



POLICY COMMITTEE

AGENDA

Tuesday, February 13, 2018

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

Chair: Cheryl Keddy Scott

1. Welcome and Introduction
2. Approval of Agenda
3. Review of Minutes of November 21, 2017
4. Business Arising from the Minutes
5. New Business Cheryl Keddy Scott
 - A-01: Student Trustees on Boards (one year pilot review) Paula MacKinnon
 - G-15: Student Medical Information John Dickson
 - G-26: Use of Mobile Devices by Students Wes Hahn
 - A-19: Accessibility Standards – Policy Statement Lora Courtois
 - E-12: Workplace Wellness Lora Courtois
 - E-18: Accessibility Standards for Employment Lora Courtois
 - G-34: Accessibility Standards for Information and Communication Lora Courtois
 - G-11: Assault/Threatening Incidents Involving Students Jennifer Feren
 - J-02: Accessibility Standards for School Transportation Michael St. John
6. Adjournment

Next Meeting: Tuesday, May 15, 2018 – 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 3
		DATE:	February 2018 March 2017
REVIEW DATE:	March 2018 February 2023	REVISED:	

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 Board of Trustees to serve up to two (2) successive one-year terms, from August 1st during the year of their election to July 31st during the second year of their term, so long as the two (2) non-voting student trustees serve staggered two successive one year terms. ~~from August 1st during the year of their election to July 31st during the second year of their term.~~

Failure to serve the second of the successive one-year terms by a student trustee would be treated as a vacancy under this policy and the student trustee filling the vacancy herein would be eligible to solely serve the remaining one-year 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 their eleventh grade or second last year of secondary education as a full-time student at a school within the jurisdiction of the DSBN. An exceptional 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 student would be a full-time 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, 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 the Student Trustee Senate;
5. To act as the student liaison representative, by consulting and informing the Student Trustee Senate about 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.

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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.

Regardless of the number of school representatives in attendance, each secondary school present will receive one (1) ballot and have the right to cast a vote for the candidate of their choice. Elections will be held by secret ballot and the candidate with the most votes will be announced as the student trustee for the next two successive one-year terms following school years.

The 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. During their term, the student trustees may request additional information and assistance, as required.

REIMBURSEMENT OF EXPENSES

Student trustees will be reimbursed for out of pocket expenses reasonably incurred in carrying out their duties, in accordance with 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 DSBN in the amount of:

(a) \$2500.00 per year 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 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 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, a by-election shall be held. the candidate receiving the

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~~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.~~

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-11
TOPIC:	ASSAULT / THREATENING INCIDENTS INVOLVING STUDENTS	PAGE:	1 of 1
REVIEW DATE:	September 2017 February 2023	DATE:	February 2018 September 2012
		REVISED:	

The District School Board of Niagara will not tolerate acts of violence or assault by students. Fighting, bullying, harassment and threatening by act, gesture or writing/electronic communication may be considered forms of assault.

Such behaviour is inconsistent with the expectations for students outlined in the District School Board of Niagara Policy: Discipline Policy (~~Code of Student Behaviour~~) (G-28) and Code of Student Behaviour (G-08) and more specifically outlined in each school's Code of Conduct. The range of options includes corrective actions up to and including suspension, expulsion and/or Police involvement.

Where sexual assault is involved, the ~~F.A.C.S./D.S.B.N. Protocol~~ the FACS Protocol and the ~~Sexual Harassment Policy/Procedures~~ Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment (G-39) Policy should be consulted.

References

Policy G-02: Safe Schools
 Policy G-08: Code of Student Behaviour
 Policy G-28: Student Discipline (~~Code of Student Behaviour~~)
 Policy G-29: Safe and Accepting Schools: Bullying Prevention and Intervention
 Policy G-39: Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment

Administrative Procedure 3-01: Safe Schools Plan
 Administrative Procedure 3-04: Completion and Submission of Violent Incident Forms
 Administrative Procedure 3-08: Police Protocol
 Administrative Procedure 3-10: FACS Protocol

~~Protocol between Family and Children's Services Niagara and the District School Board of Niagara~~
~~Protocol between Niagara Regional Police Services and the District School Board of Niagara~~

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-15
TOPIC:	STUDENT MEDICAL INFORMATION	PAGE:	1 of 2
REVIEW DATE:	June 2018 February 2023	DATE:	February 2018 June 2013
		REVISED:	

The District School Board of Niagara (DSBN) is committed to:

- supporting students with medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports well-being
- empowering students, as confident and capable learners, to reach their full potential for self management of their medical condition(s), according to their Emergency Action Plan, where applicable.

It is important that staff are aware of medical ~~problems~~ conditions of students which can affect their ~~functioning~~ health and safety while at school or on school-sponsored activities. Parents/guardians must make all relevant medical information available to the school so that in the case of a medical emergency, staff can respond to the medical condition accordingly. ~~the information is quickly available.~~

School Board Responsibilities

1. Medical information must be updated on an annual basis, or more often as the status of the child's medical condition changes or the child's ability to manage their medical condition changes. ~~Every effort is to be made to have up to date medical information on file for every student.~~
2. ~~The medical information must be taken on all out-of-school programs for students receiving essential health services or having Emergency Action Plans.~~
3. ~~The medical information may be taken on out of school programs for all students.~~
4. Medical information for all students, including Emergency Action Plans, must be taken on all out-of-school programs. If a student has to be sent to a hospital or doctor by someone other than a parent or guardian, the medical information must accompany the student.
5. School personnel responsible for the out-of-school program ~~(e.g., coach, activity supervisor, etc.)~~ must receive a completed "Permission to Participate Form" consent/permission form for each out-of-school program and the form must be kept on file for each student.
6. All requests to the Principal ~~requesting~~ for the provision of an essential health service, including the dispensing of any oral/topical medication (prescription or non-prescription), shall be in writing and be accompanied by a physician's authorization to provide such service. The ~~authorization request~~ shall specify the name of the medication, the dosage, the frequency, the storage requirements, the method of administration, the date for which the authorization applies (when applicable), and possible side effects ~~(Administrative Procedure 3-12, Appendix A and B).~~
7. The Principal will review the written request. Only those approved services provided by the DSBN will be considered (see Policy G-17).
8. Confidential information referred to in this Policy is to be accessible only to appropriate supervisory, educational, ~~and~~ medical personnel ~~and contract transportation services~~. Law enforcement and ~~other~~ transportation personnel may be given access under unusual circumstances involving the health and safety of students. Compliance to the *Personal Health Information Protection Act* is required throughout the offices and schools of the DSBN.
9. Student Medical Information Records must be retained as per the DSBN Retention Schedule, and securely destroyed upon completion of the full retention requirement.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-15
TOPIC:	STUDENT MEDICAL INFORMATION	PAGE:	2 of 2
		DATE:	February 2018 June 2013
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References

Policy G-16: Administering Emergency Health Services to Students

Policy G-17: Provision of Health Support Services to Students

Administrative Procedure 1-14: Permission to Participate in Curricular (Physical Education) and
Extra-Curricular Athletic Programs

Administrative Procedure 3-12: Administering Health Support Services to Students

Administrative Procedure 3-13: Anaphylaxis (Severe Allergies, Food Allergies, Insect Bites, etc.)

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-26
TOPIC:	USE OF MOBILE DEVICES BY STUDENTS	PAGE:	1 of 1
REVIEW DATE:	February 2023	DATE:	February 2018 January 2013
		REVISED:	

INTRODUCTION

The District School Board of Niagara (DSBN) recognizes the educational value of students utilizing mobile devices to enhance their learning through the responsible access to global information and communication. The Board DSBN further recognizes the critical role that parents play in educating their children on the appropriate use of mobile devices and in monitoring their use of these devices as today's responsible digital citizens. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever changing technology.

Technology continues to evolve, providing consumers users with an array of sophisticated and inexpensive tools. Mobile devices are now widely marketed to young people who bring them to school.

Mobile devices, while serving legitimate purposes, can also be used in an intrusive manner. The privacy, safety and dignity of others could be violated by the inappropriate use of audio and video recording devices. Mobile devices also have the potential to be used to gain advantage through academic dishonesty or to interfere with the students' personal learning or the learning of others.

~~Mobile devices are disruptive if they are on in class, distracting the students' attention away from their primary focus, which is learning.~~

POLICY

The District School Board of Niagara (DSBN) recognizes that students may have in their possession personal mobile devices while at school or at school related activities. This policy governs the acceptable use of personal mobile devices by students while at school or at school related activities.

~~It is the policy of the District School Board of Niagara that mobile devices e.g., cellular telephones, smart phones, etc., owned and/or carried by students are to be turned off and are not to be used on school property, with the exception that school administrators shall designate one or more areas of the school property appropriate for the use of mobile devices provided it takes into account the provisions mentioned above.~~

It is the policy of the DSBN that personal mobile devices are allowed where they are deemed not to interfere with their personal learning or the learning of others. With consideration to their restricted area, They are not to be used in private areas such as locker rooms and washrooms nor are they to be used where it interferes with the learning, privacy or safety of staff, students or others.

School administrators shall include in the school organizer/agenda information on appropriate use of mobile devices. School staff at the school and at the DSBN shall determine what, if any, use is interfering with the learning.

Reference

Policy D-01: Digital Technology Use by Students

~~Administrative Procedure 4-02: Digital Technology Use by Students~~

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-19
TOPIC:	ACCESSIBILITY STANDARDS – POLICY STATEMENT	PAGE:	Page 1 of 1
		DATE:	February 2018 June 2013
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It is the policy of the District School Board of Niagara (DSBN) to provide an environment in all of its facilities that fosters independence, dignity and respect. The District School Board of Niagara DSBN is committed to providing services that are free of barriers and biases to our students, parents/guardians, the public and our staff. We strive to ensure that the principle of equity of opportunity is reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength that diversity brings to our communities.

We are committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way, as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to information and communication, employment, and student transportation.

Legal Framework

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
~~Accessibility Standard for Customer Service, Ontario Regulation 429/07~~
 Integrated Accessibility Standards, Ontario Regulation 191/11
 Ontario Human Rights Code
 Ontarians with Disabilities Act, 2001

Cross-Referencing

District School Board of Niagara Accessibility Plan – ~~2011-2015~~ 2010-2020

References:

Policy B-01: Purchasing
 Policy C-03: Service Accessibility Standards for Ontarians with Disabilities
 Policy D-09: Framework for the Provision of Special Education Services
 Policy E-09: Human Rights
 Policy E-11: Equity and Inclusive Education
 Policy E-18: Accessibility Standards for Employment
~~Policy G-02: Safe Schools~~
~~Policy G-08: Code of Student Behaviour~~
 Policy G-34: Accessibility Standards for Information and Communication
~~Policy J-01: Transportation Eligibility and Service~~
 Policy J-02: Accessibility Standards for School Transportation

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-12
TOPIC:	WORKPLACE WELLNESS	PAGE:	Page 1 of 1
		DATE:	February 2018 April, 2011
REVIEW DATE:	April 2016 February 2023	REVISED:	

The District School Board of Niagara (DSBN) seeks to provide a supportive work environment which encourages employees to make thoughtful choices regarding healthy living that contribute to their personal well being. The primary focus of the Board's DSBN's Workplace Wellness program is to raise awareness, offer education, and to encourage smoke-free living, sound nutrition, physical fitness and stress management. Expected results of this program include an increase in the number of employees choosing to enjoy a healthier lifestyle. This program is supported and promoted by the Workplace Wellness Committee representing all stakeholder groups. The objectives of this committee include:

- To promote a healthy, productive, safe and supportive work environment;
- To provide employees access to knowledge and skills which improve and maintain healthy and safe behaviours;
- To communicate wellness information to all employees on a regular basis;
- To provide wellness workshops throughout the school year on a variety of topics with presenters from within our Board's community and from the private and public sector;
- To encourage staff participation in these workshops and act on feedback from these programs;
- To review statistics on employee usage of our Employee Assistance Program and recommend actions and workshops dealing with relevant issues;
- To encourage worksites to promote wellness;
- To review statistics on employee illness/medical leaves, employee attendance at wellness initiatives, satisfaction surveys and verbal feedback.

References

- < Policy E-1: Smoke-Free Learning and Workplace Environments
- < Policy E-13: Attendance Support Program
- < Administrative Procedure 5-11: Attendance Support Program
- < Administrative Procedure 5-25: Disability Management – Early Intervention, Accommodations and Return to Work

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-18
TOPIC:	ACCESSIBILITY STANDARDS FOR EMPLOYMENT	PAGE:	Page 1 of 1
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The District School Board of Niagara (DSBN) is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board DSBN is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

Definitions:

The Policy procedure with regard to Accessibility in Employment applies only to employees (as defined within the Ontario Employment Standards Act, 2000) and does not apply to volunteers and other some non-paid individuals.

DSBN will provide or arrange for the provision of accommodated employment opportunities for persons with disabilities. This includes, but is not limited to:

- notifying its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes;
- consulting with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability after receiving the request from the applicant;
- when making offers of employment, notifying the successful applicant of its policies for accommodating employees with disabilities;
- consulting with the employee to provide or arrange for the provision of accessible formats and communication supports after receiving the request from the applicant;
- providing individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
- developing and have in place a written process for the development of documented individual accommodation plans for employees with disabilities;
- developing and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work;
- taking into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance appraisal process in respect of employees with disabilities;
- taking into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities;
- taking into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying or reassigning employees with disabilities.

Performance Management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Career Development and Advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-18
TOPIC:	ACCESSIBILITY STANDARDS FOR EMPLOYMENT	PAGE:	Page 2 of 1
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~~Accessible Formats~~ include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

~~Conversion-ready~~ is an electronic or digital format that facilitates conversion into an accessible format.

~~WCAG~~ refers to the World Wide Web Consortium Web Content Accessibility Guidelines

Legal Framework

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

~~Accessibility Standard for Customer Service, Ontario Regulation 429/07~~

Integrated Accessibility Standards, Ontario Regulation 191/11

Ontario Human Rights Code

Ontarians with Disabilities Act, 2001

Cross-Referencing

District School Board of Niagara Accessibility Plan – 2010-2020

References:

Policy C-03: Service Accessibility Standards for Ontarians with Disabilities

Policy E-09: Human Rights

Policy E-11: Equity and Inclusive Education

POLICY

SECTION:	GENERAL SCHOOL OPERATIONS	POLICY:	G-34
TOPIC:	ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION	PAGE:	Page 1 of 1
REVIEW DATE:	June 2018 February 2023	DATE:	February 2018 June 2013
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The District School Board of Niagara (DSBN) is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board DSBN is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

DSBN will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. This includes, but is not limited to:

- providing educational or training resources or materials in an accessible format that takes into account the accessibility needs due to the disability of the person;
- providing student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities;
- ensuring that DSBN's internet and intranet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A.

Definitions:

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

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Ontarians with Disabilities Act, 2001

Cross-Referencing

District School Board of Niagara Accessibility Plan – 2010-2020

References:

Policy C-03: Service Accessibility Standards for Ontarians with Disabilities

Policy D-09: Framework for the Provision of Special Education Services

Policy E-09: Human Rights

Policy E-11: Equity and Inclusive Education

POLICY

SECTION:	TRANSPORTATION	POLICY:	J-02
TOPIC:	ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION	PAGE:	Page 1 of 1
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The District School Board of Niagara (DSBN) is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

It is the policy of the DSBN District School Board of Niagara to ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school. The plan will be developed by the Board's Special Education School Support Services staff in collaboration with the Niagara Student Transportation Services and in consultation with the student's parents/guardians.

Legal Framework

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
 Accessibility Standard for Customer Service, Ontario Regulation 429/07
 Integrated Accessibility Standards, Ontario Regulation 191/11
 Ontario Human Rights Code
 Ontarians with Disabilities Act, 2001

References:

Policy D-09: Framework for the Provision of Special Education Services

~~Policy E-09: Human Rights~~ Policy G-39: Human Rights, Discrimination and Harassment or Occupational Health and Safety Workplace Harassment

Policy E-11: Equity and Inclusive Education

Policy J-01: Transportation Eligibility and Service