



POLICY COMMITTEE

AGENDA

Tuesday, May 15, 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 February 13, 2018
4. Business Arising from the Minutes
5. New Business Cheryl Keddy Scott
 - A-13: Board Logo Kim Yielding
 - B-07: Board Vehicles..... Stacy Veld
 - C-01: Community Use of Schools Stacy Veld
 - G-19: Fundraising/Canvassing Initiated by Students..... Stacy Veld
 - G-27: Mobile Phone Purchase for School Use..... Wes Hahn
 - A-15: Policy Advocacy and Ministry of Education Liaison Jennifer Feren
6. Adjournment

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-13
TOPIC:	BOARD LOGO	PAGE:	Page 1 of 1
		DATE:	September 2011
REVIEW DATE:	September 2016	REVISED:	

The District School Board of Niagara (DSBN) logo is registered as a trademark. The trademark logo should be displayed with the trademark registration symbol ® whenever it first appears in any document or publication.

The District School Board of Niagara **DSBN** shall ensure that the use of the Board logo is appropriate to the strategic planning goals, and policies of the Board.

The Board logo shall be used on all system documents and publications such as:

- Board correspondence;
- letterhead, websites;
- vehicles, signage;
- application forms;
- job postings;
- publications;
- system documents;
- public announcements;
- advertisements; and
- promotional materials.

The DSBN logo must also appear in concurrence with school logos on school-based documents, publications, signage, websites and may appear on promotional items such as agendas, spirit wear, signage and giveaways.

The logo may not be displayed or used in any manner by any other individual, organization, or other entity without the written consent of the Director of Education or designate. For example, the Director of Education may give approval, in writing, to an outside agency to include the **Board DSBN** logo in its materials for the purpose of acknowledging Board sponsorship, endorsement, partnership, or involvement in certain programs or events.

The Board logo shall appear only in its official version. There will be no electronic shape distortion, or any unauthorized deviation from the official Board logo unless permission has been granted by the Director of Education or designate. Going forward, the Board logo ~~shall~~ **must** include the words "District School Board of Niagara".

POLICY

SECTION:	BUSINESS	POLICY	B-07
TOPIC:	BOARD VEHICLES	PAGE:	Page 1 of 1
		DATE:	February 2013 May 2018
REVIEW DATE:	May 2023	REVISED:	

The District School Board of Niagara (**DSBN**) is committed to safety and responsibility. This policy requires all **DSBN** employees who operate Board vehicles do so in a safe and lawful manner. The **Board DSBN** also requires that all Board vehicles be managed responsibly throughout the vehicle's life cycle (acquisition, operation, maintenance and disposal). All **DSBN** employees who are provided with a Board vehicle are expected to use the vehicle solely for the purposes of conducting the business of the Board.

1. Definition

Board vehicles refer to any motorized vehicle such as car, truck or van that is owned or leased by the **Board DSBN** expressly for the purpose of carrying out Board business.

2. Scope

This policy applies to ~~the following District School Board of Niagara employees:~~

- ~~a) Electricians, plumbers, mechanics, carpenters, painters;~~
- ~~b) Property Services Staff;~~
- ~~c) Information Technology Services Staff;~~
- ~~d) Facility Services Supervisors; (on-call)~~
- ~~e) Curriculum/School Staff;~~

~~or~~ any designated **Board DSBN** employee who is assigned a vehicle and is required to operate the vehicle in conducting ~~his/her~~ **their** job, or for the purpose of transporting groups of students, staff, other employees or visitors.

4. Safety

Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Board vehicles.

Any staff member who is in violation of **Board DSBN** safety expectations may be subject to disciplinary action by the Board up to and including termination.

5. Accountability

Recording of vehicle asset information, maintaining vehicle insurance, and management of safety recalls will be the responsibility of the Central Services **Department group** within Business Services.

Maintenance, licensing & registration, plating and vehicle logs will be the responsibility of each department and school that is assigned a Board vehicle. Departments and schools will be responsible for gas, vehicle supplies and maintenance, and will also ~~be responsible to~~ ensure that vehicles have yearly safety inspections.

6. Authority

This policy is administered under the authority of the Superintendent of Business Services. Authority for the acquisition or disposal of Board-owned vehicles rests with the Superintendent of Business Services. ~~following the Board's Purchasing and Asset Disposal procedures.~~

References

Administrative Procedure ~~5-47~~: Mobile Device Acceptable Use & Expense Reimbursement Protocol – Employee
Administrative Procedure ~~5-33~~: Board Vehicles

POLICY

SECTION:	COMMUNITY RELATIONS	POLICY:	C-01
TOPIC:	COMMUNITY USE OF SCHOOLS - GENERAL	PAGE:	Page 1 of 2
REVIEW DATE:	January 2018 May 2023	DATE:	January 2013 May 2018
		REVISED:	

The District School Board of Niagara (**DSBN**) encourages the use of schools as community facilities. The Community Use of Schools program supports the objectives of the ~~District School Board of Niagara~~ **DSBN** and recognizes that the **DSBN's** primary responsibility ~~of the District School Board of Niagara is~~ to provide quality education to students. Community use should not interfere with the daily instructional programs and school sponsored extra-curricular programs.

No organization whose policies or activities are inconsistent with the goals, policies or procedures of the ~~District School Board of Niagara~~ **DSBN** will be granted permission to use ~~Board~~ **DSBN** facilities/property.

Permit holders agree not to carry on any activities while on ~~Board~~ **DSBN** property that would be in contravention of the by-laws, fire safety, health and safety regulations or otherwise be of an unlawful nature or which may be deemed to be a nuisance. Conduct that is unbecoming or inappropriate on ~~Board~~ **DSBN** property will result in the cancellation of the permit. **The DSBN has the right at its sole discretion to deny or revoke a permit at any time.**

All groups must abide by the rules and regulations established by the ~~District School Board of Niagara~~ **DSBN** for permit holders. Any failure to adhere to these regulations will lead to the ~~cancelling~~ **cancellation** of the permit and the ~~assessing~~ **assessment of charges** to the renting group ~~of~~ all costs for damage or extra services needed.

1. MINIMUM AGE FOR PERMIT HOLDERS

An applicant who applies for a permit must be 18 years of age or older.

2. AVAILABILITY

School space and/or property not used by students of the school, after the times outlined in Board Administrative Procedures, must be made available to the Community Use of Schools office.

3. CHARGES

- Charges for use of school facilities/property by organizations, groups and individuals shall be established within a financial framework authorized by the ~~Board~~ **DSBN**.
- Community Use of Schools fees are reviewed and adjusted when required.
- A non-refundable processing fee for community use of schools is required for each permit issued. ~~and any revision(s) requested by the applicant.~~ **Additional fees such as alteration or cancellation fees may also be applicable.**
- The Community Use of Schools office reserves the right to request full payment or a deposit in advance of any activity.
- There will be no rental charges for the use of ~~Board~~ **DSBN** facilities/property by ~~the Parent Volunteer Association~~ **a school's Parent Council** and/or ~~School Council groups~~ where the purpose and/or any funds raised are for the direct benefit of the students of the school.

4. INSURANCE

- All permit holders shall carry a minimum of two million dollars (\$2,000,000) liability insurance naming the District School Board of Niagara as an Additional Insured.
- The Board shall not be responsible to any individual or group for personal injury or damage, nor loss or theft of personal possessions, while using ~~Board~~ **DSBN** facilities/property.
- The Permit Holder, Permit Holder Designate and/or affiliated organization agrees to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the Community User.

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- (d) All persons admitted **onto DSBN property** or into a **Board DSBN** facility for a Community Use event agree to abide by all policies and procedures of the **Board DSBN, as well as** Provincial and Federal Statutes.

5. CANCELLATION OF A PERMIT

- A Permit Holder may cancel a Community Use permit provided that the permit is cancelled by the permit holder through the online permit booking system at least five (5) business days prior to the date of the event. Permit or booking cancellations may be subject to cancellation or administration fees.
- If a Permit Holder does not give adequate time for the Board to cancel a Community Use Permit, incurred costs (e.g. custodial overtime, rental fees, technician and administration fees) may be charged.
- Permits are non-transferable.
- The **Board DSBN** reserves the right to revoke a Permit at any time.

6. USE OF ALCOHOL

- The use of alcoholic beverages normally will not be permitted in DSBN schools or buildings.
- Community groups, school-based groups, committees or employees requesting special approval to sell or serve alcoholic beverages in DSBN schools or buildings **may be considered** on an exception basis. Requests must be made in writing and submitted to the Community Use of Schools office. All requests require the approval of the Director of Education.
- Upon approval, the group must obtain and pay for a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario to sell or serve alcohol. A copy of the SOP along with a copy of the required liability insurance must be provided to the Community Use of Schools office before an event permit is finalized.
- Persons in charge of events are required to ensure that all requirements and conditions of the Special Occasion Permit and insurance policy are adhered to.

7. SMOKING

In accordance with the *Tobacco Control Act* 1994, S.O. Chapter 10, smoking is prohibited on all school lands and premises.

8. GAMES OF CHANCE, RAFFLES, ETC.

Games of chance, lotteries, raffles or gambling are permitted on school premises, provided they comply with all necessary laws, regulations and statutes, and are authorized under the terms of the **District School Board of Niagara DSBN** permit.

9. MOTORIZED VEHICLES ON SCHOOL PROPERTY

Motorized vehicles shall not be permitted on school property except in approved parking areas and where special arrangements have been made through the Community Use of Schools office, in accordance with the terms of the **District School Board of Niagara DSBN** permit.

References

Policy ~~F-03~~: Facility Access and Intrusion Alarm
 Policy ~~E-01~~: Smoke-Free Learning and Workplace Environments
 Administrative Procedure ~~1-06~~: Use of School Space/Property After Regular Hours

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-19
TOPIC:	FUNDRAISING/CANVASSING INITIATED BY SCHOOL	PAGE:	Page of 1 of 3
REVIEW DATE:	September 2017 May 2023	DATE:	September 2012 May 2018
		REVISED:	

The District School Board of Niagara (DSBN) recognizes that schools are continually striving to provide the best learning environment and opportunities for their students. The DSBN endorses a collaborative approach to fundraising initiatives by schools, students, parent groups, student councils and school councils that is consistent with the ~~Board's DSBN's mission, vision and values~~ **Strategic Plan** and with individual school plans for continuous improvement. School-based fundraising is a local activity, and the DSBN believes that the goals of fundraising go beyond money to reflect the creative and collaborative efforts of parents, students, teachers and the school community as such, should reflect the values of the school community. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance programs and support school initiatives.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the School Food and Beverage Policy (Policy/Program Memorandum 150). The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

Fundraising activities must also be compliant with:

- Municipal, provincial and federal legislation; and
- Ministry of Education guidelines and policies, ~~such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline~~ **DSBN's Community Use of Schools Policy**, and the Broader Public Sector Procurement Directive, and ~~the~~ Municipal Freedom of Information and Protection of Privacy Act.

Complementary to Publicly Funded Education:

- Funds raised for school purposes are used to complement, not replace, public funding for education.
- The purposes for which funds are collected are consistent with the ~~school board's mission and values~~ **DSBN's Strategic Plan**.
- Activities support student achievement and do not detract from the learning environment.

Definitions***School-Generated Funds***

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by a school- or parent-administered group, including school councils. These funds, which are administered by the school, are raised or collected from sources other than the school board's operating and capital budgets.

These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities and corporate donations.

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school Principal **and for which the school provides the administrative processes for collection**. **Fundraising activities may also be supported by the school council or a school fundraising organization operating in the name of the school and for which the school provides the administrative processes for collection.** Such activities may take place on or off school property.

School Community

The school community refers to students, parents and guardians, school administrators, and staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-19
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1. BOARD APPROVAL

- (a) The ~~Board~~ **DSBN** approves of the concept of the sale of goods or services by students for purposes of raising funds for extra-curricular activities, equipment, trips, etc. The experience gained by students in marketing and accounting is a positive benefit, as is the provision of programs which are funded through these activities. All funds raised are to be used for the direct benefit of students only, with the exception of activities in support of non-profit organizations, as in section 4 below.
- (b) Provincial regulations require that prior approval of the Board must be obtained for any canvassing or fundraising conducted by pupils on school property, as well as for all school-initiated activities off school property, inclusive of fundraising activities initiated by parent/volunteer groups. This policy on fundraising activities for schools fulfills the intent of these regulations.

2. NATURE OF SCHOOL INITIATED CANVASSING AND FUNDRAISING

- (a) All canvassing and fundraising activities shall be conducted at the discretion of the Principal and shall be carefully considered to ensure that they do not interfere with the delivery of program; the Principal, in consultation with school staff, the school council and/or parent group would exercise judgement so that the fundraising activities do not become a burden to the community, parents or staff; and do not occur too frequently.
- (b) Student participation shall be on a voluntary basis. Competition and/or sales incentives shall not be the major focus of a fundraising strategy.

3. SAFETY OF STUDENTS

- (a) In any fundraising program, the safety of students must be given primary consideration. To ensure optimal protection of students, emphasis should be placed on in-school fundraising.
- (b) Where there are school initiated canvassing and fundraising activities outside the school, Principals must ensure that appropriate safety precautions and supervision are outlined to all those involved in the fundraising activities.
- (c) If out-of-school fundraising activities are chosen, Junior Kindergarten to Grade 8 students may participate only with the prior written consent of a parent/guardian.
- (d) Student fundraising activities should be age-appropriate.

4. SUPPORT OF NON-PROFIT ORGANIZATIONS

Principals may grant approval to raise money for and/or otherwise participate on a voluntary basis in fundraising in support of non-profit organizations operating in the interest of children or the community at large. Consistency with ~~school board~~ **DSBN** policies and procedures should be considered when conducting any fundraising activity.

5. FINANCIAL ACCOUNTABILITY

Principals are required to ensure that school-initiated canvassing and fundraising are conducted and reported in a manner consistent with ~~Board~~ **DSBN** Policy and Administrative Procedures regarding Financial Accountability of School Based Funds.

- A fundraising activity does not result in any person, including school board staff or volunteers, benefitting materially or financially other than identified within the approved scope of the activity.
- Fundraising has a designated purpose and the proceeds are used for that purpose.
- Transparent financial reporting practices to the school community are in place.
- Appropriate safeguards are in place regarding collection, deposit, recording, and use of public funds.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-19
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6. LIABILITY

School Council and Parent Group activities have liability insurance coverage through the Ontario School Boards' Insurance Exchange (O.S.B.I.E.) if the activity has been approved by the Principal, AND school staff are assisting or involved in the planning and supervision of the activity.

However, the Board's liability coverage may not apply to some School Council and Parent Group activities, which may necessitate the School Council or Parent Group obtaining independent liability insurance for activities that are NOT under the jurisdiction of the ~~Board~~ **DSBN**.

References

Policy ~~B-3~~: Financial Accountability of School Based Funds

Policy ~~C-4~~: Community Use of Schools - General

Administrative Procedure ~~1-3~~: Financial Accountability of School Based Funds

Administrative Procedure ~~1-6~~: Use of School Space/Property after Regular Hours

Risk Management Bulletin #15: School Council Insurance

Ministry of Education - School Food and Beverage Policy (Policy/Program Memorandum 150)

DSBN Strategic Plan: Mission, Vision and Core Values

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-27
TOPIC:	MOBILE PHONE PURCHASE FOR SCHOOL USE	PAGE:	1 of 1
		DATE:	January 2013 May 2018
REVIEW DATE:	January 2018 May 2023	REVISED:	

A mobile phone is defined as, but not limited to, a cell phone or smartphone. Schools have approval to purchase mobile phones, mobile phone packages and accessories through the Purchasing Department, provided such purchases for a staff member or the school for general use has been approved by the Principal. Mobile phone purchases for school use can be made in accordance with appropriate administrative procedures. Mobile phones purchased by the District School Board of Niagara (DSBN) Board are the property of the District School Board of Niagara DSBN and personal use reimbursement procedures apply.

All costs associated with the purchase and use of mobile phones are the budget responsibility of the school for the duration of any contract entered into at the time of purchase or update.

When school administrators move to another school it is their choice as to whether or not to take the mobile phone to the new location. Information Technology Services must be notified as to who is responsible for continued billing for each designated phone.

Board DSBN issued equipment will be returned to Information Technology Services when the user's position no longer qualifies them for a mobile phone or they retire or resign from the Board DSBN.

Reference

Administrative Procedure 5-17: Mobile Device Acceptable Use & Expense Reimbursement Protocol - Employee

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-15
TOPIC:	POLICY ADVOCACY AND PARTICIPATION IN THE POLITICAL PROCESS MINISTRY OF EDUCATION LIAISON	PAGE:	1 of 1
REVIEW DATE:	April 2017 May 2022	DATE:	April 2012 May 2017
		REVISED:	

Policy Advocacy and Ministry of Education Liaison

The District School Board of Niagara (DSBN) recognizes the importance of School Board communication with the Ontario government to identify, discuss and find solutions to policy and financial issues.

The ~~Board~~ DSBN also recognizes that Ontario has an effective education governance structure to ensure there is open and ongoing communication with the province, including partnership tables, regular meetings and other vehicles established by the government.

Financial Expenditures Related to Policy Advocacy

Therefore, the ~~Board~~ DSBN supports payment of membership dues and fees to appropriate School Board organizations.

The DSBN does not support policy advocacy expenditures for such things as:

- i) ~~placing contents~~ materials intended to advocate for a particular position for distribution to students (e.g. within report cards) and or within DSBN annual reports; and
- ii) ~~using students as vehicles for Board or school advocacy to the public, education partners and governments~~
- iii) ~~use of Board funds~~ fees to attend events for specific political parties.

Trustee and Staff Participation in the Political Process

Subject to a Trustee's or staff's responsibility under the applicable legislation or Code of Ethics that govern their conduct (e.g. the Ontario College of Teachers, the College of Early Child Educators), the DSBN recognizes and respects that its Trustees and staff are entitled to be engaged in the political process reflecting their own personal beliefs. However, in exercising that right, no Trustee or Staff will express an opinion in any manner that will be construed as if it represents the DSBN. As well, no Trustee or staff may use any DSBN resources to advance their personal political position or use the students as a vehicle to support their personal political position or for DSBN or school advocacy to the public, education partners or government.

During each period preceding the election of School Board Trustees, Election Guidelines will be distributed to Trustees and staff, which guidelines are based on good governance principles and the relevant provisions of the *Education Act* and *Municipal Elections Act* and *Regulations*, in order to ensure the integrity of the non-partisan education provided in the best of interests of the DSBN students.