



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, February 14, 2017
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

PUBLIC SESSION
7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - January 10, 2017	G. Saarinen	1-3
8. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION

9.	Information Reports		
9.1	Co-Curricular Activities (004-17)	D. Wright	4-6
9.2	Special Education Advisory Committee Meeting Minutes – December 14, 2016	C. Kappel	7-11
9.3	Parent Involvement Committee Meeting Minutes - November 21, 2016	I. MacRae	12-15
10.	First Reports		

MATTERS FOR DECISION:

11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	School Year Calendar 2017-2018 (018-17)	C. Kappel	16-20

It is recommended that Lakehead District School Board:

1. *Approve the proposed 2017-2018 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 018-17.*
2. *Approve the proposed 2017-2018 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 018-17.*

13.2	Policy Review – 6070 Video Surveillance (019-17)	C. Kappel/ D. Wright	21-33
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It is recommended that Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-17.

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.
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Resource
Person

Pages

- 14. New Business
- 15. Notices of Motion
- 16. Information and Inquiries
- 17. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD



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STANDING COMMITTEE
Tuesday, February 14, 2017
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:30 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - November 8, 2016	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2017 JAN 10
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers

Deborah Massaro
Jack Playford
Robyn Sulkko (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Ron Oikonen
Trudy Tuchenhagen
Karen Wilson

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Dave Covello, Manager of Information Technology and Corporate Planning

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Chambers

Seconded by Trustee Arnone

"THAT the Agenda for Standing Committee Meeting, January 10, 2017 be approved."

CARRIED

PUBLIC SESSION:

2. **Trustee Character Award – John Howard Society – Kevin Haynen – Westgate Collegiate and Vocational Institute**

Trustee Chambers, on behalf of the Board, presented Kevin Haynen from the John Howard Society of Thunder Bay with the Trustee Character Award. Mr. Haynen and the John Howard Society of Thunder Bay were recognized for their unique and beneficial partnership with Westgate Collegiate and Vocational Institute's On-Track Program.

3. Trustee Character Award – Domenic Barbiero – Westgate Collegiate and Vocational Institute

Trustee Saarinen, on behalf of the Board, presented Domenic Barbiero with the Trustee Character Award. Mr. Barbiero was recognized for his commitment and dedication to Lakehead Public School students as the coordinator of the On-Track Program at Westgate Collegiate and Vocational Institute.

4. Trustee Character Award – Niall Beatty – Westgate Collegiate and Vocational Institute

Trustee Playford, on behalf of the Board, presented Niall Beatty with the Trustee Character Award. Mr. Beatty was recognized for his commitment as a mentor and role model for Lakehead Public School students.

5. Confirmation of Minutes

Moved by Trustee Massaro

Seconded by Trustee Playford

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, November 8, 2016.”

CARRIED

6. Aboriginal Education Advisory Committee Meeting Minutes – September 15, 2016

Colleen Kappel, Superintendent of Education, presented the September 15, 2016 minutes for information on behalf of Superintendent Pharand.

7. Aboriginal Education Advisory Committee Meeting Minutes – November 17, 2016

Colleen Kappel, Superintendent of Education, presented the November 17, 2016 minutes for information on behalf of Superintendent Pharand.

8. Parent Involvement Committee Meeting Minutes – October 3, 2016

Ian MacRae, Director of Education, presented the October 3, 2016 minutes for information.

9. Special Education Advisory Committee Meeting Minutes – October 19, 2016

Colleen Kappel, Superintendent of Education, presented the October 19, 2016 minutes for information.

10. Special Education Advisory Committee Meeting Minutes – November 16, 2016

Colleen Kappel, Superintendent of Education, presented the November 16, 2016 minutes for information.

11. Health & Safety Program – Semi Annual Report (008-17)

David Wright, Superintendent of Business, introduced Kyle Ulvang, Health and Safety Officer, who provided information to trustees on the current status of Lakehead District School Board’s Health and Safety program and other significantly related activities. All trustees’ questions were addressed.

12. Information Technology – Update Report (009-17)

David Wright, Superintendent of Business, introduced Eric Fredrickson, Chair, Information Technology Committee, Gino Russo, IT Resource Teacher, and Dave Covello, Manager, Information Technology and Corporate Planning, who provided information regarding the effective training, implementation, and use of technology in our schools by students and staff. All trustees' questions were addressed.

MATTERS FOR DECISION:

13. Information and Inquiries

- 13.1 Director MacRae reported that he and Chair Massaro attended the following events in December; the Ambassadors Northwest Business Reception 2016 on December 1, 2016 and the Canadian Citizenship Ceremony on December 15, 2016.
- 13.2 Director MacRae and Chair Massaro participated in the Northern Region Meeting teleconference with the Minister of Education on December 2, 2016.
- 13.3 Director MacRae attended, along with Mayor Keith Hobbs and representatives of the Crime Prevention Council, the Engaging Male Students to Reduce and Prevent Gender-Based Violence workshop, a part of the White Ribbon Campaign, on December 5, 2016. The workshop hosted Grade 7-10 student leaders, from each school, who received training to help them to be effective leaders on the issue of gender-based violence.
- 13.4 Director MacRae thanked all the Lakehead Public Schools members that helped out at the Christmas Cheer Fund sorting event held at the Canadian Lakehead Exhibition (CLE) on December 12, 2016.
- 13.5 Chair Massaro and Student Trustee Sulkko attended the Regional Multicultural Youth Council - Student Working Group meeting on December 17, 2016.

14. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Chambers

“THAT we do now adjourn at 8:45 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 FEB 14
Report No. 004-17

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: CO-CURRICULAR ACTIVITIES

1. Secondary

- 1.1 The Superior Secondary Schools Athletic Association (SSSAA) has been administering high school sporting opportunities on behalf of the Lakehead District School Board for almost 70 years.
- 1.2 SSSAA administers school sports based on direction from its executive committee and the SSSAA constitution along with input from school boards. The SSSAA executive committee is made up of one representative from each of the member schools in Thunder Bay plus two members at large (Lakehead District School Board (5), Thunder Bay Catholic District School Board (3), ÉSC de La Vérendrye and Dennis Franklin Cromarty).
- 1.3 SSSAA provides approximately 4,000 sporting opportunities to students in the City of Thunder Bay. This equates to 1,000 sports competitions throughout the course of the school year (an average of almost six activities per competitions per day).
- 1.4 An estimated 5,000 hours of volunteer time are required to provide a complete high school sports program (not including administrative duties) for a school. This equates to 200 full days of volunteer time for one school and 40,000 hours and 1,700 days for the entire city. A typical season for a coach from first practice through to a provincial championship would include approximately 300 hours of volunteer time.

2. Elementary

- 2.1 Lakehead Elementary Athletics (LEA) has been administering elementary sporting opportunities on behalf of the Lakehead District School Board for approximately 40 years.
- 2.2 The LEA convenors' committee is made up of fourteen volunteer teacher-coaches responsible for providing direction related to elementary school sports.
- 2.3 The LEA calendar of activities has more than doubled in size over the past ten years. There are more teams and students involved at the junior (Grades 4 to 6) and intermediate (Grades 7 to 8) levels than ever before. Flag football, ultimate frisbee and flag rugby are some new sports that have been added to the calendar in the past few years.

3. Situation

- 3.1 Studies regarding physical activity and learning, point more and more to a very direct and tangible positive relationship between participation in school activities and creating the optimal learning environment for students both physically (readiness to learn) and psychologically (engagement in the process).
- 3.2 SSSAA is in the process of a full strategic review which began in March 2016 and is scheduled to be completed by June 2017. A new constitution was put in place in June 2016. A comprehensive survey was delivered to students, teachers and administrators resulting in more than 2,500 responses which will form the basis for much of the discussion around the future direction of SSSAA.
- 3.3 Several activities and initiatives for students with special needs have been added to both the SSSAA and LEA calendars in the past five years. Events in track and field, three-pitch and bowling have helped make opportunities available to all students with special needs. Lakehead District School Board supported a Special Olympics floor hockey tournament in 2015-2016 which saw the highest participation rates of any secondary schools in the province.
- 3.4 Quality music, art and drama opportunities continue to be the cornerstone of our schools' co-curricular arts programs at both the elementary and secondary levels. Each secondary school offers a variety of school productions which appeal to a large student population and place these schools in a very positive light in our community.

4. Conclusion

- 4.1 Lakehead District School Board, through its partner associations (SSSAA and LEA), must continue to offer high quality co-curricular opportunities for its students. SSSAA and LEA will continue to count on Board support in order to maintain and expand current levels of programming.
- 4.2 Expanded co-curricular programming and a thorough assessment of current school programs must take place with the focus of engaging students (starting in elementary school) who are not currently accessing co-curricular opportunities.
- 4.3 The Activities Director role must continue to look at opportunities beyond the traditional co-curricular program to support a larger student population. Specific areas include any programs targeting positive learning environments, student engagement, or the effects of exercise on cognition and overall mental health.

- 4.4 The role school activities play in the learning process, coupled with the important lessons in work ethic, time management, self-discipline, resilience, team work and cooperation, makes it a worthy investment. School activities create an optimal learning environment by fostering the physical and emotional development of our students.

Respectfully Submitted,

DAVID PINEAU
Activities Director

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

SPECIAL EDUCATION ADVISORY COMMITTEE

Jim McCuaig Education Centre
Thunder Bay, Ontario

2016 DEC 14

MEMBERS PRESENT:

Laura Sylvestre (Chair)
Trustee Marg Arnone
Ron Gernat

Judy Kay
Mike Otway
Liz Tod

ABSENT WITH REGRET:

Theresa Graham
Angela Hill
Wilma Kleynendorst
Sheila Marcinyshyn
Kelly Matyasovszky
Martha Mawakeesic
Trustee Trudy Tuchenhagen

OTHERS PRESENT:

Colleen Kappel
Lori Carson

1. **Call to Order**

Colleen Kappel, Superintendent of Education, called the meeting to order at 6:07 p.m.

2. **Election of Chair**

Colleen Kappel, Superintendent of Education, explained the process for electing a Chair of SEAC and introduced the Scrutineers, Lori Carson, Special Education Officer, and Eileen Haven, Executive Secretary, who would oversee an election, if necessary.

Superintendent Kappel announced that there were no pre-nominations for the position of Chair. Mike Otway nominated Laura Sylvestre for the position of Chair. Laura Sylvestre accepted the nomination. Superintendent Kappel called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Mike Otway

Seconded by Trustee Marg Arnone

“THAT nominations for the position of Chair be closed.”

CARRIED

Laura Sylvestre assumed the Chair.

3. Election of Vice Chair

Laura Sylvestre, Chair of SEAC, announced that there were no pre-nominations for the position of Vice Chair of SEAC. Laura Sylvestre nominated Kelly Matyasovszky for the position of Vice Chair of SEAC. Laura Sylvestre called for nominations from the floor three times. There were no further nominations.

Motion to Close Nominations

Moved by Judy Kay

Seconded by Ron Gernat

“THAT nominations for the position of Vice Chair be closed.”

CARRIED

As Kelly Matyasovszky was not in attendance at the meeting, Ms. Matyasovszky would be contacted and informed of the nomination.

4. Approval of the Agenda

Moved by Mike Otway

Seconded by Liz Tod

“THAT the agenda for the December 14, 2016 SEAC meeting be approved.”

CARRIED

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6. Approval of the Minutes – November 16, 2016

Moved by Ron Gernat

Seconded by Liz Tod

“THAT the minutes of the November 16, 2016 SEAC meeting be approved.”

CARRIED

7. Business Arising From the Minutes

7.1 SEAC Kid's Page

Two options of the SEAC Kid's Page were provided to members. Upon review and discussion, members, by consensus, agreed to use the version with the male student for the December 26, 2016 edition of The Chronicle Journal Kid's Page.

7.2 SEAC Guest Speaker Event

Colleen Kappel, Superintendent of Education, informed members that Donna Fry, the presenter being considered for the guest speaker event is available to present the evening of March 22, 2016. There will also be breakout sessions on Assistive Technology. Research on venues will take place and further information will be brought to the next SEAC meeting.

7.3 SEAC Annual Report 2015-2016

Laura Sylvestre, Chair of SEAC, informed members that the presentation of the SEAC Annual Report at the Annual Meeting of the Lakehead District School Board on December 6, 2016 was well received by Trustees.

7.4 Near North DSB Correspondence

Colleen Kappel, Superintendent of Education, provided information on the Minister's Advisory Council on Special Education (MACSE) and informed members that there was a representative from the North West on MACSE, but their term expired October 1, 2016. A draft letter was suggested to members to support the request from Near North District School Board SEAC to write to the Minister requesting that a northern representative be included on the committee. Superintendent Kappel shared the process that must be followed to request that the Board support the correspondence.

Moved by Liz Tod

Seconded by Ron Gernat

"THAT SEAC:

- 1. Show its support for the Near North District School Board Special Education Advisory Committee's request to lobby the Minister of Education for a northern Ontario representative to sit at the MACSE table.*
- 2. Draft a letter to the Chair of the Near North District School Board Special Education Advisory Committee and forward the letter to the Lakehead District School Board for support and approval."*

CARRIED

8. Correspondence

The folder was distributed for members' perusal.

9. Advocacy Tracking

The advocacy tracking template was circulated for member completion.

10. Kindergarten Registration Evening – Monday, February 6, 2017

Laura Sylvestre, Chair of SEAC, advised members that the Kindergarten Registration Evening will take place on Monday, February 6, 2017 at 7:00 p.m. in the Valhalla Inn Ballroom. A SEAC table is normally set up and members are asked to volunteer their attendance at the event. Members were asked to share information regarding their respective agencies/organizations at the SEAC table. The SEAC bags, pens, pads and contact cards will be provided to parents/guardians visiting the SEAC table. Discussion ensued regarding ways to engage/inform parents/guardians at the event. Questions from members were addressed.

11. Director's Annual Report 2015-2016

Colleen Kappel, Superintendent of Education, shared the Director's Annual Report 2015-2016 and highlighted page 21. Members were asked to peruse the document and bring any questions to the next meeting.

12. Parent Involvement Committee (PIC) Report

Laura Sylvestre, Chair of SEAC and PIC, provided information on items that were addressed at the November 21, 2016 PIC meeting. Items addressed at this meeting included:

- Election of Jenn Davis as Vice Chair;
- A report from Serena Essex who attended the People for Education Conference;
- October 22, 2016 PIC Event Feedback;
- A presentation on the Attendance Campaign by Colleen Kappel, Superintendent of Education and Bruce Nugent, Communications Officer;
- AEAC Funding Report;
- Discussion regarding a PIC Rep on SEAC; and
- Parent Engagement Funding approval to SEAC.

13. SEAC Representatives on Transition Committees

Colleen Kappel, Superintendent of Education, provided information on the Transition Committees that were established by the Board at the November 22, 2016 Regular Board Meeting. SEAC representatives are required on both the Kingsway Park/Hyde Park Transition Committee and the Sir Winston Churchill CVI/Westgate CVI Transition Committee. Laura Sylvestre, Chair of SEAC, expressed her interest in participating on the Sir Winston Churchill CVI/Westgate CVI Transition Committee. An email will be sent to all absent members to

determine if there is any interest in a member participating on the Kingsway Park/Hyde Park Transition Committee. At this time the Edgewater Park/Agnew H. Johnston Transition Committee is on hold. Questions from members were addressed.

14. Information/Inquiries & Association Reports

14.1 Colleen Kappel, Superintendent of Education, informed members that at the Annual Meeting of the Lakehead District School Board, during presentation of the SEAC Annual Report, Trustees inquired about the SEAC delegation process. Superintendent Kappel informed everyone that the information is posted on the SEAC webpage. Superintendent Kappel suggested that information could also be included in School Newsletters.

15. Status of SEAC Budget 2016-2017

The status of the 2016-2017 SEAC budget was provided to members.

16. Board Update

Trustee Marg Arnone provided information on the December 6, 2016 Annual Board Meeting:

- Election of Chair Deborah Massaro;
- Election of Vice Chair George Saarinen;
- Election of Marg Arnone to the Coordinating Committee;
- Election of Ellen Chambers as Alternate to the Coordinating Committee; and
- Presentation of Annual Reports from AEAC, SEAC, PIC and Thunder Bay Public Library.

17. Policy Review

Laura Sylvestre, Chair of SEAC, advised members that input for the three policies currently under review: 4005 English Language Learners, 6070 Video Surveillance, and 7010 Police Records Checks, is due on January 25, 2017. If members are interested in submitting input the policies can be addressed at the January 18, 2017 SEAC meeting.

18. Adjournment

Colleen Kappel, Superintendent of Education, thanked everyone for their contribution to the committee and wished everyone a happy holiday.

Moved by Mike Otway

Seconded by Liz

“THAT we do now adjourn at 7:00 p.m.”

CARRIED

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2016 NOV 21
6:30 p.m.

MEMBERS PRESENT:

Marg Arnone
Nicole Carlson
Jennifer Davis
Serena Essex
Julie Gayoski-Luke
Ian MacRae

Laura Prodanyk
Laura Sylvestre
Laura Walker

RESOURCE:

Judy Hill, Executive Assistant
Bruce Nugent, Communications Officer

MEMBERS ABSENT, WITH REGRET:

Jerry DeVries
Katie Hughdie
Dave Isherwood
Sharon Kanutski
Nicole Walter-Rowan

GUESTS:

Colleen Kappel, Superintendent of Education
Dr. David Tranter, Mental Health Lead
David Wright, Superintendent of Business

1. **Call to Order, Welcome and Introductions**

Laura Sylvestre, Chair of the Parent Involvement Committee, called the meeting to order and welcomed Laura Walker, new parent member. Introductions were made around the table.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. Election of Parent Involvement Committee Vice-Chair

Laura Sylvestre nominated Jennifer Davis for Vice-Chair of the Parent Involvement Committee. As no other nominations were forthcoming, Jennifer Davis was acclaimed as Vice-Chair of the Parent Involvement Committee.

Moved by Nicole Carlson and seconded by Laura Prodanyk that nominations for Vice-Chair of the Parent Involvement Committee be closed. Carried.

4. Director's Report

Ian MacRae, Director of Education, highlighted reports to the Board since the last meeting. Trustees voted on the recommendations presented in the Final Staff Report. The South Side recommendation was approved and the North Side recommendation was defeated. The Summer Programs and Technology Education reports were well received.

Director MacRae reported that there is a current balance of \$10,337.52 in the Parent Involvement Committee budget. This amount includes expenses of \$2,713.70 for the Parent Involvement Committee event held on October 17, 2016 and partial expenses of \$448.05 for the PIC member attending the People for Education conference in Toronto on November 12, 2016.

5. Confirmation of Minutes – October 3, 2016

The minutes were confirmed by consensus.

6. People for Education's 20th Annual Making Connections Conference

Serena Essex provided a brief report on her attendance at the conference. Serena noted that Lakehead District School Board is well ahead of other boards in the province in its initiatives in relation to indigenous education and recommendations from the Truth and Reconciliation Commission. Serena thanked the committee for the opportunity to attend the conference.

7. Feedback from Parent Involvement Committee Event October 17, 2016

Dr. David Tranter, Mental Health Lead, provided a handout of the feedback received from participants at the session. This handout has been shared with principals and vice-principals. A sub-committee will be struck to ascertain what the needs of School Councils are and next steps. An update will be provided at the January 23, 2017 meeting.

8. Attendance Campaign

Colleen Kappel, Superintendent of Education, and Bruce Nugent, Communications Officer, provided information on an awareness campaign that Lakehead Public Schools will be undertaking with the Northern Ontario Education Leaders (NOEL) boards. The purpose of the campaign will be to increase student attendance and increase awareness of the importance of attending school on a regular basis. Information on the strategies that will be used were shared.

9. Policy 8050 – Naming and Opening of New or Consolidated Schools

David Wright, Superintendent of Business, presented the policy for feedback. Further feedback can be provided to the Director's Office to Michelle Tavares: michelle_tavares@lakeheadschoools.ca until December 7, 2016.

10. 2016-2017 Meeting Schedule

Ian MacRae, Director of Education, referred to the proposed meeting schedule included in the package. The 2016-2017 meeting schedule was approved by consensus.

11. Parent Involvement Committee Representatives on Board Committees

Ian MacRae, Director of Education, spoke about the need to have a Parent Involvement Committee representative on the Success Advisory Committee and the School Year Calendar Committee. Jennifer Davis volunteered to be the representative on the Success Advisory Committee and Nicole Carlson the representative on the School Year Calendar Committee.

12. Aboriginal Education Advisory Committee (AEAC) Funding Report

Chair Sylvestre referred to the report included in the package. Funds were used to purchase a Go Pro for the purpose of recording secondary Aboriginal students participating in in-school and day field-trip activities to share with their parents, especially those parents who are from northern communities.

13. Aboriginal Education Advisory Committee (AEAC) and Special Education Advisory Committee (SEAC) Funding for 2016-2017

The Parent Involvement Committee agreed to fund AEAC and SEAC \$750.00 each for the purpose of parent engagement. Letters will be sent to AEAC and SEAC chairs advising of this decision and requesting a final report by the end of August 2016.

Trustee Arnone inquired as to how the \$750 funding was determined and if an increase could be given to both committees. Judy will research for the next meeting.

14. Parent Involvement Committee Work Plan

This item was deferred to the January 23, 2017 meeting.

15. Special Education Advisory Committee (SEAC) Report

This item was deferred to the January 23, 2017 meeting.

16. Aboriginal Education Advisory Committee (AEAC) Report

Serena Essex, AEAC member, reported that AEAC had presentations from Dr. John Hodson on the research being done with Biwaase'aa and Darren Lentz, Principal of Kingsway Park Public School, on the the Kingsway Park Academy which is focused on Outdoor Physical & Environmental Education and Arts & Music. The group also reviewed what activities schools did during Treaty Awareness week and discussed plans for the future.

17. Next Meeting

The next meeting will be held on Monday, January 23, 2017 at 6:30 p.m.

18. Adjournment

The meeting adjourned at 8:05 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 FEB 14
Report No. 018-17

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE– Public Session

RE: SCHOOL YEAR CALENDAR 2017-2018

1. Background

- 1.1 Ministry of Education Regulation 304 requires that District School Boards prepare, adopt and submit a proposed school year calendar to the minister for the 2017-2018 school year by May 1, 2017.
- 1.2 However, if a proposed school year calendar is considered “modified” (that is, it consists of days outside of September 1, 2017 – June 30, 2018, or if the winter break or spring break differs from those proposed by the ministry) the request for approval of a proposed modified calendar must be made to the minister by March 1, 2017.
- 1.3 Regulation 304 indicates that the school year shall consist of a minimum of 194 school days, of which at least three days must be designated as professional activity (PA) days. In addition, up to four extra days may be designated by the Board as professional activity days.
- 1.4 Professional activity days for elementary schools are referred to in the collective agreement. Two days are to be designated for the purpose of assessment and completion of report cards, one day each, prior to the first and second report card dates.
- 1.5 Regulation 304 allows up to ten exam days for secondary schools. Five (5) exam days are traditionally allocated in each semester.

2. Situation

2.1 The School Year Calendar Committee is comprised of the following individuals who provided input and direction into the consultation process on behalf of their constituent groups:

Mike Judge	LETO
John Delorey	OSSTF Teachers
Pat Gibbs	OSSTF Student Support Persons'
Shelley Crupi	OSSTF Early Childhood Educators'
Diana Baker	COPE
Rod McGee	CUPE
Corey Dagenais	Armstrong Public School
Hilta Cook	Bernier-Stokes Public School
Nicole Carlson	Parent Involvement Committee
Val Bodak	OPC (Elementary)
Cathy Ferrazzo	OPC (Secondary)
George Saarinen	Trustee
Rod Bessel	Manager of Property Services and Transportation
Robyn Sulkko	Student Trustee
Jeff Upton	Education Officer – Chair

2.2 Proposed calendars were shared between coterminous boards.

2.3 Professional activity days devoted to provincial education priorities (elementary and secondary) will be held on September 29, 2017, November 17, 2017 and March 2, 2018.

2.4 The calendars submitted by Lakehead District School Board to the Ministry of Education will not be modified calendars based on the proposed school year calendar template from the Ministry of Education, and are to be submitted to the minister by May 1, 2017.

2.5 Proposed school year calendars for the 2017-2018 school year are attached.

- Elementary School Year Calendar - Appendix A.
- Secondary School Year Calendar - Appendix B.

RECOMMENDATIONS

It is recommended that Lakehead District School Board:

1. Approve the proposed 2017-2018 Elementary School Year Calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 018-17.
2. Approve the proposed 2017-2018 Secondary School Year Calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 018-17.

Respectfully submitted,

JEFF UPTON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

IAN MACRAE
Director of Education



Elementary

Your Children Our Students The Future

2017-2018

SEPTEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

JANUARY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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Holidays

- Labour Day: September 4, 2017
- Thanksgiving Day: October 9, 2017
- Family Day: February 19, 2018
- Good Friday: March 30, 2018
- Easter Monday: April 2, 2018
- Victoria Day: May 21, 2018

Winter Break

- December 25 - 29, 2017
- January 1 - 5, 2018

Spring Break

- March 12 - 16, 2018

Professional Activity Day (PA Day)

- Tuesday, September 5, 2017
- Friday, September 29, 2017
- Friday, November 17, 2017
- Friday, January 26, 2018
- Friday, March 2, 2018
- Friday, May 4, 2018
- Friday, June 15, 2018

First Day of School for Students

- Wednesday, September 6, 2017

Final Day of School for Students

- Friday, June 29, 2018



Lakehead
Public
Schools

Secondary

Your Children Our Students The Future

2017-2018

SEPTEMBER 2017

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MARCH 2018

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APRIL 2018

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MAY 2018

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JUNE 2018

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March 12 - 16, 2018

Professional Activity Day (PA Day)

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Friday, September 29, 2017
Friday, November 17, 2017
Thursday, February 1, 2018
Friday, February 2, 2018
Friday, March 2, 2018
Friday, June 29, 2018

Examinations

January 25, 26, 29, 30, 31, 2018
June 22, 25, 26, 27, 28, 2018

First Day of School for Students

Wednesday, September 6, 2017

First Day of Semester II

Monday, February 5, 2018

Final Day of School for Students

Thursday, June 28, 2018



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Website www.lakeheadschools.ca

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 FEB 14
Report No. 019-17

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 6070 VIDEO SURVEILLANCE

1. Background

- 1.1 On January 24, 2012, the Video Surveillance Policy 6070 was revised.
- 1.2 At the May 24, 2016 Regular Board Meeting, the Video Surveillance Policy 6070 was approved for review during the 2016-2017 school year as part of the policy development and review cycle.
- 1.3 On December 7, 2016, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 25, 2017.

2. Situation

- 2.1 There was no constituent input received.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-17.

Respectfully submitted,

JEFF UPTON
Education Officer

COLLEEN KAPPEL
Superintendent of Education

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

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VIDEO SURVEILLANCE POLICY**6070**1. Rationale

Lakehead District School Board ***is responsible for*** ~~has the responsibility to ensure~~ the safety and security of students, ***staff, visitors*** and the protection of Board property.

2. Policy

It is the policy of Lakehead District School Board to utilize video surveillance on school board property ~~where it has been demonstrated that there is a need for surveillance,~~ to ensure the safety of students and staff, as deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on board property.

3. Guiding Principles

3.1 The promotion of a safe and secure learning environment is in the best interest of students, staff and the general public.

3.2 The utilization of video surveillance systems is as a complement, not to replace, other means to create a safe and secure learning environment.

3.3 Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.

~~3.1~~ — Cameras will only be used when the Administration in each building has indicated that surveillance is necessary.

~~3.2~~**3.4** Cameras will only be used for intended purpose.

~~3.3~~ — Schools will ensure that proper procedures are followed regarding disclosure, retention, disposal and security of video surveillance records.

~~3.4~~ — Camera locations will be authorized by the Principal in conjunction with the Board Administration, and will be located only in those areas where it has been determined that surveillance is necessary.

3.5 The Board shall maintain control of, and responsibility for the video surveillance system at all times.

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VIDEO SURVEILLANCE POLICY**6070**4. Review

This policy shall be reviewed according to Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<i>Transportation Policy and Procedure 3040</i>	February 22, 2005	<i>Education Act</i>
	<u>Date Revised</u>	<i>Safe Schools Act</i>
	January 21, 2012	<i>Guideline for Video Surveillance and Cameras in Schools Ontario Information and Privacy Commissioner</i>

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VIDEO SURVEILLANCE PROCEDURES**6070**1. Policy

It is the policy of Lakehead District School Board to utilize video surveillance on school board property ~~where it has been demonstrated that there is a need for surveillance~~, to ensure the safety of students and staff, ~~or~~ as a deterrent to negative behaviour (i.e., theft or vandalism), and to monitor unauthorized individuals on Board property.

2. Definitions

For the purpose of this policy and corresponding procedures:

~~2.1 — Personal information will be collected and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Human Rights Code.~~

~~2.2 — Video Surveillance System refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises.~~

~~2.3 — Record means any information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes; a photograph, a film, a microfilm, a videotape, a machine-readable record and any record that is capable of being produced from a machine-readable record.~~

2.1 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) means the legislation that governs access to and the privacy of Board records containing personal information.*

2.2 *Personal Information - recorded information about an identifiable individual collected and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

2.3 *Reception Equipment refers to the equipment or device used to retrieve, whether wired or wirelessly, or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical, or other mechanical, electronic or digital device.*

2.4 *Retention Period is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.*

2.5 *Retention Schedule is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records*

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are deemed vital, which are archival, and who is the responsible department or official record holder.

- 2.6** *Video Surveillance Systems: A video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school property. (In schools this would usually include analog video, digital and closed-circuit camera systems.)*

3. Guiding Principles

- 3.1** *This procedure applies to all Lakehead District School Board staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the Lakehead District School Board.*
- 3.2** *This procedure applies to the operation of any video system installed on any Board site for the purpose of surveillance.*
- 3.3** *The video taping of school events such as graduation, theatrical productions or other similar events by the parents/guardians and families of students is considered acceptable and is not addressed by this procedure.*
- 3.4** *Authorized videotaping for educational, instructional and/or research purposes are considered acceptable and are not addressed by this procedure.*
- 3.5** *The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.*
- 3.6** *The following personnel are authorized to implement video surveillance system in the discharge of their duties:*
- 3.6.1** *principals/vice principals (or a person designated by the principal);*
- 3.6.2** *superintendents; and*
- 3.6.3** *director of education.*
- 3.7** *Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.*
- 3.8** *The closed circuit television (CCTV) system within Board facilities may operate continuously. All recorded images are the property of the Board.*

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~~3.9~~ ~~3.1~~ Cameras will only be used when the administration in each building has indicated that surveillance is necessary.

3.9.1 In determining the need for surveillance, administration may consider the following:

- a history of incidents
- the physical circumstances of the school
- whether surveillance would be effective in dealing with or preventing future incidents

3.10 ~~3.2~~ Cameras will only be used for the **following** intended purposes.

3.10.1 ~~3.2.1~~ Video surveillance cameras will be used to monitor/record for the safety of **students**, staff and **visitors**. ~~students~~

3.10.2 ~~3.2.2~~ Video surveillance cameras will be used as deterrent to destructive acts.

3.10.3 ~~3.2.3~~ Video surveillance records may be used as evidence in any disciplinary action brought against any student arising out of the students conduct and for the enforcement of school rules.

3.10.4 ~~3.2.4~~ Video surveillance records may be used as evidence for any criminal act.

3.10.5 ~~3.2.5~~ Video surveillance shall not be used to monitor employee performance.

3.11 ~~3.3~~ Schools will ensure that proper procedures are followed regarding disclosure retention, disposal and security of video surveillance records.

~~3.3.1~~ Disclosure

~~3.3.1.1~~ Access and disclosure of video surveillance records will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

~~3.3.2~~ Retention and Disposal

~~3.3.2.1~~ All video records or surveillance equipment not in use should be stored in a secured environment.

~~3.3.2.2~~ All information that has not been viewed for law enforcement, school or safety purposes shall not be kept for more than 30 days.

~~3.3.2.3~~ Any video records that have been used will be stored with the date, time, and area that was recorded.

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~~3.3.2.4 When recorded information has been viewed for law enforcement, school or public safety purposes, the information must be retained and securely stored for a minimum of one year following the last date of use of the information, unless the Board determines earlier disposal is acceptable, and the individual to whom the information relates consents to earlier disposal.~~

~~3.3.2.5 The Principal/Vice Principal(s) will be responsible for ensuring proper retention and disposal of records. Records will be disposed of in a manner such that personal information cannot be reconstructed or retrieved.~~

~~3.3.3 Security~~

~~3.3.3.1 Monitors for 'real time' viewing of video surveillance information should be placed in an area out of view from the public.~~

~~3.3.3.2 Monitors shall only be viewed by the principal / Vice Principal(s) or by the staff of the Board designated by the Principal / Vice Principal(s).~~

~~3.3.3.3 Video surveillance information shall only be viewed where an incident has been reported or observed, or to investigate a potential crime.~~

~~3.3.3.4 The Principal / Vice Principal(s) will be responsible for security of video surveillance information.~~

~~3.4 Camera locations will be authorized by the Principal in conjunction with the Board Administration.~~

~~3.4.1 Cameras will be installed in areas where there is a need for surveillance (i.e., hallways, cafeterias, entryways, outside areas, etc.).~~

~~3.4.2 Cameras will be installed in such a way that only the identified area can be monitored.~~

~~3.4.3 Video surveillance cameras will not monitor the insides of washrooms, change rooms, offices, staff rooms, or other areas where there is a higher expectation of privacy.~~

~~3.5 The Board shall maintain control of, and responsibility for the video surveillance system at all times.~~

~~3.5.1 Any agreements between the Board and service providers will state that records dealt with or created while delivering a video surveillance system are under the Board's control and are subject to the applicable legislation.~~

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~~3.5.2 Employees who knowingly or deliberately breach this policy or relevant Acts may be subject to discipline.~~

~~3.5.3 If a service provider fails to abide by the policy or provision under the Act, it will be considered a breach of contract and dealt with accordingly.~~

~~3.6 The Board will communicate to parents, staff and students as to the installation of permanent video surveillance prior to implementation.~~

4. Planning Criteria For Video Surveillance Systems

Any agreements between Lakehead District School Board and service providers must indicate all video surveillance programs are under the Board's custody and control and are subject to these policies and procedures.

5. Design, Installation and Operation of Video Surveillance Equipment

5.1 *The equipment will be installed in such a way that it only monitors those spaces that have been identified as requiring video surveillance. Cameras should not be directed to look through the windows of adjacent properties.*

5.2 *Equipment will not monitor the inside of areas where students, staff and the public have a higher expectation of privacy, such as in change rooms or washrooms.*

5.3 *Reception equipment should be kept in a strictly controlled access area. Only controlling personnel, or those authorized in writing, should have access to the controlled access area and reception equipment.*

5.4 *Video monitors should not be in the position that enables public viewing of the images displayed.*

5.5 *Video recorded material shall be stored in a controlled access location outside of public view. Only designated personnel will have access to this location and to video recorded material.*

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VIDEO SURVEILLANCE PROCEDURES**6070****6. Confidentiality**

- 6.1** *Access to the personal information collected under a video surveillance system on a given site is only afforded to Board authorized employees and contracted service providers with specific duties pertaining to the supervision, operation and maintenance of the system and for the proper, secure storage and destruction of video recordings regardless of the software medium used to store images.*
- 6.2** *Any agreements between the Board and service providers shall state that the records dealt with or created while delivering a video surveillance program are under the Board's control and are subject to the MFIPPA.*

7. Formal Access Request Process

- 7.1** *All requests for video records should be directed to the appropriate superintendent for processing.*
- 7.2** *A person requesting access to a record should make a request in writing and submit it to the appropriate superintendent. The individual requesting the information must:*
- 7.2.1** *Provide sufficient detail, such as the approximate time and date, the location, if known, of the incident, to enable an experienced employee of Lakehead District School Board, upon reasonable effort, to identify the record; and*
- 7.2.2** *At the time of making the request, pay the prescribed fees as provided for under the MFIPPA.*

The Board may levy additional fees to prepare and redact, as per MFIPPA, any information that is outside of the scope of the request.

8. Access: Law Enforcement

- 8.1** *If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting police officer shall make a request in writing to the appropriate superintendent or designate. The superintendent or designate will provide the recording for the specified date and time of the incident. A copy of the request will be kept by Lakehead District School Board according to the records retention schedule.*

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8.2 *The superintendent or designate, will record the following information:*

8.2.1 *The date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR. (For example: Westgate CVI, main hallway, camera 1);*

8.2.2. *The time and date the record was copied and provided to the requesting police officer;*

8.2.3 *The name and title of the individual who made the copy for the requesting police officer;*

9. **Viewing Images**

When recorded images from the cameras must be viewed by law enforcement or for investigative reasons, this must only be completed by an individual(s) authorized by Lakehead District School Board in a private, controlled area that is not accessible to other staff and/or visitors.

10. **Retention, Secure Storage, Access To, and Disposal of Video Records:**

10.1 *Video recorded material on a portable device, that is encrypted, which may contain elements of proof shall be stored in a locked, secure location to ensure integrity of information, and to be available should law enforcement request them. Access to recorded material shall be limited to the principal/vice principal (or person designated by the principal), or a superintendent.*

10.2 *Access to the digital video recorder (DVR) should be limited to the principal/vice principal (or person designated by the principal) and/or a superintendent.*

10.3 *A portable device on which video recorded material is stored (including a computer drive, CD ROM, USB drive, or any other device used to store video recorded material) must be labeled and securely stored and, in accordance with the record retention schedule, be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.*

10.4 *If video recorded material on a portable device is required as part of an ongoing school investigation, it shall be retained for a least one year and in accordance with the records retention schedule.*

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10.5 *Whenever video recorded material is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian shall be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.*

10.6 *Principals shall respond to any inadvertent disclosures of personal information. Any breach of this policy shall be reported to the appropriate superintendent.*

11. Training:

11.1 *All staff who have access to video surveillance will receive training in accordance with the roles and responsibilities under this policy.*

11.2 *All staff in at sites which have video surveillance will receive training on video surveillance, the Board's obligations, their responsibilities under MFIPPA, and how and if they may access video footage.*

12. 3.7 Covert Surveillance

~~3.7.1~~ *Signage will be placed prominently along the perimeter of the surveillance area indicating that video surveillance is in use. **Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.** Any exception to this, such as specific investigation into criminal conduct, must be authorized by the appropriate superintendent. It must be demonstrated that covert surveillance is necessary to the success of the investigation, and the need for such surveillance outweighs the privacy interest of the persons likely to be observed. Covert surveillance should only be used as a last resort. Covert surveillance should only occur for limited periods of time. Covert surveillance is not otherwise permitted.*

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VIDEO SURVEILLANCE PROCEDURES**6070****13. 4. Review**

These procedures will be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
	February 22, 2005	<i>Education Act</i>
	<u>Date Revised</u>	<i>Safe Schools Act</i>
	January 24, 2012	<i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i>
		<i>Personal Health Information Protection Act (PHIPA)</i>
		<i>Ontario Student Records</i>
		Guideline for Video Surveillance and Cameras in Schools (<i>Ontario</i> Information and Privacy Commissioner)
		<i>Privacy and Information Management (PIM) Toolkit</i>

References

***Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31
(FIPPA)***

***Guidelines for Using Video Surveillance Cameras in Schools – Information and Privacy
Commissioner of Ontario, July 2009***

Halton Catholic District School Board Policy and Procedures Video Surveillance

***Keele Cottrell LLP, Memorandum to Directors of Education re: School Board Video
Surveillance Systems, April 2015***

***Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
(MFIPPA)***

Ontario Education Act, R.S.O. 1990, c. E.2