



## POLICY COMMITTEE

### AGENDA

**Tuesday, November 20, 2018**

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

**Chair: Cheryl Keddy Scott**

1. Welcome and Introduction
2. Approval of Agenda
3. Business Arising from the Minutes
4. New Business ..... Cheryl Keddy Scott
  - i-I: Policy - General..... Wes Hahn
  - E-01: Smoke-Free Learning and Workplace Environments ..... Lora Courtois
  - E-03: Health and Safety ..... Lora Courtois
  - E-15: Workplace Violent and Harassment Prevention ..... Lora Courtois
  - G-12: Alcohol, Drug and Substance Use and Abuse ..... Lora Courtois
5. Education Act Update - G-28: Student Discipline
6. Adjournment

**Next Meeting: Tuesday, February 12, 2019 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room**

**POLICY**

SECTION:	PREAMBLE	POLICY:	<b>i-01</b>
TOPIC:	<b>POLICY - GENERAL</b>	PAGE:	Page 1 of 1
REVIEW DATE:	<del>June 2019</del> <u>November 2023</u>	DATE:	<del>June 2014</del> <u>November 2018</u>
		REVISED:	

The Board will establish policy in the general areas of:

- A. Board Governance and Administration
- B. Business
- C. Community Relations
- D. Educational Programs and Student Services
- E. Human Resources - General
- F. Facility Services and Operations
- G. General School Operations
- H. Support Staff
- I. Teaching Staff
- J. Transportation

All clauses of the *Education Act* and the Regulations of the Ministry of Education which apply to public elementary schools or secondary schools shall be considered as part of the governance of the District School Board of Niagara.

### 1. **DEFINITION OF POLICY**

Policy may be defined as the statement of formal guidance that provides the operational framework within which the organization functions. Policy statements help focus attention and resources on high priority issues by aligning and merging efforts to achieve the organizational vision.

### 2. **POLICY MANUAL AND CONTRACTUAL AGREEMENTS**

- (a) The Policy Manual shall include all policies passed by the Board.
- (b) If there is any conflict between the collective agreements and a Board policy, the terms of the collective agreement(s) shall take precedence.

### 3. Board policies are available on the external website.

## POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	<b>E-01</b>
TOPIC:	<b>SMOKE-FREE LEARNING AND WORKPLACE ENVIRONMENTS</b>	PAGE:	Page 1 of 1
REVIEW DATE:	<del>February 2019</del> <u>November 2023</u>	DATE:	<del>February 2014</del> <u>November 2018</u>
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The harmful effects of smoking on health are recognized, both to the smoker as well as the non-smoker who is exposed to second-hand smoke. The District School Board of Niagara (DSBN) wishes to safeguard the health of its students and employees by ensuring smoke-free learning and working environments.

1. In accordance with the Smoke-Free Ontario Act, smoking or the holding of lit tobacco is prohibited ~~on all school lands and premises inside the building of any school, or on any outdoor property used by the school,~~ and in all ~~Board-DSBN~~ owned/leased vehicles.
2. In addition, any smoking device and smokeless tobacco product (e.g., chewing tobacco), or vaping device which includes e-cigarettes are prohibited from all ~~school board lands and premises~~ schools or on any outdoor property used by the school.
3. Due to the fact that Administrative and outdoor education facilities are frequently used as a classroom and co-op placement site, smoking is also prohibited on the Education Centre, School-Curriculum Support Services, Special Education Support Services, -Outdoor Education Centres and Service Centre premises.
4. Students shall be instructed on the health hazards associated with smoking. In addition to the Health and Physical Education Curriculum, teachers are encouraged to reinforce the message in other courses as well as in activities such as coaching. Schools are encouraged to display posters dealing with the negative effects of smoking.
5. School and Site Administrators shall ensure that "No Smoking" signs are posted in accordance with the legislation and regulations.
6. Persons/organizations who use ~~Board-DSBN~~ facilities and their ~~grounds-outdoor property~~ shall agree to abide by this Policy as a condition of their community use of schools agreement for the use of the facilities/groundsoutdoor property.
7. Smoking is prohibited in a motor vehicle driven by a ~~school~~-volunteer driver carrying student passengers, regardless of the age of the student.
8. An exception to this policy shall be made for the traditional use of tobacco that forms part of Aboriginal culture and spirituality, when used for such purposes in consultation with the school Administrator.

**POLICY**

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	<b>E-03</b>
TOPIC:	<b>HEALTH AND SAFETY</b>	PAGE:	Page 1 of 1
REVIEW DATE:	November 2018 <del>9</del>	DATE:	<del>November 2017</del> November 2018
		REVISED:	

The District School Board of Niagara (DSBN) is committed to the health and safety of all of its employees, by protecting all employees from workplace injury or occupational illness. All supervisors and workers must be dedicated to sharing the responsibility of reducing the risk of injury and illness by working in compliance with the law and with work practices and procedures established by the 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 staff under their authority.
- b) Ensure that 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 staff know their responsibilities as described in the Occupational Health and Safety Act, the DSBN MWJHSC Terms of Reference and this policy.

All 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  
Health and Safety Act (OHSA) Workplace Harassment  
MWJHSC Terms of Reference

**POLICY**

SECTION:	HUMAN RESOURCES	POLICY:	<b>E-15</b>
TOPIC:	<b>WORKPLACE VIOLENCE AND HARASSMENT PREVENTION</b>	PAGE:	Page 1 of 2
REVIEW DATE:	November 201 <del>8</del> <sup>9</sup>	DATE:	<del>November 2017</del> November 2018
		REVISED:	

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

**Workplace violence:**

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

**Workplace harassment:**

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

**Workplace sexual harassment:**

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

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

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

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.

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.

**POLICY**

SECTION:	HUMAN RESOURCES	POLICY:	<b>E-15</b>
TOPIC:	<b>WORKPLACE VIOLENCE AND HARASSMENT PREVENTION</b>	PAGE:	Page 2 of 2
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REVIEW DATE:	November 2018 <sup>9</sup>	REVISED:	

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.

## POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-12</b>
TOPIC:	<b>ALCOHOL, DRUG AND SUBSTANCE USE AND ABUSE</b>	PAGE:	1 of 1
REVIEW DATE:	<del>June 2020</del> <u>November 2023</u>	DATE:	<del>June 2015</del> <u>November 2018</u>
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~~To meet its goal of providing school environments which are free from alcohol and/or illegal drugs, the District School Board of Niagara (DSBN) prohibits the possession, distribution or use of alcohol and/or illegal drugs by its students while on school property or on out of school sanctioned programs and events. The DSBN also will not condone behaviour that suggests that a student is under the influence of alcohol, illegal drugs or may have intentionally misused a commonly available product or plant. Disciplinary measures will be taken for violation of this policy within the framework provided by the Code of Student Behaviour and student discipline policies, individual school Codes of Behaviour, and Provincial and Federal laws and regulations.~~

DSBN's goal is to provide a school environment that is free from substances that can make a student unfit for learning or a staff member or volunteer unfit for duty. The District School Board of Niagara (DSBN) prohibits the possession, distribution or use of substances (alcohol, illicit drugs, legal drugs – cannabis, misuse of medication and prescribed medication that renders an individual to be unfit). This applies to any person while on school property or on out of school sanctioned programs and events. The DSBN also will not condone behaviour that suggests that a staff, student or volunteer is under the influence of a substance. There are staff exceptions to alcohol consumption which are addressed in Policy C-01 Community Use of Schools - General. Disciplinary measures will be taken for violation of this policy within the framework provided by the Code of Conduct and student discipline policies, individual school Codes of Conduct and Provincial and Federal laws and regulations.

In accordance with Ministry of Education Curriculum Policy Documents, the DSBN will provide educational programs that will seek to provide accurate information about the dangers of substance use and abuse~~alcohol and drug abuse~~, and assist students to acquire the skills and attitudes they need to make appropriate decisions regarding substance use and abuse alcohol and drug use.

Schools and DSBN personnel will work with other community agencies to raise student awareness regarding the serious consequences of alcohol use and drug abuse.

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-12</b>
TOPIC:	<b>ALCOHOL, DRUG AND SUBSTANCE USE AND ABUSE</b>	PAGE:	2 of 1
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References

Policy C-01: Community Use of Schools - General

Policy G-14: Out of School Programs/Events