



POLICY COMMITTEE

AGENDA

Tuesday, November 21, 2017

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 June 20, 2017
4. Business Arising from the Minutes
5. New Business Cheryl Keddy Scott
 - A-11: Flag Protocol Brett Sweeney
 - D-05: Home Schooling John Dickson
 - D-12: Home Use of Equipment Purchased Through the Special Equipment Amount(SEA).....John Dickson
 - D-13: Applied Behaviour Analysis John Dickson
 - E-02: Sexual Harassment(will be replaced with new policy G-XX attached) Jennifer Feren
 - E-03: Health and Safety Lora Courtois/Michael Langlois
 - E-04: Infectious and Communicable Diseases.....Lora Courtois/Michael Langlois
 - E-15: Workplace Violent and Harassment PreventionLora Courtois/Michael Langlois
 - G-30: Head Lice (Pediculosis)Lora Courtois/Michael Langlois
 - I-04: Teacher Exchange –Within The District School Board of Niagara..... Lora Courtois
 - NEW: Teacher Termination Resulting from Unsatisfactory Performance Appraisal Process ... Lora Courtois
6. Adjournment

Next Meeting: Tuesday, February 13, 2018 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room

POLICY

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|--------------|---|----------|---|
| SECTION: | BOARD GOVERNANCE AND ADMINISTRATION | POLICY: | A-11 |
| TOPIC: | FLAG PROTOCOL | PAGE: | 1 of 2 |
| REVIEW DATE: | September 2018 November 2022 | DATE: | February 2011 November 2017 |
| | | REVISED: | September 2013 |

The District School Board of Niagara (DSBN) recognizes the significance and importance of Canada's national symbols. As such, schools and administrative sites including the Education Centre shall, when possible, fly the flag of Canada. As appropriate, and with respect to established protocol, other flags such as the DSBN flag also may be flown.

The rules applied by the Canadian Heritage Department may serve as guidelines for schools and administrative sites that wish to display the National Flag of Canada.

As a mark of respect, flags at all DSBN schools and worksites shall be flown at half-mast on any day designated as a time of mourning following the passing of a current student, employee or member of the Board of Trustees, or special recognition by:

- a) The Director of Education or designate
- b) A Federal, Provincial, or Municipal government

~~No flag, banner, or pennant should be flown or displayed above the National Flag of Canada. Flags flown together should be approximately the same size and flown from separate staffs at the same height. The National Flag of Canada should be given the place of honor when flown or displayed with other flags:~~

- ~~• When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking to the right, as seen by the spectators in front of the flags.~~

Half-Masting

~~As a mark of respect, the National Flag of Canada shall be flown at half-mast upon the death of a current student, employee or Board Member from the day of passing, to the day of the funeral.~~

~~The National Flag of Canada shall be flown at half mast on any day designated as a time of mourning, or special recognition by:~~

- ~~a) A Federal, Provincial or Municipal Government~~
- ~~b) The Director of Education or designate~~

When the time of mourning falls on a Saturday, Sunday or a holiday, the flag will be lowered on the Friday preceding the day of mourning.

~~Schools or sites with a flag that is mounted in such a way that it cannot be half-masted, shall roll up their flag and secure it with a black band or ribbon.~~

Flag Disposal

~~Where possible, a flag should be taken down every night. When your flag is in such condition that it is no longer a fitting emblem for display, it should be sent to a local branch of the Royal Canadian Legion who will destroy the flag in a dignified manner.~~

~~To remember our veterans, all flags of the District School Board of Niagara will be flown at half mast on November 11.~~

~~According to Regulation 304/90 a Remembrance Day service shall be held in every school on the 11th day of November or, when the 11th day of November is a Saturday or a Sunday, on the Friday preceding the 11th day of November.~~

POLICY

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| SECTION: | BOARD GOVERNANCE AND ADMINISTRATION | POLICY: | A-11 |
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Information concerning, or questions regarding, matters covered by this policy should be addressed to Communications and Public Relations Office.

Reference

Administrative Procedure 5-07: Notification of the Death of a Student, Employee or Board Member

District School (DSBN) Board of
Niagara

POLICY

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|-----------------|---|----------|---------------------------------------|
| SECTION: | EDUCATIONAL PROGRAMS AND STUDENT SERVICES | POLICY: | D-05 |
| TOPIC: | HOME SCHOOLING | PAGE: | 1 of 1 |
| | | DATE: | June 2013 November 2017 |
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Children between the ages of six and eighteen are required to attend school. Under the authority of the *Education Act*, a child may be excused from attendance at school if “the child is receiving satisfactory instruction at home or elsewhere”.

Parents/Guardians who wish to provide instruction to their children at home are required to notify the District School Board of Niagara (DSBN) Board in writing, of their intention to home school by submitting a Letter of Intent to Home School. Thereafter, parents/guardians must inform the DSBN Board, prior to September 1st of their intention to continue Home Schooling, by submitting a new Letter of Intent to Home School each and every year.

As required by Ministry of Education Policy/Program Memorandum No. 131, the DSBN Board normally will accept the written notification from parents/guardians as evidence that the parents/guardians are providing satisfactory instruction.

Schools are not expected to provide learning materials, programs or activities for students who are not on the register.

Parents/Guardians providing home schooling may request that their child(ren) participate in EQAO assessments of Reading, Writing and Mathematics, administered in Grades 3, 6 and 9 and the Ontario Secondary School Literacy Test, given in Grade 10, by contacting the DSBN Board in writing by September 30th of the year in which the assessments are being conducted.

When parents/guardians who have chosen to provide "satisfactory instruction at home or elsewhere" wish to register at a school of the District School Board of Niagara DSBN, the student shall be placed in an appropriate educational program by the Principal/Administrator of the school which the student is entitled to attend. If a student is likely to need program adjustment or support in order to successfully meet curriculum expectations, consultation with Curriculum Support Services, Special Education Support Services School Support Services or other DSBN Board personnel may be necessary prior to registration and placement.

Reference

POLICY

| | | | |
|----------|---|----------|--|
| SECTION: | EDUCATIONAL PROGRAMS AND STUDENT SERVICES | POLICY: | D-12 |
| TOPIC: | HOME USE OF EQUIPMENT PURCHASED THROUGH THE SPECIAL EQUIPMENT AMOUNT (SEA) | PAGE: | 1 of 1 |
| | | DATE: | September 2012 November 2017 |
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The District School Board of Niagara supports success for all students by providing students the opportunity to take their assistive technology home to support their pursuit for academic success.

MINISTRY GUIDELINES

According to the Special Education funding guidelines regarding the Special Equipment Amount (SEA), all equipment purchased through the Special Equipment Amount (SEA) claim process remains the property of the District School Board of Niagara. The equipment has been purchased for the student because it is essential for their learning.

According to the Ministry of Education Special Education Funding Guidelines, the purpose of The Special Equipment Amount (SEA) is to provide funding to school boards to assist with the costs of equipment essential to support students with special education needs where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum, a board determined alternative program and/or course and/or to attend school.

Where a student is enrolled in a District School Board of Niagara (DSBN) school or program and has been provided with SEA funded Assistive Technology (SEA equipment), the student may be allowed to be take the SEA equipment home in order to assist the student to meet the expectations and goals as outlined in the Ontario curriculum and in the student's IEP.

The DSBN provides the opportunity for home use of some types of SEA equipment (ie. Laptop, Chromebook), as determined by the DSBN, to support the student's pursuit for academic success.

All equipment purchased through the SEA claim process remains the property of the DSBN.

Reference

Administrative Procedure 4-12: Home Use of Equipment Purchased Through the Special Equipment Amount (SEA)

POLICY

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|--------------|---|----------|---------------------------------------|
| SECTION: | EDUCATIONAL PROGRAMS AND STUDENT SERVICES | POLICY: | D-13 |
| TOPIC: | APPLIED BEHAVIOUR ANALYSIS | PAGE: | 1 of 1 |
| REVIEW DATE: | June 2018 November 2022 | DATE: | June 2013 November 2017 |
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In accordance with the Ministry of Education, PPM 140 – Incorporating Methods of Applied Behaviour Analysis (ABA) Into Programs for Students with Autism Spectrum Disorders (ASD), the District School Board of Niagara (DSBN) supports the use of Applied Behaviour Analysis (ABA) instructional practices to support students with Autism Spectrum Disorder.

Applied Behaviour Analysis

This approach is based on understanding the underlying function of behaviour, identifying setting events/precipitating factors in the environment and implementing corresponding positive supports.

ABA uses methods based on scientific principles of learning and behaviour to build useful repertoires of appropriate behaviour and reduce problematic ones. In this approach the behaviours to be changed are clearly defined for each student and recorded.

Principles of ABA programming include:

- ~~Individualizing a program based on student needs~~ The program must be individualized. Each student's specific profile and pattern of strengths and needs must be analysed to determine concrete learning objectives and teaching methods.
- ~~Incorporating positive reinforcement techniques for motivation~~ Positive reinforcement must be utilized to support students by promoting prosocial behaviour
- ~~Data collection is analyzed and programming goals altered as required~~ Reliable data must be collected and analysed on an ongoing basis to measure student progress in the acquisition of new behaviours and skills, and to identify skills or behaviours that need to be taught.
- Transfer and generalization of skills should be emphasized with the goal of increased independence. Each student should be taught to transfer skills acquired in one context to different contexts or settings.

Interventions based on behavioral principles are designed to develop appropriate behavioural strategies to teach new skills and/or replacement skills. Relevant ABA methods must be used to support student transition, where appropriate. Transitions may include: entry to school; transition between activities and settings or classrooms; transitions between grades; moving from school to school or from an outside agency to a school; transition from elementary to secondary school; transition from secondary school to postsecondary destinations and/or the workplace. It is essential that school board staff work with parents and community agencies to plan for a successful transition.

ABA can be used with students of any age, applied in a variety of situations and ~~it can~~ must be used to support students with ~~ASD Autism Spectrum Disorder~~. The approach is also beneficial for a broader range of students to develop skills in key areas and to address behaviours that impact participation and engagement, ~~that may require as well as others with Special Education needs~~. It is also intended to be an approach in which collaboration between parents, schools and community agencies come together to provide consistency in supporting students ~~with ASD~~ in the ~~DSBN District School Board of Niagara~~.

POLICY

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|-----------------|--|----------|---------------|
| SECTION: | SCHOOL OPERATIONS | POLICY: | G-xx |
| TOPIC: | HUMAN RIGHTS DISCRIMINATION AND HARASSMENT OR OCCUPATIONAL HEALTH AND SAFETY WORKPLACE HARASSMENT | PAGE: | Page 1 of 2 |
| REVIEW DATE: | November 2022 | DATE: | November 2017 |
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The District School Board of Niagara (DSBN) is committed to providing a safe environment within which all persons are treated with respect and dignity. The DSBN will take all reasonable steps to protect our employees, students and the employees of those that provide services to us within our workplaces from discrimination and harassment. This Policy applies to all persons who may be in any DSBN workplace. This Policy applies to all DSBN workplaces, including without limitation, all DSBN property, all DSBN transportation and at all DSBN related events or activities (including extra-curricular activities and while on DSBN business travel).

The DSBN is committed to meeting its obligations under the *Canadian Charter of Rights and Freedoms* (Charter), the Ontario *Human Rights Code* (OHRC) and *Occupational Health and Safety Act* (OHSA) by providing safe schools and workplaces that respect the rights of every individual. This Policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by the employer, administrator, manager or supervisor that is part of his or her normal work function would not normally be considered harassment under the OHRC or the OHSA.

Discrimination

The Charter protects against discrimination on the basis of:

- Race
- National Or Ethnic Origin
- Colour
- Religion
- Mental Or Physical Disability
- Age
- Sex

The Code provides that every person has the right to equal treatment with respect to employment or services, goods and facilities, without discrimination because of:

- Race
- Ancestry
- Place Of Origin
- Colour
- Ethnic Origin
- Citizenship
- Creed
- Sex
- Sexual Orientation
- Gender Identity
- Gender Expression
- Age
- Marital Status
- Family Status
- Disability
- And in the case of employment, Record Of Offences (Prohibited Grounds)

There is a prohibition on any form of discrimination based upon a Prohibited Ground, save and except for such differential treatment of a person that is for a reasonable and legitimate purpose. As such, any form of wrongful discrimination is prohibited.

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| SECTION: | SCHOOL OPERATIONS | POLICY: | G-xx |
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Harassment

Further, under the Code, there is a prohibition of any form of harassment based upon a Prohibited Ground. Additionally, the Code specifically confirms that every person who is an employee has a right to freedom from harassment in the workplace because of sex. Every person has the right to be free from a sexual solicitation or advance made by a person in a position to grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that the solicitation or advance is unwelcome. In addition, every person has a right to be free from any reprisal or threat of reprisal for the rejection of any such sexual solicitation or advance.

Under OHSA, workplace harassment provisions are not limited to harassment based upon the Prohibited Grounds. Reference should be made to Policy E-15 Workplace Violence and Harassment Prevention.

References

Policy E-03: Health and Safety
 Policy E-15: Workplace Violence and Harassment Prevention
 Policy G-02: Safe Schools
 Policy G-08: Code of Student Behaviour
 Policy G-28: Student Discipline

Administrative Procedure 7-01: Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment

Administrative Procedure 3-08: Police Protocol

Administrative Procedure 3-10: FACS Protocol

Administrative Procedure 3-26: Student Discipline

Administrative Procedure 5-27: Workplace Violence Prevention

Administrative Procedure 7-02: Guidelines for Effective Employee Documentation and Progressive Discipline

POLICY

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|--------------|------------------------------------|----------|---------------------------------------|
| SECTION: | HUMAN RESOURCES - GENERAL | POLICY: | E-03 |
| TOPIC: | HEALTH AND SAFETY | PAGE: | Page 1 of 1 |
| REVIEW DATE: | June 2017 November 2018 | DATE: | June 2016 November 2017 |
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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~~ DSBN.

The DSBN shall:

1. Establish a Multi-Workplace Joint Health and Safety Committee (**MWJHSC**) 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 ~~administrators~~/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 staff~~ under their authority.
- b) Ensure that ~~employees staff~~ 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 staff~~ know their responsibilities as described in the Occupational Health and Safety Act, the DSBN MWJHSC Terms of Reference and this policy.

All ~~employees staff~~ 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

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| SECTION: | HUMAN RESOURCES - GENERAL | POLICY: | E-04 |
| TOPIC: | INFECTIOUS AND COMMUNICABLE DISEASES | PAGE: | Page 1 of 1 |
| REVIEW DATE: | January 2018 November 2022 | DATE: | January 2013 November 2017 |
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BACKGROUND

The District School Board of Niagara (DSBN) endeavours to provide a healthy and safe environment in which to learn and work. Issues relating to communicable and infectious diseases will be addressed in a caring and respectful manner consistent with the legal requirements of the Ministry of Health and Long-Term Care, the Ministry of Education, Niagara Region Medical Officer of Health, Commissioner, Public Health (MOH) and DSBN administrative procedures.

STUDENTS WITH INFECTIOUS AND COMMUNICABLE DISEASES

- Students with infectious and communicable diseases are not required to disclose their health status to DSBN personnel. The identity of a student with infectious and communicable diseases shall be protected but may be disclosed after consultation with, and the consent of, the parent(s) or the student, if an adult, or at the direction of the MOH.
- Students with infectious and communicable diseases may need to be cleared to return to school by a physician or the MOH, once they are of the opinion that the person is no longer infected with an agent of the virulent disease or that the release and discharge of the person will not present a significant risk to the health of members of the public. In certain cases, alternative instruction may become necessary.
- Decisions regarding alternative instruction will be made on a case-by-case basis.

STAFF WITH INFECTIOUS AND COMMUNICABLE DISEASES

- Staff with an infectious and communicable disease are not required to disclose their health status to DSBN personnel. The identity of a staff member with an infectious and communicable disease shall be protected but may be disclosed after consultation with, and the consent of, the staff member or at the direction of the MOH.
- Staff with an infectious and communicable disease may need to be cleared to return to work by a physician or the MOH, once they are of the opinion that the person is no longer infected with an agent of the virulent disease or that the release and discharge of the person will not present a significant risk to the health of members of the public.

REPORT TO MEDICAL OFFICER OF HEALTH

The Principal Administrator, under the duties outlined in the *Education Act* and the *Health Protection and Promotion Act*, when they are of the opinion that a pupil/staff in the school has or may have a communicable disease, as soon as possible after forming the opinion, must report it to the Medical Officer of Health MOH.

ROUTINE PRACTICES

The blood/bodily fluids of every individual are to be considered potentially infectious. Protective gloves and first aid kits will be available in every school and Board DSBN buildings. Gloves must be used when contact with blood/bodily fluids is anticipated and that hands be washed after provision of first aid or handling of blood/bodily fluids.

All blood/bodily fluids spills must be cleaned and disinfected up by standard DSBN cleaning procedure and that the contaminated area be disinfected. Place all blood/bodily fluids into a small bucket lined with two garbage bag liners. Tightly close the bags and immediately dispose into outside garbage bin as per established DSBN procedures.

CURRICULUM

Education for the staff, students and community members shall be provided as deemed necessary by the principal administrator/supervisor in consultation with the MOH. Staff members shall be responsible for being informed about relevant diseases and for adhering to all administrative procedures of the DSBN. Information about infectious and communicable diseases will be provided to all students, as required by the curriculum, in accordance with Ministry of Education guidelines.

POLICY

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| SECTION: | HUMAN RESOURCES - GENERAL | POLICY: | E-04 |
| TOPIC: | INFECTIOUS AND COMMUNICABLE DISEASES | PAGE: | Page 2 of 1 |
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References

Public Health Agency of Canada – List of nationally Notifiable Diseases (<http://dsol-smed.phac-aspc.gc.ca/dsol-smed/ndis/list-eng.php>)
<http://diseases.canada.ca/notifiable/diseases-list>

Administrative Procedure 7-1: Empowering Educators: The Legal Rights of Educators in Maintaining Order and Discipline

POLICY

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|--------------|---|----------|---------------------------------------|
| SECTION: | HUMAN RESOURCES | POLICY: | E-15 |
| TOPIC: | WORKPLACE VIOLENCE AND HARASSMENT PREVENTION | PAGE: | Page 1 of 2 |
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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.

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| 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 7-01: Ontario Human Rights (OHRC) Discrimination & Harassment or Occupational Health & Safety Act (OHSA) Workplace Harassment

Administrative Procedure 5-27: Workplace Violence Prevention

POLICY

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| SECTION: | SCHOOL OPERATIONS | POLICY: | G-30 |
| TOPIC: | HEAD LICE (PEDICULOSIS) | PAGE: | Page 1 of 1 |
| | | DATE: | February 2014 November 2017 |
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INTRODUCTION

The control of head lice, medically known as Pediculosis, is a shared responsibility between parents/caregivers, school staff, ~~volunteers~~, students and public health nurses and all have a part to play in controlling this ~~ongoing~~ issue. Each school shall have a Pediculosis Program in place, designed in accordance with its needs, however, it is the responsibility of the parent(s)/guardian(s) to check and treat their child(ren).

EDUCATION AND PROGRAMS

Education about the ~~prevention~~, identification, ~~and treatment~~ ~~and prevention~~ of head lice is important to the success of any Pediculosis Program. The intent of the program is to respond to the presence of Pediculosis ~~in our schools on a child or children~~ and to establish guidelines to prevent recurring ~~outbreaks~~ spreading.

Individual school Pediculosis Programs may be designed in collaboration with the School Council or other community resources such as the ~~Niagara Region~~ Public Health Department.

RESPONSIBILITY

It is the responsibility of the parent(s)/guardian(s) to ensure their child(ren)'s ~~infestation~~ head lice ~~has~~ ~~have~~ been effectively treated with appropriate hair products and that all nits ~~and lice~~ have been removed.

It is the responsibility of school administration to ~~promote awareness and understanding through education and to give attention to the health, cleanliness and comfort of all pupils~~ educate students about head lice and prevention (e.g. no sharing hats, combs or brushes). Administrators will assist with making a student with head lice feel comfortable and valued.

SCREENING

Screening for Pediculosis is at the discretion of the School Administrator(s), who may use ~~trained~~ volunteers from the school community to conduct the head checks.

School based screening programs must include attention to confidentiality and sensitivity to students and their families.

Reference

Administrative Procedure 1-27: Head Lice (Pediculosis)

POLICY

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|--------------|---|----------|---------------------------------------|
| SECTION: | TEACHING STAFF | POLICY: | I-04 |
| TOPIC: | TEACHER EXCHANGE – WITHIN THE DISTRICT SCHOOL BOARD OF NIAGARA | PAGE: | 1 of 1 |
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- Exchanges may take place across panels and will not normally extend beyond one school year. When they are cross-panel, the relevant collective agreement provisions must be adhered to but each exchange will continue to be paid their base salary and benefits according to the collective agreement at his or her original panel.

However, if one or more of the teachers involved in the exchange holds a position of responsibility, while the other does not the exchangee in the position of responsibility will relinquish their position of responsibility allowance during the exchange to cover the cost of the teacher who assumes the acting position of responsibility in their absence to ensure there is no additional cost to the ~~Board~~ District School Board of Niagara (DSBN). It is understood that when an exchange occurs, none of the schools involved is left without someone assuming the area of responsibility vacated by an exchangee.

- ~~Principals~~ School Administrators will submit to the Human Resources Staffing Manager, names of teachers desiring an exchange for professional development by March 1st.
 - The appropriate Human Resources Staffing Manager will circulate a list of these teachers to each ~~Principal~~ School Administrator who shall contact the teacher(s) concerning the possibility of an acceptable exchange with another teacher before April 1st.
 - Exchange agreements will only be finalized if mutually acceptable to the teachers, ~~Principals~~ School Administrator, Area Superintendents concerned, and the Superintendent of Human Resources.
 - All exchanges will terminate June 30th.
- Should the teachers concerned wish to continue in the positions exchanged beyond the period indicated, this would require mutual agreement of all concerned.
- None of the above will preclude a teacher on exchange from applying for a promotion in the ~~District School Board of Niagara~~ DSBN. If a teacher on exchange is promoted to a position of additional responsibility, then two options are open to the remaining parties in the exchange:
 - It becomes the responsibility of the current ~~Principal~~ School Administrator of the promoted teacher to hire a Long Term Occasional replacement for the remainder of the exchange.
 - By mutual consent of all the remaining parties to the exchange, other arrangements may be made.

POLICY

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|--------------|--|----------|------------------|
| SECTION: | | POLICY: | NEW- E-19 |
| TOPIC: | TEACHER TERMINATION RESULTING FROM UNSATISFACTORY PERFORMANCE APPRAISAL PROCESS | PAGE: | 1 of 2 |
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This policy shall be interpreted in a manner consistent with the applicable collective agreement, *Education Act* (Act) and its Regulations and any other applicable statute.

For the purposes of this policy, any reference to School Administrator includes the vice-principal of the school in accordance with s. 277.17 of the Act, and any reference to Area Superintendent includes a Superintendent designated pursuant to s.277.18(2) and 277.18(3) of the Act.

1. Recommendation of Termination

1.1 Where a comprehensive performance appraisal process conducted under Part X.2 of the Act results in the situation where:

- (i) the teacher has received three “unsatisfactory” ratings; or
- (ii) the teacher is placed on Review Status under section 277.37 and 277.38 of the Act for receiving two “unsatisfactory” ratings and the School Administrator in consultation with the Area Superintendent and the Director of Education/Designate jointly determine that the delay necessitated by conducting a further performance appraisal is inconsistent with the protection of the best interests of the pupils,

the School Administrator, the Area Superintendent and the Director of Education/Designate shall promptly transmit a joint recommendation in writing to the Board of Trustees that the teacher's employment with the DSBN should be terminated.

1.2 Pending the decision of the Board of Trustees, the Director of Education/Designate shall suspend the teacher with pay or reassign the teacher to alternative duties, as determined by the Director of Education/Designate in his/her sole discretion.

2. Provision of Information

2.1 The recommendation for termination shall be accompanied by the following:

- (i) Written reasons for the recommendation; and
- (ii) A copy of the unsatisfactory performance appraisal document and copies of all documents relied upon, as well as copies of the previous performance appraisal(s) conducted during the cycle.

2.2 A statement that in the opinion of the School Administrator, the Area Superintendent and the Director of Education/Designate that the delay necessitated by a third performance appraisal is inconsistent with the protection of the best interests of pupils shall also be included with the recommendation of termination for any terminations under article 1.1 (ii).

3. DSBN Decision

3.1. The Board of Trustees, upon receiving a recommendation to terminate a teacher's employment pursuant to Part X.2 of the Act shall determine, based on the competencies pursuant to ss.277.31(1)(a) and 277.32(1)(a) of the Act and any applicable Regulations, whether or not the teacher is performing satisfactorily in the position to which the teacher was assigned immediately before any action of the Director of Education/Designate to suspend or reassign the teacher in accordance with article 1.2.

3.2 The determination of the Board of Trustees shall be by majority vote of the members present at an in-camera meeting of the Board of Trustees at which there is a quorum, within 60 calendar days of receiving the recommendation.

POLICY

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3.3 Where the Board of Trustees determines that the teacher is not performing satisfactorily, the Board of Trustees shall terminate the teacher's employment with the Board effective immediately.

3.4 Where the Board of Trustees determines that the teacher is performing satisfactorily, the suspension or reassignment, as the case may be, shall cease and, except where the teacher and the Board of Trustees agree otherwise, the teacher shall resume his or her former position.

4. Communication of the Board of Trustees Decision

4.1 The Board of Trustees decision will be communicated to the teacher by telephone and confirmed in writing following the meeting.

4.2 The decision to terminate a Teacher's employment under Section 277.39 shall be communicated promptly to the Ontario College of Teachers by the secretary of the Board of Trustees (Director of Education).

References:

Education Act S. 277.15(5) Termination for Other Reasons; Part X.2 S. 277.14 – S. 277.45 Teacher Performance Appraisal

Ontario Regulation 298: Operation of Schools S. 11(3) j Administrator's Recommendation

Ontario College of Teachers Act, S. 26

Ontario Regulation 99/02: Teacher Performance Appraisal