

**AGENDA: 9:00 a.m.**

1. Call to Order
2. Approval of the Agenda
3. **Consent Items: Finance – update on any changes to procedures within this pillar**

**Draft Policy – for consultation:**

**Communications & Community Engagement:**

4. **Parent Engagement**

**Student Learning & Achievement:**

5. **Student Admission and Enrolment**

**Policy Reviews:**

**Communications & Community Engagement:**

6. **Community Engagement**

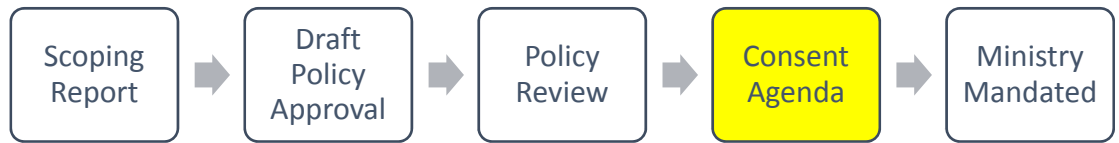
**Safety & Well-being:**

7. **Arrivals Check**
8. **Nutrition**

9. **Adjournment – next policy meeting: February 14, 2018**

Subject: Finance Procedures

Executive Council Member Responsible: Stacey Zucker  
Associate Director, Support Services



The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Finance Pillar policy.

The policies and procedures under this pillar include:

- 3.1 Advertising Expenditure**
- 3.2 Advocacy Expenditures**
- 3.3 Education Development Charges Alternative Accommodations for School Facility**
  - Alternative Accommodations for School Facilities Procedure
- 3.4 Education Development Charges School Sites and Operating Budget**
  - School Sites and Operating Budget Procedure
- 3.5 Employee Expense**
  - Employee Expense Procedure
- 3.6 Fundraising**
  - School Fundraising Procedure
- 3.7 Procurement**
  - Procurement Procedure
- 3.8 Student Fees**
  - Student Fees Procedure
- 3.9 Transportation**
  - Transportation Procedure
- 3.10 Trustee Expense**
  - Trustee Expense Procedure

**Consent Agenda:** A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Finance Pillar.

### 3.1 Advertising Expenditure (policy review date: 2018)

Last reviewed in 2014

| Procedure Name                       | Changes Made | Reason |
|--------------------------------------|--------------|--------|
| *No procedure exists for this policy | N/A          |        |

### 3.2 Advocacy Expenditures (policy review date: 2020)

Last reviewed in 2016

| Procedure Name                       | Changes Made | Reason |
|--------------------------------------|--------------|--------|
| *No procedure exists for this policy | N/A          |        |

### 3.3 Education Development Charges Alternative Accommodations for School Facility (policy review date: 2017)

Last reviewed in 2013

| Procedure Name   | Last Amended | Changes Made | Reason |
|--|--------------|--------------|--------|
| Alternative Accommodations for School Facilities Procedure | 2013         | None         | N/A    |

### 3.4 Education Development Charges School Sites and Operating Budget (policy review date: 2017)

Last reviewed in 2013

| Procedure Name                              | Last Amended | Changes Made | Reason |
|---|--------------|--------------|--------|
| School Sites and Operating Budget Procedure | 2013         | None         | N/A    |

**3.5 Employee Expense (policy review date: 2021)**

Last reviewed in 2017

| Procedure Name             | Last Amended | Changes Made  | Reason   |
|----------------------------|--------------|---|--|
| Employee Expense Procedure | 2017         | <p>2.2 Mileage Rates</p> <p>\$0.54 per kilometre for the first 5,000 km;<br/>\$0.48 per kilometer after that.</p> <p>3.1 Meal Rates</p> <p>Breakfast \$10.00<br/>Lunch \$20.00<br/>Dinner \$45.00</p> | Updated to reflect the new mileage and meal rates for the 2017/2018 school year. |

**3.6 Fundraising (policy review date: 2020) – To be brought back in the fall of 2018 as a discussion item**

Last reviewed in 2016

| Procedure Name               | Last Amended | Changes Made | Reason |
|------------------------------|--------------|--------------|--------|
| School Fundraising Procedure | 2016         | None         | N/A    |

**3.7 Procurement (policy review date: 2017)**

Last reviewed in 2016

| Procedure Name        | Last Amended | Changes Made | Reason |
|-----------------------|--------------|--------------|--------|
| Procurement Procedure | 2016         | None         | N/A    |

**3.8 Student Fees (policy review date: 2019)**

Last reviewed in 2015

| Procedure Name         | Last Amended | Changes Made | Reason |
|------------------------|--------------|--------------|--------|
| Student Fees Procedure | 2015         | None         | N/A    |

**3.9 Transportation (policy review date: 2021)**

Last reviewed in 2017

| Procedure Name           | Last Amended | Changes Made                 | Reason   |
|--------------------------|--------------|------------------------------|--|
| Transportation Procedure | 2017         | Terminology – Community Stop | Updated with policy approval at the November 13, 2017 Board Meeting. |

**3.10 Trustee Expense (policy review date: 2021)**

Last reviewed in 2017

| Procedure Name            | Last Amended | Changes Made  | Reason   |
|---------------------------|--------------|---|--|
| Trustee Expense Procedure | 2017         | <p>2.2 Mileage Rates</p> <p>\$0.54 per kilometre for the first 5,000 km;<br/>\$0.48 per kilometer after that.</p> <p>3.1 Meal Rates</p> <p>Breakfast \$10.00<br/>Lunch \$20.00<br/>Dinner \$45.00</p> | Updated to reflect the new mileage and meal rates for the 2017/2018 school year. |

Subject:

Parent Engagement

Executive Council Member Responsible:

Sharon Stephanian  
Superintendent, Equity and Well-Being



## BACKGROUND

This policy is up for its scheduled review.

Changes made to the policy include:

- The inclusion of language around access to student information, to enable the creation of a procedure. This was discussed at the December policy meeting on the agenda item of Access to Student Information.

## RECOMMENDATION(S)

Staff are suggesting to the Trustees on the policy committee, that the Parent Engagement Policy be approved for consultation.



# Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in supporting student success and well-being. We do this by having parents actively involved in their children's success.

## GUIDING PRINCIPLES:

HWDSB will:

- Support parents as collaborative partners in their children's learning and development at home and school through the rights established in the Hamilton Parent Charter.
- Recognize parents as assets whose input is responded to quickly and used when appropriate.
- Recognize and celebrate parents within schools and at the Board.
- Encourage parents to share their ideas and views at the classroom, school, system, and board level.
- Support students and parents in matters relating to custody and access of students, while following the provisions of the Children's Law Reform Act, the Divorce Act and the Child and Family Services Act.

## INTENDED OUTCOMES:

- Ensure there are opportunities for parents to give input about their children, the school, and the system. This will be done in a safe, accepting, inclusive and healthy learning environment.
- Communicate with parents in a friendly and ongoing timely manner.
- Seek to have all parents involved in their children's education. We will do this by:
  - identifying and removing barriers that prevent parents from being engaged
  - providing information about their children's education when needed
  - providing information in a way that meets their needs
- Help parents understand how HWDSB operates and how to support student learning at home by providing:
  - learning opportunities
  - resources
  - supports
- Support parents to get the skills and tools they need to be fully involved in their children's education and the life of their school.
- Review and expand communication and outreach plans. This will help HWDSB ensure that support and communication to parents and students are effective.



# Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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## RESPONSIBILITY:

Director of Education  
 Members of Executive Council  
 Principals

## TERMINOLOGY:

*Eliminating Barriers:* Is about finding why parents are not involved and removing anything that may stop them from being fully involved. This includes having schools reflect the diversity of students and communities.

*Hamilton Parent Charter:* A Parent Charter outlines the standard of how parents should expect to be treated in their interactions with health, early childhood education, schools, and other community service providers.

*Parent:* This includes parents, guardians and caregivers.

*Parent Outreach:* Is about seeking the best way to communicate with parents. This may involve local workshops, presentations, tools, and resources that support learning at home and parent engagement in schools.

*School Climate:* Is about making the school experience positive. It is where all parents can share their ideas and be heard, valued, and encouraged.

*Supports for Parents:* Is about giving parents skills, tools, and knowledge to support their children's learning at home and in school.

## ACTION REQUIRED:

The Ministry of Education has developed the "*Parent Engagement Framework*," which consist of four strategies (School Climate, Eliminating Barriers, Supports for Parents, and Parent Outreach) to help schools involve parents. Using these four strategies, the Board and school staff will look at ways to involve parents in student success.

HWDSB maintains strict neutrality between parent(s)/guardian(s) who are separated or divorced. Unless a parent/guardian's rights are limited by a Court Order or separation agreement, both individuals have equal authority to review records, visit, or remove a child from school grounds. A procedure will be developed and maintained that outlines the roles and responsibilities of administrators and parents when a Court Order or separation agreement is required.





# Parent Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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## PROGRESS INDICATORS:

| Intended Outcome   | Assessment  |
|--|---|
| Ensure there are opportunities for parents to give input about their children, the school, and the system.                             | Parent Voice Survey<br>Positive School Climate Survey<br>HWDSB Public Consultation Data |
| Communicate with parents in a friendly and ongoing timely manner.  | Parent Voice Survey   |
| Seek to have all parents involved in their children's education.   | Parent Voice Survey   |
| Help parents understand how HWDSB operates and how to support student learning at home.  | Parent Voice Survey<br>Other Surveys (where appropriate)                                |
| Support parents to get the skills and tools they need to be fully involved in their children's education and the life of their school. | Parent Voice Survey   |
| Review and expand communication and outreach plans.  | Parent Voice Survey   |

## REFERENCES:

### Government Documents

Education Act

Child and Family Services Act

Children's Law Reform Act

Divorce Act

Ministry of Education Parent Engagement Policy

Regulation 330/10: School Councils and Parent Involvement Committees

Regulation 612/00: School Councils

Regulation 613/00: Operation of Schools

### HWDSB Policies

Fundraising

Pupil Accommodation Review

Volunteer

Educational Excursions

### Other Documents

City of Hamilton/Best Start Network Parent Charter (Endorsed by Trustees in 2012)



## PARENT ENGAGEMENT

### *Policy Committee Consultation Plan*

**Prepared By:** Mark Taylor

**Responsibility:** Sharon Stephanian, Superintendent, Equity and Well-Being

#### Policy Statement

Hamilton-Wentworth District School Board (HWDSB) believes in supporting student success and well-being. We do this by having parents actively involved in their children's success.

#### Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun and now is their opportunity to provide comments and feedback on the Parent Engagement policy.

#### Target Audience

| Group Classification                           |
|--|
| <b>Internal</b>                                |
| Trustees                                       |
| Executive Council                              |
| Principals                                     |
| Special Education Advisory Committee (SEAC)    |
| Parent Involvement Committee (PIC)             |
| School Councils and Home & School Associations |
| Employee Groups                                |
| <b>External</b>                                |
| Parents, Guardians and Caregivers              |
| School Communities                             |
| Neighbour Associations                         |

#### Tactics

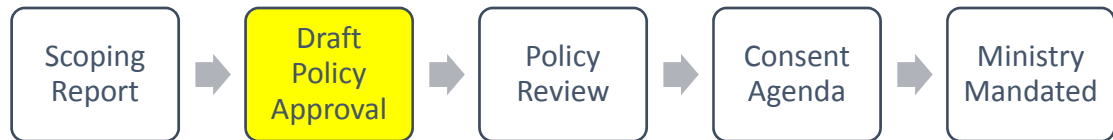
| Group    | Activity   |
|----------|--|
| Internal | Memo/Letter/Email – where applicable<br>Social Media – Twitter & Facebook<br>Website |

| <b>Group</b> | <b>Activity</b>   |
|--------------|---|
| External     | Letter/Email<br>Social Media – Twitter & Facebook<br>School Websites<br>School Newsletter |

**Subject:** Student Admission and Enrolment

**Executive Council Member Responsible:** Peter Sovran  
Associate Director, Learning Services

**Does an Act or Regulation require HWDSB to develop the proposed policy?** No



## ISSUE

There are currently processes that guide the admission of students to a particular school including those that are 'out-of-catchment'. However, a policy governing these processes does not exist.

## BACKGROUND

A staff initiated Scoping Report recommending the development of a Student Admission and Enrolment Policy was presented to Trustees at the October 2017 Policy Committee meeting for consideration.

At the October 30 Board Meeting, approval was obtained for the Policy Committee's recommendation on the Admissions Scoping Document.

Trustees discussed the draft Student Admission and Enrolment policy at the December Committee meeting and requested more information be included in the policy.

Before Trustees today is the draft Student Admission and Enrolment policy, with the requested information included, for consideration.

## RECOMMENDATION(S)

A policy on student admissions and enrolment would clarify the school(s) that a student may enrol with based on their home address. A policy with accompanying procedures would also assist schools with communication to families and communities.

Staff are recommending that the draft Student Admission and Enrolment Policy be approved for consultation.



# Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

## GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

## INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

## RESPONSIBILITY:

Director of Education  
Executive Council

## TERMINOLOGY:

*Qualified Resident Pupil:* Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the City of Hamilton and are English-language public school supporters they are considered to be “resident pupils” of the Board.

*International Student:* The *Immigration and Refugee Protection Act Subsection 30(2)* states that: “Every minor child (age 17 or younger) in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level.”



# Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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Under the Immigrant and Refugee Protection Act, people coming to Canada legally as non-immigrants will have temporary resident status and are authorized to respectively, study, work, or visit in Canada, provided they have either a Study Permit (SP) or a Work Permit (Employment Authorization) (WP) if one is required to work or study in Canada. An international student studying at HWDSB on a Visitor Visa and a study permit is required to pay fees according to the Education Act 49(6).

*Adult Student:* Students who are 18 years of age or over who have been out of high school for at least one year.

*In-Catchment School:* The school that students are eligible to attend based on the geographic area in which they reside.

*Out-of-Catchment:* The request to enrol at a school that is not the designated school within the geographic area in which a student resides.

*Out-of-District:* The request for a student not living in the City of Hamilton to enrol at an HWDSB school.

*Program In-Catchment:* The program location students are eligible to attend based on the geographic area in which they reside, such as French Immersion or International Baccalaureate.

## ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of Students.

### Full-Day Kindergarten Students

Full-day Kindergarten is available for four and five-year-old children at all schools offering Kindergarten programs. Students must be registered at their in-catchment school for kindergarten. Registration begins the first Monday of February each year.

### Elementary School Students

During the school year, students new to the area and already of school age must register at their in-catchment school.

If arriving during the summer, students must register at their in-catchment school during the last week of August.



# Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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## Secondary School Students

During the school year, students new to the area and previously enrolled in secondary school must register at their in-catchment secondary school.

If new to the area during the summer, an appointment should be made with the in-catchment school principal or vice-principal to find out about registration dates and requirements.

## International Students

Elementary students will be placed in the grade for which they are age appropriate. Elementary students must live with an immediate family member while studying with HWDSB.

All secondary school applicants must have a B average or greater (approximately 75%). The final placement, program and school a student attends, will be determined by HWDSB and will be decided by the student's home address and level of English language proficiency. Wherever possible, arrangements will be made to match the student's academic interests.

All students who plan to study for more than six months must apply for, and receive, a Study Permit from Citizenship and Immigration Canada before leaving their home country to attend a school in Canada.

## Adult Students

Adult students are required to contact HWDSB's Assessment Centre for a Credit Assessment and to determine the appropriate program to register for.

## Out-of-Catchment

The criteria for determining schools open to out-of-catchment includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is NOT experiencing significant new development pressures.
- If the school is NOT undergoing a boundary review in the upcoming year.
- If the school is NOT currently holding students for a new school.
- If the school does NOT offer a French Immersion program.
- If the school is NOT involved in a pupil accommodation review during the upcoming school year.



# Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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The list of schools open or closed to out-of-catchment is reviewed and updated annually. Schools closed to out-of-catchment do not accept applications and do not generate a wait list. A procedure will be established and maintained that will outline the application process from January to March each year for both elementary and secondary out-of-catchment requests.

## Out-of-District

Students from outside the jurisdiction of HWDSB who have the right under the Education Act to attend a school shall be admitted, and fees will be charged in accordance with provincial legislation.

## PROGRESS INDICATORS:

| Intended Outcome   | Assessment   |
|--|--|
| Ensure compliance with all Ministry of Education Legislation governing enrolment.  | Measured through the Average Class Size Report and enrolment updates.                                  |
| Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures. | Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System. |
| Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.  | Measured through the Average Class Size Report, as well as enrolment projections and updates.          |

## REFERENCES:

### Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49

### HWDSB Policies

Boundary Review

Student Fees

Transportation





## STUDENT ADMISSION AND ENROLMENT Policy Committee Consultation Plan

**Prepared By:** Mark Taylor

**Responsibility:** Peter Sovran, Associate Director, Learning Services

### Policy Statement

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil as defined in the *Education Act*.

### Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun and now is their opportunity to provide comments and feedback on the Student Admission and Enrolment policy.

### Target Audience

| Group Classification                           |
|--|
| <b>Internal</b>                                |
| Trustees                                       |
| Executive Council                              |
| Principals                                     |
| Special Education Advisory Committee (SEAC)    |
| Parent Involvement Committee (PIC)             |
| School Councils and Home & School Associations |
| Employee Groups                                |
| <b>External</b>                                |
| Parents, Guardians and Caregivers              |
| School Communities                             |
| Neighbourhood Associations                     |

### Tactics

| Group    | Activity   |
|----------|--|
| Internal | Memo/Letter/Email – where applicable<br>Social Media – Twitter & Facebook<br>Website |

| <b>Group</b> | <b>Activity</b>   |
|--------------|---|
| External     | Letter/Email<br>Social Media – Twitter & Facebook<br>School Newsletter<br>School Websites |

Subject: Community Engagement

Executive Council Member Responsible: Shawn McKillop  
Manager of Communications and Community Engagement



## BACKGROUND

This policy is up for its scheduled review.

Changes made to the policy include:

- The inclusion of the *Use of Board Facilities Survey*, as per the Use of Board Facilities policy; and
- Changing the administration of the Community Engagement Report Card to every two years instead of annually.

## RECOMMENDATION(S)

Staff are suggesting to the Trustees on the policy committee, that the Community Engagement Policy be recommended for approval.



# Community Engagement

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to developing high levels of community participation, collaboration and involvement to support student success and well-being, and to strengthen the community.

## GUIDING PRINCIPLES:

HWDSB will:

- Welcome, encourage, respect, recognize and value community members as partners in student success and well-being.
- Work with community agencies, organizations and public bodies to use and strengthen schools as community hubs that support student success and well-being.
- Strive for open and inclusive processes which value stakeholder input and participation.
- Strengthen the community through involvement as aligned with HWDSB Strategic Directions.

## INTENDED OUTCOMES:

HWDSB and all its school's will:

- Build relationships (and partnerships) with community members and organizations in support of student achievement and well-being.
- Provide the community with varied opportunities to give input and inform decision-making.
- Ensure equity of opportunity and access by striving to remove barriers (e.g. communication) to engagement.
- Ensure equity of opportunity and access to schools, outside of school hours, for students and the school community.

## RESPONSIBILITY:

Director of Education  
 Members of Executive Council  
 Principals and service leaders

## TERMINOLOGY:

*Collaboration:* Is working with others to do a task and to achieve shared goals



# Community Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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*Communication:* This is the ongoing discussion with all stakeholders so that they have a role in planning and decision making within the education system.

*Community Involvement:* This is the way community members are involved with HWDSB/schools to improve student success and well-being.

*Community Engagement Report Card:* This is a tool that helps us set and measure goals to show the process of community involvement, practices, and activities.

*Community Hub:* This is having programs and services right at the heart of the community which allows communities greater access to, and make the most use of school space.

*Equity:* This is being fair, inclusive, and respectful of all people. This does not mean treating people the same without regard for individual differences.

*Participation:* This refers to the different ways the public can share their opinions.

*Stakeholders:* These are our parents, community partners, schools, board, and all others involved or affected by what we do.

*Use of Board Facilities Survey:* A survey of the broader community and community partners to assess the level of satisfaction with availability, cost, and general feedback.

## ACTION REQUIRED:

To provide responsive support to schools, departments and community organizations, staff will:

- identify needs in support of student achievement and well-being
- follow best practices to identify community stakeholders in support of community involvement
- identify current community involvement taking place in schools and departments
- recognize the vital role of consulting and having two-way communication
- create a process for identifying human and material resources that contribute to community partnerships

## PROGRESS INDICATORS:

| Intended Outcome  | Assessment  |
|---|---|
| Build relationships (and partnerships) with community members in support of student achievement and well-being. | Partnership Report presented annually to the Board of Trustees. |



# Community Engagement

Date Approved: XXXX

Projected Review Date: XXXX

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| Intended Outcome  | Assessment  |
|---|---|
| Provide the community with varied opportunities to give input and inform decision-making                            | Review of the tools/formats used for communication and consultation.  |
| Ensure equity of opportunity and access by striving to remove barriers (e.g. communication) to engagement.          | Community Engagement Report Card, administered every two years.   |
| Ensure equity of opportunity and access to schools, outside of school hours, for students and the school community. | Community Engagement Report Card and Use of Board Facilities Survey, administered every two years.<br><br>Community Use of Schools Data |

## REFERENCES:

### Government Documents

Regulation 330/10: School Councils and Parent Involvement Committees  
 Regulation 464/97: Special Education Advisory Committees  
 Regulation 613/00: Operation of Schools  
 Education Act

### HWDSB Policies

Use of Board Facilities  
 Visual Identity  
 Volunteer

Subject:

Arrivals Check

Executive Council Member Responsible:

Sharon Stephanian  
Superintendent, Equity and Well-Being



**BACKGROUND**

This policy is up for its scheduled review.

**RECOMMENDATION(S)**

Staff are suggesting to the Trustees on the policy committee, that the Arrivals Check Policy be recommended for approval.



# Arrival Check

Date Approved: XXXX

Projected Review Date: XXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring the safety of elementary students who have an unexplained failure to arrive at school, through the daily procedure of school attendance-taking.

## GUIDING PRINCIPLES:

- Safe-arrival programs are developed and implemented by schools with advice from school councils, Home and School Associations (where they may exist), parents, volunteers, and other community members.
- The design of specific procedures will reflect local needs and the circumstances of the school and the community.
- Schools, parents, school councils, Home and School Associations (where they may exist), and communities work cooperatively for the successful development and implementation of safe-arrival programs.

## INTENDED OUTCOMES:

- The Arrival Check program is developed and implemented with advice from School Council, Home and School Associations (where they may exist), parents, and school staff.
- The roles and responsibilities of parents, guardians, caregivers, pupils, the school, school council, Home and School Associations (where they may exist), and others are identified and documented and communicated to families no later than the end of the first week of each school year.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

*Arrival Check:* Arrival Check is a means by which parents and schools can account for any pupil's unexplained failure to arrive at school. By using a system of procedures along with the daily taking of attendance, schools can take reasonable efforts to contact parents, guardians, or caregivers. Parents are to inform the school if a pupil is late or absent. If the school has not received notice of lateness or absenteeism, the school will try to contact the parent, or person(s) whose name has been given to the school as a person to contact in an emergency.





# Arrival Check

Date Approved: XXXX

Projected Review Date: XXXX

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## ACTION REQUIRED:

Elementary schools are required to implement an Arrival Check Program as part of their attendance-taking procedures. The Arrival Check program at the school level shall be reviewed annually or when circumstances change that would affect the program, to confirm the effectiveness and to update student information. The School Council and Home and School, where applicable, shall be invited to review the program.

## PROGRESS INDICATORS:

| Intended Outcome  | Assessment  |
|---|---|
| The Arrival Check program is developed and implemented with advice from School Council, Home and School (where they may exist), parents, and school staff.  | Assessed through the year-end survey of School Council and Home and School members.       |
| The roles and responsibilities of parents, guardians, caregivers, pupils, the school, school council, Home and School Associations (where they may exist), and others are identified and documented and communicated to families no later than the end of the first week of each school year. | A yearly audit of randomly selected schools, through review of school agenda and website. |

## REFERENCES:

### Government Documents

Education Act:

Part X111: Safe Schools

Section 265: Duties of a Principal to register students, record attendance, collect information

Section 21: (1) Compulsory Attendance;  
 (2) Where attendance excused;  
 (5) Duty of parent to cause child to attend school

Policy/Program Memorandum No. 123 (Safe Arrivals)

Freedom of Information and Protection of Privacy Act (FIPPA)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Subject:

Nutrition Policy

Executive Council Member Responsible:

Sue Dunlop  
Superintendent of Student Achievement



**BACKGROUND**

This policy is up for its scheduled review.

**RECOMMENDATION(S)**

Staff are suggesting to the Trustees on the policy committee, that the Nutrition Policy be recommended for approval.



# Nutrition

Date Approved: XXXX

Projected Review Date: XXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB), believes in the development of healthy school environments that support student learning and success by encouraging students, educators, and parents/guardians to make nutritious food and beverage choices.

## GUIDING PRINCIPLES:

- HWDSB schools foster healthy nutrition environments and implement food practices to support the wellness of students and staff in line with the current edition of *Eating Well with Canada's Food Guide*.
- Schools with nutrition programs follow the *Student Nutrition Program Nutrition Guidelines* developed by the Ministry of Children and Youth Services.
- All schools follow with provincial legislation relating to nutrition, and any other pertinent legislation.
- Schools take into consideration the following when food or beverages are sold or provided in schools:
  - offer, when available and when possible, food and beverages that are produced in Ontario
  - be environmentally aware
  - avoid offering food or beverages as a reward or an incentive for good behaviour, achievement or participation

## INTENDED OUTCOMES:

- Schools promote healthy eating and safe food practices for planned events and classroom activities.
- Schools will communicate the Ministry Policy (PPM 150), HWDSB's Nutrition Policy and Procedure annually to parents/guardians, students, and the community.

## RESPONSIBILITY:

Director of Education  
Members of Executive Council

## TERMINOLOGY:

*Food:* Includes both foods and beverages.



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*Food Service Provider:* Private, for profit company that contracts to sell food and/or beverages

*Fundraising:* Any voluntary contribution, sale of goods or services, or event, which is organized and conducted to generate funds. Fundraising may occur within the school or outside of the school.

*Healthy Eating:* Eating the recommended types and amounts of food as per Canada's Food Guide, which includes choosing foods from the Sell Most and Sell Less categories, as defined below, more often.

*Healthier Food Preparation:* Cooking methods that require little or no added fat or sodium, such as baking, barbecuing, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying.

*Nutrition Standards for Foods:* Food is divided into "Vegetables and Fruit," "Grain products," "Milk and Alternatives," and "Meat and Alternatives," following Canada's Food Guide. There are also "Mixed Dishes" for products that contain more than one major ingredient (e.g. pizza, pasta, soup, salads, and sandwiches), and "Miscellaneous Items," for items that are to be used in limited amounts (e.g. condiments, sauces, dips, oils, and dressings) and for confectionary, which is not permitted for sale (e.g. candy, chocolate). To determine whether a specific product may be sold in schools, it is necessary to read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria.

*Nutrition Education:* As outlined in the Ontario Curriculum.

*PPM's:* Policy/Program Memorandum No 150; School Food and Beverage Policy- Ontario Ministry Of Education, 2010. Policy Program Memorandum No. 135 Healthy Foods and Beverages in Elementary School Vending Machines- Ontario Ministry of Education, 2004

*School Generated Funds:* Funds that are raised and collected in the school or broader community in the name of the school or by a school or parent-administered group, including school councils.

*Sell Most (> 80%):* Products in this category are the healthiest options and have higher levels of essential nutrients and lower amounts of fat, sugar and/or sodium. They must make up *at least 80%* of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices. See PPM 150 Appendix Nutrition Standards for Ontario Schools.

*Sell Less (< 20%):* Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than foods and beverages in the "Sell Most" category. They must make up *no more than 20 %* of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices. See PPM 150 Appendix Nutrition Standards for Ontario Schools.



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*Not Permitted for Sale:* Products in this category contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g. deep-fried and other fried foods, confectionery). Food and beverages in this category may not be sold in schools. See PPM 150 Appendix Nutrition Standards for Ontario Schools.

*Student Nutrition Programs:* A breakfast, early morning meal, snack or lunch program offered by the school for all students which are funded by a combination of financial resources, including parent/guardian contributions, local community fundraising, and provincial funding. These programs attempt to increase food availability, while also aiming to promote healthy eating and provide a positive social atmosphere for all students and staff.

*School Tuck Shops and Canteens:* Small retail operations within a school that sell food, beverages and other items, usually for fundraising purposes.

*Special Event Days:* A day designated by the principal of the school on which food and beverages sold in schools are exempt from the nutrition standards outlined in PPM 150 and this policy.

## ACTION REQUIRED:

### General:

It is the responsibility of all schools in HWDSB to comply with provincial legislation relating to nutrition including Healthy Food for Healthy Schools Act (Bill 8), Healthy Food and Beverages in Elementary School Vending Machines (PPM 135), School Food and Beverage Standards (PPM 150) and other pertinent legislation. This policy covers food and beverages sold to students during the school day, at school or board sponsored special events and at sports events.

This policy does not apply to food and beverages that are:

- offered in schools to students at no cost
- brought from home or purchased off school premises
- available for purchase during field trips off school premises;
- sold in schools for non—school purposes (e.g. sold by an outside organization that is using the gymnasium for a non-school-related event);
- sold for fundraising activities that occur off school premises
- sold in staff rooms.

Notwithstanding the above, the guidelines for food sold, served and brought to school as detailed in HWDSB Medical/Health Support Policy: Anaphylaxis Policy Procedure apply to all schools.



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## Schools and Classrooms:

Schools must ensure that all school hospitality programs, tuck shops and canteens sell foods that comply with the standards outlined in PPM 150 and HWDSB's Nutrition Policy.

School administrators and board staff planning school or educational events, such as Meet the Teacher, and Open House, will model good nutrition by selling foods that comply with the nutrition standards as outlined in PPM 150 and HWDSB's Nutrition Policy unless the day has been designated a special event day.

Food and beverages purchased with school generated funds for distribution to students within the school must comply with the standards in PPM 150 and HWDSB Nutrition Policy.

HWDSB recognizes that special event days take place periodically throughout the year. The principal of the school shall ask for the views of the school council and students, where appropriate, concerning the designation of special event days for the school. The maximum number of days in the school year that may be designated as special event days for a school is ten (10). School administrators will communicate the dates of special event days to the school community. On such a designated special event day, schools are encouraged to follow the nutrition policy but may choose to sell foods or beverages that do not comply with the standards in PPM and HWDSB's Nutrition Policy.

Sporting Events, such as tournaments or meets sell food and beverages that comply with the standards of PPM 150 and HWDSB's Nutrition Policy.

Schools with student nutrition programs will follow the *Student Nutrition Program Nutrition Guidelines* developed by the Ministry of Children and Youth Services. School and board staff will inform community partners and funders of HWDSB's Nutrition Policy with the standards outlined by PPM 150 and HWDSB's Nutrition Policy.

## Cafeterias:

Cafeterias in all schools will sell foods that comply with the nutrition standards contained in PPM 150 and HWDSB's Nutrition Policy. Food and beverages must be prepared, served, and stored in accordance with Regulation 562, "Food Premises," as amended, made under the Health Protection and Promotion Act. When negotiating food service contracts with food service providers for cafeterias or schools (e.g. hot lunch providers), HWDSB will use the Request for Proposal (RFP) process and will include the following:

- use of locally grown and produced foods wherever possible
- use of whole foods
- healthy foods that reflect cultural diversity and provide options for vegetarians and vegans on a regular basis



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- posting of nutritional information of all foods sold or served

In addition, the Purchasing Department will provide a copy of HWDSB's Nutrition Policy to food service providers and review it with them to ensure compliance.

### Fundraising:

It is recommended that the sale of non-food items be selected for fundraising purposes. The sale of foods that do not comply with the standards as outlined in PPM 150 and HWDSB's Nutrition Policy for fundraising purposes is not permitted in the school.

### Communication and Education:

Schools will communicate the Ministry Policy (PPM 150), HWDSB's Nutrition Policy and Policy Procedure annually to parents/guardians, students and the community and provide guidelines and suggestions for foods to be served to students for lunches, snacks, and school celebrations. Each school is encouraged to recognize, value and support parent/guardian and student involvement in making changes which reflect a healthy school environment, including the valuing of nutritional foods that represent cultural diversity.

Schools may choose to develop additional guidelines in a School Nutrition Policy in consultation with their school council, and/or with a Home and School Association or other parent/guardian organizations, if they exist.

In addition to the required nutrition education as outlined in the Ontario Curriculum, opportunities to promote healthy eating and safe food practices should be considered for planned events and classroom activities.

### PROGRESS INDICATORS:

| Intended Outcome  | Assessment  |
|---|---|
| Schools promote healthy eating and safe food practices for planned events and classroom activities.   | Communication to parents will be measured through the annual Parent Voice survey.         |
| Schools will communicate the Ministry Policy (PPM 150), HWDSB's Nutrition Policy and Policy Procedure annually to parents/guardians, students, and the community. | A yearly audit of randomly selected schools, through review of school agenda and website. |



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## REFERENCES:

### Government Documents

Bill 8 – Healthy Food for Healthy Schools Act, 2009

Policy/Program Memorandum No. 150; School Food and Beverage Policy – Ontario Ministry of Education, 2010

Policy/Program Memorandum No. 135: Healthy Foods and Beverages in Elementary School Vending Machines – Ontario Ministry of Education, 2004

Health Protection and Promotion Act., Regulation 562: Food Premises

Call to Action: Creating a Healthy School Nutrition Environment – Ontario Society of Nutrition Professionals in Public Health, 2004

Eating Well with Canada's Food Guide: A Resource for Educators and Communicators, 2011

### HWDSB Policies

Educational Excursions

Equity and Inclusive Education

Fundraising

Medical Health Supports

Procurement

Use of Board Facilities