



The Northwest Catholic District School Board

Section	Number	
F	10	A

ADMINISTRATIVE PROCEDURES

Title: Equity and Inclusive Education

Preamble:

The Northwest Catholic District School Board recognizes that all people are created equal, in the image of God, each with unique characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church's teachings, it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within its Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the Ontario *Human Rights Code*, the *Constitution Act, 1982* and confirmed in the *Canadian Charter of Rights and Freedoms*.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy and the Ontario Ministry of Education Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the *Constitution Act, 1982* and as recognized at section 19 of the Ontario *Human Rights Code*.

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario's Equity and Inclusive Education Strategy ("the strategy") and Policy/Program Memorandum No. 119 (2013) "*Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools*" identify eight areas of focus for implementing equity and inclusive education. These eight areas are as follows:

- 1) Board policies, programs, guidelines, and practices
- 2) Shared and committed leadership
- 3) School-Community relationships
- 4) Inclusive curriculum and assessment practices
- 5) Religious accommodation
- 6) School climate and the prevention of discrimination and harassment

7) Professional learning

8) Accountability and transparency

Supporting documents that support our policy are: *A Better Way Forward: Ontario's 3-Year Anti-Racism Strategic Plan*, *The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples (2016)*, *Ontario Black Youth Action Plan*, *Ontario's Poverty Reduction Strategy*, *Ontario's Accessibility Action Plan (2016)*, *Ontario's Education Equity Action Plan (2017)*, and Policy and Program Memorandum No. 108 "Opening or Closing Exercises in Public Elementary or Secondary Schools."

In accordance with the above policy documents, applicable legislation that outlines the denominational rights of the Catholic school system and with adherence to the *Guiding Principles of the Equity and Inclusive Education Strategy* and consistent with the Code. Each area of focus will be introduced and anchored by a preamble. This will serve to guide the actions of the Board and its schools, in honouring its commitments to equity and inclusive education policy development, implementation, monitoring and reporting.

1. BOARD PROCEDURE

Preamble:

The Board recognizes the importance of antiracism and anti-harassment policies in promoting and maintaining a Catholic educational and working environment which fosters racial and ethnocultural understanding.

The Board will ensure that its policy review cycle will result in the alignment and integration of the requirements of Policy/Program No. 119 and "the strategy" with all Board policies, programs, procedures, and practices. The perspectives of the entire diverse Catholic school community will be reflected in all areas of the teaching, learning and administrative culture. Every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit access to and opportunity for effective employment procedures for individuals from diverse communities and underrepresented peoples within the context of the denominational rights of Catholic school boards.

The Board is committed to serving staff, students, and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs, procedures, and practices that are consistent with Catholic denominational rights.

The Board will:

- 1.1. Establish the foundational framework that will inform their review and/or development and implementation of a comprehensive equity and inclusive education policy that recognizes and eliminates biases related to race, class, ethnicity, gender, sexual orientation, disability, family status, religion and linguistic differences as well as socio-economic factors.
- 1.2. Review existing equity and inclusive education policies and/or extend or develop such policies to fulfill the requirements of existing regulations, "the strategy", Policy/Program Memorandum No. 119, and the *Ontario Human Rights Code*, in accordance with the denominational rights afforded to the Catholic school system.
- 1.3. Ensure that principles of equity and inclusive education permeate and are explicitly stated in all Board policies, programs, guidelines, operations, practices, and Board improvement plans.

- 1.4. Ensure all future policies, guidelines and practices are drafted and implemented in accordance with the Board's equity and inclusive education policy.
- 1.5. Collect information needed to monitor the effects of the implementation of the Equity and Inclusion Education policy by the Board.
- 1.6. Ensure all persons with disabilities are accommodated appropriately and in a manner consistent with the *Code*.
- 1.7. Provide training for school and system leaders to facilitate equitable recruitment and hiring to reflect Ontario's diverse society.
- 1.8. Provide opportunities for the diverse school community, including students, staff, parents, trustees and community members, to provide active input into Board policies and improvement plans on an ongoing basis.
- 1.9. Investigate in a thorough and timely manner any claims of discrimination and/or racism and take appropriate action consistent with the principles of the *Code*.

Our Schools will:

- 1.10. Review existing school policies, for example, codes of conduct, to determine that they reflect the principles of equity and inclusive education.
- 1.11. Extend, develop, and implement strategies to actively engage students, parents, families, and the wider community in the review, development, and implementation of initiatives to support and promote equity and inclusive education.
- 1.12. Implement Board equity and inclusive education policies, programs and school improvement plans consistent with the *Code* and that reflect the needs of their diverse Catholic school community.

2. SHARED AND COMMITTED LEADERSHIP

Preamble:

The Board subscribes to an informed leadership philosophy that inspires, empowers, and supports all stakeholders in our Catholic community to join together to implement institutional practices and behaviours that cultivate equity and inclusion.

The Board is committed to providing informed shared leadership to improve student achievement and to close achievement gaps for students by identifying, addressing, and removing all barriers and forms of discrimination.

The Board recognizes the critical connection between student leadership and improved student achievement and will strive to include the student voices in all aspects of the implementation of equity and inclusive education.

In accordance with the Ministry's Ontario Leadership Strategy, effective Board and school leaders will encourage and promote a collaborative approach to all dimensions of equity and inclusive education, which ensures the participation of students, parents, unions, colleges and universities, service organizations and other community partners.

The Board is committed to establishing and maintaining partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students are recognized and their needs are met.

The Board will:

- 2.1. Share in the life and mission of the Church by developing a system plan to build and sustain Board and staff capacity in the areas of equity and inclusive education in curriculum and instruction, human resources and governance.
- 2.2. Identify and appoint a contact person to liaise with the Ministry and other Boards to share challenges, promising practices and resources.
- 2.3. Provide extensive and ongoing education and training for students, administrators, teachers (including guidance counselors), support staff and trustees in implementing equity and inclusive education and leadership initiatives.
- 2.4. Establish selection criteria for leadership positions that prioritize demonstrated commitment, knowledge and skills related to equity and inclusive education implementation and inclusive leadership, and consistent with proactive *Code* compliance.
- 2.5. Provide ongoing training for all staff that reflects comprehensive attention to the principles of human rights and their fundamental role in an equitable and inclusive environment.
- 2.6. Strive to ensure that members of communities that are underserved and /or marginalized are included in the shared leadership.
- 2.7. Establish a collaborative culture where the collective capabilities and voices of all stakeholders are used to develop and implement equity and inclusive education goals.
- 2.8. Promote equity minded student leadership related to issues of social justice.
- 2.9. Develop initiatives such as a Student Leadership Conference in Equity with student facilitators representing diverse voices and experiences.
- 2.10. Demonstrate leadership in setting the tone for the positive and proactive implementation of "the strategy" within the school.

3. SCHOOL-COMMUNITY RELATIONSHIPS

Preamble:

The Board recognizes that the effective review, development, implementation and monitoring of equity and inclusive education policies and practices requires the involvement of all members of the entire Catholic school community. The Board further recognizes the importance of engaging specialized expertise in developing and implementing its equity and inclusive education policy.

The Board will seek collaboration with and active engagement from students, parents, staff and other Catholic community partners to create and sustain a positive school climate reflective of Catholic values that supports student achievement.

The Board will identify, examine, and remove any barriers that exist, that are part of systemic discrimination under the *Code*, and that prevent full participatory school-community relations.

The Board is committed to establishing and maintaining partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students, families, and employees are recognized.

The Board will:

- 3.1. Develop a database of information that establishes the diversity of communities based on self-identification.
- 3.2. Review and/or initiate tools, for example, school climate surveys, to determine stakeholders' views on school environment and act upon relevant next steps.
- 3.3. Take proactive steps to ensure that existing committees represent the diversity of the wider community.
- 3.4. Review and deepen existing community partnerships to ensure that they reflect the principles of equity and inclusive education.
- 3.5. Expand community efforts to foster new partnerships that engage a cross-section of diverse students, parents, staff, community members and various community organizations, including business groups, to ensure inclusion.
- 3.6. Establish processes to identify and address systemic barriers that limit or prevent all sectors of the school community from benefiting from enhanced opportunities for Board representation and greater access to Board initiatives.
- 3.7. Identify under-represented communities and facilitate their participation and involvement in Board activities.
- 3.8. Gather and use the knowledge, skills, and experience of Board community partners to enrich the total educational and career experiences of staff, students, and volunteers.

Our Schools will:

- 3.9. Implement strategies to review existing community partnerships to ensure that they reflect the diversity of the broader community.
- 3.10. Invite and support representation of diverse groups on school committees, including school improvement planning.
- 3.11. Engage stakeholders in community forums to listen and address concerns and suggestions.
- 3.12. Reflect the approaches described above in their outreach to the broader community.

4. INCLUSIVE CURRICULUM AND ASSESSMENT PRACTICES

Preamble:

The curriculum that we provide to students in terms of content is as important as the way it is

delivered. We must consider both what is said and what is not said, as it is known that our students learn both the explicit and hidden curricula. Both in its content and methodology, inclusive curriculum seeks to recognize our commitment to Catholic values and our respect for all students, regardless of race and ethnicity, gender, place of origin, religion, cultural and linguistic background, social and economic status, sexual orientation, age, and ability/disability.

Effective evaluation includes researched best practices that reflect the current level of achievement of the student. Multiple opportunities for assessment allow for student learning and accuracy of assessment and instruction.

Students must be represented in the curriculum and heard in the assessment and evaluation. Students' voice is fundamental in the planning for instruction and the accuracy of assessment.

The Board is committed to implementing an inclusive curriculum based on Catholic values and will review resources, instruction methods, student assessments, and evaluation practices in order to identify and address discriminatory biases. This will allow each student may to maximize her or his learning potential.

The Board will:

- 4.1. Review student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed, evaluated and reported.
- 4.2. Continue its efforts to reduce the achievement gap between students. The principles of such a review will be consistent with the *Code*.
- 4.3. Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices specifically addressing areas of discrimination (e.g., race, gender, disability).

Our Schools will:

- 4.4. Review student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed and evaluated; the principles of such a review will be consistent with the *Code*.
 - 4.4.1 Promote grade team planning that includes teacher moderated marking to ensure a collaborative approach to student assessment.
 - 4.4.2 Ensure that assessment and evaluation support growth and learning, with the belief that each and every student can achieve and be successful given the appropriate time and support.
 - 4.4.3 Provide education and training based on the belief that all students can learn and ensure that it is reflected in expectations of students' assessment and evaluation practices, counseling about available program options, and other counseling practices.
 - 4.4.4 Use a variety of assessment strategies and tools to inform short- and long- term planning to reduce gaps in student achievement and improve student learning.
- 4.5. Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices.

- 4.5.1 Provide multiple opportunities for assessment (self, peer, teacher, and /or parent/student and teacher interviews).
- 4.5.2 Adjust instruction based on the results of formative assessment. Feedback to students must be specific, timely and promote further learning.
- 4.5.3 Ensure collaborative learning structures recognizing the variety of learning styles and multiple intelligences.
- 4.5.4 Ensure consistent monitoring of the growth of students who are on Individual Education Plans and/or are English Language Learners to ensure that the specific needs of students are addressed through the accuracy of programming based on best practices in assessment; all needed accommodations and modifications must be in place to assist the student in accessing the curriculum.
- 4.5.5 Ensure all students who have English language learning needs receive an education program that closely aligns with their specific needs and that ensures equity of access to the curriculum.
- 4.5.6 Ensure parents (and students where appropriate) are actively involved in identification and placement decisions, including those required by the Identification, Placement and Review Committee.
- 4.5.7 Ensure access and use of assistive technologies for students who require accommodations to support achievement and success.
- 4.5.8 Improve student learning and achievement through the use of differentiated product (e.g. an oral response for a reading comprehension task or a mind map in lieu of an essay or a dramatic performance that demonstrates the student's learning).
- 4.5.9 Engage students as active participants in their learning (e.g. students seeing and hearing themselves in the curriculum; gender specific teaching practices; culturally relevant and responsive pedagogy; research based practices in assessment and evaluation).
- 4.5.10 Review and reflect upon classroom practices and revise them as needed to help ensure that they are aligned with school-wide equity and inclusive education policies.
- 4.5.11 Make certain that resources and instructional strategies are in accordance with Catholic teachings and are in compliance with the provisions of the Code with respect to the prohibited grounds of discrimination; show people of different races, genders, and ages in non-stereotypical settings, occupations, and activities; explore the roles and contributions of all peoples in Canada, and the factors that shaped these roles; encourage open discussion of the prohibited grounds of discrimination under the code (e.g., race, gender, disability) in society, the community, and the school.

5. RELIGIOUS ACCOMMODATION

Preamble:

Committed to the mission of the Church, the Board provides a learning and working environment in which all individuals are treated with respect and dignity regardless of race, ancestry, place of

origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability, in accordance with the Ontario *Human Rights Code* and Ministry Policy/Program Memorandum No. 108.

Within the framework of gospel values, traditions, and the Board's denominational rights, the Board will attempt to provide reasonable accommodation for students' and staffs' religious beliefs and practices, while also protecting its denominational rights.

The Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviour based on religion. The Board will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system.

The Board will:

- 5.1 Consult with a variety of individuals and groups who represent the religious diversity of the Board in the development and implementation of this policy.
- 5.2 Inform students and their parents/guardians and staff of their right to request accommodation for religious beliefs and practices.
- 5.3 Prepare a religious accommodation guideline in keeping with the Code, and consistent with its denominational rights, which prohibits discrimination on the grounds of creed, and other Code protected grounds, and provides a duty to accommodate.
- 5.4 Provide religious accommodation for students and staff, where reasonable and consistent with *the Code*.

Our Schools will:

- 5.5 Implement their religious accommodation practices to align with the Board's religious accommodation guideline.

6. SCHOOL CLIMATE AND THE PREVENTION OF DISCRIMINATION AND HARASSMENT

Preamble:

The Board recognizes that a safe and welcoming environment is most conducive to learning. The Board will therefore seek to foster a Christ-centred, positive school climate, free from discriminatory or harassing behaviour. The Board acknowledges that a Christ-centered, positive school climate is one where all members of the school community feel safe, welcomed, and accepted. The principles of equity and inclusive education support positive student behaviour.

The principles of equity and inclusion are consistent with Catholic doctrine and must be considered and applied in employing progressive disciplinary measures, particularly when it is necessary to take into account mitigating and other factors.

The Board is committed to the principle that every person within the school community is entitled to a respectful, positive and Christ-centred school climate and learning environment, free from all forms of discrimination and harassment.

The Board will:

- 6.1 Implement strategies to identify and remove discriminatory barriers that limit engagement by students, parents, and the community, so that diverse groups and the broader community have better Board-level representation and greater access to Board initiatives;
- 6.2 Put procedures in place that will enable students and staff to safely report incidents of bullying, discrimination and harassment. This will allow our Board to respond to any incidents in a timely manner.
- 6.3 In an effort to alleviate the negative impact of suspensions and exclusions on students, proactive programs will be initiated or expanded to decrease the number of suspensions and expulsions.
- 6.4 Create a climate in which excellence is continually strived for and respect for all permeates the environment.
- 6.5 Communicate that administrators are expected to use progressive discipline and professional discretion, and to understand the duty to accommodate students with disabilities.

Our Schools will:

- 6.6 Ensure that codes of conduct are revised to address all forms of racism, discrimination, and harassment.
- 6.7 Use progressive discipline that may include peer mediation and restorative justice practices.
- 6.8 Welcome, respect and validate the contributions of all students, parents, and other members of the school community.
- 6.9 Ensure that every student is supported as outlined in Ministry of Education documents and other applicable legislation. Schools will provide a culture of high expectations for learning.
- 6.10 Ensure that school codes of conduct reflect the needs of the diverse Catholic community served by the school and are developed with the consultation and involvement of students, staff, parents, and other stakeholders.
- 6.11 Review or develop guidelines and procedures to address the prohibited grounds of discrimination under the Code as they may apply to students, staff, and others in the Catholic community.
- 6.12 Ensure that the established Board procedure will enable students and staff to report incidents of harassment and discrimination safely and to have confidence that they will receive a timely and appropriate response in accordance with the requirements of Bill 157.
- 6.13 Ensure that all information about the revised procedures involving equity and inclusive education is communicated to all students, staff, families, and others in the school community.

7. PROFESSIONAL LEARNING

The staff of the Board is an important asset and is the vehicle by which Catholicity and equity are

taught in the classroom and throughout the system. The Board, therefore, recognizes the importance of ongoing professional learning to create a foundation for Catholic values, ecclesial and cultural identity, human rights education and effective teaching practices.

Professional learning increases the knowledge and skills that teachers bring to the craft and science of teaching and engages students in the classroom.

Professional learning works to engage all learners and strives for student success and includes the following:

- a) Changes in thinking and practices of teachers
- b) Collaborative inquiry at various levels within the school
- c) Pursuit of innovation (Katz, Earl and Jaafar, 2009)

The Board is committed to providing the school community, including students, with opportunities to acquire the knowledge, skills, attitudes, and behaviours needed to identify and eliminate discriminatory biases and systemic barriers under the *Code*.

The Board will:

- 7.1 Support the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- 7.2 Allocate adequate resources to provide ongoing opportunities for students, administrators, teachers, support staff, and trustees to participate in equity and inclusive education training and leadership initiatives.
- 7.3 Provide antiracism and antidiscrimination training (eg. Cultural Competency training) that promotes respect towards others.
- 7.4 Ensure that training includes information on cross-cultural differences, and promotes a deeper understanding of exceptionalities and of how to mitigate discipline, in light of its effect on students with disabilities.
 - 7.4.1 Provide ongoing opportunities for students, administrators, teachers, support and Board staff, as well as trustees, to participate in equity and inclusive education training and leadership initiatives.
 - 7.4.2 Ensure that the principles of equity and inclusive education are modeled and incorporated in professional learning programs.
- 7.5 Identify a Board equity and inclusive education contact to liaise with the Ministry of Education and other Boards in order to share challenges, promising practices, and resources.

Our Schools will:

- 7.6 Review classroom strategies and revise them as needed to help ensure that they are aligned with and reflect school-wide equity and inclusive education policies.
- 7.7 Promote collaborative teams that will build staff capacity through professional and job embedded learning.
- 7.8 Encourage and support students in their efforts to promote social justice, equity, antiracism, and antidiscrimination in schools and classrooms.

8. ACCOUNTABILITY AND TRANSPARENCY

Preamble:

The Board acknowledges and assumes the responsibility for its policies, actions, and decisions. In the pursuit of greater transparency and accountability, the Board, in respectful collaboration and communication with the whole Catholic school community, will report on its goals and progress in the areas of policy review, school improvement planning and the implementation of The Strategy "the strategy".

The Board is committed to assessing and monitoring its progress in implementing "the strategy". The Board will embed the principles of equity and inclusive education into all Board policies, programs, guidelines and practices. This will be communicated to the school community and to stakeholders.

The Board will:

- 8.1 Embed the principles of equity and inclusive education into all Board policies, programs, guidelines, and practices.
- 8.2 Actively communicate the equity and inclusive education policy to students, teachers, parents, staff, school councils, community partners, and volunteers and post it on the Board's website.
- 8.3 Seek and use feedback to improve the Equity and Inclusive Education policy, in the spirit of continuous improvement.
- 8.4 Engage Board and school teams in school improvement planning with particular emphasis on using data to identify and remove barriers to student achievement, to raise awareness about discriminatory practices and to encourage conversations and collaborative actions about racism and other equity issues.
- 8.5 Establish processes to monitor progress and assess effectiveness of policies, programs, and procedures.
- 8.6 Report on the progress of implementation of "the strategy" and its impact on student achievement using specific criteria.
- 8.7 Ensure the transparency of the Identification Placement and Review Committee (IPRC) process, inform, and support parents through this process.

Our Schools will:

- 8.8 Report student achievement data annually to the Board and will ensure the achievement and success of those students who are underserved in our system.
- 8.9 Develop and communicate evidence based school improvement plans that are aligned with "the strategy".
- 8.10 Utilize the self-reflection and self-assessment tool called "Equity Continuum: Action for Critical Transformation in Schools and Classrooms" to determine the effectiveness of the school's equity and inclusive education plans and procedures.

Cross Reference to Administrative Procedures/ Governance Policies		Date of Implementation August 31, 2010	Legal/Ministry of Education Reference
F	10	Date of Last Review February 18, 2020	PPM 119
F	10-B		Ontario Human Rights Code
F	10-C		PPM 108