



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, April 11, 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 – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
6.1 McKenzie Public School - <i>Engaging Math Achievement and Engagement</i>	C. Kappel	1-2
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - February 14, 2017	G. Saarinen	3-5
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
- 10. First Reports

MATTERS FOR DECISION:

- 11. Postponed Reports
- 12. Ad Hoc and Special Committee Reports
- 13. New Reports
 - 13.1 Policy Review – 7010 Police Record Checks (016-17) D. Wright 6-15
It is recommended that Lakehead District School Board approve 7010 Police Record Checks Policy, Appendix A to Report No. 016-17.
 - 13.2 Policy Review – 7080 Health and Safety (026-17) D. Wright 16-25
It is recommended that Lakehead District School Board approve 7080 Health and Safety Policy, Appendix A to Report No. 026-17.
 - 13.3 Policy Review – 4005 English Language Learners (027-17) S. Pharand 26-30
It is recommended that Lakehead District School Board approve 4005 English Language Learners Policy, Appendix A to Report No. 027-17.
- 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.



Office of the Director

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STANDING COMMITTEE
Tuesday, April 11, 2017
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
7:00 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 - February 14, 2017	G. Saarinen	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1. Personnel Matters	I. MacRae	Verbal
5.3.2 Property Matter	D. Wright	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



Celebrating Student Achievement

School: McKenzie Public School

Title of Initiative: Engaging Math Achievement and Engagement

Components of Initiative	School's Details
1. Description of the nature of the initiative to improve student achievement	Improving math achievement and engagement through parent involvement and professional learning in the school. Specific School Improvement Goals: <ul style="list-style-type: none"> • students develop mathematical understanding and problem solving skills • clear emphasis on high levels of achievement in numeracy within the school • parents are engaged in supporting student learning and achievement
2. Rationale for selecting the initiative	<ul style="list-style-type: none"> • 40% of students reported that a parent or other grown up at home checks their homework • recent professional learning around math strategies
3. Intended outcomes of the initiative related to improved student achievement	Goal specific to this initiative: <ul style="list-style-type: none"> • move students to more efficient strategies in number sense and numeration (specifically early numeracy strategies in primary students)
4. Description of the data used	<ul style="list-style-type: none"> • student reporting • math benchmarks • strategy continuum from Alex Lawson
5. Brief description of the significant activities or strategies involved with the initiative	Pro Grant: <ul style="list-style-type: none"> • “Math Night” <ul style="list-style-type: none"> ○ math activities for parents and students (prepared by the classroom teachers and Science North) ○ math games resource (and cards) shared with families Math Focus within the school: <ul style="list-style-type: none"> • bulletin boards in the school focusing on math (and literacy) • Facebook and classroom newsletters have a math component • professional learning <ul style="list-style-type: none"> ○ data tracking of student strategies ○ learning about problem types, the math continuum from Alex Lawson, and the types of activities that would support moving students from one strategy to the next • parent volunteers working with small groups of students in Grades 1-3 focused on supporting math

6. One or two highlights of the above activities	<ul style="list-style-type: none"> The Pro Grant event was well attended. The highest participation rate was at the JK/SK table.
7. Description of any unexpected results or “moments of serendipity” related to the initiative	
8. Description of one or two interesting findings that would be useful or helpful to other schools	<ul style="list-style-type: none"> The Pro Grant event was planned alongside “Meet the Teacher” which may have helped with the high attendance for the night.
9. Identification of one or two noteworthy hurdles or stumbling blocks	<ul style="list-style-type: none"> McKenzie Rec Centre planned a “Capture the Flag” event outside which took people away from the math tables inside. The math activities at the tables led themselves to tasks that students could do on their own (with parents watching)...instead of math activities that parents and students did together. Parent/student collaboration/participation at the tables decreased as the age/grade increased.
10. Next steps in pursuing the initiative	<p>Math Night #3:</p> <ul style="list-style-type: none"> Plan a math night that requires parents and students to work together at each table. Maybe some sort of passport. Get parent/student feedback after the evening. Ensure that other activities don’t overshadow the math activities (Capture the Flag). Learning for parents around how they can support their students with math (maybe tip sheets, information, resources). <p>Continue professional learning around math</p> <ul style="list-style-type: none"> Become more precise in our analysis of the effects of our efforts.
11. Lessons learned about the school’s efforts to improve student achievement	<ul style="list-style-type: none"> Plan small measureable steps to improve achievement and evaluate the effectiveness of our efforts for each step.

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2017 FEB 14
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Deborah Massaro

Jack Playford
Karen Wilson
Robyn Sulkko (Student Trustee)

TRUSTEES ABSENT, WITH REGRET:

Ellen Chambers
Ron Oikonen
Trudy Tuchenhagen

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherril-Lynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Denise Baxter, Lakehead Principals/Vice Principals

PUBLIC SESSION:

1. Approval of Agenda

Moved by Trustee Wilson

Seconded by Trustee Massaro

"THAT the Agenda for Standing Committee Meeting, February 14, 2017 be approved."

CARRIED

2. Resolve into Committee of the Whole – Closed Session

Moved by Trustee Arnone

Seconded by Trustee Tuchenhagen

“THAT we resolve into Committee of the Whole –Closed Session with Trustee Saarinen in the Chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *November 8, 2016*
- *Legal Matters*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended.”

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Arnone

Seconded by Trustee Massaro

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, January 10, 2017.”

CARRIED

5. Co-Curricular Activities

David Wright, Superintendent of Business, introduced David Pineau, Activities Director, who presented information and a video on co-curricular activities. Trustee Arnone requested that the video be shared with trustees. All trustees' questions were addressed.

6. Special Education Advisory Committee Meeting Minutes – December 14, 2016

Colleen Kappel, Superintendent of Education, presented the December 14, 2016 minutes for information.

7. Parent Involvement Committee Meeting Minutes – November 21, 2016

Ian MacRae, Director of Education, presented the November 21, 2016 minutes for information.

MATTERS FOR DECISION:

8. School Year Calendar 2017-2018 (018-17)

Moved by Trustee Wilson

Seconded by Trustee Massaro

“THAT Lakehead District School Board:

1. *Approve the proposed 2017-1018 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.”*

CARRIED

9. Policy Review – 6070 Video Surveillance (019-17)

Moved by Trustee Playford

Seconded by Trustee Massaro

“THAT Lakehead District School Board approve 6070 Video Surveillance Policy, Appendix A to Report No. 019-17.”

CARRIED

10. Information and Inquiries

10.1 Director Ian MacRae reported on his attendance at the following events:

- Student bowling event hosted by Student Trustee, Robyn Sulkko;
- Kindergarten Information Evening held at the Valhalla Inn on February 6;
- Media event for the Kingsway Park Public School renovation and expansion project held on February 9; and
- United Way Appreciation Luncheon with Trustees Arnone and Playford at the Victoria Inn on February 13.

10.2 Student Trustee, Robyn Sulkko, reported on her attendance at the Elementary School Senate Harmony Movement on February 2 and 3, 2017. All of the students in attendance had a great time.

11. Adjournment

Moved by Trustee Arnone

Seconded by Trustee Wilson

“THAT we do now adjourn at 8:16 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 APR 11
Report No. 016-17

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

RE: POLICY REVIEW – 7010 POLICE RECORD CHECKS

1. Background

- 1.1 On March 22, 2011, the Police Record Checks Policy 7010 was revised.
- 1.2 At the May 24, 2016 Regular Board Meeting, the Police Record Checks Policy 7010 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 7010 Police Record Checks Policy, Appendix A to Report No. 016-17.

Respectfully submitted,

TRISH GLENA
Coordinator of Organizational Development

HELEN VALNYCKI
Manager of Human Resources and Payroll

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

POLICE RECORD CHECKS POLICY**7010**1. Rationale

Lakehead District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students and employees. The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental and emotional well-being. ***The Board is also a steward of public trusts.***

The requirement for Police Record Checks (PRC) ~~on all adults who come into direct contact with students on a regular basis~~ is a precautionary measure designed to ascertain whether ~~these~~ individuals have a criminal history which could potentially make them unsuitable for certain positions of trust. Such checks assist the Board in attempting to ensure the safety and well-being of students ***and to protect Board assets.***

2. Policy

In accordance with Regulation 521/01 of the ~~Education Safe Schools Act~~, ***as amended by Regulation 322/03***, it is the policy of Lakehead District School Board that all employees, service providers, ***and*** volunteers, ~~and others who normally come into direct contact on a regular basis with students~~ shall require a Police Record Check. ***In addition, employees, service providers, volunteers, and others who normally have direct contact with students on a regular basis shall require a Vulnerable Sector Check.*** The ~~Police Record Check~~ will consist of information regarding outstanding charges and/or convictions under the ~~Criminal Records Act (Canada)~~ for which a pardon has not been granted or for which a pardon has subsequently been revoked.

3. Guidelines3.1 Employees

3.1.1 All employees of Lakehead District School Board (~~including those on leave~~) shall have a Police Record Check (PRC). ***All new employees will provide a PRC at their own expense. The PRC will consist of information on criminal offences of which the individual has been convicted under the Criminal Code (Canada), and for which a pardon has not been granted. The PRC will be prepared by a police force or service from national data on the Canadian Police Information Centre database, within six months of the day the Board requests the document.***

3.1.2 ***Employees, service providers, volunteers and others who have direct and regular contact with students will be required to provide, at their own expense, an original Vulnerable Sector Check (VSC) prior to commencing employment or volunteer activities.***

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

POLICE RECORD CHECKS POLICY**7010**

- 3.1.32 All employees (including those on leave) shall be required to sign **an online a standardized** Offence Declaration Form no later than September 1st of each school year.
- ~~3.1.3 All related costs in obtaining a PRC are the responsibility of the individual seeking employment.~~
- 3.1.4 Completed PRCs shall be submitted directly to the manager of Human Resources **or designate.**
- 3.1.5 The Director of Education and/or designate(s) shall adjudicate the PRC.
- 3.1.6 Where there are areas of concern, the final decision concerning suitability for employment shall be made by the Director of Education and/or designate(s).
- 3.1.7 Completed PRCs shall be secured in a separate confidential and secure location in Human Resources.
- 3.2 Service Providers
- 3.2.1 All service providers who come into direct contact on a regular basis with, or who have employees that come into direct contact on a regular basis with students, shall comply with Board policy.
- 3.3 Volunteers
- 3.3.1 All volunteers who come into direct contact on a regular basis with students shall comply with Board policy.
- 3.4 Others
- 3.4.1 All other groups that are not covered under the above-stated categories shall comply with this policy. These groups include, but are not limited to, placement students from university or college programs, adult in-school tutors, adult co-op students, nurses and/or other health care professionals, and employees of agencies located in schools; i.e., day cares.

PERSONNEL AND EMPLOYEE RELATIONS

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POLICE RECORD CHECKS POLICY

7010

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 7010	May 27, 2003	O. Reg. 521/01 O. Reg. 322/03
Policy 8091 "Use of Volunteers in Schools"	<u>Date Revised</u>	
Volunteer Practices - Supervisor's Manual	March 22, 2011	

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PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

POLICE RECORD CHECKS PROCEDURES**7010**1. Policy

In accordance with Regulation 521/01 of the *Education Safe Schools Act*, **as amended by Regulation 322/03**, it is the policy of Lakehead District School Board that all employees, service providers, **and** volunteers, ~~and others who normally come into direct contact on a regular basis with students~~ shall require a Police Record Check. **In addition, employees, service providers, volunteers, and others who normally have direct contact with students on a regular basis shall require a Vulnerable Sector Check.** The Police Record Check will consist of information regarding outstanding charges and/or convictions under the Criminal Records Act (Canada) for which a pardon has not been granted or for which a pardon has subsequently been revoked.

2. Definitions

2.1 Police Record Check (PRC) - in respect of a board, a document concerning an individual:

- i) That was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six (6) months ~~before~~ **of** the day the Board **requests** ~~collects~~ the document; and
- ii) that contains information concerning the individual's personal criminal history.

2.2 ***Vulnerable Sector Check (VSC) – a check for offence information including a query for criminal convictions and includes outstanding charges, warrants and judicial orders stored in the RCMP database. A VSC also includes a query of the Pardoned Sex Offender Registry and is restricted to individuals who will be in a position of trust or authority over children or vulnerable persons.***

2.3 ***Police checks – where used herein shall refer to PRCs and, if required, VSCs.***

2.42 Direct and Regular Contact

- i) Direct contact typically, but not always, involves interaction with students as a part of the responsibilities of the individual.
- ii) Interaction with different groups of students on a regular basis, i.e., photographer or yearbook representative.
- iii) The contact with students will be considered to be within the hours that pupils are normally on school property, or engaged in school-organized extracurricular activities on or off school property.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

POLICE RECORD CHECKS PROCEDURES**7010**

- 2.53 Offence Declaration - in respect of a board, a written declaration signed by an individual listing all of the individual's convictions for offences under the Criminal ~~Code Records Act~~ (Canada) up to the date of the declaration:
- i) That are not included in a PRC collected by the Ontario College of Teachers (OCT) after December 31, 1998 or in the last PRC collected by the Board under this regulation; and
 - ii) for which a pardon under Section 4.1 of the Criminal ~~Code Records Act~~ (Canada) has not been issued or granted to the individual.
- 2.64 Personal Criminal History - in respect of an individual, information on criminal offences for which the individual has been convicted under the Criminal ~~Code Records Act~~ (Canada) and for which a pardon under Section 4.1 of the Criminal ~~Code Records Act~~ (Canada) has not been issued or granted to the individual.
- 2.75 Service Provider - as defined by Regulation 521/01, "an individual ~~or contracted group~~ who comes into direct contact with pupils on a regular basis, at a school site of a board in the normal course of:
- i) providing goods or services under contract with the Board;
 - ii) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board; or
 - iii) providing services to a person who provides goods or services under contract with the Board..."

3. Board Responsibilities

Under O. Reg. 521/01, "Collection of Personal Information Regulation", the following guidelines apply:

3.1 Employees

- 3.1.1 The Board requires that all new employees submit a current (less than six months) PRC as a condition of employment. ***New employees who normally have direct contact with students on a regular basis shall require a VSC.*** Any offers of employment will be conditional upon the applicant providing an acceptable ***police checks*** PRC.
- 3.1.2 ~~Newly hired graduates of the Ontario College of Teachers whose certification issue date is within six (6) months of hire by the Board are required to complete an Offence Declaration (and annually thereafter).~~

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POLICE RECORD CHECKS PROCEDURES**7010**

- 3.1.23 A former employee who returns to the employment of the Board after one year of broken service is considered a new employee for the purposes of this procedure.
- 3.1.34 **Police checks** A ~~PRC~~ must be received by the manager of Human Resources **or designate** before a person commences employment.
- 3.1.45 All costs related to **police checks** the ~~PRC~~ are the responsibility of the **new** ~~prospective~~ employee.
- 3.1.56 The Board will collect an offence declaration from each Board employee no later than September 1st of each year in which the Board employs the individual following the year that the original **police checks were** ~~PRC was~~ collected.
- 3.2 Emergency Provision
- 3.2.1 Notwithstanding 3.1.34, in exceptional circumstances it may be necessary for an individual to begin employment with the Board before an acceptable **police checks** ~~PRC are~~ is collected.
- 3.2.2 In such circumstances, the Board will require the individual to submit an offence declaration, pending submission of the acceptable **police checks** ~~PRC~~.
- 3.2.3 Before any exception is made, a binding agreement shall be entered into between the employee and the Board to ensure that the verification will be provided without delay.
- 3.2.4 This agreement will reserve the Board's right to dismiss the employee should the information provided by the employee prove to be false or misleading, or if the **police checks are** ~~PRC is~~ determined to be unacceptable **or are not received**.
- 3.3 Retention
- 3.3.1 The Board shall retain an original or a true copy taken from the original **police checks** ~~PRC~~ by the designated Board contact, or designate.
- 3.3.2 Completed **police checks** ~~PRCs~~ and offence declarations will be filed in a separate and secure location in Human Resources in accordance with Regulation 521/01.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

POLICE RECORD CHECKS PROCEDURES**7010**3.4 Adjudication

- 3.4.1 The Board, subject to 3.4.2, will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted.
- 3.4.2 The Board does recognize the principle of rehabilitation and may, therefore, consider hiring a person after a full assessment based upon consideration of the following factors:
- i) the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
 - ii) the length of time since the police record was established; and
 - iii) the risk posed to the safety and security of students, staff, volunteers and/or Board property.
- 3.4.3 The manager of Human Resources *or designate* will examine the **police checks PRG**. If there is a concern, the information will be assessed by the superintendent responsible for Human Resources. A meeting will be held with the prospective employee and the superintendent before a final recommendation for employment is made.
- 3.4.4 If the Board learns of pending charges or convictions under the Criminal Code or a related federal statute for which a pardon has been granted, and if the Board believes that the nature and circumstances of the pending charges or pardoned convictions pose a threat to students, staff, ~~or~~volunteers **or Board assets**, the Board may revoke the offer of employment to the candidate without liability.
- 3.4.5 Unless approved by the superintendent responsible for Human Resources, or designate, the employee may not commence employment with the Board until the **police checks have PRG** has been received by the Board and deemed acceptable.
- 3.4.6 If the applicant is on conditional employment with the Board, she/he will be immediately suspended from employment, without pay, until the Board is satisfied that the employment offer will not be withdrawn.
- 3.4.7 If the applicant is not deemed suitable on the basis of a positive response, she/he will be notified in writing, and the record of a positive response will be destroyed six months following the dismissal of the application.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

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POLICE RECORD CHECKS PROCEDURES**7010**

- 3.4.8 If an applicant who presents a positive response is hired, a copy of the response will be placed in the confidential personnel file of the individual.
- 3.5 Consequence of Non-compliance
- 3.5.1 Employees who fail to provide a ~~an signed~~ offence declaration form by the date prescribed will be suspended without pay until the **offence declaration form** is submitted **completed**.
- 3.6 Service Providers
- 3.6.1 The manager of Human Resources **or designate** will decide, or will provide direction for principals in determining whether or not specific service providers contracted directly by the school need a PRC, **VSC** and annual offence declaration.
- 3.6.2 It is the responsibility of a service provider contracted with the Board, whose employees come into direct contact on a regular basis with students to:
- i) collect **required police checks** ~~a PRC~~ for such employees;
 - ii) collect an offence declaration from each employee ~~that comes into direct contact on a regular basis with students~~ no later than September 1st of each year in which the service provider employs the individual following the year that the original **police checks were** ~~PRC was~~ collected;
 - iii) keep these records on file.
- 3.6.3 Any contract with Lakehead District School Board will be conditional upon the fulfillment of this requirement.
- 3.6.4 Failure to comply with this condition may result in dissolution of the contract without liability to the Board.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

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POLICE RECORD CHECKS PROCEDURES**7010**

- 3.6.5 It is the responsibility of the principal in the case of individuals who are self-employed and who are not contracted for services through a service provider to:
- i) ensure that **police checks have** a PRC has been collected and that there is no evidence of a criminal record;
 - ii) ensure that procedures outlined in 3.4 are followed where there is evidence of a criminal conviction; and
 - iii) collect an annual offence declaration no later than September 1st of each year following the year that the original **police checks were** PRC was collected.

3.7 Volunteers

- 3.7.1 The process for collection of **police checks** PRCs for volunteers is outlined in Volunteer Practices-Supervisor's Manual.

3.8 Others

- 3.8.1 It is the responsibility of the principal to ensure that the individual has been approved to be in direct contact with students on a regular basis. The original or verified copy must be kept on file at the school in a secure location.
- 3.8.2 Individuals who fail to submit verification before their designated start date will not be permitted to work in the school.

4. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 7010	May 27, 2003	O. Reg. 521/01 O. Reg. 322/03
Procedures 8091 "Use of Volunteers in Schools"	<u>Date Revised</u>	
Volunteer Practices - Supervisors Manual	March 22, 2011	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 APR 11
Report No. 026-17

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

RE: POLICY REVIEW – 7080 HEALTH AND SAFETY

1. Background

- 1.1 On April 26, 2011, the Health and Safety Policy 7080 was revised.
- 1.2 At the May 24, 2016 Regular Board Meeting, the Health and Safety Policy 7080 was approved for review during the 2016-2017 school year as part of the policy development and review cycle.
- 1.3 On February 15, 2017, 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 March 29, 2017.

2. Situation

- 2.1 Administration presented the Health and Safety Policy and Procedures at the February 15, 2017 Special Education Advisory Committee meeting and the March 6, 2017 Parent Involvement Committee meeting.
- 2.2 There was no constituent input received.
- 2.3 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 7080 Health and Safety Policy, Appendix A to Report No. 026-17.

Respectfully submitted,

KYLE ULVANG
Health and Safety Officer

DAVID WRIGHT
Superintendent of Business

IAN MACRAE
Director of Education

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY POLICY**7080**1. Rationale

Lakehead District School Board is committed to providing and maintaining a safe, healthy working environment for its employees and all others under Board direction.

It is the responsibility of all employees and non-Board personnel to ensure that they comply with the provisions of the Occupational Health and Safety Act (OHSA) R.S.O. 1990 and Regulations, and all Board policies, procedures and ~~rules~~ **practices** associated with Health and Safety.

2. Policy

2.1 It is the policy of Lakehead District School Board to:

2.1.1 provide a safe and healthy environment;

2.1.2 provide training necessary to meet or exceed standards of the OHSA and Regulations; and

2.1.3 eliminate or reduce injuries, accidents, illnesses, and near misses.

2.2 The Board will develop and maintain written health and safety practices which will conform to the best of current practices and meet or exceed standards as outlined under the OHSA and Regulations.

2.3 Health and safety concerns will take precedence over expedience.

2.4 Accident prevention is an operational responsibility and it demands executive direction and control.

2.5 All employees and non-Board personnel must assume responsibility for accident prevention.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY POLICY**7080****3. Guidelines**

- 3.1 In order to prevent injury or illness associated with the work environment, all employees of the Board shall:
- 3.1.1 comply with the current OHSA, Environmental Protection legislation, Safe Drinking Water Act and any other related codes and regulations;
 - 3.1.2 follow currently accepted safety standards and practices; and
 - 3.1.3 demonstrate by attitude and example that safety is an integral part of every function of the Board.
- 3.2 All employees, supervisors, managers, principals, superintendents, director of education, and trustees shall be responsible for adhering to the Health and Safety Policy and Procedures.
- 3.2.1 All employees are responsible to:
- follow safe work procedures;
 - know and comply with all Board safety practices;
 - report any injury or illness immediately to their supervisor;
 - identify and report immediately any potentially hazardous practices and conditions to their supervisor;
 - cooperate with joint health and safety committee initiatives; and
 - use and maintain personal protective equipment.
- 3.2.2 All supervisors, managers, superintendents, director of education, and trustees are responsible to:
- identify and report immediately any potentially hazardous practices and conditions;
 - promote safety awareness in workers;
 - ensure that all employees are trained in proper safety procedures, and are competent to perform their respective tasks;
 - ensure that employees work safely;
 - ensure that safe and healthy work conditions are maintained;
 - correct any potentially hazardous practices and conditions;
 - report and investigate all accidents or incidents;
 - evaluate health and safety performance of all staff;
 - motivate and support staff in their health and safety activities; and
 - ensure that employees are provided with personal protective equipment, as required.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY POLICY**7080**4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 7080 "Health and Safety"	January 21, 1992	Occupational Health and Safety Act, RSO 1990
Procedures 7040 "Violence in the Workplace"	<u>Date Revised</u> June 24, 2003 April 26, 2011	Safe Drinking Water Act 2002
Procedures 7030 "Harassment and Human Rights"		Environmental Protection Act

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PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY PROCEDURES**7080**1. Policy

- 1.1 It is the policy of Lakehead District School Board to:
- 1.1.1 provide a safe and healthy environment;
 - 1.1.2 provide training necessary to meet or exceed standards of the Occupational Health & Safety Act (OHSA) and Regulations; and
 - 1.1.3 eliminate or reduce injuries, accidents, illnesses, and near misses.
- 1.2 The Board will develop and maintain written health and safety practices which will conform to the best of current practices and meet or exceed standards as outlined under the OHSA and Regulations.
- 1.3 Health and safety concerns will take precedence over expedience.
- 1.4 Accident prevention is an operational responsibility and it demands executive direction and control.
- 1.5 All employees and non-Board personnel must assume responsibility for accident prevention.

2. Categories

All health and safety concerns are categorized in the following seven ways:

- 2.1 serious accidents/critical injury;
- 2.2 environmental concerns;
- 2.3 work refusals;
- 2.4 inspection items;
- 2.5 worker concerns;
- 2.6 regulatory inspections; and
- 2.7 workplace supervisor.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY PROCEDURES**7080**3. Definitions

- 3.1 Serious Accident/Critical Injury - any accident which causes injury to a person at a workplace whereby he/she is disabled from performing his/her usual work or requires medical attention, or as defined by Ontario Regulation 834 (Critical Injury). Medical attention refers to those injuries requiring the attention of a physician. To be consistent with the Workplace Safety and Insurance Board (WSIB), disabled will be defined as total or partial disability of the worker restricting him/her from performing his/her usual work beyond the day of injury.
- 3.2 Environmental Concern - any situation in which health and safety problems may arise as a result of a change in the working environment; i.e., Indoor Air Quality (IAQ), mould.
- 3.3 Work Refusal - any situation in which the worker refuses to work because he/she believes he/she is likely to endanger himself/herself or other workers.
- 3.4 Inspection Item - any item which the inspection team has placed on the Inspection Recording Form.
- 3.5 Worker Concern - any item which is an obvious health and safety concern and can be corrected immediately at the building level, or any item which is not clearly definable as a health and safety concern but the worker has reason to suspect might be.
- 3.6 Regulatory Inspection - any visit by a Ministry of Labour inspector, Ministry of Environment inspector, fire inspection, Health Inspection Department (Health Unit) for purposes of a health and safety inspection.
- 3.7 Workplace Supervisor - refers to the individual in charge of the building. The following is a list of locations and Workplace Supervisor titles at each:
- schools - principal or designate;
 - shops - supervisor or designate; and
 - Education Centre – department manager/supervisor or designate.
- 3.8 Workplace Joint Health and Safety Worker Representative - the individual appointed by the workers of the workplace to act as a contact person for all health and safety matters and to coordinate workplace inspections. This representative will investigate serious accidents, work refusal, and accompany Minister of Labour during inspections.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY PROCEDURES**7080**4. Reporting Procedures

4.1 If an issue surfaces which cannot be resolved through the following reporting procedures, or confusion exists as to how the matter should be resolved, contact the Board health and safety officer and/or the appropriate Joint Health and Safety Committee co-chair representing workers.

4.2 Serious Accidents/Critical Injury

4.2.1 Contact the workplace supervisor.

4.2.2 The workplace supervisor will contact the Board's health and safety officer and Joint Health and Safety Committee worker representative.

4.2.3 The Board's health and safety officer will contact appropriate administration.

4.2.4 Where the Joint Health and Safety Committee worker representative deems an investigation necessary, the appropriate administration will arrange for such, as soon as possible. Reports will be filed as per Sections 25 and 26 of the Act and Sections 5 and 6 of the Regulations for Industrial Establishments.

4.3 Environmental Concern

4.3.1 Contact the workplace supervisor.

4.3.2 The workplace supervisor will contact the Board's health and safety officer and Joint Health and Safety Committee worker representative.

4.3.3 The Board's health and safety officer will contact appropriate administration.

4.3.4 Based on an immediate assessment of the situation, a plan of action will be developed which may include an inspection and further investigation.

4.3.5 The Board's health and safety officer will implement and monitor the plan of action.

4.3.6 Upon completion of the plan of action, the Board's health and safety officer will give a report to the:

- workplace supervisor;
- workplace health and safety representative;
- superintendent in charge of the workplace; and
- Joint Health and Safety Committee.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY PROCEDURES**7080**

4.3.7 The Board's health and safety officer will contact the workplace supervisor and the workplace health and safety representative of the workplace involved three months after the completion of the plan of action to determine if any additional follow-up is necessary.

4.4 Work Refusal

4.4.1 Contact the workplace supervisor.

4.4.2 The workplace supervisor will contact the Board's health and safety officer, and the appropriate Joint Health and Safety Committee worker representative.

4.4.3 The workplace supervisor, the Board's health and safety officer and the Joint Health and Safety Committee worker representative will investigate in the presence of the worker and decide what action must be taken.

4.4.4 If the issue is not resolved to the satisfaction of the worker, the Ministry of Labour will be called to investigate as per Section 43 (Part v) of the Occupational Health and Safety Act (OHSA).

4.5 Inspection Items

4.5.1 The inspection team will place all inspection items on the inspection recording form and bring them to the attention of the workplace supervisor.

4.5.2 Copies of the inspection recording form will be left with the workplace supervisor and the workplace Joint Health and Safety Committee representative and a copy forwarded to the Board's health and safety officer.

4.5.3 Follow-up to ensure the action items are completed will be the responsibility of the workplace Joint Health and Safety Committee representative.

4.6 Worker Concerns

4.6.1 Contact the workplace supervisor and the workplace Joint Health and Safety Committee representative who will take the appropriate action.

4.6.2 If the issue is unresolved after 15 working days, the workplace Joint Health and Safety representative will notify the Board's health and safety officer for a decision.

4.6.3 If after five working days the issue is still not resolved, the workplace Joint Health and Safety Committee representative will contact the area superintendent responsible for the decision.

PERSONNEL AND EMPLOYEE RELATIONS**7000**

DRAFT – April 11, 2017

HEALTH AND SAFETY PROCEDURES**7080**4.7 Regulatory Inspections

- 4.7.1 The workplace supervisor will report all regulatory inspections immediately to the Board's health and safety officer who will take the appropriate action.

5. Programs/Practices

- 5.1 The Board's health and safety program shall be implemented through programs and practices which are subject to review and revision from time to time. These programs and practices may include, but are not limited to:
- 5.1.1 Joint Health and Safety Committee guidelines and workplace inspections;
- 5.1.2 *Programs:* Asbestos Management, Chemical Disposal, Employee Assistance, First Aid/CPR Training, Health Management, Hepatitis B Immunization, Infection Control, Silica Control, Workplace Safety and Insurance Board (WSIB) Management, Workplace Hazardous Materials Information System (WHMIS);
- 5.1.3 *Practices:* Confined Space, Due Diligence, Emergency Response Guide, Ergonomics, Fall Protection and Prevention, First Aid Stations, Health and Safety Reporting, Indoor Air Quality, Lock Out – Tag Out, PCB Management, Safe Lifting, Sand and Water Table, Transportation of Dangerous Goods;
- 5.1.4 *Safety Manuals:* New Employee Orientation, Employee Handbook, Physical Education, Science Safety, Technical Safety; and
- 5.1.5 *Requirements:* Health and Safety Certification (WSIB), Workplace Inspection, new employee orientation, Violence in the Workplace.

PERSONNEL AND EMPLOYEE RELATIONS**7000****DRAFT – April 11, 2017****HEALTH AND SAFETY PROCEDURES****7080**6. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 7080 "Health and Safety"	June 24, 2003	Occupational Health and Safety Act, RSO 1990
Policy 7040 "Violence in the Workplace"	<u>Date Revised</u> April 26, 2011	Safe Drinking Water Act 2002
Policy 7030 "Harassment and Human Rights"		Environmental Protection Act

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2017 APR 11
Report No. 027-17

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

RE: POLICY REVIEW – 4005 English Language Learners

1. Background

- 1.1 On January 26, 2010, the English Language Learners Policy 4005 was approved.
- 1.2 At the May 24, 2016 Regular Board Meeting, the English Language Learner Policy 4005 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 4005 English Language Learners Policy, Appendix A to Report No. 027-17.

Respectfully submitted,

DONICA LEBLANC
Early Years Lead

SHERRI-LYNNE PHARAND
Superintendent

IAN MACRAE
Director of Education

CURRICULUM AND INSTRUCTION**4000**

DRAFT – February 14, 2017

ENGLISH LANGUAGE LEARNERS POLICY**4005**1. Rationale

Lakehead District School Board has students from diverse and varied linguistic and cultural backgrounds. It is important that English Language Learners (ELL) become proficient in the language of instruction in English language schools at the same time as they are working towards meeting the curriculum expectations.

2. The Policy

It is the policy of Lakehead District School Board that schools shall be provided with consistent direction and support to meet the needs of English Language Learners so that these students can develop the proficiency in English that is necessary for success in school.

3. Definitions

English Language Learners are students in provincially funded English language schools whose first language are a language other than English, or are a variety of English that is significantly different from the variety used for instruction in Ontario Schools, and who may require focused educational supports to assist them in attaining proficiency in English.

4. Guidelines

Students who may require ELL support include:

- Canadian born or recently arrived from outside Canada. They may come from diverse backgrounds and school experiences and have a wide variety of strengths and needs.
- First Nation, Metis and Inuit learners whose first language is a language other than English.
- Children born in communities that have maintained a distinct cultural and linguistic tradition whose first language is not English and who attend English language schools.
- Children who were born in immigrant communities in which languages other than English was primarily spoken.
- Children who have arrived in Canada with their families. They may have some English learning; others may have had limited access to schools.
- Children new to Canada from countries in war or in crisis. These children may or may not have had schooling.
- International visa students who paid fees to attend school in Ontario.

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ENGLISH LANGUAGE LEARNERS POLICY**4005**

5. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u> <u>Procedures 4000</u> _____	<u>Date Approved</u> January 26, 2010 <u>Date Revised</u> _____	<u>Legal Reference</u> _____ _____
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CURRICULUM AND INSTRUCTION**4000****DRAFT – February 14, 2017****ENGLISH LANGUAGE LEARNERS
PROCEDURES****4005**1. The Policy

It is the policy of Lakehead District School Board that schools shall be provided with consistent direction and support to meet the needs of English Language Learners so that these students can develop the proficiency in English that is necessary for success in school.

2. Definition

English Language Learners are students in provincially funded English language schools whose first language are a language other than English, or are a variety of English that is significantly different from the variety used for instruction in Ontario schools, and who may require focused educational supports to assist them in attaining proficiency in English.

3. Procedures

Through assessment, ongoing monitoring of programs that support English Language Learners along with proper identification and purposeful planning, students will gain proficiency in English that is necessary for success in school.

3.1 The Board will:

- 3.1.1 Designate appropriately qualified personnel to coordinate programs and support schools with programming for English Language Learners in accordance with Ministry policy English Language Learners, Policies and Procedures for Ontario Elementary and Secondary Schools, Kindergarten to Grade 12.

3.2 Schools will:

- 3.2.1 Assess student progress and monitor the academic achievement of English Language Learners.
- 3.2.2 Support the provision of accommodations and/or modifications that some English language learners may need to achieve academic success.
- 3.2.3 Consider the education and age of all English Language Learners in developing their placement and the number of credits that may be granted for prior learning.
- 3.2.4 The Principal will make final decisions regarding proper identification, programming and placement of students in consultation with the student, staff and parents. The Principal will communicate the placement decision, and the rationale for the placement, to the student and parents.
- 3.2.5 Implement programs and services that will enable English Language Learners to continue their education while learning English.

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PROCEDURES****4005**

3.2.6 Based on the assessed level of English proficiency, support for students will vary as proficiency is gained.

4. Review

These procedures will be reviewed according to Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	January 26, 2010	_____
_____	<u>Date Revised</u>	_____

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