



## POLICY COMMITTEE

### AGENDA

Tuesday, May 14, 2019

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

Chair: Alex Bradnam

1. Welcome and Introduction
2. Approval of Agenda
3. Business Arising from the Minutes  
A-17 Advertising Expenditures for Public Information and Awareness.....Kim Yielding
4. New Business ..... Alex Bradnam
  - C-03: Service Accessibility Standards for Ontarians with Disabilities..... Lora Courtois
  - E-13: Attendance Support Program ..... Lora Courtois
  - D-08: Co-operative Education/Experiential Learning..... Mike St John and Leanne Smith
  - A-13: Board Logo ..... Kim Yielding
  - Newly Developed - G-08: District School Board of Niagara Code of Conduct.....Kelly Pisek
5. Adjournment

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-17</b>
TOPIC:	<b>ADVERTISING EXPENDITURES FOR PUBLIC INFORMATION AND AWARENESS</b>	PAGE:	1 of 1
REVIEW DATE:	<del>February 2019</del> <u>May 2024</u>	DATE:	<del>February 2014</del> <u>May 2019</u>
		REVISED:	

The District School Board of Niagara recognizes and supports advertising expenditures for ~~the purpose of~~ informing and educating the public, as well as creating awareness of programs, services, issues, events and community activities of specific interest or benefit to students and families. These expenditures are funded through the DSBN's board administration operating budget, and do not impact funding for student programming.

Therefore, appropriate advertising expenditures in support of public awareness and information include:

- School and program registration
- Program information and opportunities
- Extracurricular activities
- Public consultation and meetings
- Employment and volunteer opportunities
- Requests for tenders for goods and services
- Publication of documents
- Accommodation review information
- School Board accountability to the public
- District-wide programs, initiatives, and partnerships

**POLICY**

SECTION:	COMMUNITY RELATIONS	POLICY:	<b>C-03</b>
TOPIC:	<b>SERVICE ACCESSIBILITY STANDARDS FOR ONTARIANS WITH DISABILITIES</b>	PAGE:	1 of 1
REVIEW DATE:	<del>November 2019</del> <u>May 2024</u>	DATE:	<del>November 2014</del> <u>May 2019</u>
		REVISED:	

**INTRODUCTION**

~~In order to implement Accessibility Standards for Customer Service in accordance with O. Reg. 429/07 Accessibility Standards for Customer Service,~~ The District School Board of Niagara (DSBN) is committed to making every effort to provide services to students, parents/guardians/wards, the public and employees that are free of barriers and biases.

**DEFINITIONS**

<b>Customer</b>	Is any person who uses the services of the school board.
<b>Assistive Device</b>	Is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, white canes, oxygen tanks, electronic communication devices.
<b>Service Animal</b>	Is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a medical practitioner.
<b>Support Person</b>	Is a person who assists or interprets for a person with a disability as they access the services of the DSBN. A support person is distinct from an employee who supports a student in the system.
<b>Third Party Contractors</b>	Is any person or organization acting on behalf of or as an agent of the DSBN (e.g., bus operators, psychologists).
<b>Barriers to Accessibility</b>	Means anything that prevents a person with a disability from fully participating in all aspects of the services of the DSBN. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, a technological barrier.
<b>Accommodation</b>	A reasonable effort of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the DSBN.

**POLICIES, PRACTICES AND PROCEDURES**

The DSBN will:

- Make reasonable efforts to ensure that all policies, practices and procedures are consistent with the core principles of independence, dignity, integration, and equality of opportunity to all with particular attention for persons with disabilities
- Establish procedures that allow people to use their own personal assistive devices to access our services. This would include allowing people with disabilities to be accompanied by their ~~guide dog or~~ service animal in the areas that are open to the public, and permitting people with disabilities who use a support person to bring that person with them while accessing our services

When purchasing new equipment, designing new systems or planning new initiatives, the impact on persons with disabilities shall be taken into account.

**TRAINING**

The DSBN will provide appropriate training to its employees who deal with the public or other third parties on behalf of the DSBN to ensure greater awareness and responsiveness to the needs of a person with disabilities.

**COMMUNICATION**

The DSBN will:

- Ensure that its policy related to the Accessibility for Ontarians with Disabilities Act is available to the public in a format that takes into account a person's disability
- Ensure that when facilities or services that people with disabilities rely on to access our services are temporarily disrupted, notice be given on the DSBN website or by a posting at the site or through an appropriate means of communication
- Develop a process to receive feedback from the public in order to monitor the implementation of the Accessibility Standards for Customer Service
- ~~Provide, ahead of time, notice of any admission fees that would be charged for a support person of a person with a disability~~

**POLICY**

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	<b>E-13</b>
TOPIC:	<b>ATTENDANCE SUPPORT PROGRAM</b>	PAGE:	Page 1 of 1
REVIEW DATE:	<del>June 2019</del> May2024	DATE:	<del>June 2014</del> May 2019
		REVISED:	

The District School Board of Niagara is committed to creating and maintaining a respectful, healthy work environment for all employees. The Board, as the employer, strives to do this through collaboration and co-operation with all employees, employee groups, and where appropriate, health care providers and community agencies. The Attendance Support Program is based on the belief that employees wish to be at work and fulfill their responsibilities. Furthermore, when issues do arise, a problem-solving approach will normally lead to a resolution that returns the employee to work as early and as safely as medically possible. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.

The Attendance Support Program is designed to provide consistently applied supports for the health and well being of employees and the benefit of the organization.

The Attendance Support Program is supported by ~~a Disability Management Program, an Attendance Management Program and~~ a Wellness Program, that includes Disability Support, and is consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act, Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act.

References

Policy E-03: Health and Safety  
 Policy E-04: Infectious and Communicable Diseases  
 Policy E-09: Human Rights  
 Policy E-12: Workplace Wellness  
 Policy E-13: Attendance Support Program

**POLICY**

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	<b>D-8</b>
TOPIC:	<b>COOPERATIVE EDUCATION/EXPERIENTIAL LEARNING</b>	PAGE:	1 of 1
		DATE:	<del>February 2012</del> <b>February 2019</b>
REVIEW	<del>February 2017</del> <b>May 2024</b>	REVISED:	

The District School Board of Niagara encourages the enhancement of the curriculum through experiential learning including job shadowing, job twinning, work experience, virtual work experience, cooperative education, school-work transition programs and the Ontario Youth Apprenticeship Program (O.Y.A.P.) Every student should be given an appropriate opportunity to participate in an experiential learning program, subject to the minimum age requirements established by the Ministry of Labour Guidelines.

All District School Board of Niagara personnel responsible for the delivery of such programming are expected to adhere to the regulations outlined in the Ministry of Education ~~publication "Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000."~~ The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018.

In order to ensure appropriate placements, Principals must ensure that school staff make contact with the employer and complete a pre-placement assessment prior to the commencement of a student's placement. Students in cooperative education placements have a right to work in safe and healthy workplaces. DSBN Cooperative Education personnel will assist students in addressing any health and safety concerns if necessary. If DSBN personnel or students have serious or ongoing concerns regarding health and safety issues at a specific work site, they should discuss this with the Principal responsible for the supervision of the student seeking a placement at that site.

It is not general practice for a cooperative education student to receive remuneration for work done in a placement, since the emphasis is on learning. However, provided that all the criteria for the cooperative education program are met, the Principal may permit a cooperative education student to receive a wage while at their co-op placement, in accordance with the Administrative Procedure ~~established by the Board~~. This provision is in keeping with the Learning to 18 initiative and may help students meet their diploma requirements and make the transition to post-secondary destinations.

Board personnel, with the assistance of participating businesses, will follow proper Workplace Safety and Insurance Board (W.S.I.B.) procedures and requirements as outlined in the Ministry of Education Policy Program Memorandum 76A. If an employer is paying a student, they must also be paying the WSIB insurance. The exception to this rule is if the employer is in an industry that is not required by law to pay for WSIB insurance, such as the hairdressing industry and employment in a bank. In such cases, the Ministry of Education will cover the cost of WSIB insurance for the duration of the co-op placement.

Every effort will be made to co-operate with other School Boards and community organizations that arrange work placements for students in order to ensure the effective delivery of planned learning experiences in the community.

## POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-13</b>
TOPIC:	<b><u>BOARD District School Board of Niagara</u> LOGO</b>	PAGE:	Page 1 of 1
REVIEW DATE:	<del>September 2016</del> <u>May 2024</u>	DATE:	<del>September 2011</del> <u>May 2019</u>
		REVISED:	

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

The ~~Board-DSBN~~ logo shall be used on all documents, electronic communication, vehicles, spirit wear, and other items that represent the District School Board of Niagara. ~~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 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. The logo may not be altered electronically or manually without the written consent of ~~There will be no electronic or manual shape distortion, or any unauthorized deviation from the official Board-DSBN logo unless permission has been granted by~~ the Director of Education or designate. ~~Going forward, the Board logo shall include the words "District School Board of Niagara".~~

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-08</b>
TOPIC:	<b>CODE OF CONDUCT FOR SCHOOLS</b>	PAGE:	1 of 4
		DATE:	December 2018
REVIEW DATE:	December 2023	REVISED:	

District School Board of Niagara (DSBN) believes that a school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, accepted, and agree that it is the responsibility of all individuals to actively contribute to a positive school climate.

The DSBN believes that to foster a positive school climate that supports student achievement and well-being, a focus should be on prevention and early intervention strategies to address inappropriate behaviour. These standards of behaviour apply whether on school property, on school busses, or other transportation means supplied by DSBN, at school-related events or activities or in any other circumstance that could have an impact on the school climate.

The provincial Code of Conduct outlined in PPM 128, revised October 17, 2018, sets clear provincial standards of behaviour.

All DSBN schools will have a link to policy G-08: Code of Conduct for Schools on their website and if applicable, in their school agendas.

**PURPOSES OF THE CODE**

Subsection 301(1) of Part XIII of the *Education Act* states that “the Minister may establish a code of conduct governing the behaviour of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
4. To encourage the use of non-violent means to resolve conflict
5. To promote the safety of people in the schools
6. To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis
7. To prevent bullying in schools

**STANDARDS OF BEHAVIOUR****Respect, Civility, and Responsible Citizenship**

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority

**Safety**

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-08</b>
TOPIC:	<b>CODE OF CONDUCT FOR SCHOOLS</b>	PAGE:	2 of 4
		DATE:	December 2018
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All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol or cannabis to a minor
- Commit robbery
- Be in possession of any weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs
- Provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

According to PPM 128, the following responsibilities are outlined to support a collaborative ownership of the code of conduct.

**School Administrators**

Under the direction of DSBN, school administrators take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment
- Holding everyone under their authority accountable for their own behaviour and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community

**Teachers and Other School Staff**

Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in their classroom, school, and community
- Communicate regularly and meaningfully with parents
- Maintain consistent and fair standards of behaviour for all students
- Demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- Prepare students for the full responsibilities of citizenship

**Students**



**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-08</b>
TOPIC:	<b>CODE OF CONDUCT FOR SCHOOLS</b>	PAGE:	3 of 4
		DATE:	December 2018
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Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- Come to school prepared, on time, and ready to learn
- Show respect for themselves, and for others, and for those in positions of authority
- Refrain from bringing anything to school that may compromise the safety of others
- Follow the established rules and take responsibility for their own actions

**Parents/Guardians**

Parents/Guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive accepting, and respectful learning environment for all students. Parents/Guardians fulfill their role when they:

- Are engaged in their child's schoolwork and progress
- Communicate regularly with the school
- Help their child be appropriately dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the provincial Code of Conduct, the DSBN Code of Conduct, and, if applicable, the school's Code of Conduct
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child

**Community Partners**

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers and resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

**Police**

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the DSBN. These protocols are based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

References

Policy D-01: Digital Technology Use by Students  
 Policy E-11: Equity and Inclusive Education  
 Policy E-15: Workplace Violence and Harassment Prevention  
 Policy G-01: School Volunteers  
 Policy G-02: Safe Schools  
 Policy G-04: Trespass  
 Policy G-05: Weapons  
 Policy G-06: Fireworks, Firecrackers, Pyrotechnical Displays  
 Policy G-07: Vandalism  
 Policy G-08: Code of Student Behaviour (or will this policy replace?)

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-08</b>
TOPIC:	<b>CODE OF CONDUCT FOR SCHOOLS</b>	PAGE:	4 of 4
		DATE:	December 2018
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Policy G-11: Assault/Threatening Incidents Involving Students

Policy G-12: Alcohol and Illegal Drug Use

Policy G-13: Use of Physical Intervention with Students

Policy G-28: Student Discipline

Policy G-29: Bullying Prevention and Intervention

Policy G-38: Complaint Resolution Policy

Policy G-39: Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment

Newly Developed