



# POLICY COMMITTEE

## AGENDA

Tuesday, February 11, 2020  
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
4. New Business .....Alex Bradnam
  - A-01: Student Trustees on Boards.....Leanne Smith
  - A-08: Parent Involvement Committee ..... Mike St. John
  - A-18: Environmental Sustainability .....JoAnna Roberto
  - D-09: Framework for the Provision of Special Education ..... Wes Hahn
  - G-13: Use of Physical Intervention with Students ..... Wes Hahn
  - G-17: Provision of Health Support Services to Students ..... Wes Hahn
  - G-04: Trespass ..... Jennifer Feren
  - G-07: Vandalism ..... Jennifer Feren
  - G-01: School Volunteers ..... Lora Courtois
5. Adjournment

**Next Meeting: Tuesday, May 12, 2020 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room**

District School Board of Niagara

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-01</b>
TOPIC:	<b>STUDENT TRUSTEES ON BOARDS</b>	PAGE:	1 of 3
		DATE:	February 2018 February 2020
REVIEW DATE:	February 2023 February 2025	REVISED:	

It is the policy of the District School Board of Niagara (DSBN) to include a maximum of ~~two (2)~~ **three (3)** non-voting student trustees on its Board of Trustees to serve up to two (2) successive one-year terms, from August 1<sup>st</sup> during the year of their election to July 31<sup>st</sup> during the second year of their term. The ~~two (2)~~ **three (3)** non-voting student trustees will serve staggered two successive one-year terms.

Failure to serve the second of the successive one-year terms by a student trustee would be treated as a vacancy under this policy and the student trustee filling the vacancy herein would be eligible to solely serve the remaining one-year term.

The inclusion of student trustees enables the perspective of students to be considered in Board of Trustee decisions. It also provides students with valuable learning experiences.

**ELIGIBILITY**

To be eligible for this role, students must meet the following criteria:

1. Students must be entering their eleventh grade or second last year of secondary education as a full-time student at a school within the jurisdiction of the DSBN. An exceptional student in a special education program for whom the Board has reduced the length of the instructional program on each school day is eligible so long as the student would be a full-time student if the program had not been reduced; and
2. ~~Students must have achieved, in the previous school year, and maintain a minimum average of 60% across all subjects; and~~
3. Students must have demonstrated an interest and prior involvement in school, extra-curricular and/or community based activities.

**RESPONSIBILITIES**

Students must be willing to commit the necessary time to attend meetings and perform the duties and responsibilities of a student trustee. The responsibilities of the student trustee include the following:

1. To regularly attend all Board of Trustee meetings except meetings that are closed to the public under clause 207 (2) (b) of the Education Act;
2. To be knowledgeable about, and willing to comply with, DSBN By-Laws and Rules of Procedure;
3. To select and regularly attend and participate in at least one Statutory or Standing Committee meeting per month, in addition to Student Trustee Senate;
4. To serve as the ~~co-chairs~~ and lead the Student Trustee Senate;
5. To act as the student liaison representative, by consulting and informing the Student Trustee Senate about DSBN issues of interest and concern to students.
6. ~~The Indigenous Student Trustee will be invited to be a student member and attend the Indigenous Education Advisory Committee (IEAC) meetings.~~

Even though the student trustee is a non-voting member of the Board of Trustees, he/she will have the same opportunity for participation at meetings of the Board of Trustees and at meetings of committees of the Board of Trustees as granted to elected Board of Trustee Members.

**ELECTION**

Each candidate for the position of student trustee will submit ~~an expression of interest outlining why they are interested in serving in this role and how they will represent student voice. concise application outlining their academic, school, extra-curricular and/or community involvement experiences, including a brief explanation of their interest in serving in this role.~~

In consultation with Student Council and following school-based processes, each school may submit one application,

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signed by the Principal.

In April of each year, a meeting will be held by the Student Trustee Senate, at which time an election for the **two (2)** student trustee(s) will take place. Campaigning for the position of student trustee is restricted to the distribution of the candidate's application form and a three-minute presentation on the date of the student trustee election forum. There will be no opportunity for a question period of the candidates.

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

Indigenous Student Trustee

Between February and April each year, an Indigenous student leadership symposium will be held, at which time the Indigenous students will appoint a student for the Indigenous Student Trustee position. This appointment will be acknowledged within the next IAEC committee meeting. The IAEC committee will forward this recommendation to the Board of Trustees for approval.

The DSBN shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.

**ORIENTATION**

Orientation for the newly elected student trustees will be provided by the Director of Education and/or designate, as well as the outgoing student trustees. During their term, the student trustees may request additional information and assistance, as required.

**REIMBURSEMENT OF EXPENSES**

Student trustees will be reimbursed for out of pocket expenses reasonably incurred in carrying out their duties, in accordance with DSBN policies. Prior approval and reimbursement for attendance at workshops, training sessions and/or conferences must be authorized by the Director of Education.

**HONORARIUM**

A student trustee is entitled to receive an honorarium from the DSBN in the amount of:

(a) \$2500.00 per year if the student trustee holds office for a complete term of office.

or

(b) \$2500.00 prorated according to the proportion of a term for which the student trustee holds office, if the student trustee holds office for less than a complete term of office.

**VACANCIES**

A student trustee elected by his or her peers may be disqualified if he or she fails to remain as a full-time student at a secondary school within the DSBN, or if the student fails to remain in good standing within the school and community, or fails to fulfil the responsibilities of their role, or if the student is charged or convicted of a criminal or serious provincial

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offence during the term of office, or if he or she is serving a sentence of imprisonment in a penal or correctional institution.

A member of the DSBN or of the Student Trustee Senate who has reasonable grounds for concern that may lead to disqualification of a student trustee should express that concern to the Director of Education. The disqualification of a student trustee would require a majority vote of the Board of Trustee Members present in Committee of the Whole.

In the event a vacancy arises prior to the expiration of the term, a by-election shall be held.

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-08</b>
TOPIC:	<b>PARENT INVOLVEMENT COMMITTEE</b>	PAGE:	Page 1 of 1
		DATE:	March 2015 February 2020
REVIEW	March 2020 February 2025	REVISED:	

**1. ROLE OF PARENT INVOLVEMENT COMMITTEE**

In order to enhance the work of school councils and to co-ordinate their work with each other and the District School Board of Niagara (DSBN), the DSBN endorses the establishment and maintenance of the Parent Involvement Committee (PIC). This committee is a committee of the DSBN. This committee, chaired by a parent member selected by the committee is composed of parent/community representatives from school councils across the district, plus school administrators and trustee members. It will meet regularly to provide information, facilitate communication, provide opportunities for meetings and workshops and to be a link with the Board of Trustees and senior administration.

The mandate of the PIC is to:

- support, encourage, and enhance meaningful parent engagement at the board level to improve student achievement and well-being
- provide information and advice to the board on parent engagement
- communicate with and support school councils
- undertake activities to help parents support their children’s learning at home and at school

**2. COMPOSITION**

The committee shall be composed of:

- One (1) parent representative from an elementary and one (1) from a secondary school council in each municipality of the DSBN. These members shall be chosen by lot by the Board from among volunteers from each area who declare an interest and willingness to serve and are able to attend on a regular basis. It is expected that representatives identify themselves as a committee contact person to the chairs of each school council in their area. They also will strive to make all school councils in the area aware of the work of PIC.
- Representation {maximum of four (4)} chosen from the elementary and secondary school administrator(s).
- Representation {maximum of two (2)} chosen from the Board of Trustees.
- Superintendent of Schools designated by the Director of Education.
- Up to two (2) community representatives.
- Any interested parents who serve on their school council, will be welcome to participate in PIC meetings and activities.

**3. BYLAWS**

The PIC committee shall establish and update bylaws which are consistent with the Education Act and Regulations detailing membership terms, meeting frequency, etc.

References

Policy A-12: School Councils

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-18</b>
TOPIC:	<b>ENVIRONMENTAL SUSTAINABILITY</b>	PAGE:	Page 1 of 1
		DATE:	June 2015 February 2020
REVIEW	June 2020 February 2025	REVISED:	

The District School Board of Niagara (DSBN) recognizes the interdependence of the environment, the economy and society, and the challenge of balancing all three in building a healthy, sustainable future. The DSBN believes in the concept of sustainable development as defined by the United Nations World Commission of Environment and Development and “meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.”

The DSBN is committed to meeting the following objectives for environmental sustainability:

- a) Promoting teaching and learning about environmental issues and solutions.
- b) Engaging students and staff to participate actively in practicing and promoting environmental stewardship both in the school and in the community.
- c) Providing leadership by implementing and promoting responsible environmental practices throughout the education system so that students, staff, parents/guardians, and community members become dedicated to living more sustainably.
- d) Develop and promote ecologically sound purchasing and disposal practices.
- e) Facilitate sound waste management procedures with a strong emphasis on reduction strategies (reduce, reuse, recycle).

**POLICY**

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	<b>D-09</b>
TOPIC:	<b>FRAMEWORK FOR THE PROVISION OF SPECIAL EDUCATION SERVICES</b>	PAGE:	1 of 1
		DATE:	<del>March 2015</del> February 2020
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In the District School Board of Niagara (DSBN), Special Education is a collaborative process that encompasses the supports, services and strategies that ~~provide the opportunities for each student to reach his/her full potential.~~ inspire and engage students. Services and Strategies are responsive to the strengths and needs of each student and ensure a caring learning environment where every student can achieve.

The general philosophy and service delivery model for the DSBN is based on the following premises:

- a) That parents/guardians are an important part of student success and are therefore invited and encouraged to be involved with their child's/ward's education through ongoing communication between the family and school personnel.
- b) That an In-School Team is expected to facilitate the collaborative problem solving, decision making and planning for students who are experiencing difficulty in their learning environment.
- c) That an Individual Education Plan (IEP) be established for every Identified Exceptional student and where required, as determined by the In-School Team, for any other student.
- d) That all students identified by an exceptionality, as defined by the Ministry of Education, are served in the most enabling environment available.
- e) That a range of placements including indirect support, resource assistance and withdrawal assistance be available across the DSBN. Special Class placement may also be available to meet the needs of some students, provided such placement is approved by Special Education Support Services. ~~School Support Services.~~
- f) That opportunities for integration be planned, consistent with the learning needs of the student, age appropriate, and part of the IEP for each student, as determined by the In-School Team.

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-13</b>
TOPIC:	<b>USE OF PHYSICAL INTERVENTION WITH STUDENTS</b>	PAGE:	1 of 1
REVIEW DATE:	<del>March 2020</del> <a href="#">February 2025</a>	DATE:	<del>March 2015</del> <a href="#">February 2020</a>
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It is the policy of the District School Board of Niagara (DSBN) to foster and maintain a safe environment for its students, staff and community through the implementation of effective measures to ensure safety in schools. The District School Board of Niagara (DSBN) supports the use of instructional, classroom management and supervision techniques which are designed to promote attitudes that develop the skills and knowledge necessary to foster and maintain healthy relationships designed to teach the skills and attitudes that students require in order to function effectively within society. ~~In particular,~~ preventative intervention, ~~the~~ positive reinforcement of desired behaviours, and the development of social skills and conflict resolution strategies are considered the most useful tools for promoting positive growth and development.

Recognizing early warning signs and intervening appropriately can often diffuse a situation before it becomes serious. Every student should feel supported by a safe learning environment that proactively provides classroom strategies for self-regulation and pro-social behaviours.

The DSBN recognizes that some students display a level of inappropriate behaviour which is not always controllable or alterable by the use of standard classroom management/supervision techniques. Therefore, the use of physical intervention techniques may be required in order to achieve a productive resolution of the behaviour difficulties and to ensure the safety of students. These techniques include the use of physical contact to a greater extent than would normally be employed, and physical restraint where concerns for the safety of students and staff justify its use.

Physical restraint is a procedure used when there is a concern that a student may suffer personal injury or injure others. Due to the nature of physical restraint, the DSBN expects staff to limit its use to those situations which are not resolvable by other classroom management techniques.

The use of the interventions outlined in this Policy reflects the philosophy that the primary purpose of such intervention is for all students to acquire positive skills and attitudes and to ensure the care, well-being, safety and dignity of students and staff.

The DSBN does not support discipline measures that are solely punitive. Schools are encouraged to implement proactive positive practices and corrective supportive practices when necessary.  
~~The use of interventions outlined in this Policy must not be used in a punitive manner.~~

~~It is the policy of the District School Board of Niagara to foster and maintain a safe environment for its students, staff and community through the implementation of effective measures to ensure safety in schools and at school sponsored events.~~

~~(a) encouraging attitudes that develop in students the skills and knowledge necessary to foster and maintain healthy relationships~~

~~The DSBN does not support discipline measures that are solely punitive. Schools are encouraged to implement proactive positive practices and corrective supportive practices when necessary~~

~~In order to promote and support appropriate and positive student behaviours that contribute to creating and sustaining safe, comforting and accepting learning and teaching environments that encourage and support students to reach their full potential, the DSBN supports the use of positive practices for: (1) prevention, and (2) positive behaviour management. The DSBN also encourages principals/designates to review and amend as appropriate, Individual Education Plans, Positive Behaviour Support Plans and Safety Plans, at regular intervals~~

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-17</b>
TOPIC:	<b>PROVISION OF HEALTH SUPPORT SERVICES TO STUDENTS</b>	PAGE:	Page 1 of 1
REVIEW DATE:	<del>March 2024</del> <u>February 2025</u>	DATE:	<del>March 2016</del> <u>February 2020</u>
		REVISED:	

**GUIDING PRINCIPLES**

This Policy shall be implemented consistent with these principles outlined in Ministry Memorandum #81 (1984) and the *Education Act*.

1. It is the responsibility of the parent, guardian, student 18 years of age or older or a physician to advise the school in writing that a student requires or may require an essential health services on a regular basis during school hours. The School Administrator(s) will review the written request, so that only those services provided by the District School Board of Niagara (DSBN) (see below) will be considered.
2. No school-aged child shall be denied permanent access to education because of special health support needed during school hours.
3. Where a parent, guardian or student can provide the required essential health service, he or she is to be encouraged to do so.
4. ~~Drugs-Medications~~ and other essential health services shall be provided in a manner which allows for sensitivity and privacy, and which encourages the student to take an optimum level of responsibility for his or her needs.

**SERVICES PROVIDED BY THE DSBN**

For the purpose of these procedures, essential health services which may be provided by the DSBN include the following:

<ul style="list-style-type: none"> <li>• Oral medication <del>administration</del><u>provision</u></li> <li>• Topical medication <del>administration</del><u>provision</u></li> <li>• Lifting and positioning of a student</li> <li>• Assistance with mobility of a student</li> <li>• Feeding a student</li> </ul>	<ul style="list-style-type: none"> <li>• Toileting of a student</li> <li>• General maintenance exercises for a student</li> <li>• Speech correction or remediation</li> <li>• Clean intermittent catheterization</li> <li>• Shallow surface suctioning</li> </ul>
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**Note:** The DSBN permits the use ~~by staff of~~ epinephrine auto injectors (e.g., EpiPen®) if authorized as part of a student Plan of Care~~Emergency Action Plan~~.

**SERVICES PROVIDED BY SCHOOL HEALTH SUPPORT SERVICES LOCAL INTEGRATED HEALTH NETWORK (LHIN)(COMMUNITY CARE ACCESS CENTRE (CCAC))**

For the purpose of these procedures, essential health services which may be provided by the Ministry of Health through School Health Support Services shall include the following:

<ul style="list-style-type: none"> <li>• Chest therapy and breathing exercises</li> <li>• Injection of medication</li> <li>• Catheterization (sterile intermittent) of a student</li> <li>• Manual expression of the bladder or stoma</li> <li>• Postural drainage and deep suctioning</li> </ul>	<ul style="list-style-type: none"> <li>• Tubal feeding</li> <li>• Physiotherapy or occupational therapy</li> <li>• Speech pathology or clinical therapy</li> <li>• Any intensive clinical treatment</li> <li>• Nursing procedures required to allow a student to remain in school</li> </ul>
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**References**

- ~~Policy G-15: Student Medical Information~~
- ~~Policy G-16: Administering Emergency Health Services to Students~~
- ~~Policy G-18: Anaphylaxis (Severe Allergies)~~
- Policy G-40: Supporting Students with Prevalent Medical Health Conditions

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-04</b>
TOPIC:	<b>TRESPASS</b>	PAGE:	1 of 1
REVIEW DATE:	<del>March 2020</del> February 2025	DATE:	<del>March 2015</del> February 2020
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1. Only authorized persons may implement the *Trespass to Property Act* and the *Occupiers' Liability Act*, therefore, in order to implement the *Trespass to Property Act* and the *Occupiers' Liability Act*:
  - (a) All employees of the District School Board of Niagara (DSBN) shall be designated as Authorized Persons.
  - (b) Signs, in accordance with the *Occupiers' Liability Act*, shall be ordered through the Facilities Services Department.
  - (c) Signs, in accordance with the *Occupiers' Liability Act*, shall be posted on school sites and DSBN premises.
  
2. Under the *Trespass to Property Act*, a School Board has all the rights of an "occupier" to maintain control over each school site, which is broadly defined to include the school building, playground, gymnasium, offices and parking area, etc., and DSBN premises. All employees shall strive to ensure that only those with a legal right under the *Education Act* are present on school sites and DSBN premises during school hours or school and DSBN sponsored activities.

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-07</b>
TOPIC:	<b>VANDALISM</b>	PAGE:	1 of 1
REVIEW DATE:	<del>March 2020</del> February 2025	DATE:	<del>March 2015</del> February 2020
		REVISED:	

This policy seeks to support the proper care and maintenance of schools by students, staff and the community, and to support measures which will discourage vandalism (wilful damage) to District School Board of Niagara (DSBN) property.

**CONSEQUENCES OF DAMAGE TO SCHOOL BOARD PROPERTY**

1. Wilful damage, destruction or misappropriation of school property by students will normally result in student discipline and the requirement of restitution. The Police may also be involved.
2. Accidental damage by students, destruction or loss of school property normally will require restitution, but will not involve student discipline.
3. When acts of vandalism or damage are committed by persons other than DSBN students, the Police will normally be involved.

**PREVENTIVE MEASURES**

1. Students and staff shall be encouraged to take pride in their school and to help to reduce vandalism.
2. Schools shall encourage and implement strategies with neighbours for reporting of unauthorized after hours activities.
3. The removal of graffiti in a timely manner discourages vandalism. Graffiti shall be removed as quickly as possible under the supervision of appropriate DSBN personnel.

**References**

Policy F-06: Video Security Surveillance  
 Policy G-28: Student Discipline  
 Policy G-04: Trespass

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-01</b>
TOPIC:	<b>SCHOOL VOLUNTEERS</b>	PAGE:	1 of 1
REVIEW DATE:	<del>January 2018</del> February 2025	DATE:	<del>January 2013</del> February 2020
		REVISED:	<del>June 2015</del>

**INTRODUCTION**

The District School Board of Niagara (DSBN) values, supports and expects the involvement of school volunteers to enhance all aspects of school life for the benefit of students. The DSBN believes that the presence and participation of school volunteers contributes to more effective partnerships between a school and its community.

**DEFINITION**

Volunteers in the school shall mean responsible persons from the community who provide services to the school that meet specific needs determined by the School Administrator(s).

**ROLE AND RESPONSIBILITIES**

- a) The responsibility to approve/not approve volunteers, lies with the School Administrator(s).
- b) School Administrator(s) will endeavour to match the skills of the volunteers with student, staff and program needs.
- c) School volunteers may be required to participate in an orientation and/or informal "training" program.
- d) School volunteers are required to maintain the confidentiality of personal information regarding staff and students.
- e) School volunteers shall be responsible to the School Administrator(s) but depending on the assignment, may be supervised by other staff.
- f) School volunteers do not have ultimate responsibility for the supervision or formal discipline of students.
- g) Under some circumstances or depending on the activity or at the discretion of the School Administrator(s), school volunteers may be required to complete a criminal record check.
- h) School volunteer drivers, including staff members must complete the "Volunteer Driver Acknowledgement" form for each vehicle.

**LIABILITY**

School volunteers who are working within the scope of their duties are covered by the DSBN's liability insurance.