

POLICY COMMITTEE

AGENDA

Tuesday, June 21, 2016

5:30 p.m. – Grimsby Lincoln Room – Education Centre

Chair: Cheryl Keddy Scott

Vice-Chair: Lora Campbell

1. Welcome and Introduction
2. Approval of the Agenda
3. Approval of the Minutes of March 8, 2016
4. Business Arising from the Minutes
5. New Business Cheryl Keddy Scott
 - A-01: Student Trustees on Boards Paula MacKinnon
 - D-07: Third Party Provision of Student Support Services.....John Dickson
 - E-03: Health and Safety.....Jim Morgan
 - E-15: Workplace Violence and Harassment PreventionJim Morgan
 - F-05: Playspace Equipment.....Stacy Veld
 - G-10: Use of Identification Badges by Non-School Based Staff Dino Miele
and Non-School Board Personnel
6. End of Year Policy Status Cheryl Keddy Scott
7. Adjournment

Next Meeting: Tuesday, January 17, 2017 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-01
TOPIC:	STUDENT TRUSTEES ON BOARDS	PAGE:	1 of 2
REVIEW DATE:	February 2016 June 2021	DATE:	February 2011 June 2016
		REVISED:	April 2011

It is the policy of the District School Board of Niagara (DSBN) to include a maximum of two (2) non-voting student trustees on its ~~School Board~~ Board of Trustees to serve from August 1st to July 31st. A student trustee may apply to be a candidate for a second term.

The inclusion of student trustees enables the perspective of students to be considered in Board of Trustee decisions. It also provides students with valuable learning experiences.

ELIGIBILITY

To be eligible for this role, students must meet the following criteria:

1. Students must be entering or enrolled in the senior division as a full-time student at a school within the jurisdiction of the ~~District School Board of Niagara~~ DSBN. An exceptional ~~pupil student~~ in a special education program for whom the Board has reduced the length of the instructional program on each school day is eligible so long as the ~~pupil student~~ would be a full-time ~~pupil student~~ if the program had not been reduced; and
2. Students must have achieved, in the previous school year, and maintain a minimum average of 60% across all subjects; and
3. Students must have demonstrated an interest and prior involvement in school, extra-curricular and/or community based activities.

RESPONSIBILITIES

Students must be willing to commit the necessary time to attend meetings and perform the duties and responsibilities of a student trustee. The responsibilities of the student trustee include the following:

1. To regularly attend all Board of Trustee meetings except meetings that are closed to the public under clause 207 (2) (b) of the Education Act;
2. To be knowledgeable about, and willing to comply with, ~~Board~~ DSBN By-Laws and Rules of Procedure;
3. To select and regularly attend and participate in at least one Statutory or Standing Committee meeting per month, in addition to Student Trustee Senate;
4. To serve as the co-chair and lead ~~a student liaison representative for~~ the Student Trustee Senate;
5. To ~~act as the student liaison representative, by consulting and informing with and to keep~~ the Student Trustee Senate informed about ~~School Board~~ DSBN issues of interest and concern to students.

Even though the student trustee is a non-voting member of the Board of Trustees, he/she will have the same opportunity for participation at meetings of the Board of Trustees and at meetings of committees of the Board of Trustees as granted to elected Board of Trustee Members.

ELECTION

Each candidate for the position of student trustee will submit a concise application outlining their academic, school, extra-curricular and/or community involvement experiences, including a brief explanation of their interest in serving in this role.

In consultation with Student Council and following school based processes, each school may submit one application, signed by the Principal.

In April of each year, a meeting will be held by the Student Trustee Senate, at which time an election for the student trustee(s) will take place. Campaigning for the position of student trustee is restricted to the distribution of the candidate's application form and a three-minute presentation on the date of the student trustee election forum. There will be no opportunity for a question period of the candidates.

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-01
TOPIC:	STUDENT TRUSTEES ON BOARDS	PAGE:	2 of 2
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Regardless of the number of school representatives in attendance, each secondary school present will receive one (1) ballot and have the right to cast votes for the two (2) candidates of their choice. Elections will be held by secret ballot and the two (2) candidates with the most votes will be announced as the student trustees for the following school year.

The ~~Board~~ DSBN shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.

ORIENTATION

Orientation for the newly elected student trustees will be provided by the Director of Education and/or designate, as well as the outgoing student trustees. ~~by Trustee representatives.~~ During their term, the student trustees may request additional information and assistance, as required. ~~Parents/guardians of the student trustees will be invited to participate in a portion of the orientation process.~~

REIMBURSEMENT OF EXPENSES

Student trustees will be reimbursed for out of pocket expenses reasonably incurred in carrying out their duties, in accordance with ~~Board~~ DSBN policies. Prior approval and reimbursement for attendance at workshops, training sessions and/or conferences must be authorized by the Director of Education.

HONORARIUM

A student trustee is entitled to receive an honorarium from the ~~Board~~ DSBN in the amount of:

(a) \$2500.00 if the student trustee holds office for a complete term of office.

or

(b) \$2500.00 prorated according to the proportion of a term for which the student trustee holds office, if the student trustee holds office for less than a complete term of office.

VACANCIES

A student trustee elected by his or her peers may be disqualified if he or she fails to remain as a full-time student at a secondary school within the ~~District School Board of Niagara~~ DSBN, or if the student fails to remain in good standing within the school and community, or fails to fulfil the responsibilities of their role, or if the student is charged or convicted of a criminal or serious provincial offence during the term of office, or if he or she is serving a sentence of imprisonment in a penal or correctional institution.

A member of the ~~Board~~ DSBN or of the Student Trustee Senate who has reasonable grounds for concern that may lead to disqualification of a student trustee should express that concern to the Director of Education. The disqualification of a student trustee would require a majority vote of the Board of ~~Trustee~~ Members present in Committee of the Whole.

In the event a vacancy arises prior to the expiration of the term, the candidate receiving the third highest number of votes will be offered the opportunity to fill the vacancy. If the third place candidate declines to accept the position, it will be offered to the fourth highest candidate, and so on until the vacancy is filled or until no more candidates remain.

A vacancy will not be filled if a vacancy occurs within two months of the next scheduled election, or if no candidates are willing or able to serve. If the Board of ~~Trustees~~ determines that a vacancy shall be filled, it shall be filled by a by-election.

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-07
TOPIC:	THIRD PARTY PROVISION OF STUDENT SUPPORT SERVICES	PAGE:	Page 1 of 1
		DATE:	April, 2011 June 2016
REVIEW DATE:	April 2016 June 2021	REVISED:	

The District School Board of Niagara (DSBN) is committed to the provision of appropriate in-school support services for individual students or groups of students. The students who will receive this support, as well as the extent and scheduling of this support, are determined by the service allocation processes of the ~~Board~~ DSBN and Ministry of Education regulations.

Consistent with the ~~Board's~~ DSBN's duty to provide appropriate and equitable services for students, parents/guardians are not permitted to purchase or otherwise provide (e.g., use of a volunteer) in-school or in-classroom student assistance, including personal support workers or other in-school professional services.

There are two circumstances which may lead to a decision that varies from this general policy:

- The ~~Board~~ DSBN will work co-operatively with other provincially funded and regulated community agencies, (e.g., Family and Children's Services Niagara (F.A.C.S.), Pathstone) including those working with students with mental health and/or physical and/or developmental needs, in the provision of appropriate in-school and/or in-classroom services.
- The ~~Board~~ DSBN acknowledges that in special cases, temporary rehabilitative support may be accessed with insurance claim monies, as authorized by a rehabilitation counsellor or other similar agent, regarding a specific individual. Eligibility for this service, including the selection and management of appropriate personnel, will be the responsibility of the ~~Board~~ DSBN. Such actions will be taken in consultation with the appropriate third party who will provide funding for the cost associated with the provision of such services.

The approval, denial or termination of support services provided or funded by a third party shall, at all times, be at the sole discretion and direction of the ~~Board~~ DSBN.

Access and provision of personal information regarding a student from personnel employed as in-school support funded by a third party, shall be at the discretion of the ~~Principal~~ School Administrator(s) acting in accordance with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

References

Administrative Procedure 4-08: Third Party Provision of Student Support Services:

- Appendix A: Protocol for Agreement with External Agencies for the Provision of Services by Regulated Health Professionals, Regulated Social Service Professional and Paraprofessionals
- Appendix B: Application for Consideration of an External Agency to Provide Services to Students of the DSBN

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-03
TOPIC:	HEALTH AND SAFETY	PAGE:	Page 1 of 1
		DATE:	June 2015 June 2016
REVIEW DATE:	June 2016 June 2021	REVISED:	

The District School Board of Niagara (DSBN) is committed to the health and safety of all of its employees, by protecting all employees from workplace injury or occupational illness. All supervisors and workers must be dedicated to sharing the responsibility of reducing the risk of injury and illness by working in compliance with the law and with work practices and procedures established by the Board.

The DSBN shall:

1. Establish a Multi-Workplace Joint Health and Safety Committee consistent with terms of the Ontario Occupational Health and Safety Act and the DSBN MWJHSC Terms of Reference.
2. Make every reasonable effort to ensure that all supervisors know their responsibilities as described in the Occupational Health and Safety Act, and regulations thereunder, the DSBN MWJHSC Terms of Reference and this policy.

All supervisors* must:

- a) Maintain safe and healthy work conditions for employees under their authority.
- b) Ensure that employees work in accordance with safe work practices and procedures.
- c) Correct unsafe or unhealthy conditions and acts by initiating appropriate corrective action.
- d) Report and investigate all accidents/incidents.
- e) Instill safety awareness in workers through education and training.

* NOTE: A supervisor, as defined by the Occupational Health and Safety Act, Section 1.(1) means a person who has charge of a workplace or authority over a worker. A supervisor will be held accountable for the health and safety of the employees under their authority. Supervisors are responsible for ensuring that the workplace is safe and that employees work in compliance with established safe work practices and procedures.

3. Make every reasonable effort to ensure that all employees know their responsibilities as described in the Occupational Health and Safety Act, the DSBN MWJHSC Terms of Reference and this policy.

All employees must:

- a) Follow safe work procedures and practices.
- b) Use protective equipment supplied.
- c) Report any work related illness or injury immediately to their supervisor.
- d) Report all unsafe and unhealthy acts and conditions to their supervisor.
- e) Complete appropriate training in their specific work tasks to protect their health and safety.

References

Policy E-15: Workplace Violence and Harassment Prevention
 Administrative Procedures 1-25: Injury/Accident Procedure (Student, Visitor and Staff Non-Critical and Critical Injuries)
 Administrative Procedure 1-31: First Aid
 Administrative Procedure 5-02: Reporting Employee Workplace Accidents
 Administrative Procedure 5-26: Workplace Harassment Prevention
 Administrative Procedure 5-27: Workplace Violence Prevention
 Administrative Procedures in Section 8 – All Health and Safety
 MWJHSC Terms of Reference

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 1 of 2
REVIEW DATE:	June 2016 June 2021	DATE:	June 2015 June 2016
		REVISED:	

The District School Board of Niagara (DSBN) is committed to the prevention of workplace violence and harassment and to ensure the health and safety and dignity of all employees and workers in its workplace. Any threats or acts of violence or harassment by or against employees or workers or the public are unacceptable and will not be tolerated. This includes situations where an employee may be exposed to domestic violence while at work. The DSBN will take steps required to protect their workers from workplace violence from all sources. To better understand workplace violence and workplace harassment, the definitions are listed below:

Workplace violence:

- (a) Is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- (b) Is an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- (c) Is a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

Workplace sexual harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function would not normally be considered workplace harassment.

This policy recognizes that workplace violence and harassment may occur between co-workers, workers and members of the school community and workers and strangers. This policy applies to all workplace activities that occur both at and away from the workplace. Every individual at DSBN has responsibilities to ensure a healthy, safe and respectful work environment. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

There is a workplace violence prevention administrative procedure and a workplace harassment prevention administrative procedure that implements this policy. It includes written measures and procedures to eliminate and/or reduce the risk of workplace violence and harassment.

The DSBN will ensure this policy and the supporting programs are implemented and maintained and that workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 2 of 2
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All workers will adhere to this policy and the supporting programs. School Administrator(s)/Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the appropriate information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and harassment and to report any violent incidents, threats of violence and workplace harassment as defined above immediately.

The DSBN will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Student to Staff

Harassment and risks of workplace violence that may arise because of student behavior towards employees and workers will be dealt with under the Safe Schools legislation.

This policy must be reviewed at least annually.

References

Administrative Procedure 5-26: Workplace Harassment Prevention
Administrative Procedure 5-27: Workplace Violence Prevention

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-05
TOPIC:	PLAYSPACE EQUIPMENT AND NATURALIZED LEARNING AND PLAY SPACES	PAGE:	1 of 2
REVIEW DATE:	May 2016 June 2021	DATE:	May 2011 June 2016
		REVISED:	

The Playspace Equipment and Naturalized Learning and Play Spaces Policy supports District School Board of Niagara (DSBN) schools with the creation of environments where students can develop physical fitness, motor control and social skills through the safe use and installation of outdoor activity equipment or naturalized learning and playspaces. Since playspaces and naturalized learning and play spaces are not funded provincially, the DSBN appreciates the partnership of parents/guardians and community groups who raise funds for playspace equipment and naturalized learning and play spaces at schools.

The District School Board of Niagara appreciates the efforts of parent/community groups who raise money for special projects such as playspace equipment at schools. Provincial grants do not provide funding for playspace equipment since the Ministry of Education does not include the equipment and related activities as part of the curriculum. With the size and complexity of play structures, parent/community groups must provide funds to cover not only the initial costs, but also the cost of ongoing repair and maintenance.

Safety considerations are paramount when purchasing playspace equipment. Therefore, parent/community groups are expected to act in accordance with the Administrative Procedures of the Board, and in consultation with Facility Services, regarding the purchase, installation and maintenance of playspace equipment, in an attempt to ensure that:

Definitions:

Playspace equipment – a playstructure anchored to the ground or having natural stability, and not intended to be moved, that is for use in the play areas located on the playground.

Naturalized Learning and Play Space – may include the use of trees, boulders, tree stumps, pathways, trails, garden areas or benches to create outdoor classrooms or a social centre, and areas sheltered from the elements on the school property or in the early learning play area.

Parameters:

Safety considerations are paramount when purchasing playspace equipment. Therefore, parent/community groups schools are expected to act in accordance with the Administrative Procedures of the Board DSBN, and in consultation with Purchasing and Facility Services, regarding the purchase, installation and maintenance of playspace equipment in an attempt to ensure:

- Compliance with the DSBN Board Purchasing Policy and the Government of Ontario Broader Public Sector Procurement Directives.
- the Installation is conducted by a reputable vendor with known safety practices proof of insurance and WSIB coverage.
- New playspace equipment meets the current C.S.A. standards
- New playspace equipment installations are compliant with the Accessibility for Ontario with Disabilities Act (including site accessibility and ground level accessible equipment for student enjoyment).
- The Ground surfacing is appropriate and meets current C.S.A. standards.
- The use of native species in naturalized playspaces and no poisonous plants or invasive species shall be utilized in these spaces.
- The best value is derived for the community fund raising efforts.
- The playspace equipment is appropriately located and correctly installed.
- The total cost of ownership is considered: purchase, installation, certification and ongoing maintenance costs.
- If the equipment or naturalized learning and play space poses a safety hazard or is deemed unmanageable, and the school determines after consultation with Facility Services it is unable or unwilling to finance the repair costs, then it will be removed.

District School Board of Niagara

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-05
TOPIC:	PLAYSPACE EQUIPMENT AND NATURALIZED LEARNING AND PLAY SPACES	PAGE:	2 of 2
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Responsibility for Playspace Equipment and Naturalized Learning and Play Spaces:

School Administrator(s) ~~Principals are expected to be~~ responsible for the inspection and supervision, during normal school hours, of playspace equipment and naturalized learning and play spaces consistent with the appropriate Administrative Procedures and other relevant DSBN Board guidelines, and consistent with the Education Act and Regulations.

References

Policy B-01: Purchasing Policy

Administrative Procedure 1-05: School Initiated Alteration Projects

Administrative Procedure 1-15: Purchase and Installation of New Playspace Equipment and Naturalized Learning and Play Spaces

Administrative Procedure 1-16: Inspection, Supervision and Operation of Playspace Equipment Naturalized Learning and Play Spaces

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-10
TOPIC:	USE OF IDENTIFICATION BADGES BY NON-SCHOOL BASED STAFF AND NON-SCHOOL BOARD PERSONNEL	PAGE:	1 of 1
REVIEW DATE:	May 2016 June 2021	DATE:	May 2011 June 2016
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The District School Board of Niagara (DSBN) ~~wishes to~~ strives to ensure a safe environment in its schools for students, staff and members of the community. The provision and use of identification badges for all employees of the DSBN, ~~to non-school based staff and non-School Board personnel~~, along with all other visitors is one method to be used in support of this goal. It shall be the policy that all employees, non-school based staff and non-School Board personnel and visitors must wear identification badges while on DSBN property or attending off-site school events. ~~During normal daytime hours of operation, all visitors shall report to the school office.~~

The badges are intended to be a means by which all employees of the DSBN and non-school based staff and non-School Board personnel and visitors, approved to be in a school building, can be readily identified. Those without official status (i.e., without a badge) would also be readily identifiable and their purpose for being on school property could be questioned.

The ITS Department, supported by the Media Service, Human Resource Department (*or those responsible for the Safe School Act*) shall be responsible for the provision and coordination of the use of Identification Badges.

The ITS Department, supported by the Educational Media and Resource Centre, shall be responsible for preparation and disbursement of the badges in coordination with the Human Resource Department or hiring/supervising department.

1. The use of Identification Badges is generally intended to apply during the normal daytime hours of operation of the DSBN schools and at all events held offsite by in the DSBN ~~District School Board of Niagara~~.
2. All full and part-time employees will be issued an identification badge at the beginning of the school year or on their first day of employment. The identification badge shall contain the bearer's name and photograph. ~~All central service employees (Education Centre, School Support Services, Service Centres, Relief Caretakers) who have occasion to visit various school buildings as a requirement of their jobs, shall be issued Photo Identification Badges.~~
3. All occasional employees will be issued a *DSBN - Casual* Identification badge on their first day of employment. The identification badge shall contain the bearer's first name, last name, photograph and position title.
4. All contract employees will be issued a Contract Identification badge on their first day of employment. The identification badge shall contain the bearer's first name, last name, position, photograph and end date of the contract.
5. Employees of identified contract companies who provide services to the ~~DSBN Board~~ on a regular ongoing basis (e.g. security intrusion system employees, selected maintenance contractors) who have occasion to visit various school buildings as a requirement of their contracted responsibilities, shall be issued Contractor Identification Badges.
6. Bus, van, taxi drivers and courier service employees shall be issued Identification Badges by their companies identifying them as employees of specific companies engaged to provide services on behalf of the ~~DSBN District School Board of Niagara~~.
7. All other visitors entering a school shall attend the office in accordance with the Administrative Procedure: 3-01 Safe School Plan. Each visitor not in possession of a photo identification or identification badge shall be required to wear a "Visitors" badge while on DSBN property.
8. All personnel who have been issued either a Photo Identification or Identification Badge shall be required to wear those badges prominently at all times when in ~~DSBN District School Board of Niagara~~ schools and ~~DSBN District School of Niagara~~ school events held offsite.

References

Policy G-04: Trespass

Policy G-02: Safe Schools

Administrative Procedure 3-01: Safe Schools

Administrative Procedure 3-05: Trespass

Administrative Procedure 5-39: Use of Identification Badges

DSBN/Niagara Regional Police Service Protocol