



MASTER INDEX: Policies & Procedures Categories

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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

Appendix A - Intended Use

Appendix B - Security & Safety of Board Data

Appendix C - Responsible Resource Use

Appendix D - Legal Compliance

Appendix E - Privacy Expectations

Commercial Electronic Message Requirements **NEW**

Procedure A: Electronic Message Communications to Parents & Students

Procedure B: Electronic Message Communications for Board Business

Complaint Policy

Procedure A: Response to Complaint

Human Rights Policy

Procedure A: Complaint Process

Appendix A: Accommodation Process Checklist

Appendix B: Student Accommodation Process Checklist

Information (Health) – Collection, Use and Disclosure Policy **NEW**

Procedure A: Health Information Security Measures **NEW**

Appendix A: Consent for Speech Language Services **NEW**

Information (Personal) – Collection, Use and Disclosure Policy

Procedure A: Student Information

Procedure B: Security Measures

Appendix A: Explanation related to Student Information



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Ontarians with Disabilities Accessibility Commitment

Ontarians with Disabilities Accessibility Standards for Customer Service –
Assistive Devices

Appendix: Assistive Devices & TTY Information

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

Appendix: Sample Disruption of Service Notice

Ontarians with Disabilities Accessibility Standards for Customer Service -
Feedback

Ontarians with Disabilities Accessibility Standards for Customer Service –
Service Animals

Ontarians with Disabilities Accessibility Standards for Customer Service –
Support Person

Appendix: Support Person Consent Form

Video Surveillance **NEW**

Procedure A: General Provisions

Procedure B: Security & Retention of Surveillance Records

Appendix A: Confidentiality Agreement

Appendix B: Internal Access Log

Appendix C: External Access Log

[Procedures & Appendices under development]



FACILITIES POLICIES AND PROCEDURES

Community Planning & Partnerships (formerly Facility Partnerships)

Community Use of Schools

Appendix A: User Agreement

Emergency Measures

Emergency Measures Appendix A (Reference Guide)

Emergency Measures Appendix B (Crash Bag Contents)

Procedure: Bomb Threat Planning **[Revised]**

Form A: (School Assessment Checklist)

Form B: (Phone Threat Checklist)

Form C: (Bomb Threat Assessment & Notifications)

Form D: (Visual Scan Procedure)

Form E: (Suspicious Device/Package Found)

Form F: (Evacuation Procedure)

Procedure: Earthquake

Procedure: Lockdown Planning **[Revised]**

Appendix A (Lockdown Script)

Appendix B (Classroom Lockdown Procedure)

Appendix C (FAQ)

Appendix D (Parent Information Letter)

Appendix E (Principals' Annual Checklist)

Procedure: Tornado

Emergency Plans

Procedure: School Fire Safety Plan



Indoor Air Quality

Pupil Accommodation Review

Procedure: Accommodation Review Committee (ARC) Process

Appendix A: ARC Terms of Reference

Appendix B: School Information Profile

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

Ministry of Education: (June, 2009) Administrative Review of Accommodation Review Process

Vehicles, Equipment and Supplies **[NEW]**

Procedure A (Fleet Vehicle Use)

Appendix A (Vehicle Use Agreement)



FINANCE POLICIES AND PROCEDURES

Advertising Expenditures

Advocacy Expenditures

Board Equipment – Removal / Loan

Corporate Credit Card

Sale of Surplus Items

Solicitation in Schools / Board Facilities

Procurement Directive - Code of Ethics

Procurement Directive

 Procedure A: Procurement Directive – Requirements

 Procedure B: Procurement Directive – Purchasing Tendering (Construction)

 Procedure C: Procurement Directive – Consultant Expenses Not Reimbursed



GOVERNANCE POLICIES AND PROCEDURES

Allowance – Trustee

Board Information

Code of Conduct – Trustee

Appendix: Code of Conduct Enforcement

Duties & Powers – Board Chair & Vice-Chair

Duties & Powers – Board of Trustees

Duties & Powers – Director, Supervisory Officers and Managers

Duties & Powers - Trustee

Rules of Procedure – Board of Trustees

Travel, Hospitality & Equipment Expense – Trustee

Appendix A: Meal Expenditure Limits

Appendix B: Automobile Rental



HUMAN RESOURCES POLICIES AND PROCEDURES

Administrative Allowance

AIDS & HIV

Attendance Support

 Procedure A: Attendance Support Program

 Procedure B: Disability Management Program

 Appendix A: Accommodation Process Checklist

Cannabis, Drug & Alcohol Free Workplace **[NEW]**

 Appendix A (Board, Supervisor & Employee Responsibilities) **[NEW]**

Conferences & Conventions - Attendance

Criminal Background Check – Employees & Trustees

Criminal Background Check – Other Adults *[Under Development]*

Criminal Background Check – Service Providers

Employment Terms – Supervisory Officer

Equity – Affirmative Action

Equity – Racial and Ethnocultural

Gifts (Employees, Trustees & Non-Employees)

Health & Safety

 Procedure: Asbestos

 Appendix: Asbestos Management Plan

 Procedure: Confined Spaces

 Procedure: Designated Substances

 Procedure: Employee & Worker Accident / Injury **[REVISED]**

 Form: Incident Accident Report (Appendix A)

 Appendix B: Accident / Injury Checklist **[NEW]**

 Appendix C: Notice to Ministry of Labour & Others **[NEW]**

 Procedure: Eyewash Stations



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Procedure: Fall Protection

Appendix A: Fall Protection Checklist

Appendix B: Ladder Inspection Checklist

Appendix C: Rescue Plan Form

Appendix D: Full Body Harness Inspection Form

Appendix E: Lanyard Inspection Form

Appendix F: Self Retracting Lifeline Inspection Form

Appendix G: Snap Hook Inspection Form

Procedure: First Aid

Procedure: Gymnasium Facility & Equipment Inspections

Appendix A: Gymnasium Weekly Visual Inspection

Appendix B: Gymnasium & Equipment Monthly Inspection Checklist

Appendix C: Gymnasium Facilities Annual Safety Checklist

Appendix D: Gymnasium Equipment Annual Safety Checklist

Procedure: Hazardous Waste Disposal

Procedure: Hot Work Permits

Form: Hot Work Permit

Procedure: Lockout & Tagging

Appendix A: Lockout & Tagging Checklist

Procedure: Ministry of Labour Inspection

Procedure: Refusal to Work

Appendix A: Work Refusal Chart

Appendix B: Work Refusal Report Form

Procedure: Safe Drinking Water

Procedure: Spill Control

Procedure: WHMIS



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Holidays – Statutory & Board
Hours of Work – Flex & Banked Time
Hours of Work - Overtime
Hours of Work - Regular
Hours of Work - Summer
Information Technology
Insurance Plans
Leave - Compassionate
Leave – Cumulative Sick Leave
Leave – Deferred Salary
Leave – Election to Public Office
Leave – Federation Activities
Leave – Jury, Witness or Compulsory Quarantine
Leave – Long Term Personal without Pay
Leave – Pregnancy & Parental
Leave – Short Term Personal without Pay
Leave - Special
Pension Plans
Performance Appraisal – Principal & Vice-Principal
 Appendix A: Catholic Framework
Performance Appraisal
Retirement Gratuity



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Salary – Acting Pay

Salary - Redundancy

Salary - Starting

School Supervision – Bus & Yard

School Supervision – Noon Hour

Service - Continuous

Smoke Free Facilities **[REVISED]**

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

Staffing – Principal & VP Appointments

Staffing – Principal Assignments

Staffing – Principal Redeployment, Selection & Recruitment

Staffing – School Secretaries

Staffing – Teacher Redeployment, Selection & Recruitment

Supervisory Officer – Sabbatical Leave

Travel & Hospitality Expenses

Appendix A: Meal Expenditure Limits

Appendix B: Auto Rental

Appendix C: Expense Claim Forms I & II **[NEW]**

Appendix C: Expense Claim Checklist **[NEW]**

Vacation

Workplace Harassment

Procedure: Report, Investigate & Respond

Workplace Violence

Procedure A: Summon Assistance & Report

Procedure B: Investigate & Respond



SCHOOLS & STUDENTS POLICIES AND PROCEDURES

Aboriginal Students – Voluntary Self Identification

Admission to Schools **[Revised]**

 Procedure A (Admission Exceptions)

 Form A (Admission of Non-Catholics)

Attendance Zones

Catholic School Councils

Catholic School Councils' Coalition Network

Concussions

Corporate Partnerships

 Appendix A (Catholic Education Guidelines)

 Appendix B (Ethical Guidelines Survey)

 Appendix C (Partnership Agreement Form)

 Appendix D (Partnership Evaluation Form)

Dress Code

Educational Partnerships

 Procedure: Protocol

 Appendix A (Application)

 Appendix B (Agreement)

 Appendix C (Catholic Education Guidelines)

Environmental Education & Stewardship

 Procedure A: Teaching & Learning

 Procedure B: Student Engagement & Community Connections

 Procedure C: Environmental Leadership

Equity and Inclusive Education

 Procedure: Implementation

 Appendix (Religious Accommodation Guideline)



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Fees for Learning Materials & Activities

French Immersion Program

Healthy Schools Nutritional Environments

 Procedure: Implementation

 Appendix (Related Information)

Injury at School

 Appendix (Accident Report)

Insurance for Students

Living Things in School

Medical Conditions (Students with Anaphylaxis, Asthma, Diabetes & Epilepsy) **NEW**

 Appendix A: Roles and Responsibilities

 Appendix B-1: Medication Checklist

 Appendix B-2: Checklist for School Trips

 Appendix C: Medical Incident and Emergency Report

 Appendix D: Visual Information Sheets

 Medical Conditions - Anaphylaxis Plan of Care Appendix

 Medical Conditions - Asthma Plan of Care Appendix

 Medical Conditions - Diabetes Plan of Care Appendix

 Medical Conditions - Epilepsy Plan of Care Appendix

Medication & Health Services

 Appendix A (Consent Form)

 Appendix B (Pupil Medication Record)



Opening or Closing Exercises

Safe Arrivals

Safe Schools Appendix A – Occurrences requiring Police Response

Safe Schools Appendix B – Reporting Violent Incidents to the MOE

Safe Schools Appendix C – Incident Reporting Form

Safe Schools Appendix D – Suicide Prevention Protocol

Safe Schools – Access to School Premises

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

Safe Schools – Code of Conduct

Appendix (Board Code of Conduct)

Safe Schools – Delegation of Authority

Safe Schools – Progressive Discipline

Appendix (Board Guideline)

Safe Schools – Pupil 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)

Safe Schools – Reporting Sexual Misconduct & Inappropriate Behaviour

Procedure: Investigate and Respond

Form (Report to Supervisor & Superintendent)



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School Generated Funds (formerly Fundraising Activities in Schools)

Procedure A (Checklist) **NEW**

Appendices A – F **NEW**

School Trips

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

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

Form C (Parent Consent – Student under 18)

Form D (Release – Student 18 or older)

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

Special Education

Appendix A (Identification, Placement & Review Committee)

Appendix B (Gifted Program)

Student Exchanges (French – English)

Student Release during School Hours

Transportation – Private Vehicle



DEFINITIONS

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

PROCEDURES: how to implement policies; steps and checklists.

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

POLICY AND PROCEDURE TITLES

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

ORGANIZATIONAL STRUCTURE

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

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

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

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

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

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



CRITICAL POLICIES

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