal history; and
  - c) that contains information resulting from a Criminal Background Check search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued.

## **ADMINISTRATIVE PROCEDURES**

### **NEW EMPLOYEES**

5. The DPCDSB shall collect an acceptable Criminal Background Check – Vulnerable Sector Screening, before the day the individual commences employment with the DPCDSB. All offers of employment with the DPCDSB shall be conditional upon the applicant supplying an acceptable Criminal Background Check with Vulnerable Sector Screening.
6. The DPCDSB shall collect an Offence Declaration from the individual by September 1 of each year in which the DPCDSB employs the individual thereafter.
7. A Criminal Background Check with Vulnerable Sector Screening for new employees must be obtained through the local or regional police services department in the area in which an individual resides. The cost of the Criminal Background Check with Vulnerable Sector Screener is the sole responsibility of the applicant.
8. Anyone who has been a resident outside of Canada for more than three months in the previous twelve is required to provide the equivalent Criminal Background Check with Vulnerable Sector Screening from the foreign jurisdiction(s) in addition to the Criminal Background Check using the Canadian Police Information Centre system.

### **OFFENCE DECLARATIONS**

#### **EXISTING EMPLOYEES**

9. The DPCDSB shall collect an Annual Offence Declaration from all existing employees by September 1 of each year in which the individual is employed by the DPCDSB.
10. Annual Offence Declaration will be collected electronically within the HR Portal with appropriate security measures included within the software.
11. The DPCDSB reserves the right to require documents at a date earlier than that prescribed in Regulation 521/01 (as amended) for the purpose of administering the Regulation in accordance with the deadlines therein.

#### **CONSEQUENCE OF NON-COMPLIANCE**

12. Employees who fail to provide an Offence Declaration by the date prescribed will be deemed ineligible for work, pending submission of the document.

### **VOLUNTEERS IN SCHOOLS**

13. The principal is responsible for selecting, assigning and monitoring the work of a volunteer in a School.
14. Any school volunteer, assisting under the supervision of a teacher, in any school program, including with out-of-classroom programs, will be required to provide a Criminal Background Check with Vulnerable Sector Screening.

15. The Criminal Background Check with Vulnerable Sector Screening (dated within the last six months) is to be submitted to the principal prior to being accepted as a volunteer in the school. As well, continuing volunteers are required to submit an Offence Declaration each September. Forms are to be submitted to the principal, who will retain them in a secure location, with the utmost respect to the confidential nature of the material.
16. The principal is required to report to the Superintendent of Human Resources and Employee Relations any charges or convictions listed on the Criminal Background Check/Vulnerable Sector Screening or the Offence Declaration.

## SERVICE PROVIDERS

17. All tenders of the DPCDSB will contain stipulations regarding the provision of Criminal Background Checks (with Vulnerable Sector Screening) and Offence Declarations. All service providers contracted by the school, or the Program or Plant Department will provide Criminal Background Checks (with Vulnerable Sector Screening) and Offence Declarations in accordance with the provisions established by the school or department and in accordance with the Regulation.
18. See **Appendix A** for criminal background checks and vulnerable sector requirements associated with categories of individuals/groups accessing schools.

## ADJUDICATION

19. When evidence is received of a criminal conviction, the employee, prospective employee, service provider or volunteer will be required to meet with the Superintendent of Human Resources and the General Manager of Human Resources for the purpose of discerning the facts and relevant circumstances, and to determine the appropriate course of action.
20. The following factors are generally considered when reviewing the Criminal Background Check (with Vulnerable Sector Screening) or the Offence Declaration:
  - a) If a teacher, the relevance of the offence(s) to teacher duties as set out in the *Education Act* and Regulations.
  - b) If the offence was committed while employed by the Board.
  - c) The length of time since the offence.
  - d) Offences against children – sexual, violence etc.
  - e) Attitude toward the offences and understanding of issue of concern; and the degree of co-operation with the investigation.
  - f) Treatment or counseling or other rehabilitation efforts.
  - g) Likelihood that the offence will reoccur.
  - h) The use of alcohol or illegal substances as a factor in the committing of the offence.
  - i) The employment history (if applicable).
  - j) Other relevant considerations.
  - k) The Superintendent of Human Resources will review the facts and will issue a letter confirming the outcome of the meeting.

**APPENDIX A: CRIMINAL BACKGROUND CHECK AND VULNERABLE SECTOR REQUIREMENTS ASSOCIATED WITH CATEGORIES OF INDIVIDUALS/GROUPS ACCESSING SCHOOLS**

Group	Description	CBC/VSS	Approval Requirements	DPCDSB Staff Required to accompany and/or be present.	GAP/Policy
<b>External Presenters</b>	An External Presenter is someone invited by the school and approved by the External Presenters Committee pursuant to Policy ABC.....to share their expertise or interest in a subject or topic that would be beneficial for students, staff and/or parents. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the student or staff learning experience.	Required - VSS is provided within the last six months. (Regulation 521/01 1(1)(a))	<ul style="list-style-type: none"> <li>• Confirms that the presenter is on the Centrally Approved List</li> <li>• Complete the Speaker Engagement Agreement and make arrangements with the presenter.</li> <li>• Collect Required Documents:</li> <li>• Signed Agreement</li> <li>• Insurance documentation is provided if required.</li> <li>• Review Schedule A: This is the material the presenter is required to provide as to the content of their presentation which requires your approval as principal.</li> </ul>	YES	GAP <a href="#">525.00</a> Policy <a href="#">35.00</a>
<b>External Program Providers</b>	External Program Providers are organizations or individuals that administer or deliver supplementary educational and/or training programs in a particular subject or general interest area. They usually include a set curriculum, delivered by a facilitator, and could include a variety of activities.	Required - VSS is provided within the last six months. (Regulation 521/01 1(1)(a))	<ul style="list-style-type: none"> <li>• Contact your Supervisory Officer for Consultation</li> <li>• Possible Consultation may be required with:</li> <li>• Program Department – Consultation on curriculum/training being delivered.</li> <li>• Legal Department – Contracts/Agreements</li> </ul>	YES	GAP <a href="#">525.00</a> Policy <a href="#">35.00</a>

			<ul style="list-style-type: none"> <li>• Health and Safety – Risk management, OPHEA</li> <li>• Supply Chain – Depending on Cost or if there is a tendered provider.</li> <li>• Clinical and Support Services – Collaborative Partners as defined in GAP 118</li> </ul>		
<b>Community Partners</b>	Services/supports that are mandated by laws or governed by inter-ministerial agreements Services/supports/programs from publicly funded agencies that are operationalized in a Collaborative Relationship memorandum of understanding between the DPCDSB and the agency, under the guidelines of PPM 149 (Ministry of Education, Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals and Paraprofessionals) Parent-Initiated Requests for Other Services/Supports that are retained and/or paid for by legal guardians and are not operationalized within collaborative relationship or inter-ministerial agreements	Require VSS on file with Partner Agency.  If not on file: Required - VSS is provided within the last six months. (Regulation 521/01 1(1)(a))	<ul style="list-style-type: none"> <li>• Contact your Supervisory Officer for Consultation</li> </ul>	NO	GAP <a href="#">118.00</a> Policy <a href="#">4.03</a>
<b>Indigenous Topic Presenters</b>	An Indigenous Topic Presenter is someone invited by the school to share their expertise on an	Required - VSS is provided within the last six	External presentations related to Indigenous topics are reviewed by the Indigenous Education Advisory Council	YES	GAP <a href="#">525.00</a> GAP

	Indigenous topic that would be beneficial for students, staff and/or parents.	months. (Regulation 521/01 1(1)(a))	(IEAC), through the Department of Policy, Strategy, and Global Learning.		<a href="#">328.00</a> Policy <a href="#">35.00</a> Policy <a href="#">34.00</a>
<b>Faith and Morals Topic Presenter</b>	A Faith and Morals Topic Presenter is someone invited by the school to share their expertise on a Faith and Morals related topic that would be beneficial for students, staff and/or parents.	Require VSS on file with Archdiocese.  If not on file: Required - VSS is provided within the last six months. (Regulation 521/01 1(1)(a))	External presenters interested in ministering to DPCDSB staff, students, and/or parents regarding faith and morals, please refer to Policy 1.77: Guest Speaker Approval for Ministering on Faith and Morals and contact the Program Department.	NO	GAP <a href="#">525.00</a> Policy <a href="#">1.77</a>
<b>Visitors</b>	Parents, Relatives, Community Members attending a meeting or school organized event (i.e., Sports, Student Performance etc.)	Not Required	Each principal shall maintain a visitor's book. A principal may require a visitor to sign his/her name and address and to produce identification prior to being allowed to participate in permitted activities within the school. The following is a sample statement which may be given to people who wish to know what activities are permitted on the premises: "Entry for approved use is permitted to students of the school, their parents and guardians, persons attending authorized events and activities, school officials and persons expressly invited by them"	YES	GAP <a href="#">509.01</a> (Section on Visitors) GAP <a href="#">509.02</a> Access to School Premises
<b>Volunteers</b>	Individuals supporting programming, activities, or initiatives within the school	Required - VSS is provided within the last six months.	The principal is responsible for selecting, assigning, and monitoring the work of a Volunteer in a School.	NO	GAP <a href="#">318.00</a>



		Regulation 298 Education Act Sec. 265			
<b>Invited Representative</b>	Individuals from Institutions, Community Organizations, Cultural Groups that come to schools to provide information to students and parents in a large group setting on a topic beneficial to members of the school community. (Expo's, Fairs etc.)	Not Required	To be considered an invited representative individuals must be: approved by the Principal, provide a copy of the information provided to students at the Fair/Expo, and their booth/station must be in a large space with supervision by at least one DPCDSB employee at all times.	YES	GAP <a href="#">509.02</a> Access to School Premises
<b>School Council Members</b>	Parents/Guardians/Community Members that are part of the school council.	Required - VSS is provided within the last six months. (Regulation 521/01 1(1)(a))	Members of the School Council are determined as outlined in Bylaw 2 of Standard Catholic School Bylaws.	NO	GAP <a href="#">553.00</a> Catholic School Bylaws



<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b> <b><u>BOARD POLICY</u></b>	
<b>POLICY NUMBER</b>	<b>35.00</b>
<b>SUBJECT</b>	External Presenters in Dufferin-Peel Catholic District School Board
<b>REFERENCE</b>	<a href="#">GAP 525.00</a> – External Presenters in Dufferin-Peel Catholic District School Board
<b>EFFECTIVE DATE</b>	December 18, 2019; February 2024

*“If you know what you are talking about, you have something more valuable than gold jewels.”*  
*Proverbs 21:15*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes that external presenters may enhance the system’s vision, mission, and strategic commitments to [enhance/amplify](#) learning opportunities of students, staff, and [other members of the school community](#). ~~the broader community~~. External presenters may also support ~~in~~ the implementation of provincial or local policies and legislation. Accordingly, ~~the~~ DPCDSB is committed to working with external organizations, groups, and individuals to support activities, events, and opportunities which are of benefit to our students, staff, ~~schools~~, and ~~school~~ communities, subject to prior [review and](#) approval from the External Presenters Review Committee.
2. An External Presenter is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff and/or the school community/parents. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the student/-or-staff or community learning experience.

*Note: External presenters are organizations, groups, or individuals outside of the DPCDSB. They are not employees, representatives, delegates, or consultants of the Board.*

### **The External Presenters Review Committee and Process**

- 2.3. Individuals, groups, or organizations wishing to present to ~~the~~ DPCDSB students ~~/or~~ staff [or the community](#) must be **referred and requested by a Principal** (or ~~other board~~ DPCDSB employee) and submit an online External Presenter application (found on the [DPCDSB website](#)) to the External Presenters Review Committee, prior to presentation. The External Presenters Review Committee must review and approve all external presenters, prior to delivery of their presentations to the DPCDSB community.
- 3.4. The external presenters review process must be fair in standards and procedures. This review [will consider the following factors](#):
  - i) ~~review to ensure~~ that external presentations adhere to the moral teachings of the Catholic Church;
  - ii) ~~review of the~~ operational implications, [if any](#);
  - iii) ~~review of the~~ alignment with the Board’s mission, vision, and strategic commitments.



<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b> <b><u>BOARD POLICY</u></b>	
<b>POLICY NUMBER</b>	<b>35.00</b>
<b>SUBJECT</b>	External Presenters in Dufferin-Peel Catholic District School Board
<b>REFERENCE</b>	<a href="#">GAP 525.00</a> – External Presenters in Dufferin-Peel Catholic District School Board
<b>EFFECTIVE DATE</b>	December 18, 2019; February 2024

*“If you know what you are talking about, you have something more valuable than gold jewels.”*  
*Proverbs 21:15*

1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes that external presenters may enhance the system’s vision, mission, and strategic commitments to amplify learning opportunities of students, staff, and other members of the school community. External presenters may also support the implementation of provincial or local policies and legislation. Accordingly, DPCDSB is committed to working with external organizations, groups, and individuals to support activities, events, and opportunities which are of benefit to our students, staff, and school communities, subject to prior review and approval from the External Presenters Review Committee.
2. An **External Presenter** is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff and/or the school community. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the student/staff or community learning experience.

*Note: External presenters are organizations, groups, or individuals outside of the DPCDSB. They are not employees, representatives, delegates, or consultants of the Board.*

### **The External Presenters Review Committee and Process**

3. Individuals, groups, or organizations wishing to present to DPCDSB students/staff, or the community must be **referred and requested by a principal** (or other DPCDSB employee) and submit an online External Presenter application (found on the [DPCDSB website](#)) to the External Presenters Review Committee, prior to presentation. The External Presenters Review Committee must review and approve all external presenters, prior to delivery of their presentations to the DPCDSB community.
4. The external presenters review process must be fair in standards and procedures. This review will consider the following factors:
  - i) that external presentations adhere to the moral teachings of the Catholic Church;
  - ii) operational implications, if any;
  - iii) alignment with the Board’s mission, vision, and strategic commitments.



## GAP

## GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	525.00 <del>External Presenters in Dufferin-Peel Catholic District School Board</del>
SUBJECT:	External Presenters in Dufferin-Peel Catholic District School Board
REFERENCE:	<a href="#">Policy 1.77</a> – Guest Speaker Approval for Ministering on Faith and Morals; <a href="#">Policy 7.12</a> – Access to DPCDSB Properties <a href="#">Policy 35.00</a> – External Presenters in Dufferin-Peel Catholic District School Board <del>Peel Catholic District School Board</del> <a href="#">GAP 118</a> – Guidelines for Collaborative Relationships and Third-Party Health and Social Services Support <a href="#">GAP 318</a> – Criminal Background Checks & Offence Declarations
EFFECTIVE:	December 2019
REVISED/AMENDED	<del>February, 2024</del>
REPLACES:	
PAGE	<del>1 of 6</del>

*“If you know what you are talking about, you have something more valuable than gold jewels.”*  
 Proverbs 21:15

1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes that presentations by an outside organization, group, or individual may enhance the system’s vision, mission, and strategic commitments. Such presentations are subject to prior review and approval by the External Presenters Review Committee, as per Board policies and procedures (see Policy 35.00 – *External Presenters in Dufferin-Peel Catholic District School Board*).

2. Terms Defined:

- a) An **External Presenter** is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff, parents and/or parents or other members of the school community. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the student or staff learning experience.
- b) **External Program Providers** are organizations or individuals that administer or deliver supplementary educational and/or training programs in a particular subject or general

interest area. They usually include a set curriculum, delivered by a facilitator, and could include a variety of activities. **External Program Providers are not reviewed by the External Presenters Review Committee.**

### 3. External Program Provider Process:

- a) If a school Principal is interested in engaging an external program provider, the Principal must contact and consult with their Family of Schools Superintendent. Further steps include possible consultation with:
- i. Program Department – consultation on curriculum/training being delivered-
  - ii. Legal Department – contracts/agreements
  - iii. Health and Safety – risk management, OPHEA
  - iv. Supply Chain – depending on costs or if there is a tendered provider
  - v. Clinical Services – collaborative partners as defined in GAP 118

As per GAP 318.00, a Vulnerable Sector Screening (VSS) from within the last ~~six~~ (6) months would be required for anyone coming into ~~the~~ school setting.

### 4. Exceptions to the External Presenter Process:

- a) **Indigenous Topics:** Proposals for external presentations related to Indigenous topics, follows a separate process, and process and are reviewed by the Indigenous Education Advisory Council (IEAC), through the Department of Policy, Strategy, and Global Learning Department- (require a Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS) on file with the Equity Department).
- b) **Topics related to Faith and Morals:** For External presenters interested in ministering to DPCDSB ~~staff, students, staff, and/or the school community, and/or parents~~ regarding faith and morals, they must also comply with please refer to Policy 1.77: Guest Speaker Approval for Ministering on Faith and Morals and contact the Program Department- (require a CBC with VSS on file with the Archdiocese)
- c) **Community Partnerships:** Third party services mandated by applicable laws or governed by inter- ministerial agreements as listed in GAP 118 would not require application through the External Presenter Committee. Schools should consult with their Family of Schools Superintendent when planning a presentation with one of the groups listed in GAP 118 Section A. All other presenters require a CBC/VSS as per GAP 318. (See Section 5 (ii))

### 5. Individuals, groups, or organizations wishing to present to any DPCDSB students, ~~or~~ staff or school community must adhere to the following procedures:

- 1.i. a-Subject to Sections ~~4(b5(ii))~~ and ~~(e5(iii))~~, in order to ensure coordination, resource support, communication, and consistency within DPCDSB, all External Ppresenters must submit an online External Presenter Application (found on the ~~DPCDSB website)-DPCDSB website) to the External Presenters Review Committee (i.e., the Committee), prior to the presentation.~~

- ii. In addition, ~~E~~external ~~P~~presenters wishing to distribute materials related to their presentation must declare their request to do so and submit a copy of the material ~~in~~with their application. Upon approval ~~from~~by the External Presenters Review Committee, ~~E~~external ~~P~~presenters may distribute the approved materials related to their presentation free of charge to attendees of the presentation. External ~~P~~presenters may not sell merchandise to any attendees of the DPCDSB presentation. If a principal wishes to grant an exemption to the foregoing, written approval is required by the Family of Schools Superintendent and the Chief Financial Officer ~~Superintendent of Finance~~ or designate(s).
- iii. The DPCDSB works cooperatively with organizations and agencies as required by applicable laws or inter-ministerial agreement. The nature of these relationships is documented within, for-

~~b.~~ example, inter-ministerial agreements, legislation, or memoranda of understanding. Subject to the prior approval of the Director of Education or designate(s), such organizations and agencies may not be required to undergo the approval process for External Presenters in DPCDSB.

- ~~iv.~~ At the discretion of the External Presenters Review Committee, an ~~E~~external ~~P~~resenter may not be required to submit an External Presenter Application or may undergo an expedited review based on their extensive record of delivering presentations to the DPCDSB community. These ~~E~~external ~~P~~resenters may be included on the Centrally Approved List (see ~~point 4~~Section 8 of this document).~~.)~~
- ~~e-v.~~ An ~~e~~External ~~P~~resenter who is exempted pursuant to this Section ~~1(c)5(iv)~~ must still comply with all applicable DPCDSB policies and GAPs, including the requirements of this GAP.~~Notwithstanding the foregoing, the Director of Education or designate(s) may grant an exemption under this Section 1(c) in their sole discretion. Such exemption by the Director of Education must be documented.~~
- ~~vi.~~ ~~a.~~The Director of Education or designate(s) may grant an exemption under ~~this~~Section 5(iv) ~~above~~ ~~in~~at their sole discretion. Such an exemption by the Director of Education must be documented.

## 6. External Presenters Review Committee

~~2-a)~~ Members of the External Presenters Review Committee review ~~s all proposals-~~applications for external presentations when referred and requested by a Principal or other board~~DPCDSB employees when wishing to engage or use an external presenter~~ (i.e., one-time sessions delivered by external individuals, groups, or organizations outside of DPCDSB). Submissions ~~are accepted on an ongoing basis and~~ will be reviewed ~~on a regular basis~~ by the External Presenters Review Committee, as appropriate. Refer to the ~~External Presenters webpage~~External Presenters webpage for more information.

~~b.b)~~ The External Presenters Review Committee shall consist of representation from the following departments:

Policy, Strategy, Research and Global Learning  
~~Well-Being~~, Experiential Learning  
Well-Being and Mental Health  
~~, and Learning Services~~ Program and Learning Services  
 Communications and Community Relations  
 Clinical Services and Special Education  
Equity and Indigenous Education  
~~-Religious Education and Faith Formation~~  
 Supply Chain Management  
Legal Services

Additional staff with subject-matter expertise may be invited to sit as members of the External Presenters Review Committee when a particular proposal requires specialized review on behalf of the Committee. The Committee is to comply with applicable DPCDSB and Ministry of Education policies and procedures to promote an equitable, open, and transparent review process.

3.7. As appropriate, the External Presenters Review Committee works with other departments and administration when considering an offer to an external individual, group, or organization. Proposals will be reviewed based on an assessment checklist (see Appendix 1 - Protocol for External Presenters to the Board). When reviewing proposals, the External Presenters Review Committee will consider system impacts that include the following:



- i. Compliance with ~~the~~ DPCDSB and Ministry of Education policies and procedures and applicable laws;
  - ii. Support for the teachings of the Roman Catholic Church;
  - iii. Feasibility and relevance of presentation as it relates to system vision, mission, and strategic commitments;
  - iv. Human, facility, and financial resources requested by the presenter; and
  - v. Anticipated outcomes.
- ~~4.~~ The External Presenters Review Committee will accept a proposal after it has been evaluated and found to be consistent with the standards described in ~~3.~~
- ~~8.~~ Section 7 and is deemed to be an appropriate fit. Compliance with Section 7 does not guarantee acceptance. The accepted proposals are compiled in the Centrally Approved List. The Centrally Approved List is a list of ~~e~~External ~~P~~presenters in the DPCDSB who have been vetted by the External Presenters Review Committee. The list may be used either to identify pre-qualified ~~E~~external ~~P~~presenters in advance of expected future presentations or to narrow the field for an immediate need. The Centrally Approved List is housed in DP24 (~~link to be created; see Appendix 2 — Centrally Approved List~~External Presenters list).
- ~~5-9.~~ Applicants will receive a response outlining the decision of the External Presenters Review Committee. The document used for accepted presentations is *A Letter of Acceptance*. It is valid for a ~~3~~three (3)-year period.
- ~~10.~~ External ~~P~~presenters must complete and submit a DPCDSB Speaker Engagement Agreement prior to presenting at a DPCDSB site. As part of the DPCDSB Speaker Engagement Agreement, external presenters must provide proof of valid general (volunteer speaker) or professional (regulated professional including fee or no fee) liability insurance, as well as a Criminal Reference Check (CRC) with Vulnerable Sector Screening VSS). The CRC must be dated within the past 6 months (unless issued through the Ontario Provincial Police) and must be provided to a school Principal prior to a presentation. A DPCDSB Speaker Engagement Agreement must be completed each and every time a speaker is engaged (even if it is the same speaker). Please note that no changes to the agreement will be considered unless a compelling reason is delivered by the External Presenters Review Committee to Legal Services. DPCDSB will only accept the DPCDSB Speaker Engagement Agreement; vendor's agreements will not be entertained.
- ~~11.~~ When an External Presenter or an External Program Provider is engaged and are in a school setting, they must be accompanied by a ~~board~~ DPCDSB staff member. A ~~board~~ DPCDSB staff member must ~~should~~ always be present for the duration of the presentation or program delivered by the ~~guest speaker~~ External Presenter or program provider External Program Provider.
- ~~6-12.~~ Either the External Presenters Review Committee and/or the school Principal and/or a Superintendent has the right to request modification of any presentation and would retain independent jurisdiction ~~with regard to~~ regarding acceptance or rejection of proposals for any event(s).
- ~~7-13.~~ Where, during the presentation, a concern arises related to the appropriateness or acceptability of the presentation, the Administrator or teacher(s) shall stop the presentation immediately. The Administrator shall communicate with the appropriate Family of Schools Superintendent, who, in turn, will advise the appropriate Instructional Superintendent, Associate Director, and the Director's Office. The Superintendent(s) will communicate with the appropriate

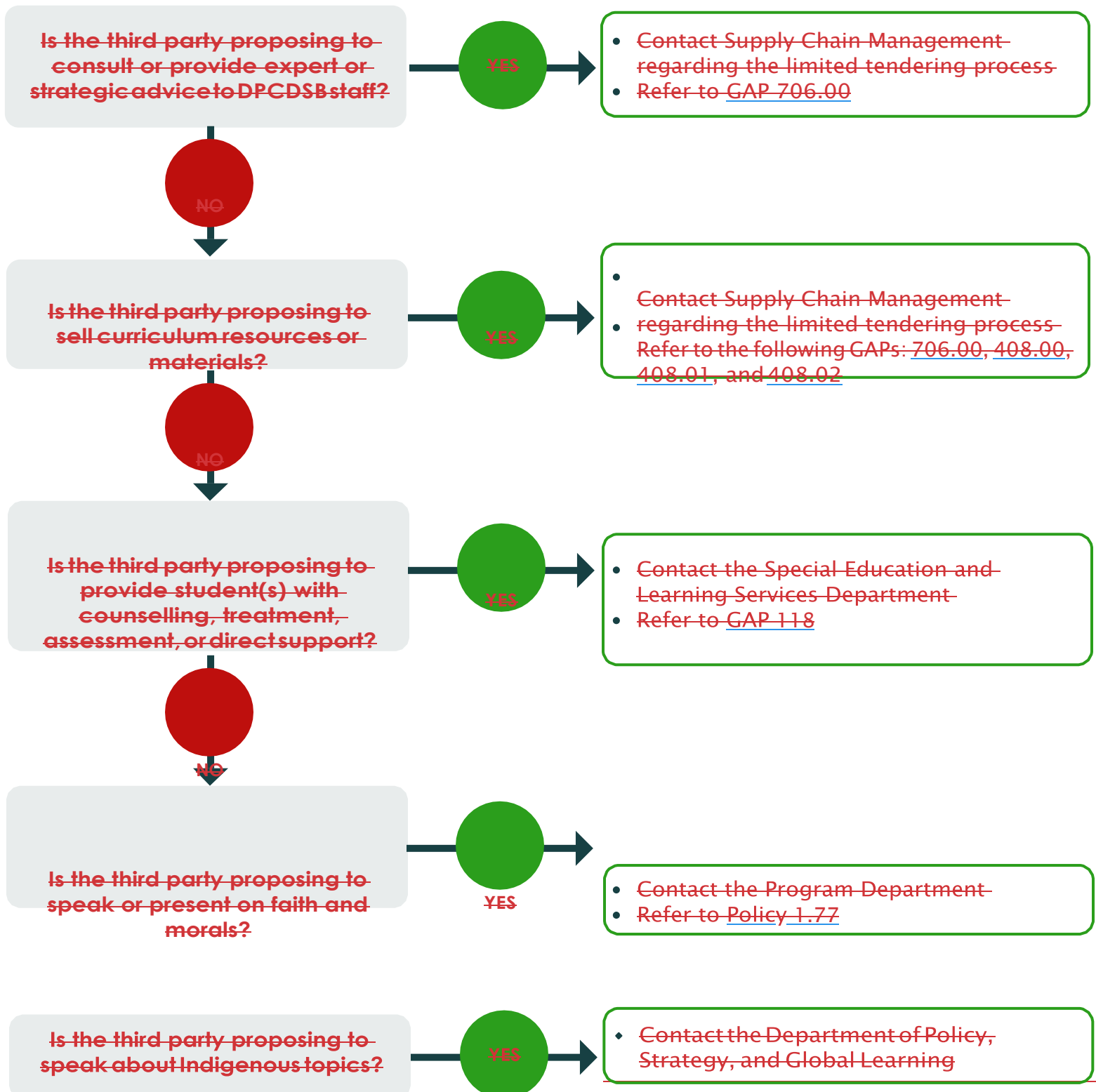
Trustee concerning the issue and undertake steps to address the concern, if necessary.

~~8.14.~~ To ensure that the outcomes of the presentations are achieved, external presentations are evaluated by the DPCDSB employee who organized the presentation or their designate. The evaluations must be completed within two (2) weeks following the presentation and are submitted online: ~~submitted online~~ (~~[https://dufferinpeelcatholic.ca/qualtrics.com/jfe/form/SV\\_38GaKJwAu2vCImJ](https://dufferinpeelcatholic.ca/qualtrics.com/jfe/form/SV_38GaKJwAu2vCImJ)~~). Survey Access.

15. Based on the completed evaluations, the External Presenters Review Committee may either confirm or reject the individual, group, or organization on the Centrally Approved List.
- 9.16. Where the external presentation fails to comply with agreed upon obligations and expectations, authorization to present may be withdrawn in other schools or other DPCDSB facilities.

# Appendix 1

## Protocol for External Presenters in DPCDSB



Is the 3rd party proposing a speaking engagement, presentation, or cultural event related to mental health, well-being, equity and inclusion, student voice, or curriculum, etc.?

YES

- Ask the speaker to complete the External Presenter Application online
- Review the Guidelines for School Teams Regarding Mental Health Activities, as appropriate
- External Presenters Review Committee reviews the External Presenter Application
- Consult the Centrally Approved List and External Presentation Evaluation, as appropriate
- Complete the checklist below



Is this third party speaking engagement or presentation:

## Appendix I

# Protocol for External Presenters in DPCDSB

1. ~~purposeful within a Catholic context and aligned with the CBIEC?~~
  2. ~~positive and hope-filled?~~
  3. ~~respectful of student voice and diversity, and inclusive of equity-seeking groups?~~
  4. ~~evidence-based or evidence-informed?~~
  5. ~~recommended by DPCDSB staff who have personally seen the presentation?~~
  6. ~~offered by speakers with appropriate credentials and training for the topic?~~
  7. ~~connected to support by trained school board personnel?~~
  8. ~~safe for students, parents, and staff who may be triggered by sensitive subjects?~~
  9. ~~scheduled at a time that minimizes risks for vulnerable students?~~
- properly designed within a

Yes

- Contact Supply Chain Management regarding the limited tendering process
- Refer to the following GAPs: 706.00, 408.00, 408.01, and 408.02

Is the third party proposing to consult or provide expert or strategic advice to DPCDSB staff?

Yes

- Contact the Special Education and Learning Services Department regarding the limited tendering process
- Refer to GAP 118
- Refer to GAP 706.00

No

Is the third party proposing to sell curriculum resources or materials?

Yes

- Contact the Program Department
- Refer to Policy 1.77

No

Is the third party proposing to provide student(s) with counselling, treatment, assessment, or direct support?

No

Is the third party proposing to speak or present on faith and morals?

Is the 3rd party proposing to speak about Indigenous topics?

Yes

- Contact the Equity and Indigenous Education Department

Is the 3rd party proposing a speaking engagement, presentation, or cultural event related to mental health, well-being, equity and inclusion, student voice, or curriculum, etc.?

Yes

- Ask the speaker to complete the External Presenter Application online
- Review the Guidelines for School Teams Regarding Mental Health Activities as appropriate
- External Presenters Review Committee reviews the External Presenter Application
- Consult the Centrally Approved List and External Presentation Evaluation Complete the DPCDSB Speaker Engagement Agreement
- Complete the checklist below

6

~~Yes~~ — ~~No~~

10. ~~an existing signed legal agreement or memorandum of understanding?~~ using the \_\_\_\_\_, on file?

11. free of conflict of interest as defined by [Policy 1.01](#)?



12. complies with the Catholic Code of Conduct?

GAP Page 5

13. does the External Presenters Application include all necessary fields, including information about insurance and GST number?

## External Presenters in Dufferin-Peel Catholic District School Board Checklist

Please include any additional comments below:

GAP Page 6

Appendix 2—Centrally Approved List of External Presenters in Dufferin-Peel Catholic District School Board

This list provides individuals, groups, or organizations who have been approved to deliver presentations to DP/DSB students, staff, and/or parents for the 2020-2021 school year by the External Presenters Review Committee. The list may be used either to identify pre-qualified external presenters in advance of expected future presentations or to narrow the field for an immediate need. Please refer to GAP 554.00 for more information.

<u>Name of individual, group, or organization</u>	<u>Approval period (include start and end dates)</u>	<u>Topic of Presentation</u>	<u>Format (e.g., workshop, classroom presentation, assembly)</u>	<u>Contact</u>



## GAP

## GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>500 SCHOOL ORGANIZATION AND MANAGEMENT</b>
<b>GAP NUMBER:</b>	525.00
<b>SUBJECT:</b>	<b>External Presenters in Dufferin-Peel Catholic District School Board</b>
<b>REFERENCE:</b>	<a href="#">Policy 1.77</a> – Guest Speaker Approval for Ministering on Faith and Morals <a href="#">Policy 7.12</a> – Access to DPCDSB Properties <a href="#">Policy 35.00</a> – External Presenters in Dufferin-Peel Catholic District School Board <a href="#">GAP 118</a> – Guidelines for Collaborative Relationships and Third-Party Health and Social Services Support <a href="#">GAP 318</a> – Criminal Background Checks & Offence Declarations
<b>EFFECTIVE:</b>	December 2019
<b>REVISED/AMENDED</b>	February 2024

*“If you know what you are talking about, you have something more valuable than gold jewels.”*  
 Proverbs 21:15

1. The Dufferin-Peel Catholic District School Board (DPCDSB) recognizes that presentations by an outside organization, group, or individual may enhance the system’s vision, mission, and strategic commitments. Such presentations are subject to prior review and approval by the External Presenters Review Committee, as per Board policies and procedures (see Policy 35.00 – *External Presenters in Dufferin-Peel Catholic District School Board*).
2. Terms Defined:
  - a) An **External Presenter** is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff, parents and/or other members of the school community. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. External Presenters should be engaging and offer an enhancement to the learning experience.
  - b) **External Program Providers** are organizations or individuals that administer or deliver supplementary educational and/or training programs in a particular subject or general interest area. They usually include a set curriculum, delivered by a facilitator, and could include a variety of activities. ***External Program Providers are not reviewed by the External Presenters Review Committee.***
3. External Program Provider Process:
  - a) If a school Principal is interested in engaging an external program provider, the Principal

must contact and consult with their Family of Schools Superintendent. Further steps include possible consultation with:

- i. Program Department – consultation on curriculum/training being delivered
- ii. Legal Department – contracts/agreements
- iii. Health and Safety – risk management, OPHEA
- iv. Supply Chain – depending on costs or if there is a tendered provider
- v. Clinical Services – collaborative partners as defined in GAP 118

As per GAP 318.00, a Vulnerable Sector Screening (VSS) from within the last six (6) months would be required for anyone coming into a school setting.

4. Exceptions to the External Presenter Process:

- a) **Indigenous Topics:** Proposals for external presentations related to Indigenous topics follows a separate [process](#) and are reviewed by the Indigenous Education Advisory Council (IEAC), through the Policy, Strategy, and Global Learning Department (require a Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS) on file with the Equity Department).
- b) **Topics related to Faith and Morals:** For External presenters interested in ministering to DPCDSB students, staff, and/or the school community, regarding faith and morals, they must also comply with to Policy 1.77: *Guest Speaker Approval for Ministering on Faith and Morals* and contact the Program Department (require a CBC with VSS on file with the Archdiocese)
- c) **Community Partnerships:** Third party services mandated by applicable laws or governed by inter- ministerial agreements as listed in GAP 118 would not require application through the External Presenter Committee. Schools should consult with their Family of Schools Superintendent when planning a presentation with one of the groups listed in GAP 118 Section A. All other presenters require a CBC/VSS as per GAP 318. (See Section 5 (ii))

5. Individuals, groups, or organizations wishing to present to any DPCDSB students, staff or school community must adhere to the following procedures:

- i. Subject to Sections 5(ii) and 5(iii), to ensure coordination, resource support, communication, and consistency within DPCDSB, all External Presenters must submit an online External Presenter Application (found on the DPCDSB website) to the External Presenters Review Committee (i.e., the Committee), prior to the presentation.
- ii. In addition, External Presenters wishing to distribute materials related to their presentation must declare their request to do so and submit a copy of the material with their application. Upon approval by the External Presenters Review Committee, External Presenters may distribute the approved materials related to their presentation free of charge to attendees of the presentation. External Presenters may not sell merchandise to any attendees of the DPCDSB presentation. If a principal wishes to grant an exemption to the foregoing, written approval is required by the Family of Schools Superintendent and the Chief Financial Officer or designate(s).
- iii. The DPCDSB works cooperatively with organizations and agencies as required by

applicable laws or inter-ministerial agreement. The nature of these relationships is documented within, for example, inter-ministerial agreements, legislation, or memoranda of understanding. Subject to the prior approval of the Director of Education or designate(s), such organizations and agencies may not be required to undergo the approval process for External Presenters in DPCDSB.

- iv. At the discretion of the External Presenters Review Committee, an External Presenter may not be required to submit an External Presenter Application or may undergo an expedited review based on their extensive record of delivering presentations to the DPCDSB community. These External Presenters may be included on the Centrally Approved List (see Section 8 of this document.)
- v. An External Presenter who is exempted pursuant to this Section 5(iv) must still comply with all applicable DPCDSB policies and GAPs, including the requirements of this GAP.
- vi. The Director of Education or designate(s) may grant an exemption under Section 5(iv) above at their sole discretion. Such an exemption by the Director of Education must be documented.

#### 6. External Presenters Review Committee

- a) Members of the External Presenters Review Committee review applications for external presentations when **referred and requested by a Principal** or other DPCDSB employees when wishing to engage or use an external presenter (i.e., one-time sessions delivered by external individuals, groups, or organizations outside of DPCDSB). Submissions will be reviewed by the External Presenters Review Committee as appropriate. Refer to the [External Presenters webpage](#) for more information.
- b) The External Presenters Review Committee shall consist of representation from the following departments:

- Policy, Strategy, Research and Global Learning
- Experiential Learning
- Well-Being and Mental Health
- Program and Learning Services
- Communications and Community Relations
- Clinical Services and Special Education
- Equity and Indigenous Education
- Religious Education and Faith Formation
- Supply Chain Management

Additional staff with subject-matter expertise may be invited to sit as members of the External Presenters Review Committee when a particular proposal requires specialized review on behalf of the Committee. The Committee is to comply with applicable DPCDSB and Ministry of Education policies and procedures to promote an equitable, open, and transparent review process.

- 7. As appropriate, the External Presenters Review Committee works with other departments and administration when considering an offer to an external individual, group, or organization. Proposals will be reviewed based on an assessment checklist (see Appendix 1 - Protocol for External Presenters

to the Board). When reviewing proposals, the External Presenters Review Committee will consider system impacts that include the following:

- i. Compliance with DPCDSB and Ministry of Education policies and procedures and applicable laws;
  - ii. Support for the teachings of the Roman Catholic Church;
  - iii. Feasibility and relevance of presentation as it relates to system vision, mission, and strategic commitments;
  - iv. Human, facility, and financial resources requested by the presenter; and
  - v. Anticipated outcomes.
8. The External Presenters Review Committee will accept a proposal after it has been evaluated and found to be consistent with the standards described in Section 7 and is deemed to be an appropriate fit. Compliance with Section 7 does not guarantee acceptance. The accepted proposals are compiled in the Centrally Approved List. The Centrally Approved List is a list of External Presenters in the DPCDSB who have been vetted by the External Presenters Review Committee. The list may be used either to identify pre-qualified External Presenters in advance of expected future presentations or to narrow the field for an immediate need. The Centrally Approved List is housed in DP24 ([Approved External Presenters list](#)).
9. Applicants will receive a response outlining the decision of the External Presenters Review Committee. The document used for accepted presentations is *A Letter of Acceptance*. It is valid for a three (3)-year period.
10. External Presenters must complete and submit a [DPCDSB Speaker Engagement Agreement](#) prior to presenting at a DPCDSB site. As part of the DPCDSB Speaker Engagement Agreement, external presenters must provide proof of valid general (volunteer speaker) or professional (regulated professional including fee or no fee) liability insurance, as well as a CBC with VSS. The CBC must be dated within the past 6 months (unless issued through the Ontario Provincial Police) and must be provided to a school Principal prior to a presentation. A DPCDSB Speaker Engagement Agreement must be completed each and every time a speaker is engaged (even if it is the same speaker). Please note that no changes to the agreement will be considered unless a compelling reason is delivered by the External Presenters Review Committee to Legal Services. DPCDSB will only accept the DPCDSB Speaker Engagement Agreement; vendor's agreements will not be entertained.
11. When an External Presenter or an External Program Provider is engaged and are in a school setting, they must be accompanied by a DPCDSB staff member. A DPCDSB staff member must always be present for the duration of the presentation or program delivered by the External Presenter or External Program Provider.
12. Either the External Presenters Review Committee and/or the school Principal and/or a Superintendent has the right to request modification of any presentation and would retain independent jurisdiction regarding acceptance or rejection of proposals for any event(s).
13. Where, during the presentation, a concern arises related to the appropriateness or acceptability of the presentation, the Administrator or teacher(s) shall stop the presentation immediately. The Administrator shall communicate with the appropriate Family of Schools Superintendent, who, in turn, will advise the appropriate Instructional Superintendent, Associate Director, and the Director's Office. The Superintendent(s) will communicate with the appropriate Trustee concerning the issue and

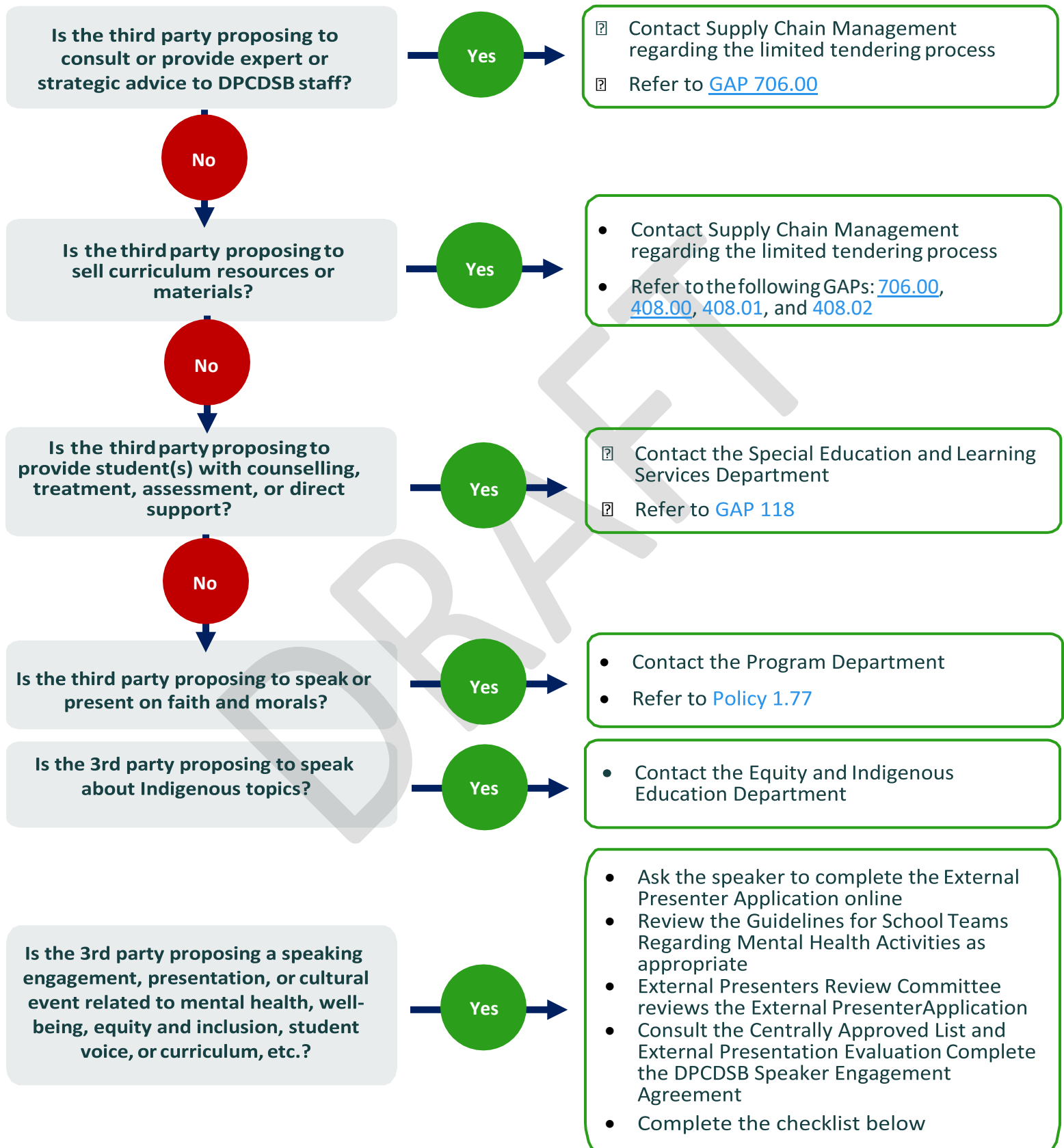
undertake steps to address the concern, if necessary.

14. To ensure that the outcomes of the presentations are achieved, external presentations are evaluated by the DPCDSB employee who organized the presentation or their designate. The evaluations must be completed within two (2) weeks following the presentation and are submitted online: [Survey Access](#).
15. Based on the completed evaluations, the External Presenters Review Committee may either confirm or reject the individual, group, or organization on the Centrally Approved List.
16. Where the external presentation fails to comply with agreed upon obligations and expectations, authorization to present may be withdrawn in other schools or other DPCDSB facilities.

DRAFT

# Appendix 1

## Protocol for External Presenters in DPCDSB



# External Presenters in Dufferin-Peel Catholic District School Board Checklist

Please check the following criteria to ensure that the third-party speaking engagement or presentation meets all of the requirements:

		Yes	No
1.	purposeful within a Catholic context and aligned with the CBILC?	<input type="checkbox"/>	<input type="checkbox"/>
2.	positive and hope-filled?	<input type="checkbox"/>	<input type="checkbox"/>
3.	respectful of student voice and diversity, and inclusive of equity-seeking groups?	<input type="checkbox"/>	<input type="checkbox"/>
4.	evidence-based or evidence-informed?	<input type="checkbox"/>	<input type="checkbox"/>
5.	recommended by DPCDSB staff who have personally seen the presentation?	<input type="checkbox"/>	<input type="checkbox"/>
6.	offered by speakers with appropriate credentials and training for the topic?	<input type="checkbox"/>	<input type="checkbox"/>
7.	connected to support by trained school board personnel?	<input type="checkbox"/>	<input type="checkbox"/>
8.	safe for students, parents, and staff who may be triggered by sensitive subjects?	<input type="checkbox"/>	<input type="checkbox"/>
9.	scheduled at a time that minimizes risks for vulnerable students?	<input type="checkbox"/>	<input type="checkbox"/>
10.	an existing signed legal agreement using the <a href="#">DPCDSB template</a> , on file?	<input type="checkbox"/>	<input type="checkbox"/>
11.	free of conflict of interest as defined by <a href="#">Policy 1.01</a> ?	<input type="checkbox"/>	<input type="checkbox"/>
12.	complies with the Catholic Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
13.	does the External Presenters Application include all necessary fields, including information about insurance and GST number?	<input type="checkbox"/>	<input type="checkbox"/>

Please include any additional comments below



## GAP GENERAL ADMINISTRATIVE PROCEDURES

<b>SECTION:</b>	<b>600 PARENTS/PUBLIC COMMUNICATIONS</b>
<b>GAP NUMBER:</b>	<b>603.00</b>
<b>SUBJECT:</b>	<b>Communication: Inclusive Language Guidelines</b>
<b>REFERENCE:</b>	<b>Board Motion July 19, 1988</b>
<b>EFFECTIVE:</b>	<b>July 19, 1988</b>
<b>REVISED/AMENDED</b>	
<b>REPLACES:</b>	<b>New</b>
<b>PAGE</b>	<b>1 of 7</b>

### THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

#### THE CHALLENGE OF CHANGE INCLUSIVE LANGUAGE GUIDELINES

#### INTRODUCTION

1611 A.D.

It is written, Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God.<sup>1</sup>

1966 A.D.

"Scripture says: Man does not live on bread alone; but on every word that comes from the mouth of God."<sup>2</sup>

1986 A.D.

"It is written: 'One does not live by bread alone but by every word that comes forth from the mouth of God.'"<sup>3</sup>

The above revisions in the Bible reflect society's evolving attitude over the centuries.

- Making changes in language requires effort and sensitivity, but the effort to change is worthwhile and consistent with the declaration of Vatican II on the Church Today (Guadium et Spes):
- "...every type of discrimination ... whether based on sex, race, colour, social condition, language or religion is to be overcome or eradicated as contrary to God's interest."
- Inclusive language reinforces our Catholic belief in the equality of all human beings, by eliminating language that excludes limits and demeans women or undervalues their participation in society. Language which negatively affects minority groups, needs to be addressed through a forum such as Multiculturalism and Race Relations.

As part of the Board's Equal Opportunity/Affirmative Action Policy, in which "policy review and modification to eliminate systemic barriers to women's advancement" is addressed, the Work Group on Inclusive Language has developed these guidelines.

This document is intended as a guideline for all forms of communication, both written and oral, in the Dufferin-Peel Catholic District School Board.

<sup>1</sup> The Holy Bible, Authorized King James Version, St. Matthew, Chapter 4, Verse 4.

<sup>2</sup> The Jerusalem Bible, Reader's Edition, St. Matthew, Chapter 4, Verse 4

<sup>3</sup> The New Testament Revised Edition, Saint Joseph Edition of the New American Bible, St. Matthew, Chapter 4, Verse 4.

### **POSITION TITLES**

Forms of address should identify positions held within an organization by the individual being addressed, rather than the gender or marital status of that person. It is recommended, therefore, that titles for all Board positions should be inclusionary and consistent. Examples are shown below:

#### **USE**

President  
Chair/Chairperson Sanhuesa  
Trustee Scott  
Superintendent J. Shevchuk

#### **AVOID**

Mr. President, Mrs. President  
Mr. Chairman  
Madam Trustee  
Mrs. J. Shevchuk, Mr. J. Shevchuk

### **JOB TITLES**

Occupational descriptions should be on the role involved rather than on the gender of the person. It is recommended, therefore, that the terms used for positions should include both men and women. Examples are shown on next page:

#### **USE**

Business Executive,  
Manager, Business Person  
Maintenance Person  
Worker, Labourer,  
Employee, Staff Member  
Teacher  
Principal  
Cleaner  
Technician  
Firefighter  
Police Officer  
Postal Worker, Letter Carrier  
Flight Attendant  
Foreperson

#### **AVOID**

Businessman  
  
Repairman  
Workman  
  
Female or Male Teacher  
Female or Male Principal  
Cleaning Lady  
Cameraman  
Fireman  
Policeman, Policewoman  
Postman  
Stewardess/Steward  
Foreman

### **REFERENCES IN WRITTEN MATERIALS**

It is recommended that when addressing someone in written materials, neither marital status nor gender need be included, unless requested by the addressee. The designation, Mr., Ms., Miss, Mrs., are irrelevant to positions people hold. Titles such as Dr., Reverend, Sister should always be used. This also applies to directories, distribution lists, in correspondence, minutes and reports. Examples are shown below:

**USE**

**Directories and Lists**

N. Kridlak or Naullag Kridlak  
S. Wesolowski or  
Sophie Wesolowski

**Letters**

Dear L.Sealey or Louise  
Sealey; Dear Louise  
(if known to writer)

Dear T.S.Wong or Thiam Siew  
Wong; Dear Thiam Siew  
(if known to writer)

**Closing**

Samuel Arista,  
comptroller

**Memos**

S.Dias or Sanjiv Dias  
F.Lalonde or  
Francine Lalonde

**Minutes and Reports**

Moved by M. da Luz  
Seconded by D. Masse

**AVOID**

Mr. N. Kridlak  
Miss/Mrs./Ms.S.Wesolowski

Dear Mrs./Miss/Ms.Sealey

Dear Mr. Wong

Mr.S.Arista,  
Comptroller

Mr. S.Diaz  
Miss/Ms./Mrs.Francine Lalonde

Moved by Miss/Ms./Mrs. da Luz  
Seconded by Mr.D.Masse

**INVITATIONS TO FUNCTIONS**

Invitations to functions sometimes provide for a member or an employee of an organization to bring a guest. Wording of these invitations does not need to specify either the gender or the relationship of the guest. Examples are shown below.

**USE**

B.Lopez and Guest  
  
B.Lane and Guest  
Executive Members and Guests  
  
Principals and Guests

**AVOID**

Mr.Lopez and Wife  
B. Lopez and Spouse  
Mrs.B.Lane and Husband  
Executive Members and Wives  
(Spouses)  
Principals and Wives  
Principals and Husbands

**SEX-ROLE STEREOTYPING**

When we assume that a person in an occupation or position of responsibility is of a given gender, we foster the assumption, whether by intention or not, that only men are involved in certain roles or occupations and women in others. Many assumptions imply secondary or inferior roles for women. Examples are shown below:

**USE**

Does your wife (husband, spouse)  
work outside the home?

Is one of your parents home?

Principals must submit their  
reports ...  
The principal must submit his/  
her report ...

Kindergarten teachers are  
responsible for their students

**AVOID**

Does your wife (husband, spouse)  
work?

Is your mother home?

The principal must submit his  
report

The kindergarten teacher is  
responsible for her students

**INCLUSIONARY WORDS AND PHRASES**

Use of the word "man" in the generic sense leads to ambiguity. Children may think that "man" refers to men in sentences such as "Man and Society". The use of "man" to include all human beings results in imprecise communication. Examples are shown below:

**USE**

humanity, human beings, human  
race, humankind, people

artificial, manufactured,  
constructed of human origin,  
synthetic

staffing, personnel, staff

to handle/manage the phones

the public

three-person/member committee

layperson

**AVOID**

man, mankind

man-made

manpower

to man the phones

man in the street

three-man committee

layman

The use of the masculine pronoun "he" to refer to either sex should be avoided. It is important to avoid using masculine pronouns generically.

**USE**

she/he, he or she, one, the  
person, individual, we, they

**AVOID**

he, him

The use of "he", "him", to refer to either sex can be avoided by choosing from many alternatives, such as rewording to eliminate gender problems.

**USE**

- a) Recasting into the plural:  
Give students their  
assignment on Friday.
- b) Replacing the masculine  
pronoun with "she/he", "you",  
"one": Give each student his  
or her assignment on Friday.
- c) Using the passive: The assign-  
ment should be given to each  
student on Friday.

**AVOID**

Give each student his assignment  
on Friday.

**PARALLEL STRUCTURES**

In any reference which includes both sexes, equal value should be communicated by using parallel designations. One test of the appropriateness of a reference is whether the use of the corresponding masculine-gender term sounds natural; e.g. avoid "man and wife" because the corresponding "husband and woman" sounds inappropriate. Examples are shown below.

**USE**

Vice-Principal Dan Longboat  
and physics teacher Rosario  
Manalo will co-chair the  
committee.

Mr. Tekakwitha and Ms.  
Steinberg ...  
Garakontie and Naomi...  
Garakontie Tekakwitha and  
Naomi Steinberg  
Tekakwitha and Steinberg

The men's downhill races and the  
women's speed skating races  
were...

**AVOID**

Vice-Principal Dan Longboat and  
the physics teacher, Miss Rosario  
Manalo will co-chair the committee

Mr. Tekakwitha and Naomi...

The men's downhill races and the  
ladies' speed skating races were...

**DEMEANING WORDS AND PHRASES**

General references which use inclusionary words and phrases help members of both sexes to perceive themselves and others "without the limitations imposed by sex-role stereotypes". (Ontario Ministry of Education, *The Formative Years*, 1975.) To this end, words and expressions which demean or deprecate men or women should be avoided. The professional nature of the relationship can be reflected in the words and phrases utilized. Examples are shown below:

**USE**

women/woman  
men  
actor  
superstitions, ideas  
use of the person's name  
assistant  
doctor/lawyer

**AVOID**

girls/girl (for adults)  
boys (for adults)  
actress  
old wives' tales  
dear, honey, lady  
girl/boy Friday  
lady doctor/lady lawyer

**GRATUITOUS LANGUAGE**

Some expressions reinforce stereotypes through clichés, gratuitous modifiers (which suggest an exception to the rule) and irrelevant adjectives based on gender. Examples are shown below:

**USE**

"Yes, Mr./Ms./Miss/Mrs.Ng."

The committee interviewed a number of candidates for the manager's position.

"I'd like to introduce Ann Smith, our new consultant."

**AVOID**

"Yes,Sir." or "Yes,Miss."

The committee interviewed a number of female candidates for the manager's position.

I'd like to introduce the very competent and attractive, Ann Smith, our new consultant."

**COURSES OF STUDY, CURRICULUM MATERIALS**

It is known from child development studies that children think in concrete terms until the age of ten or twelve. This means that the words they use throughout childhood form pictures in their minds that stay with the majority of them for the rest of their lives, even when they have learned to think in the abstract.

Changes mandated by the Ministry of Education are the abolition of sex-role stereotyping and the emphasis on equal participation of males and females in all courses of study and curriculum materials. Examples are shown below:

**USE**

the use of books, audio-visual materials, etc., in which both sexes are depicted in a variety of jobs, including non-traditional jobs.

wording in problems, work sheets, etc. that shows both sexes as equal participants in a variety of activities.

**AVOID**

books, audio-visual materials, etc. where men are depicted as physicists, doctors, truck drivers.

wording in problems, work sheets, etc. that show situations where only males are driving cars, swimming, running.

**THE LANGUAGE OF THEOLOGY AND WORSHIP**

There are many people who are not offended or confused by reference to God by such terms as him/Father. Similarly there are many people who are not offended or confused when they are referred to as man, men, sons of God, and mankind even though such terminology excludes females.

We should be aware of the full significance of gendering God as male, as well as gendering the whole human race as male.

As educators, we have the task of helping children form as clean an image of God as possible .. an image of God as neither male nor female.

In worship, celebrations, prayers, bulletin board displays and student work, it is recommended that inclusive language should be used.

**USE**

all people, daughters and sons of God, all God's people, people of God

humankind, humanity, people, women and men

God, Father/Mother, Creator, Friend, Sustainer, Redeemer, Nurturer, Source of Life, Everlasting One, You, Your

**AVOID**

men, sons of God, holy men

mankind

Father, King, He, Him, Master

Revision of God language is a sensitive issue. Yet language about God that distorts God's image is a crucial area of concern.

It is understandable that the Bible would express language and imagery of God in masculine terms, given the patriarchal time in which it was written. But it does not suit or suffice at this time in the history of the human race.

To be true to the gifts of insight that we have been given in Scripture, in prayers, in human growth encounters, it is necessary that we include the female element in a God that for too long has been termed and adored as male.