POLICY & PROCEDURE CATEGORIES

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

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

**Finance:**
Statements on the Board’s business and financial operations.

**Governance:**
Statements on the elected Board of Trustees and on Senior Administration.

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

**Schools & Students:**
Statements on the management of the Board’s schools.

**Policy and Procedure Help Pages**
These pages provide an explanation of the organization of the Board’s Policies and Procedures and list some of the more critical policies.

**Transportation**
[Web link to the Renfrew County Joint Transportation Consortium]
ADMINISTRATION POLICIES AND PROCEDURES

Appropriate Use of Technology Guidelines [NEW]
  Appendix A - Intended Use [NEW]
  Appendix B - Security & Safety of Board Data [NEW]
  Appendix C - Responsible Resource Use [NEW]
  Appendix D - Legal Compliance [NEW]
  Appendix E - Privacy Expectations [NEW]

Commercial Electronic Message Requirements [Under Development]
  Procedure A: Parent & Student Communications [Under Development]
  Procedure B: Board Business Communications [Under Development]
  Appendix A: CASL New Email Requirements [Under Development]
  Appendix B: CASL Board Business Emails [Under Development]

Ontarians with Disabilities Accessibility Commitment

Ontarians with Disabilities Accessibility Standards for Customer Service –
  Assistive Devices
  Appendix: Assistive Devices & TTY Information

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

Ontarians with Disabilities Accessibility Standards for Customer Service -
  Feedback

Ontarians with Disabilities Accessibility Standards for Customer Service –
  Service Animals

Ontarians with Disabilities Accessibility Standards for Customer Service –
  Support Person
  Appendix: Support Person Consent Form
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   Appendix A: User Agreement

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   Emergency Measures Appendix A (Reference Guide)
   Emergency Measures Appendix B (Crash Bag Contents)
   Procedure: Bomb Threats
   Procedure: Earthquake
   Procedure: Lockdown
      Appendix A (Parent Information Letter)
      Appendix B (FAQ)
      Appendix C (Elementary School Script)
   Procedure: Tornado

Emergency Plans
   Procedure: School Fire Safety Plan

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Indoor Air Quality

Pupil Accommodation Review
   Procedure: Accommodation Review Committee (ARC) Process
   Appendix A: Factors for School Information Profile
   Ministry of Education: 2009 Review Guideline
   Ministry of Education: 2009 Review of Accommodation Review Process
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Advocacy Expenditures
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Solicitation in Schools / Board Facilities
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Procurement Directive
  Procedure A: Procurement Directive – Requirements
  Procedure B: Procurement Directive – Purchasing Tendering (Construction)
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Code of Conduct – Trustee
  Appendix: Code of Conduct Enforcement
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Duties / Powers – Board Chair & Vice-Chair
Duties / Powers – Board of Trustees
Duties Powers - Trustee
Rules of Procedure – Board of Trustees
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  Appendix A: Meal Expenditure Limits
  Appendix B: Automobile Rental [NEW]
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Criminal Background Check – Other Adults [Under Development]

Criminal Background Check – Service Providers

  Appendix A: OESC ID (Students) [Under Development]
  Appendix B: OESC ID (Service Providers) [Under Development]

Employment Terms – Supervisory Officer

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Equity – Racial and Ethnocultural

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  Procedure: Asbestos
  Appendix: Asbestos Management Plan
  Procedure: Confined Spaces
  Procedure: Designated Substances
  Procedure: Employee Accident & Injury
  Form: Employee Accident & Injury
  Procedure: Eyewash Stations
  Procedure: First Aid
  Procedure: Hazardous Waste Disposal
  Procedure: Hot Work Permits
  Form: Hot Work Permit
  Procedure: Lockout & Tagging
  Procedure: Ministry of Labour Inspection
  Procedure: Refusal to Work
Procedure: Safe Drinking Water
Procedure: Spill Control
Procedure: WHMIS

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Hours of Work - Overtime

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Leave – Deferred Salary

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Appendix A: Catholic Framework

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  Appendix B: Auto Rental [NEW]

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  Appendix B (Ethical Guidelines Survey)
  Appendix C (Partnership Agreement Form)
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  Procedure A:  Teaching & Learning
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  Procedure:  Implementation
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   Appendix (Accident Report)

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Safe Schools Appendix A – Occurrences requiring Police Response

Safe Schools Appendix B – Reporting Violent Incidents to the MOE

Safe Schools Appendix C – Incident Reporting Form

Safe Schools Appendix D – Suicide Protocol [NEW]

Safe Schools – Access to School Premises

Safe Schools – Bullying, Prevention, Intervention & Suicide Protocol

Safe Schools – Code of Conduct
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Safe Schools – Delegation of Authority

Safe Schools – Progressive Discipline
   Appendix (Board Guideline)

Safe Schools – Pupil Expulsion
   Appendix (Expelled Pupil Program)

Safe Schools – Pupil Expulsion Hearing
Safe Schools – Pupil Suspension
   Appendix (Suspended Pupil Program)

Safe Schools – Pupil Suspension Appeal

Safe Schools – Reporting Child Abuse
   Appendix A (Responding to Abuse Disclosure)
   Appendix B (Reporting to Children’s & Family Services)
   Form (Family & Children’s Services Referral)

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   Procedure: Investigate and Respond
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   Form A (Request for Approval & Checklist - Category A Trips)
   Form B (Request for Approval & Checklist - Category B & C Trips)
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   Appendix A (Identification, Placement & Review Committee)
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Student Release during School Hours

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DEFINITIONS
Policies: tell individuals what to do; rules.
Procedures: tell individuals how to implement policies; steps and checklists.
Appendices / Forms: provide the specific information or direction necessary to
implement a policy or to carry out a procedure.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POLICY TITLE</th>
<th>EXPLANATION OR OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Accessibility Standards</td>
<td>Measures to assist disabled persons obtain services.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Emergency Measures</td>
<td>Policy defines Level 2 and Level 3 incidents and the related procedures deal with responses to bomb threats, earthquakes and situations requiring school lockdowns; the Reference Guide provides a detailed checklist for Levels 1-3 Incidents.</td>
</tr>
<tr>
<td></td>
<td>Emergency Plans</td>
<td>Policy sets out school responsibility with respect to emergency plans and a related procedure, School Fire Safety Plan.</td>
</tr>
<tr>
<td>Finance</td>
<td>Supply Chain – BPS Procurement</td>
<td>Purchasing requirements for Board employees.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Occupational Health &amp; Safety</td>
<td>Policy outlines responsibilities and related procedures deal with asbestos, work in confined spaces, designated substances, employee accident &amp; injury, eyewash stations, first aid, hazardous waste disposal, hot work, lock out/tagging of machinery, employee refusal to work, safe drinking water, spill control, WHIMIS.</td>
</tr>
<tr>
<td></td>
<td>School Supervision – Bus &amp; Yard</td>
<td>Principal responsibility for ensuring supervision of school yard and school bus areas.</td>
</tr>
<tr>
<td></td>
<td>School Supervision – Noon Hour</td>
<td>Principal responsibility for ensuring supervision of school yard during the noon hour.</td>
</tr>
<tr>
<td></td>
<td>Workplace Harassment</td>
<td>Policy purpose is to ensure a harassment free workplace; the related procedure set out duties to report, investigate and respond to incidents of workplace harassment.</td>
</tr>
<tr>
<td></td>
<td>Workplace Violence</td>
<td>Policy purpose is to ensure a violence free workplace; related procedures set out duties to summon assistance and report workplace violence, and to investigate and respond to these incidents.</td>
</tr>
<tr>
<td>Schools &amp; Students</td>
<td>Anaphylaxis &amp; Severe Allergy Reaction</td>
<td>Policy and detailed procedures on ensuring a safe environment for persons with this condition.</td>
</tr>
<tr>
<td></td>
<td>Injury at School</td>
<td>Policy and related accident report form.</td>
</tr>
<tr>
<td></td>
<td>Medication &amp; Health Services</td>
<td>Policy and forms for these pupil services.</td>
</tr>
<tr>
<td></td>
<td>Safe Schools (General)</td>
<td>Policies and related procedures for dealing with student behaviour and incidents.</td>
</tr>
<tr>
<td></td>
<td>Safe Schools – Access to School</td>
<td>Code of conduct for the broader school community.</td>
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<tr>
<td></td>
<td>Safe Schools – Code of Conduct</td>
<td>Code of conduct for the broader school community.</td>
</tr>
<tr>
<td></td>
<td>Safe Schools – Reporting Child Abuse, Sexual Misconduct &amp; Inappropriate Behaviour</td>
<td>Policies and related procedures deal with identifying these types of behaviour and reporting them to the appropriate authorities and the Board.</td>
</tr>
</tbody>
</table>