



POLICY COMMITTEE

AGENDA

Tuesday, May 11, 2021
5:30 p.m. – TEAMS
Chair: Alex Bradnam

1. Welcome and Introduction
2. Approval of Agenda
3. Business Arising from the Minutes
4. New BusinessAlex Bradnam
 - F-05: Playspace Equipment and Naturalized Learning and Play Spaces Stacy Veld
 - G-10: Use of Identification Badges by Non-School Staff and Non-School Board Personnel..... Stacy Veld
 - D-07: Third Party Provision of Student Support Services Jennifer Feren
 - G-06: Fireworks, Firecrackers, Pyrotechnical Displays Jennifer Feren
“Recommendation to revoke”
 - A-09: Naming/Renaming of Schools..... Kelly Pisek
 - D-14: Assessment and Evaluation and Reporting Marian Reimer-Friesen
 - NEW E-20: DSBN Employee Hiring Practices Lora Courtois
5. Adjournment

Next Meeting: Tuesday, November 16, 2021– 5:30 p.m.

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-05
TOPIC:	PLAYSPACE EQUIPMENT AND NATURALIZED LEARNING AND PLAY SPACES	PAGE:	1 of 1
		DATE:	June 2016 May 2021
REVIEW DATE:	June 2021 May 2026	REVISED:	

The Playspace Equipment and Naturalized Learning and Play Spaces Policy supports District School Board of Niagara (DSBN) schools with the creation of environments where students can develop physical fitness, motor control and social skills through the safe use and installation of outdoor activity equipment or naturalized learning and playspaces. Since playspace equipment and naturalized learning and play spaces are not funded provincially, the DSBN appreciates the partnership of parents/guardians and community groups who raise funds for purchase, installation, and ongoing repairs and maintenance of playspace equipment and naturalized learning and play spaces at schools.

Definitions:

Playspace equipment – a playstructure anchored to the ground or having natural stability, and not intended to be moved, that is for use in the play areas located on the playground.

Naturalized Learning and Play Space – may include the use of trees, boulders, tree stumps, pathways, trails, garden areas or benches to create outdoor classrooms or a social centre, and areas sheltered from the elements on the school property or in the early learning play area.

Parameters:

Safety considerations are paramount when purchasing playspace equipment. Therefore, schools are expected to act in accordance with the procedures of the DSBN, and in consultation with Purchasing and Facility Services, regarding the purchase, installation and maintenance of playspace equipment to ensure:

- Compliance with the DSBN Purchasing Policy and the Government of Ontario Broader Public Sector Procurement Directives.
- Installation is conducted by a reputable vendor with proof of insurance and WSIB coverage.
- New playspace equipment meets the current C.S.A. standards
- New playspace equipment installations are compliant with the Accessibility for Ontario with Disabilities Act (including site accessibility and ground level accessible equipment for student enjoyment).
- The Ground surfacing is appropriate and meets current C.S.A. standards.
- The use of native species in naturalized playspaces and no poisonous plants or invasive species shall be utilized in these spaces.
- The best value is derived for the community fund raising efforts.
- The playspace equipment is appropriately located and correctly installed.
- The total cost of ownership is considered: purchase, installation, certification and ongoing maintenance costs.
- If the equipment or naturalized learning and play space poses a safety hazard or is deemed unmanageable, and the school determines after consultation with Facility Services it is unable or unwilling to finance the repair costs, then it will be removed.

Responsibility for Playspace Equipment and Naturalized Learning and Play Spaces:

School Administrator(s) are responsible for the inspection and supervision, during normal school hours, of playspace equipment and naturalized learning and play spaces consistent with the appropriate procedures and other relevant DSBN guidelines, and consistent with the Education Act and Regulations.

References

Policy B-01: Purchasing Policy

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-10
TOPIC:	USE OF IDENTIFICATION BADGES	PAGE:	1 of 1
		DATE:	June 2016 May 2021
REVIEW DATE:	June 2024 May 2026	REVISED:	

The District School Board of Niagara (DSBN) strives to ensure a safe environment in its buildings schools for students, staff and members of the community. The provision and use of identification badges for all employees of the DSBN, along with all other visitors to our buildings, is one method to be used in support of this goal. It shall be the policy that all employees, visitors, and third-party contractors must be provided, and wear identification while on DSBN property. non-school based staff and non-School Board personnel and visitors must be provided and wear identification wear identification badges while on DSBN property. or attending off-site school events.

Identification is The badges are intended to be a means by which all employees of the DSBN and non-school based staff and non-School Board personnel and visitors approved to be in a school DSBN building, can be readily identified. Those without identification official status (i.e., without a badge) would also be readily identifiable and their purpose for being on DSBN school property could be questioned.

The Human Resources Department (or those responsible for the Safe School Act) shall be responsible for the provision and coordination of the use of Identification Badges.

The ITS Department, supported by the Educational Media and Resource Centre, shall be responsible for preparation and disbursement of the badges in coordination with the Human Resources Department or hiring/supervising department.

1. The use of Identification Badges is generally intended to apply during the normal daytime hours of operation of the DSBN schools and at all events held offsite by the DSBN.
2. All full and part-time employees will be issued an identification badge at the beginning of the school year or on their first day of employment. The identification badge shall contain the bearer's name and photograph.
3. All occasional employees will be issued a DSBN - Casual Identification badge on their first day of employment. The identification badge shall contain the bearer's first name, last name, photograph and position title.
4. All contract employees will be issued a Contract Identification badge on their first day of employment. The identification badge shall contain the bearer's first name, last name, position, photograph and end date of the contract.
5. Employees of identified contract companies who provide services to the DSBN on a regular ongoing basis (e.g., security intrusion system employees, selected maintenance contractors) who have occasion to visit various school buildings as a requirement of their contracted responsibilities, shall be issued Contractor Identification Badges.
6. Bus, van, taxi drivers and courier service employees shall be issued Identification Badges by their companies identifying them as employees of specific companies engaged to provide services on behalf of the DSBN.
7. All other visitors entering a school shall attend the office in accordance with DSBN procedures. Each visitor not in possession of a photo DSBN identification or identification badge shall be required to wear a "Visitors" badge. while on DSBN property.
8. All personnel who have been issued either a Photo Identification or an Identification Badge shall be required to wear those badges prominently at all times when in DSBN buildings schools and DSBN school events held offsite.

References

Policy G-02: Safe Schools
Policy G-04: Trespass

DSBN/Niagara Regional Police Service Protocol

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-07
TOPIC:	THIRD PARTY PROVISION OF STUDENT SUPPORT SERVICES	PAGE:	Page 1 of 1
		DATE:	June 2016 May 2021
REVIEW DATE:	June 2021 May 2026	REVISED:	

The District School Board of Niagara (DSBN) is committed to the provision of appropriate in-school support services for individual students or groups of students. The students who will receive this support, as well as the extent and scheduling of this support, are determined by the service allocation processes of the DSBN and Ministry of Education regulations.

Consistent with the DSBN's duty to provide appropriate and equitable services for students, parents/guardians are not permitted to purchase or otherwise provide (e.g., use of a volunteer) in-school or in-classroom student assistance, including personal support workers or other in-school professional services.

There are two circumstances which may lead to a decision that varies from this general policy:

- The DSBN will work co-operatively with other provincially funded and regulated community agencies, (e.g., Family and Children’s Services Niagara (F-A-C-S-), Pathstone, [Niagara Children’s Centre](#)) including those working with students with mental health and/or physical and/or developmental needs, in the provision of appropriate in-school and/or in-classroom services.
- The DSBN acknowledges that in special cases, temporary rehabilitative support may be accessed with insurance claim monies, as authorized by a rehabilitation counsellor or other similar agent, regarding a specific individual. Eligibility for this service, including the selection and management of appropriate personnel, will be the responsibility of the DSBN. Such actions will be taken in consultation with the appropriate third party who will provide funding for the cost associated with the provision of such services.

The approval, denial or termination of support services provided or funded by a third party shall, at all times, be at the sole discretion and direction of the DSBN.

Access and provision of personal information regarding a student from personnel employed as in-school support funded by a third party, shall be at the discretion of the School Administrator(s) acting in accordance with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-06
TOPIC:	FIREWORKS, FIRECRACKERS, PYROTECHNICAL DISPLAYS	PAGE:	1 of 1
		DATE:	January 2016
REVIEW DATE:	January 2021	REVISED:	

1. In the interest of preserving safety and avoiding any injuries to students or staff, no individual shall possess, sell, offer for sale, give or distribute, or set off any fireworks or firecrackers on school premises, or at any school sponsored event.
2. In the event any student is found to have used, sold, offered for sale, given, distributed, or is in possession of, fireworks or firecrackers while on or near school premises or at a school sponsored event, the School Administrator will take appropriate disciplinary action.
3. Any presentations to students involving the use of pyrotechnic devices must be approved by the School Administrator (in conjunction with the Area Superintendent of Education) who will seek prior approval from the Fire Chief in accordance with our Police Protocol and our Fire Safety Reference Guide for Schools.
4. A written request for an exception to this Policy for a community event must be sent to the Director of Education. Decisions shall be rendered after consultation with appropriate fire safety officials.

Excerpt from Police Protocol re: Fireworks

**POSSESSION/USE OF
FIRECRACKERS OR
FIREWORKS**

In accordance with Municipal By-laws, no one can discharge, fire or set off firecrackers without a licence/permit.

Fireworks cannot be sold or given or possessed by any person under age 18.

References

- Policy C-01: Community Use of Schools - General
- Policy G-02: Safe Schools
- Policy G-28: Student Discipline

Protocol between District School Board of Niagara and Niagara Regional Police Service
Fire Safety Reference Guide for Schools

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	1 of 2
		DATE:	May 2021
REVIEW DATE:	May 2026	REVISED:	

The District School Board of Niagara (DSBN) recognizes that the naming/renaming of a school is important for a school community which includes the staff, the students, and their families. As needed, an ad hoc committee for the purpose of naming/ renaming shall be established in accordance with this policy.

THE INITIATION OF A NAMING COMMITTEE

The Superintendent of Education of the school(s) involved would bring forward the recommendation to initiate an Ad Hoc Naming Committee to the Chair of the Board of Trustees and the Office of the Director of Education. The Chair and the Director of Education with input from the local trustee(s), would determine if the request for a naming committee be included on the agenda of an upcoming board meeting.

NEW SCHOOL BUILD

The naming of a school occurs during the process of a new school build which can be the result of an accommodation review or when enrolment increases in a community and an additional school facility is required. This recommendation would be made by the new school transition committee

RENAMING OF AN EXISTING SCHOOL DUE TO A CONSOLIDATION

The renaming of a school may occur because of a consolidation of existing schools through an accommodation review. The recommendation would be made by the transition committee that is formed at the conclusion of an accommodation review.

INITIATION OF A REVIEW AND POTENTIAL RENAMING OF A SCHOOL

The renaming of a school may also occur when a request is made by the school council in elementary schools or together the school council and student council in secondary schools who feel they have sufficient reason to believe their school community would benefit from a review and a potential renaming of their school. The rationale can stem from the request to develop a new identity for the school. In this case, the councils would submit their rationale for the recommendation to the area Superintendent of the school.

NAMING CRITERIA

To guide the naming of a school, the Naming Committee will consider names that:

- Inspire students
- Reflect the mission, vision, and values of the DSBN
- Reflect the geographic location or the local community in which the school is located
- May be symbolic of the unique program focus of the school
- Reflect the cultural and racial diversity of the school community
- Depict an event that has shaped life in Niagara, Ontario, or Canada

SCHOOL COMMUNITY INPUT ON GENERATING POTENTIAL NAMES

- Input will be sought via DSBN and school communication vehicles including but not limited to newsletters/notices, websites, and social media.
- Naming criteria, along with deadlines for submission of names will be clearly communicated with requests for naming input.
- The input will be presented to the Naming Committee for consideration during their process.

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	2 of 2
		DATE:	May 2021
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COMMITTEE COMPOSITION

Voting Members

- School Administrator(s)
- Local School Council representative(s)
- Student representative(s) (Secondary schools only)
- Staff member(s)

Non- Voting Members

- Superintendent of Education (serving as Chair)
- Community representative if appropriate but not required
- Local Trustee(s) associated with school(s) involved
- Communications Department representative
- DSBN resource staff for support as needed

ROLE OF THE NAMING COMMITTEE

- The committee will be provided with a list of possible names by the Committee Chair gathered from the school community.
- The committee will evaluate suggestions and the information provided based on naming criteria provided.
- The committee will vote using a system outlined at the first meeting by the Committee Chair to select their preferred school name.
- Once the committee has selected their preferred school name and prior to the meeting of the Board of Trustees, the recommended name will be shared with the school community.
- The Superintendent of Education will submit a final report to the Board of Trustees with the Naming Committee's recommendation of a school name and the Naming Committee's rationale for their recommendation for the Board of Trustees to consider at a board meeting.

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POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	1 of 2
		DATE:	January 2017
REVIEW DATE:	January 2022	REVISED:	

The District School Board of Niagara (DSBN) recognizes that the naming/renaming of a school is important for employees and students as well as to the surrounding community. As needed, an ad hoc committee for the purpose of naming/renaming shall be established in accordance with this policy.

INITIATION OF NAMING/RENAMING PROCESS

The Superintendent of Education in the area of the school to be renamed will submit a request by letter to the Chair of the Board of Trustees. With appropriate input from the Board of Trustees, the Chair and the Director of Education will determine if a naming committee will be formed.

COMMITTEE COMPOSITION

- Local Trustee(s) associated school
- School Administrator representative or designate
- Local School Council representative(s)
- Student representative(s) (Secondary Only) Elementary participation will occur within school based activities
- Superintendent of Education (serving as Chair and resource support)
- Community representative if available

ROLE OF THE COMMITTEE

- The committee will be provided with a list of possible names by the Committee Chair
- The committee will evaluate suggestions and the information provided in support of the proposed name based on the naming criteria
- The committee will vote using a system outlined at the first meeting by the Committee Chair

NAMING INPUT

- Input will be sought via DSBN and school communication vehicles including but not limited to newsletters/notices, websites and social media
- Naming criteria, along with deadlines for submission of names will be clearly communicated with requests for naming input
- The three top names will be communicated via DSBN and school communication vehicles including but not limited to newsletters/notices, websites and social media

NAMING CRITERIA

To guide name selection, the Naming Committee will consider names that:

- Inspire students
- Reflect DSBN's strategic plan and community composition
- Recognize a renowned Canadian with significance to the Niagara community
- Honour a Canadian whose contribution to Canadian society or to the world is recognized and valued across Canada
- Depict an event that has shaped life in Niagara
- Recognizes a historical name or an event significant to the area in which the school is located
- Identifies the community served by the school
- Uses the name of the street on which the school is located

Proposed names cannot:

- Be of current employees or members of the Board

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	2 of 2
		DATE:	January 2017
REVIEW DATE:	January 2022	REVISED:	

VOTING PROCESS

- Superintendent of Education will submit the top three names put forth by the committee with the rationale for each name to the Office of the Director of Education.
- The Director of Education staff coordinates the voting of the school name at a future regular meeting of the Board of Trustees.
- Trustees will submit their preferences by ballot. Voting will continue until there is a clear majority.
- After voting has concluded, the Chair of the Board of Trustees will request that a motion be made to declare the new name of the school and the effective date. The motion will be seconded and passed by the Board of Trustees.

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-14
TOPIC:	ASSESSMENT AND EVALUATION AND REPORTING	PAGE:	Page 1 of 1
REVIEW DATE:	March 2021 May 2026	DATE:	March 2016 May 2021
		REVISED:	

The District School Board of Niagara is committed to policies for assessment, evaluation, and reporting as outlined in the Ministry of Education's document *Growing Success – Assessment, Evaluation and Reporting in Ontario Schools (First Edition, Covering Grades 1 to 12) 2010*.

The primary purpose of assessment and evaluation is to improve student learning. We support the Ministry of Education's seven fundamental principles which provide the foundation for rich and challenging practice. Teachers have a leading role to play in the implementation of the seven fundamental principles and procedures that:

- Are fair, transparent, and equitable for all students
- Support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit
- Are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students
- Are communicated clearly to students and parents/guardians at the beginning of the school year or course and at other appropriate points throughout the school year or course
- Are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning
- Provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement
- Develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning

References~~Administrative Procedure 4-15: Assessment and Evaluation: Grades 1-12~~

Ontario Ministry of Education. *Growing Success – Assessment, Evaluation and Reporting in Ontario Schools (First Edition, Covering Grades 1 to 12) 2010*.

District School Board of Niagara

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-20
TOPIC:	DSBN EMPLOYEE HIRING PRACTICES	PAGE:	1 of 1
		DATE:	May 2021
REVIEW DATE:	May 2026	REVISED:	

The District School Board of Niagara believes in attracting, recruiting and retaining exemplary employees to prepare students for success now and in the future, and to reach their full potential regardless of their background or social identity. The DSBN recognizes that fair, consistent, and transparent hiring processes will allow the board to achieve and maintain a strong and diverse workforce.

The DSBN is also committed to hiring practices that include steps to avoid inequitable representation of historically disadvantaged groups for all applicants. DSBN will develop, monitor, and evaluate hiring practices that consider diversity, human rights, qualification and merit. The Policy also supports DSBN's commitment to promoting equity, enhancing employment mobility, valuing early-career educators and the prevention of conflict of interest in all hiring processes.

All teacher hiring shall be in accordance with *Policy and Program Memorandum 165*. Furthermore, any assignment of a teacher shall be made with due regard for the provision of the best possible program and the safety and well-being of the students as required under *Ontario Regulation 298 Operation of Schools – General*, including the requirement that it shall be made in accordance with the qualifications recorded on the teacher's certificate of qualification with the Ontario College of Teachers.

All hiring decisions will be made in accordance with applicable laws, including the Ontario Human Rights Code, and respective collective agreements.

REFERENCES

Ministry of Education PPM 165 – Issued February 22, 2021
Education Act, Ontario Regulation 298 – Operation of Schools – General
DSBN Policy E-02: Conflict of Interest