

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, June 9, 2020 Jim McCuaig Education Centre

lan MacRae Director of Education Trudy Tuchenhagen Chair

AGENDA

PUBLIC SESSION 7:30 p.m. – via Microsoft Teams

Resource <u>Person</u>

Pages

- 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 6:45 p.m. (SEE ATTACHED AGENDA)
- 6. Land Acknowledgement
- 7. Delegations/Presentations
- 8. Approval of Minutes
 - 8.1 Standing Committee Meeting - May 12, 2020

T. Tuchenhagen 1-3

9. Business Arising from the Minutes

			Resource <u>Person</u>	Pages		
MAT	TERS N	OT REQUIRING A DECISION:				
10.	Inform	nation Reports				
	10.1	2020-2021 Order of Policies for Review (054-20)	I. MacRae	4-5		
11.	First F	Reports				
MAT	TERS F	OR DECISION:				
12.	Postp	oned Reports				
13.	Ad Hoc and Special Committee Reports					
14.	New Reports					
	14.1	Approval of Appointments to the Supervised Alternative Learning Committee 2020-2021 (053-20)	M. Probizanski	6-7		
		It is recommended that Lakehead District School Board approve the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2020-2021 school year:				
		 Marg Arnone, Trustee; Sue Doughty-Smith, Trustee (Alternate); Michelle Probizanski, Superintendent of Education; Jeff Upton, Education Officer (Alternate); Dianna Atkinson, Service Delivery Manager, YES; and Lorna Hunda, Acting Executive Director, YES (Alternate). 				
	14.2	Policy Review - 7030 Harassment and Human Rights (050-20)	M. Probizanski/ D. Wright	8-45		
		It is recommended that Lakehead District School Board approve 7030 Harassment and Human Rights Policy, Appendix A, as outlined in Report No. 050-20.				
	14.3	Policy Review - 6061 Administration of Oral Medication (051-20)	M. Probizanski	46-67		
		It is recommended that Lakehead District School Board approve 6061 Administration of Oral Medication Policy, Appendix A, as outlined in Report No. 051-20.				

		Resource <u>Person</u>	Pages
14.4	Policy Review - 3100 Accessibility Standards for Customer Service (052-20)	M. Probizanski/ D. Wright	68
	It is recommended that Lakehead District School Board defer the review of 3100 Accessibility Standards for Customer Service Policy from the 2019-2020 school year to the 2020-2021 school year.		

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



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STANDING COMMITTEE Tuesday, June 9, 2020 Jim McCuaig Education Centre

lan MacRae Director of Education Trudy Tuchenhagen Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session <u>6:45 p.m. – via Microsoft Teams</u>

			Resource <u>Person</u>	<u>Pages</u>
5.1		val of Committee of the Whole ed Session Minutes		
	5.1.1	Standing Committee Meeting - May 12, 2020	T. Tuchenhagen	1
5.2	Busine	ess Arising from the Minutes		
5.3	Consic	leration of Reports		
	5.3.1	Legal Matter	D. Wright/ M. Probizanski	Verbal
5.4	Inform	ation and Inquiries		

5.5 Rise and Ask Leave to Sit in Public Session

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Via Microsoft Teams Jim McCuaig Education Centre May 12, 2020 7:30 p.m.

TRUSTEES PRESENT:

Trudy Tuchenhagen (Chair) Marg Arnone Ellen Chambers Sue Doughty-Smith Ron Oikonen George Saarinen Ryan Sitch Sierra Gaudreau (Student Trustee) Keira Essex (Indigenous Student Trustee)

TRUSTEE ABSENT, WITH REGRET:

Deborah Massaro

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education AJ Keene, Superintendent of Education Michelle Probizanski, Superintendent of Education David Wright, Superintendent of Business

PUBLIC SESSION:

1. <u>Approval of Agenda</u>

Moved by Trustee Doughty-Smith

Seconded by Trustee Chambers

"THAT the Agenda for Standing Committee Meeting, May 12, 2020 be approved."

<u>CARRIED</u>

2. <u>Resolve into Committee of the Whole – Closed Session</u>

Moved by Trustee Arnone

"THAT we resolve into Committee of the Whole – Closed Session with Trustee Tuchenhagen in the chair to consider the following:

- Confirmation of Committee of the Whole Closed Session Minutes
 March 10, 2020
- Personnel 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. <u>Confirmation of Minutes</u>

Moved by Trustee Arnone

Seconded by Trustee Doughty-Smith

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, March 10, 2020."

CARRIED

MATTERS FOR DECISION:

5. <u>Approval of Standing Committee and Regular Board Meeting Schedule 2020-2021</u> (040-20)

Moved by Trustee Saarinen

Seconded by Trustee Chambers

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve the revised Standing Committee and Regular Board Meeting Schedule 2020-2021, as set out in Appendix A to Report No. 040-20."

CARRIED

6. <u>2020 to 2028 Policy Review Schedule (041-20)</u>

Moved by Trustee Doughty-Smith

"THAT Lakehead District School Board approve the 2020 to 2028 Policy Review Schedule, Appendix A to Report No. 041-20."

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CARRIED

Seconded by Trustee Chambers

7. <u>Approval of Appointment to the Special Education Advisory Committee (036-20)</u>

Moved by Trustee Saarinen

"THAT Lakehead District School Board approve the appointment of Michelle Blackburn as a member to the Special Education Advisory Committee representing George Jeffrey Children's Centre, for the term ending November 30, 2022."

<u>CARRIED</u>

Seconded by Trustee Doughty-Smith

Seconded by Trustee Doughty-Smith

8. Policy Review - 8073 Dress Code (042-20)

Moved by Trustee Chambers

"THAT Lakehead District School Board approve 8073 Dress Code Policy, Appendix A to Report No. 042-20."

CARRIED

9. Policy Review - 6010 Emergency Evacuation and Emergency School Closure (043-20)

Moved by Trustee Saarinen

"THAT Lakehead District School Board approve 6010 Emergency Evacuation and Emergency School Closure Policy, Appendix A to Report No. 043-20."

CARRIED

10. Policy Review - 3096 Information/Communication Technology Use (044-20)

Moved by Trustee Sitch

Seconded by Trustee Chambers

Seconded by Trustee Doughty-Smith

Seconded by Trustee Oikonen

"THAT Lakehead District School Board approve 3096 Information/Communication Technology Use Policy, Appendix A to Report No. 044-20."

CARRIED

11. Information and Inquiries

- 11.1 Trustee Doughty-Smith thanked staff for the tour of Ecole Elsie MacGill Public School that she and Trustee Tuchenhagen attended on March 3, 2020.
- 11.2 Trustee Sitch thanked Indigenous Student Trustee Keira Essex for her project of collecting and delivering thank you letters from Lakehead District School Board students to frontline workers at the Thunder Bay Regional Health Sciences Centre.
- 12. <u>Adjournment</u>

Moved by Trustee Saarinen

"THAT we do now adjourn at 8:35 p.m."

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2020 JUN 09 Report No. 054-20

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

RE: <u>2020-2021 ORDER OF POLICIES FOR REVIEW</u>

- 1. <u>Background</u>
 - 1.1 On May 26, 2020, the Board approved the 2020 to 2028 Policy Review Schedule.
 - 1.2 Section 4.4.1 of the Policy Development and Review Policy 2010 states "A specified review date will be established for all policies."
- 2. <u>Situation</u>

The 2020-2021 order of policies for review, as developed by Director's Council, is attached as Appendix A to Report No. 054-20.

Respectfully submitted,

IAN MACRAE Director of Education

2020 – 2021 ORDER OF POLICIES FOR REVIEW						
Draft Policy to Constituents	Policy Input Due Date	Standing Committee Meeting	Regular Board Meeting	Policy #	Name of Policy	Superintendent
September 16	October 21	November 10	November 24	1020 3080	Equity & Inclusive Education Research	M. Probizanski AJ Keene
December 2	January 20	February 9	February 23	4020 3030	Alternative Schools Purchasing	M. Probizanski D. Wright
February 10	March 24	April 13	April 27	8072	Sexual Orientation & Gender Identity	M. Probizanski
March 10	April 21	May 11	May 25	7030 3100	Harassment and Human Rights Accessibility Standards for Customer Service	D. Wright D. Wright/M. Probizanski

June 9, 2020

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2020 JUN 09 Report No. 053-20

TO THE CHAIR AND MEMBERS OF LAKEHEAD DISTRICT SCHOOL BOARD – Public Session

RE: <u>APPROVAL OF APPOINTMENTS TO THE SUPERVISED ALTERNATIVE LEARNING</u> <u>COMMITTEE 2020-2021</u>

1. Background

- 1.1 In accordance with the Education Act of Ontario Regulation 374/10, the Board shall establish a Supervised Alternative Learning (SAL) Committee.
 - 1.1.1 The SAL Committee shall be composed of no fewer than three persons to be appointed by the Board.
 - 1.1.2 The members of the SAL Committee shall include: a trustee of the Board; a supervisory officer; and at least one person who is not an employee of the Board.
 - 1.1.3 Trustee appointments to the SAL Committee are approved at the Annual Meeting in December.
- 1.2 During the 2019-2020 school year, members of the committee included:
 - Marg Arnone, Trustee;
 - Sue Doughty-Smith, Trustee (Alternate);
 - Michelle Probizanski, Superintendent of Education;
 - Jeff Upton, Education Officer (Alternate);
 - James Laughton, Program Supervisor, YES;
 - Lorna Hunda, Acting Executive Director, YES (Alternate); and
 - Dianna Atkinson, Service Delivery Manager, YES (Alternate).

2. <u>Situation</u>

The role of the SAL Committee is to accept and consider applications from parents/guardians of compulsory secondary school age children, who are at least 14 years of age, and who wish to be excused from either full-time or part-time attendance at school. Where such applications are approved, the SAL Committee, in consultation with a representative(s) from the student's home school and the student's parent/guardian, determines an alternative learning program directed towards the student's needs and interests.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the following appointments to the Supervised Alternative Learning (SAL) Committee for the 2020-2021 school year:

- Marg Arnone, Trustee;
- Sue Doughty-Smith, Trustee (Alternate);
- Michelle Probizanski, Superintendent of Education;
- Jeff Upton, Education Officer (Alternate);
- Dianna Atkinson, Service Delivery Manager, YES; and
- Lorna Hunda, Acting Executive Director, YES (Alternate).

Respectfully submitted,

MICHELLE PROBIZANSKI Superintendent of Education

IAN MACRAE Director of Education

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2020 JUN 09 Report No. 050-20

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

RE: POLICY REVIEW – 7030 HARASSMENT AND HUMAN RIGHTS

1. <u>Background</u>

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 The 7030 Harassment and Human Rights Policy was last revised on April 23, 2013.
- 1.3 At the January 28, 2020 Regular Board Meeting, it was approved to move the review of 7030 Harassment and Human Rights Policy from the 2020-2021 to 2019-2020 school year so the necessary updates could be made to align the policy and procedures with recent legislation changes.

2. <u>Situation</u>

- 2.1 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.2 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 7030 Harassment and Human Rights Policy, Appendix A, as outlined in Report No. 050-20.

Respectfully submitted,

MICHELLE PROBIZANSKI Superintendent of Education

DAVID WRIGHT Superintendent of Business

IAN MACRAE Director of Education

Appendix A to Report No. 050-20

PERSONNEL & EMPLOYEE RELATIONS

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HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

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1. <u>Rationale</u>

Lakehead District School Board (*LDSB*) must provide and maintain is committed to providing a safe, equitable and respectful a working and learning environment. ("workplace"); where employees and students are free from harassment or intimidation. The Board *LDSB* respects promotes and supports the dignity and human rights of all individuals, and recognizes that harassment, negatively affects working relationships, the learning process and personal wellbeing. The Board is committed to creating a workplace that as well as values equity and diversity. It is a shared responsibility across LDSB to foster a working and learning environment, where every individual is treated with respect.

2. Policy

It is the policy of Lakehead District School Board LDSB to adhere to and uphold the Ontario Human Rights Code (the Code). in that all employees, students, perspective employees, Trustees, volunteers, visitors, parents and contractors and all other users that are involved with the Lakehead District School Board have the right to freedom from harassment because of sex/pregnancy, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, martial status, family status, disability, sexual orientation, gender identification, or gender expression. .LDSB is committed to promoting a climate of understanding and mutual respect for each person. Harassment and discrimination based on the following grounds is prohibited:

sex (includes pregnancy); race; ancestry; place of origin; colour; ethnic origin; citizenship; creed (religion); age; record of offences (in employment); marital status; family status; disability; sexual orientation; gender identity; or gender expression.

This policy also includes any new prohibited grounds that may be added to the Ontario Human Rights Code at a future date and prior to policy review.

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HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

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- 2.1 All LDSB students, employees/workers, trustees, and other users that work on or are invited on to LDSB premises, including prospective employees, volunteers, visitors, parents, guardians and contractors, must adhere to and uphold the Code. Harassment and discrimination will not be tolerated or condoned.
- 2.2 Lakehead District School Board is committed to providing reasonable accommodation to fulfil obligations according to the Code. The Code also permits the creation of special programs at LDSB to address discrimination or inequality.
- 2.3 This policy also fulfils LDSB's obligations to address workplace harassment according to the Occupational Health and Safety Act (OHSA).
- 2.4 Lakehead District School Board promotes a safe, equitable and respectful working and learning environment, and endeavors to prevent harassment, discrimination and workplace harassment. Also, where necessary, LDSB will investigate and/or respond to incidents or complaints of harassment, discrimination or workplace harassment.
- 3. <u>Application and Scope</u>
 - 3.1 This policy addresses Code-based harassment and discrimination and it applies to all LDSB students, employees, trustees and other users that work on or are invited on to LDSB premises including prospective employees, volunteers, visitors, parents and contractors.

Actions will be consistently taken to address student behaviours that are contrary to this policy, provincial, LDSB and school codes of conduct according to the appropriate LDSB policy or procedure, such as the 8070 Safe Schools Systems Expectations Policy and the policy on 8071 Bullying Prevention and Intervention.

- 3.2 This policy addresses workplace harassment; it applies to and protects all employees/workers. The policy covers workplace harassment from all sources including students, parents, guardians, trustees, volunteers, contractors, customers of LDSB, members of the public and other members of organizations not related to LDSB but who, nevertheless, work on or are invited on to LDSB premises or utilize LDSB services.
- 3. <u>Guiding Principles</u>
 - 3.1 Employees, students and other users shall behave in a manner that is socially and professionally acceptable in the workplace.

Appendix A to Report No. 050-20

PERSONNEL & EMPLOYEE RELATIONS

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HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

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- 3.2 Employees, students, and other users will strive to foster a respectful workplace through the prevention and prompt resolution of harassment. Complaints will be taken seriously and handled professionally.
- 3.3 The Board shall provide a mechanism for complainants to lodge an informal complaint.
- 3.4 The Board shall provide a mechanism for complainants to lodge a formal complaint.
- 3.5 The Board shall provide a fair and objective formal process for dealing with alleged incidents of harassment.
- 3.6 Confidentiality will be maintained to every extent possible, but it should be understood that the nature of the investigation may be expanded beyond the complainant(s) and the respondent(s) to verify factual information.

4 <u>Definitions</u>

4.1 Discrimination

Discrimination means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Types of discrimination include systemic discrimination and poisoned environment.

4.2 Harassment

Harassment is defined as a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can be based on age, disability, family status, marital status, creed, race, ancestry, place of origin, colour, ethnic origin, sex, sexual orientation, gender identity, gender expression, citizenship and record of offences. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy.

4.3 Student

Student is anyone regardless of age, who is enrolled in an educational program offered by LDSB.

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HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

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4.4 Workplace Harassment

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

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

4.5 Worker or Employee

A worker or employee is any person included in the definition of "worker" under the OHSA and includes all the LDSB employees. Worker is an employee who performs work or supplies services and includes a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.

4.6 Workplace

Workplace is defined as any land, premises, location or thing at, upon or near where a worker works. It includes places where individuals perform work or workrelated duties or functions. It includes all schools, offices and facilities of LDSB. Work related functions include business trips, conferences, seminars, co-op placements, social and extra-curricular events that arise out of LDSB's involvement.

5. Duties and Responsibilities

5.1 All persons at LDSB and interacting with the LDSB, are expected to engage in respectful conduct, adhere to and uphold this policy and will be held responsible for not following it.

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PERSONNEL & EMPLOYEE RELATIONS

HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

- 5.1.1 All employees are responsible for contributing to a climate of understanding and mutual respect for each person.
 - 5.1.1.1 Employees with supervisory authority at LDSB have additional responsibilities to:
 - create and promote a safe, equitable and respectful working and learning environment that supports human rights; and
 - act on observations or allegations of harassment, discrimination or workplace harassment.
 - 5.1.1.2 Teachers have additional responsibilities to:
 - foster learning environments that are safe, equitable and respectful that support human rights;
 - respond to observations or allegations of harassment or discrimination; and
 - refer or report observations or allegations of workplace harassment.
- 5.1.2 The Board of Trustees have responsibilities to:
 - engage in respectful conduct;
 - through governance, create and promote a safe, equitable and respectful learning and working environment that supports human rights; and
 - refer concerns and complaints of harassment, discrimination or workplace harassment to the director of education or designate.
- 5.2 The director of education is responsible for implementing this 7030 Human Rights and Workplace Harassment policy and ensuring that it is reviewed annually in accordance with OHSA.
- 5.3 Lakehead District School Board takes incidents and complaints of harassment, discrimination and workplace harassment seriously.
 - 5.3.1 Complainant refers to the person who makes a complaint of harassment, discrimination or workplace harassment according to this policy. Respondent refers to the person who has a complaint made against them under this policy.
 - 5.3.2 All persons are urged to express concerns and file complaints of harassment, discrimination or workplace harassment according to this policy. Reprisal or retaliation against an individual who is seeking to claim or enforce their rights under this policy is prohibited.

Appendix A to Report No. 050-20

PERSONNEL & EMPLOYEE RELATIONS

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HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

- 5.4 Lakehead District School Board will provide procedures to address incidents or complaints of harassment, discrimination or workplace harassment. Complaints shall be dealt with in a fair and timely manner. All persons, including employees, shall cooperate so that the LDSB can address incidents or complaints under this policy.
- 5.5 Any person reporting an incident or complaint of harassment, discrimination or workplace harassment, who participates in a process to resolve the complaint under this policy, is required to keep the incident/complaint-related information confidential or as required by law. Those with supervisory authority at LDSB or designates, who are involved with addressing an incident or complaint, will strive for confidentiality and will share information on a need to know basis to the extent necessary to protect employees, for actions such as investigation, follow-up, corrective action or as otherwise required by law.
- 5.6 If a complainant withdraws a complaint, LDSB may continue to act, if required.
 - 5.7 If it is determined that a complainant has made a complaint that is malicious or made in bad faith, it may result in disciplinary action.
 - 5.8 An employee found in violation of this policy may be subject to remedial action or discipline, up to and including termination of employment, in accordance with applicable collective agreement provisions.
 - 5.9 Nothing in this policy precludes the employee from seeking support from their union, the Employee and Family Assistance Program, where available, or externally from the Human Rights Legal Support Centre or the police.

PERSONNEL & EMPLOYEE RELATIONS 7000 HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY 7030 4. 6. <u>Review</u> This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy. **Cross Reference** Date Approved Legal Reference 7030 Workplace Harassment and April 19, 1994 Education Act Human Rights Procedures Ontario Human Rights Code 1020 Equity and Inclusive Education Faith and Creed Accommodation Occupational Health and Guideline Appendix A Safety Act 8070 Safe Schools, System Expectations Date Revised 8071 Bullying Prevention and Intervention June 22, 2004 April 22, 2008 8072 Sexual Orientation and Gender April 23, 2013 Identity 8075 Service Animals in Schools

Appendix A to Report No. 050-20

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PERSONNEL & EMPLOYEE RELATIONS

HUMAN RIGHTS AND WORKPLACE HARASSMENT PROCEDURES

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1. Policy General

Lakehead District School Board adheres to the Ontario Human Rights Code in that all employees, students, prospective employees, Trustees, volunteers, visitors, parents, contractors and all other users that are involved with the Lakehead District School Board have the right to freedom from harassment because of sex/pregnancy, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, disability, sexual orientation, gender identification, or gender expression. Harassment will not be tolerated.

Lakehead District School Board (LDSB) is committed to providing a safe, equitable and respectful learning and working environment. It is a shared responsibility across the LDSB to foster an environment that is free from harassment, discrimination and workplace harassment, where every individual is treated with respect.

These procedures support the implementation of the 7030 Human Rights and Workplace Harassment policy.

1.1 Scope

This policy not only applies to complaints from victims of alleged harassment, but wherever there is a reason to believe that harassment is occurring. Examples are:

- where a person in a position of authority detects evidence of harassment within his or her own department or school;
- where harassment is witnessed; and,
- where, over a period of time, a series of complaints, although all resolved individually, are filed against the same person.

2. <u>Definitions</u>

For the purpose of this These terms are defined for implementing the 7030 Human Rights and Workplace Harassment policy and corresponding these procedures.

Allegation is an unproven claim or assertion that someone has done something wrong based on a reasonable belief that a violation of the policy has occurred.

Complainant refers to anyone who makes a complaint under the policy alleging that harassment, discrimination and/or workplace harassment has occurred.

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PERSONNEL & EMPLOYEE RELATIONS

HUMAN RIGHTS AND WORKPLACE HARASSMENT PROCEDURES

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Disability¹ is defined (Ontario Human Rights Code, the Code) as:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Gender identity² is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.

Gender expression³ is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

Harassment (the Code) means engaging in a course of a vexatious comment or conduct that is known to be, or ought reasonably to be known to be unwelcome, based on age, disability, family status, marital status, creed, race, ancestry, place of origin, colour, ethnic origin, sex, sexual orientation, gender identity, gender expression, citizenship and record of offences. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by the policy. Harassment can occur based on any of the Ontario Human Rights Code grounds.

Examples of harassment may include:

• inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person based on a prohibited ground – for example: racial slurs, taunting about a person's mental health, or sexualized insults;

² <u>http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression</u>

¹ <u>http://www.ohrc.on.ca/en/policy-ableism-and-discrimination-based-disability/2-what-disability</u>

³ <u>http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression</u>

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- unwanted questions or comments about an employee's private life pertaining to a prohibited ground in the Code – for example, intrusive questions about a person's disability, sex life, religion or racial background; or
- posting, displaying materials, or the electronic publication of articles or graffiti etc. that is offensive because of a prohibited ground for example, posting pornography or circulating hate literature or offensive emails.

Hate group activities intimidate, threaten or promote hatred toward Code identifiable groups, contravene the policy and will not be tolerated at LDSB. They may also violate the Criminal Code of Canada.

Lakehead District School Board is LDSB. Lakehead District School Board is an employer, as defined by the Occupational Health and Safety Act (OHSA).

Marital status (the Code) means the status of being married, single, widowed, divorced or separated and includes the status of living with a person in a conjugal relationship outside marriage.

Malicious or vexatious complaints are complaints that are brought forward without sufficient merit and are made to cause annoyance or distress.

Mediation is a confidential voluntary process that parties in a complaint may agree to participate in, where a trained mediator is in communication with parties to effect an agreed upon resolution that is satisfactory both to the parties and to LDSB.

Other Users refers to prospective employees, volunteers, visitors, parents, guardians, contractors and all other individuals that work on or are invited on to LDSB premises. Other Users does not include LDSB's employees or students.

Poisoned Environment⁴ is a form of discrimination. It may be created when unwelcome conduct or comments are pervasive within the organization, which may result in a hostile environment for one or more people from a Code-protected group. This can happen when a person or group is to exposed ongoing harassment. However, a poisoned environment is based on the nature of the comments or conduct and the impact of these on an individual rather than just on the number of times the behaviour occurs. Sometimes a single remark or action can be so severe or substantial that it results in a poisoned environment.

Record of Offences (the Code) means a conviction for:

- an offence in respect of which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked; or
- an offence in respect of any provincial enactment.

⁴ http://www.ohrc.on.ca/en/policy-ableism-and-discrimination-based-disability

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HUMAN RIGHTS AND WORKPLACE HARASSMENT PROCEDURES

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Reprisal is any harassment, intimidation, threats or negative action taken against a person (e.g., complainant, witness, investigator, or respondent) for making a report to LDSB about an incident or filing a complaint of alleged harassment, discrimination or workplace harassment or for taking part in these complaint procedures, in good faith. Reprisal is prohibited under the policy.

Student is any person, regardless of age, who is enrolled in any program offered by LDSB.

Support person is a person whose role is to provide assistance to a complainant, respondent or witness who is engaged in these procedures. A support person can be a union representative, parent, guardian, caregiver, relative, friend, colleague or peer.

Trans or transgender⁵ is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms. It includes, but is not limited to, people who identify as transgender, trans woman (male-to-female), trans man (female-to-male), transsexual, cross-dresser, gender non-conforming, gender variant or gender queer.

Transphobia⁶ is the aversion to, fear or hatred of trans people and communities. Like other prejudices, it is based on stereotypes that are used to justify discrimination, harassment and violence toward trans people.

Workplace Harassment (OHSA) is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome or is Workplace Sexual Harassment.

Examples of Workplace Harassment may include:

- making repeated remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- displaying or circulating offensive pictures or materials in print or electronic form;
- singling out an individual for humiliating or demeaning "teasing";
- making repeated offensive or intimidating phone calls or emails;
- gossiping or spreading negative rumours; and/or
- Workplace Sexual Harassment.

⁵ <u>http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression</u>

⁶ http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression

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Workplace Sexual Harassment (OHSA) means:

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

Examples of Sexual Harassment may include:

- unwanted remarks, jokes, innuendoes, or taunting about a person's gender, gender identity, gender expression, or sexual orientation;
- homophobic or transphobic comments;
- unwanted physical contact of a sexual nature such as touching, kissing, patting, hugging or pinching;
- leering, whistling, or other sexually suggestive or insulting sounds;
- refusing to use an employee's chosen pronouns;
- posting or displaying (including electronic publication of) offensive materials of a sexual nature;
- unsolicited sexual advances or demands for dates or sexual favours;
- inappropriate jokes of a sexual nature; and/or
- sexual assault (also an offence under the Criminal Code of Canada).

What May Not Be Workplace Harassment

Workplace Harassment does not include reasonable action taken by LDSB including a principal or manager relating to the management and direction of employees or the workplace, even if there are unpleasant consequences for the employee. Examples may include:

- changes in work assignments or scheduling;
- performance evaluation;
- workplace inspections; and
- disciplinary action

Workplace Harassment typically does not include differences of opinion or minor disagreements between employees.

3.0 <u>Procedures - General</u>

3.1 It is a shared responsibility across LDSB to foster a learning and working environment where every individual is treated with respect. LDSB supports the individual's efforts to resolve an incident or a complaint, at the earliest possible stage. and at the lowest level through dialogue with peers, principals or managers, where appropriate.

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These procedures are designed to address a report of an incident or a complaint of harassment, discrimination including hate group activities, or a complaint of workplace harassment, that is brought to the attention of LDSB.

Employees with supervisory authority at LDSB (for example, principals) have a duty to respond or take action to resolve incidents or complaints of harassment, discrimination or workplace harassment. Lakehead District School Board may act if employees with supervisory authority at LDSB, become aware of harassment, discrimination or workplace harassment. To provide a working and learning environment free from harassment, discrimination or workplace harassment, LDSB may continue to act if a complainant determines they do not want to proceed with a complaint or decides to withdraw the complaint.

Lakehead District School Board will ensure that an investigation, appropriate in the circumstances in accordance with OHSA, will be conducted into incidents or complaints of workplace harassment.

- 3.2 In the following cases, individuals will be directed as noted:
 - 3.2.1 Incidents/complaints against a trustee or superintendent will be referred to the director of education.
 - 3.2.2 Incidents/complaints against the director of education will be referred to the chair of the Board.
 - 3.2.3 Incidents/complaints of harassment or behaviour of a violent nature, including physical assault and sexual assault must be formally reported according to LDSB's policies, such as 7040 Violence in the Workplace policy and related procedures. The individual(s) may refer the matter to the police. Lakehead District School Board may refer the matter to the police.
- 3.3 All human rights complaints must be filed within one year of the last alleged incident. In the event the complaint is being filed after one year, the complainant must identify, in writing, the reason(s) for the delay in filing the complaint, for consideration by the appropriate superintendent.

Normally, workplace harassment complaints must be filed within one year of the last alleged incident. In the event the complaint is filed after one year, the complainant must identify, in writing, the reason(s) for the delay in filing the complaint, for consideration by the appropriate superintendent.

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It is within the discretion of LDSB to determine whether a complaint can be filed beyond the one-year anniversary of the last alleged incident. Prompt reporting is encouraged as it allows for more thorough and accurate investigations, where needed. Investigations, where needed, will be conducted within a reasonable timeframe, respecting both the need for a prompt resolution and the need for a thorough and complete investigation.

- 3.4 Reprisal or retaliation against an individual for making a report of harassment, discrimination or workplace harassment in good faith or against an individual for participating in good faith, in these procedures, is prohibited. An allegation of reprisal can be reported to the superintendent for appropriate action.
- 3.5 Any person can also pursue their complaint externally including at the Ontario Human Rights Tribunal, contact the Ministry of Labour or law enforcement, at any time, as appropriate.

4.0 Informal Complaint Process

- 4.1 There is nothing in this process that would prevent a complainant from bypassing the informal resolution stage and proceeding directly to request a formal investigation. The informal options, (excepting for complaints involving students), to resolve complaints are the following.
 - 4.1.1 Option One: Where appropriate, complainants can choose to resolve their complaint first by addressing the person(s) involved, stating clearly the behaviour or actions are objectionable and must be stopped. This is a voluntary step. If this encounter does not result in the end of the harassment, discrimination or workplace harassment or if the complainant is uncomfortable with addressing the individual(s) involved, alternate methods of reporting are available. Complainants are encouraged to keep a record of dates, times, places and witnesses of the harassment, discrimination or workplace harassment, as well as specific details.

If the complainant is not satisfied with the results of the above process or is uncomfortable addressing the individual(s) involved, the harassment, discrimination or workplace harassment can be reported to those with supervisory authority at LDSB (for example, the principal or vice principal of the school, supervisor, manager or a union representative, if applicable). Once the harassment, discrimination or workplace harassment has been reported to an employee with supervisory authority at LDSB and a preliminary investigation (at a minimum talking to complainant and respondent) has taken place, if deemed appropriate, an informal resolution can be sought using Option Two or Option Three.

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- 4.1.2 Option Two: Attempt an informal resolution with the involvement of the employee with supervisory authority at LDSB (e.g. complainant speaking with respondent or with respondent apologizing to the complainant).
- 4.1.3 Option Three: LDSB may offer a trained mediator to provide mediation to the complainant(s) and respondent(s) where it is appropriate and feasible to do so.
- 4.2 As part of Option Two and Option Three the complainant will be informed:
 - of the policy and these procedures;
 - about the limits to the confidentiality of the process (see section 5.5.4);
 - about counselling for eligible employees provided by LDSB;
 - they can withdraw the complaint at any time;
 - they can bring a support person to assist them with the process and in accordance with collective agreement provisions. A support person must keep complaint related information confidential and may be required to sign a confidentiality agreement; and
 - they can initiate a formal written complaint.
- 4.3 As part of Option Two and Option Three the respondent will be informed:
 - of the policy and these procedures;
 - about the limits to the confidentiality of the process (see section 5.5.4);
 - about counselling for eligible employees provided by LDSB;
 - they can bring a support person to assist them with the process and in accordance with collective agreement provisions. A support person must keep complaint related information confidential and may be required to sign a confidentiality agreement; and
 - of the nature of the allegation, and who has filed the complaint.
- 4.4 If the complaint cannot be resolved informally, to the satisfaction of the complainant, the complainant can choose to file a formal written complaint.
- 4.5 Informal complaints may also be filed by employees in accordance with these procedures, if they witness harassing or discriminatory behaviour, if they are unable to speak to the individual(s) involved, or if speaking with the individual(s) involved was unsuccessful.

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5.0 Formal Complaint Process

5.1 Employees

It is preferred that employee complainants report the incident or complaint using the online complaint reporting form available in the staff portal, but should keep a written copy that describes the incident, the steps taken to resolve the matter, and the names of witnesses. The complaint will be forwarded to the appropriate supervisory authority at LDSB. If an employee opts to report the matter verbally initially, they can report it to their immediate supervisor or the human resources officer for their area. If the immediate supervisor is the respondent, the complaint will be provided to the person to whom the supervisor reports or the appropriate superintendent.

5.2 Students

Student complainants should provide a written copy of the harassment or discrimination complaint, describing the incident(s), witnesses and any steps already taken to resolve the matter to their principal or vice principal directly. If assistance is required in reporting the complaint, the student should contact the principal or vice-principal directly, or through their parent/guardian/teacher. If the principal is the respondent, then the complaint letter should be sent directly to the appropriate superintendent. The principal or designate (as determined by the superintendent) will address the complaint according to the policy and procedure and other applicable LDSB policies or procedures.

5.3 Other Users

Other user complainants should send a written copy of the harassment or discrimination complaint, describing the incident(s), witnesses and steps already taken to resolve the matter, to the immediate supervisor of the area/school/Board office where the respondent is working. In cases where the respondent is the supervisor, the complaint should be provided to the appropriate superintendent.

5.4 Investigators

To conduct an investigation most appropriate according to the policy, LDSB can assign an employee(s) with supervisory authority as an internal investigator(s) and/or may appoint an external investigator(s). Lakehead District School Board may assign an external third-party investigator(s), where necessary, for various reasons such as complexity or limited resources. The investigator(s) shall act in accordance with the policy and these procedures and with any small variations if deemed necessary by LDSB.

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- 5.5 Investigation Process
 - 5.5.1 The investigation of an allegation of harassment, discrimination or workplace harassment must be consistent with current collective agreements in case of employees, applicable board policy(s) in case of students, and the doctrine of "procedural fairness".
 - 5.5.2 Normally, LDSB will aim to complete an investigation within 90 days of the complaint being assigned for investigation. Factors that may affect this timeline include the number of parties, the availability of parties to the complaint, the time of the year the complaint is received (e.g., during summer, school-based employees may not be available), and the complexity of the matter.
 - 5.5.3 Any person reporting an incident or complaint of harassment, discrimination or workplace harassment or participating in a process to resolve the matter, are required to keep the complaint related information confidential.
 - 5.5.4 Lakehead District School Board keeps the files in accordance to the records retention schedule. Lakehead District School Board maintains confidentiality and will share information, to the extent necessary, to protect students and employees (e.g. to create a safety plan or for the separation of parties) for actions such as investigation, follow-up, corrective action or as otherwise required by law. Lakehead District School Board may be legally required to provide information to an outside authority. As well, LDSB may be legally required to speak to the respondent regarding the harassment, discrimination or workplace harassment and, where appropriate, take further action. It is for these reasons that absolute confidentiality cannot be provided. Lakehead District School Board cannot be held responsible for the actions of the complainant(s), respondent(s) or others involved and in relation to any outside agency.
 - 5.5.5 The investigator(s) will explore, with parties, any concerns of physical safety and will make them known to the appropriate superintendent and, when the matter involves an employee(s), inform the human resources manager.

In some circumstances, an interim separation of parties pending final disposition of the complaint may be needed. An interim separation pursuant to these procedures does not constitute "discipline" or a "transfer".

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- 5.5.6 Regardless of the outcome of the complaint, no action will be taken against a complainant unless it can be shown that the complaint was made maliciously or in bad faith.
- 5.5.7 All parties (such as, complainants, respondents and witnesses) shall be provided copies of the policy, these procedures and will also be advised about maintaining confidentiality and not engaging in reprisal or threats of reprisal.
- 5.5.8 Where a report or complaint is filed in good faith, the employee who filed the report shall not be subject to any reprisal by anyone in the employ of LDSB or not in the employ of the LDSB if said individual is a student, parent, guardian, community member or person who works on or is invited to LDSB premises.
- 5.5.9 Should an employee who filed a report or complaint in good faith be the subject of a reprisal, then an investigation into the alleged reprisal shall be initiated following its reporting to the superintendent, as needed.
- 5.5.10 Should the individual who is found to have reprised against an employee who filed a report in good faith, also be an employee of LDSB and the reprisal was proven as a result of an investigation, then said individual may be subject to disciplinary action in accordance with the appropriate collective agreement and LDSB policies governing such matters.
- 5.5.11 Should the individual be found to have reprised against an employee who filed a report in good faith be someone other than an employee of LDSB and the reprisal is proven as a result of an investigation, then said individual may be subject to some form of sanction issued in accordance with LDSB policies and procedures and school/office where the employee who was subject to the proven reprisal works.
- 5.6 Formal Employee Complaints
 - 5.6.1 Participants involved in the formal investigation will normally include the complainant, the respondent, witnesses (if any), an investigator(s) and/or support person(s).
 - 5.6.2 Once a formal written complaint alleging harassment, discrimination or workplace harassment is received, the superintendent(s) appoints an investigator(s) with an identified lead investigator, where needed.
 - 5.6.3 The investigator(s) meets with the appropriate principal or manager to discuss the issue. Investigator(s) will keep detailed notes pertinent to the investigation and as outlined in "records of investigation" (7.4).

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- 5.6.4 The investigator(s) normally will meet with the complainant first, to obtain the necessary information pertaining to their complaint.
- 5.6.5 The investigator(s) will inform the respondent about the complaint and seek the respondent's response to the allegations. A copy of the formal signed complaint will be submitted to the respondent, indicating the name of the complainant and respondent, the places, times, dates and nature of the alleged incidents being investigated.
- 5.6.6 The investigator(s) conducts further fact-finding meeting(s) as needed including to interview potential witnesses.
- 5.6.7 Once the investigator(s) has completed the fact finding, the final report of the investigation will be prepared. The final summary report is provided to the complainant, respondent and the appropriate superintendent(s). This summary will respect confidentiality to the extent possible.
- 5.6.8 In cases where there is a breach of the policy, appropriate disciplinary or remedial sanctions will be implemented. A record of the remedial or disciplinary action will be placed in the appropriate employee's personnel file. It should be noted that the complainant will not be informed of the exact disciplinary sanctions imposed on the respondent; however, it should be noted if corrective action has been or will be taken, as well as measures put in place aimed at prevention of future incidents.
- 5.6.9 Where a resolution cannot be reached, or if the complainant is not satisfied with the resolution, an outside agency may become involved. Lakehead District School Board will cooperate, as required, with external proceedings (i.e. police, Ontario Human Rights Tribunal) as required by law.
- 5.6.10 Should the complaint be proven to be malicious or in bad faith, the complainant may be subject to the disciplinary action.
- 5.6.11 Where an employee related complaint has been investigated, human resources will maintain the investigation records in accordance with section 7.0, Records.
- 5.6.12 Under Regulation 18(1) (b) of the Teaching Profession Act, a teacher must "on making an adverse report on another member, furnish that member with a written statement of the report at the earliest possible time and not later than three days after making the report."
- 5.7 Formal Student Complaints

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- 5.7.1 Participants involved in the formal investigation procedure will include the complainant, the respondent, witnesses (if any), the principal or designated investigator(s) and/or support person(s).
- 5.7.2 Once a formal written complaint alleging harassment or discrimination from a student is received, the principal or designate(s) shall conduct an investigation. The principal or designate(s) will keep detailed notes pertinent to the investigation and as outlined in "records of investigation" (7.4).
- 5.7.3 The principal or superintendent will inform the parents/guardians of the involved parties if the student(s) are under the age of 18.
- 5.7.4 The investigator(s) normally will meet with the complainant first, to obtain the necessary information pertaining to their complaint.
- 5.7.5 The investigator(s) will inform the respondent about the complaint and seek the respondent's response to the allegations. A copy of the formal signed complaint will be submitted to the responden, indicating the name of the complainant and respondent, the places, times, dates and nature of the alleged incidents being investigated.
- 5.7.6 The principal or designate(s) conducts further fact-finding meeting(s,) as needed, including to interview potential witnesses.
- 5.7.7 Once the principal or designate(s) has completed the fact-finding investigation, the final report of the investigation will be prepared. The final summary report is provided to the complainant (parent/guardian where appropriate), respondent and the appropriate superintendent(s). This summary will respect confidentiality to the extent possible.
- 5.7.8 In cases where there is a finding that a breach of the policy has occurred, appropriate disciplinary/remedial sanctions will be implemented. A record of the remedial or disciplinary action will be kept. It should be noted that the complainant should not be informed of the exact disciplinary sanctions imposed on the respondent; however, it should be noted if corrective action has been or will be taken, as well as measures put in place to prevent the matter from taking place again.
- 5.7.9 Where a resolution cannot be reached, or if the complainant and/or their parents/guardians are not satisfied with the resolution, an outside agency may become involved. LDSB will cooperate, as required, with any external proceedings (for example, police, Ontario Human Rights Tribunal).
- 5.7.10 Should the complaint be determined to be malicious or in bad faith, the complainant may be subject to the disciplinary action.

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Formal Other User Complaints

- 5.7.11 Participants involved in the formal investigation procedure will include the complainant, the respondent, witnesses (if any), an investigator(s) and/or support person(s).
- 5.7.12 Once a formal written complaint alleging harassment or discrimination is received from another user, the appropriate superintendent will appoint an investigator(s).
- 5.7.13 The investigator(s) will meet with the manager to discuss the issue, as needed. The investigator(s) will keep detailed notes pertinent to the investigation and as outlined in "records of investigation" (7.4).
- 5.7.14 The investigator(s) conducts further fact-finding meeting(s), as needed, including to interview potential witnesses.
- 5.7.15 Once the investigator(s) has completed the fact finding investigation, the final report of the investigation will be prepared. The final summary report is provided to the complainant, respondent and the appropriate superintendent(s). This summary will respect confidentiality to the extent possible.
- 5.7.16 In cases where there is a finding that a breach of the policy has occurred, appropriate disciplinary or remedial sanctions will be implemented. It should be noted that the complainant should not be informed of the exact disciplinary action taken.
- 5.7.17 Where a resolution cannot be reached, or if the complainant and/or their parents/guardians are not satisfied with the resolution, an outside agency may become involved. LDSB will cooperate, as required, with external proceedings (for example, police, Ontario Human Rights Tribunal).
- 5.7.18 Should the complaint be determined to be malicious or in bad faith, the complainant may be subject to the disciplinary action.

6.0 Possible Remedial or Disciplinary Action

The type of remedy or discipline should:

- be based on an investigation;
- take all relevant factors into consideration; and
- be in accordance with the principles of progressive discipline and just cause, where applicable.

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6.1 Employee respondents

Any remedial or disciplinary action must be taken in consultation with the human resource manager or the superintendent of business. Action taken against an employee respondent may include discipline, up to and including, termination. Some examples, are as follows:

- an oral or written reprimand and/or a letter in file;
- counselling or training with an educational component focused on the impact of discrimination;
- continuing the employee in their assignment with precautionary measures, where appropriate;
- suspending the employee without pay; and
- termination.
- 6.2 For student respondents remedial or disciplinary action to address the misconduct could be as follows:
 - an oral or written reprimand and/or a letter;
 - counselling with an educational component focused on discrimination;
 - informing parents, where applicable, according to LDSB policy;
 - suspension;
 - transfer (class or school);
 - expulsion; and
 - other appropriate discipline as outlined in the Education Act, other LDSB policies, or applicable Code(s) of Conduct.
- 6.3 For other user respondents action taken could be as follows:
 - a letter of disapproval and warning;
 - revoking of permits or contracts;
 - issuing a trespass notice; and
 - other remedies as applicable by law.

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7 <u>Records</u>

- 7.1 All information will be gathered and dealt with in accordance with the Municipal Freedom of Information and Protection of Individual Privacy Act and be marked "PRIVATE AND CONFIDENTIAL". Records of investigation will be kept securely and according to the record retention schedule at LDSB.
- 7.2 Records of investigation may include copies of the complaint, details regarding the incident/complaint, investigation notes, summaries or reports.
- 7.3 Human resources will maintain investigation records pertaining to employees in a confidential file.
- 7.4 Records shall be kept for a period of a minimum of two years and in accordance with LDSB's Records Retention Schedule. If, at the time prescribed in the retention schedule, there is no litigation, investigation or further activity under these procedures and the Human Rights and Workplace Harassment Policy involving a party to the original complaint, all records of the complaint will be destroyed. A record of the type of document destroyed, by whom and when, should be kept in accordance with privacy legislation.

8. <u>Review</u>

These procedures will be reviewed in accordance with the Occupational Health and Safety Act and LDSB policy.

- 2.1 Human Rights Harassment means engaging in a course of a vexatious comment or conduct that is known to be or ought reasonably to be known to be unwelcome to an individual or group, whether intended or not, based on: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status, disability and/or record of offences.
- 2.2 Personal Harassment is defined as "offensive comments or actions which intimidate, demean, humiliate or coerce."
- 2.3 Sexual Harassment is defined as unwelcome conduct of a sexual nature that detrimentally affects the work environment including: "any sexual solicitations, advances, remarks or actions that are demeaning or intimidating."
- 2.4 Workplace is defined as any place where students, employees and other users work, learn or perform work or learning related duties or functions, including "all schools, Board property, Board offices, business trips, conferences, seminars, co-op placements, social and extra-curricular events that arise out of Lakehead District School Board involvement".
- 2.5 Student is any person, regardless of age, who is enrolled in any program offered by the Board.

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- Employee includes all persons employed by the Board.
- 2.6 Record of offences means a conviction for:
 - (a) an offence in respect of which a pardon has not been granted under the Criminal Records Act (Canada) and has not been revoked; or
 - (b) an offence in respect of any provincial enactment.
- 2.7 Other Users include all persons who are neither students nor employees while on Board premises or attending Board or school programs/functions at other premises in a business/social community relationship with the Board.
- 2.8 Gender Identity or Gender Identification means one's internal and psychological sense of oneself as being either male or female or neither. This is not related to sexual orientation.
- 2.9 Sexual Orientation encompasses the range of human sexuality, including who is desired to have as a partner, both sexually and emotionally.
- 2.10 LGBTTIQQ is a short form used generally to describe: Lesbian (a woman who forms sexual and emotional relationships with women), Gay (a man who forms sexual and emotional relationships with men), Bisexual (an individual who is attracted to and may form sexual and affectionate relationships with both males and females), Transgender (people who do not identify with the gender roles assigned to them based on their biological sex), Transsexual (people who present themselves and live in the gender opposite to what they were genetically assigned at birth. Transsexuals may have gender reassignment surgery to make their bodies fit their true gender), Two-spirited (term used by Aboriginal people to describe lesbian, gay, bisexual, or transgendered people), Intersex (people who are born with a combination of male and female anatomy), Queer (short for LGBTTIQQ, also a term used as an individual label and a positive socio-political movement related to LGBTTIQQ people), and Questioning (a term used by those who are in the process of questioning their sexual orientation and gender identity).
- 2.11 Heterosexual refers to an individual who forms sexual and emotional relationships with people of the opposite gender.
- 2.12 Heterosexism is the belief that heterosexual is the preferable or superior sexual orientation and is a form of homophobia.
- 2.13 Homophobia is the irrational fear and/or hatred of, aversion to or discrimination against people who are not heterosexual.

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2.14 Transphobia is an irrational fear of, and/or hostility towards, people who are transgender or who otherwise transgress traditional gender norms.

3. <u>Guiding Principles</u>

- 3.1 Employees, students and other users shall behave in a manner that is socially and professionally acceptable.
 - 3.1.1 Victims of harassment can be anyone at any level of the organization or school system (e.g. student, peer, co-worker, supervisor, visitor, or volunteer). Throughout this document, complainant refers to the alleged victim of harassment.
 - 3.1.2 Perpetrators of harassment can be anyone at any level of the organization or school system (e.g. student, peer, co-worker, supervisor, visitor, or volunteer). Throughout this document, respondent refers to the alleged perpetrator of harassment.
 - 3.1.3 Examples of harassment may include (but are not limited to the following):
 - unwarranted touching;
 - requests for sexual favours, sexual advances, innuendos, or quid pro quo (the promise of something in return for something else);
 - repeated unwanted social invitations or requests;
 - expressions of bias or prejudice;
 - off-colour jokes;
 - remarks about an individual's appearance, race, ethnic origin, religion, sexual orientation, perceived sexual orientation or personal life situation;
 - display of pictures, cartoons or graffiti that are offensive;
 - inappropriate language;
 - stalking; and/or
 - threats of physical behaviour.
 - 3.1.4 Some examples of what harassment is not:
 - an occasional or casual compliment or remark;
 - good natured jesting or flirting that is acceptable to all parties;
 - normal exercise of supervisory responsibility, including direction, counselling, training, evaluation or discipline. This includes those duties required by teachers and other related educational employees of students (i.e., questioning about homework assignments, etc.); and
 - any voluntary interactions between consenting employees.
 - 3.1.5 This policy is not intended to constrain positive social interactions in the workplace.

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3.2 Employees, students and other users will strive to foster a respectful workplace through the prevention and prompt resolution of harassment. Complaints will be taken seriously and handled professionally.

3.2.1 Administrative Responsibilities:

- Administration will disseminate the harassment policy throughout the Lakehead District School Board.
- Administration will ensure that individuals who may be impacted by this policy have an awareness of the policy, their responsibilities under the policy and an understanding of the complaint resolution procedure.
- Administration will administer the policy according to the procedures, and will remain fair and objective during all stages of the investigation process.
- To ensure professionalism and consistency, training may be provided for all investigators of harassment incidents.
- 3.2.2 Responsibilities of Students, Employees and Other Users:
 - follow the applicable Code(s) of Conduct;
 - treat all individuals fairly, and with dignity, while respecting and valuing differences in individuals;
 - demonstrate courtesy and self discipline in actions and words;
 - respect Board property and the property of individuals;
 - stop behaviour if advised that it is inappropriate, unwelcome, etc.; and
 - challenge harassment when it happens, and refuse to participate in potentially harassing behaviour.
- 3.2.3 Rights of Complainants and Respondents (not specifically set out in these procedures):
 - to be kept up-to-date of the investigation process in a timely fashion;
 - to be provided with a summary copy of the final report findings (for formal complaints);
 - to have disciplinary/remedial sanctions imposed remain in confidence, and not disclosed to the complainant (or to the respondent in cases of malicious or bad faith complaints); and
 - to be informed of the differences between the informal and formal investigation processes.

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3.2.4 A Complainant's Possible Choices of Action may include:

- consulting with a peer;
- confronting harasser;
- speaking to a union representative;
- approaching the Supervisor/Principal or other person in position of authority;
- approaching appropriate legal authorities e.g. Police, Ontario Human Rights Commission; and
- at his/her own expense, choose to contact a lawyer to discuss legal rights and/or civil action.
- 3.2.5 Whistleblower Protection: An employee or student of the Lakehead District School Board who comes forward in good faith with reports or concerns about compliance of this policy and or procedure shall not be subject to reprisal or retaliation for making such a report.
- 3.3 INFORMAL COMPLAINT PROCESS (see Appendix A and Appendix B) LDSB shall provide a mechanism for complainants to lodge an informal complaint.
 - 3.3.1 The key to the informal resolution phase is that there is no formal investigation procedure. There is nothing in this process that would prevent a complainant from by-passing the informal resolution stage and proceeding directly to the formal investigation stage.
 - 3.3.2 Complainants are encouraged to resolve their concerns first by confronting the respondent. If this does not result in the end of the harassment or if the complainant is uncomfortable confronting the harasser, alternate methods of reporting are available. Complainants are encouraged to keep a record of dates, times, places and witnesses of the harassment, as well as specific details.
 - 3.3.3 If the complainant is not satisfied with the results of the above process, or is uncomfortable confronting the harasser, the harassment can be reported to a resource person (the Principal, Vice Principal, Supervisor, Manager or a union representative, if applicable).
 - 3.3.4 Once the harassment has been reported, an informal resolution will be sought, (if appropriate) with the involvement of the appropriate Principal, Vice Principal, Supervisor, or Manager (e.g. complainant confronting respondent alone or with staff person, respondent apologizing to complainant).
 - 3.3.5 The complainant will be informed of:
 - LDSB harassment policy and procedures;
 - limits to the confidentiality of the process (see 3.6);
 - the right to counselling provided by the Board;

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- the right to withdraw the complaint at any time;
- the right to representation by any person of their choice at any time during the process and/or in accordance with collective agreement provisions; and
- the right to initiate a formal written complaint.
- 3.3.6 The respondent will be informed of:
 - LDSB harassment policy and procedures;
 - limits to the confidentiality of the process (see 3.6);
 - the right to counselling provided by the Board;
 - the right to representation at any time during the process by any person of his/her choice and/or in accordance with collective agreement provisions; and
 - the nature of the allegation, and who has lodged the complaint.
- 3.3.7 Once the Principal, Vice Principal, Supervisor, or Manager of the respondent is made aware of the allegation, an attempt to resolve the conflict informally will be used. Informal resolutions can come about through communicating with the respondent.
- 3.3.8 If the complaint cannot be resolved informally, to the satisfaction of the complainant, the complainant can choose to lodge a formal written complaint, and therefore, proceed to the formal complaint stage.

3.4 **FORMAL COMPLAINTS** (see Appendix A and Appendix B)

The Board shall provide a mechanism for complainant to lodge a formal complaint.

- 3.4.1 Student complainants should send a written copy of the complaint, describing the incident(s), witnesses and steps already taken to resolve the matter, to their Principal or Vice Principal directly. If assistance is required in reporting the complaint, the student should contact the school administration directly, or through his/her representative (i.e. parent, teacher, etc.). If the Principal is the alleged harasser, then the complaint letter should be sent directly to the appropriate Superintendent.
- 3.4.2 Employee complainants should send a written copy of the complaint, describing the incident(s), witnesses and steps already taken to resolve the matter, to the appropriate Superintendent.
- 3.4.3 Other user complainants should send a written copy of the complaint, describing the incident(s), witnesses and steps already taken to resolve the matter, to the appropriate Superintendent.

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3.5 The Board shall provide a fair and objective formal process for dealing with alleged incidents of harassment.

Principals, Vice Principals, Supervisors, and Managers will adhere to the following procedures when dealing with a formal complaint.

3.5.1 Investigation Guidelines

- a) The investigation of any allegation of harassment must be consistent with current collective agreements and the doctrine of "procedural fairness".
- b) All complaints should be reported within six months of the most recent alleged harassing behaviour, though individual circumstances will be considered (e.g. if there has been a pattern of incidents involving a particular person). Prompt reporting is encouraged as it allows for more thorough and accurate investigations. Investigations will be conducted within a reasonable timeframe, respecting both the need for a prompt resolution and the need for a thorough and complete investigation.
- c) All information will be gathered and dealt with in accordance with the Municipal Freedom of Information and Protection of Individual Privacy Act. Records of investigation will be kept (3.5.5.5).
- d) All actions must be premised on the need to protect the parties involved in the situation.
- e) The lead investigator holds the files and maintains confidentiality, except where outside agencies have the right to information.
- 3.5.2 Formal Employee Complaints
 - 3.5.2.1 Participants involved in the formal investigation procedure will include the complainant, the respondent, witnesses (if any), their representatives and/or in accordance with the collective agreement, and an investigator or investigation team. The investigator or members of the investigation team should not be directly involved with the complainant or respondent (i.e. in a direct report relationship). All efforts will be made to ensure that the investigator(s) is an impartial third party.
 - 3.5.2.2 Once a formal written complaint is received, the appropriate Superintendent appoints an investigator or an investigation team, with an identified lead investigator.
 - 3.5.2.3 The investigator/investigation team meets with the Principal/Supervisor/Manager to discuss the issue. All those

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involved will keep detailed notes pertinent to the investigation as outlined in "records of investigation" (see 3.5.5.5).

- 3.5.2.4 The investigator/investigation team will meet with the complainant to get clarification of issues that may be unclear, and inform the complainant of the information contained in section 3.3.5.
- 3.5.2.5 The investigator/investigation team will meet with the respondent in the absence of the complainant, and inform the respondent of the information contained in 3.3.6. A copy of the formal signed complaint will be submitted to the respondent, indicating: the name of the complainant and respondent, the places, times, dates and nature of the alleged incidents being investigated. A copy of the harassment policy and procedure will also be provided. The respondent may (at any stage of the investigation) respond to the allegations.
- 3.5.2.6 The investigator/investigation team conducts further fact finding meeting(s) to ascertain the severity of the situation, interview potential witnesses, etc.
- 3.5.2.7 Where an employee respondent has elected (in writing) not to accept representation from his/her union or employee group, the union or employee group will be informed by the investigator.
- 3.5.2.8 Once the investigator/investigation team has conducted adequate research, a final report of the investigation will be prepared, including the results of the fact finding meeting(s). A summary of the report findings will be provided to the complainant, respondent and the appropriate Superintendent. This summary will respect confidentiality to every extent possible.
- 3.5.2.9 Appropriate disciplinary/remedial sanctions are implemented. A record of the disciplinary actions will be placed in the employee's personnel file. It should be noted that the complainant will not be informed of the disciplinary sanctions imposed on the respondent.
- 3.5.2.10 Where a resolution cannot be reached, or if the complainant is not satisfied with the solution, an outside agency may become involved. The Board will cooperate as required with any external proceedings (i.e. Police, Human Rights Commission).
- 3.5.2.11 Should the complaint be determined to be malicious or in bad faith (unjustified), the complainant will be subject to the disciplinary actions as described in this procedure. All attempts will be made to

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- lessen the damage done to the alleged respondent (i.e. to correct mistaken impressions, or control reputation damage).
- 3.5.2.12 Where a complaint has been investigated, Human Resources will maintain investigation records in accordance with 3.5.5.5.
- 3.5.2.13 Under Regulation 18(1) (b) of the Teaching Profession Act, a teacher must "on making an adverse report on another member, furnish that member with a written statement of the report at the earliest possible time and not later than three days after making the report."
- 3.5.3 Formal Student Complaints
 - 3.5.3.1 Participants involved in the formal investigation procedure will include the complainant, the respondent, witnesses (if any) their representatives (if requested), and the Principal/Vice Principal.
 - 3.5.3.2 Once a formal written complaint is received by the Principal/Vice Principal, the Principal/Vice Principal shall conduct an investigation. Records of the investigation will be kept by the Principal/Vice Principal (3.5.5.5).
 - 3.5.3.3 The Principal/Vice Principal will meet with the complainant, and ask the complainant to describe, in as much detail as possible, the alleged incident(s). The Principal/Vice Principal will clearly document this meeting. The complainant may be accompanied by a support person (i.e. parent, teacher, peer support).
 - 3.5.3.4 The Principal/Vice Principal will meet with the respondent in the absence of the complainant. A copy of the formal signed complaint will be submitted to the respondent, indicating: the name of the complainant and respondent, the places, times, dates and nature of the alleged incidents being investigated. A copy of the Harassment and Human Rights Policy and Procedures will also be provided. The respondent may (at any stage of the investigation) respond to the allegations. The respondent may be accompanied by a support person (i.e. parent, teacher, peer support, union representative if the respondent is an employee).
 - 3.5.3.5 The Principal/Vice Principal will inform the parents/guardians of the involved parties if the student(s) are under the age of 18.
 - 3.5.3.6 The Principal/Vice Principal conducts further fact finding meetings if necessary, to ascertain the severity of the situation, and to interview witnesses, etc.

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- 3.5.3.7 Once the Principal/Vice Principal has conducted adequate research, a summary of the findings will be prepared and provided to the complainant and respondent. This summary will respect confidentiality to every extent possible.
- 3.5.3.8 Appropriate disciplinary/remedial sanctions are implemented. It should be noted that the complainant should not be informed of the disciplinary sanctions imposed on the respondent.
- 3.5.3.9 Where a resolution cannot be reached, or if the complainant, and or his/her parents/guardians are not satisfied with the solution, an outside agency may become involved. The Board will cooperate as required with any external proceedings (i.e. Police, Human Rights Commission).
- 3.5.3.10 Should the complaint be determined to be malicious or in bad faith (unjustified), the complainant will be subject to the disciplinary actions as described in this procedure.
- 3.5.4 Formal Other User Complaints
 - 3.5.4.1 Participants involved in the formal investigation procedure will include the complainant, the respondent, witnesses (if any), their representatives, and an investigator/investigation team.
 - 3.5.4.2 Once a written complaint is received, the appropriate Superintendent will appoint an investigator/investigation team. The investigator or members of the investigation team should not be directly involved with the complainant or respondent (i.e. in a direct report relationship). All efforts will be made to ensure the investigator(s) are an impartial third party.
 - 3.5.4.3 The investigator(s) will meet with the Supervisor/Manager to discuss the issue. All those involved will keep detailed notes pertinent to the investigation as outlined in "records of investigation" (3.5.5.5).
 - 3.5.4.4 The investigator/investigation team may choose to meet with the complainant to get clarification on issues that may be unclear.
 - 3.5.4.5 The investigator/investigation team will meet with the respondent in the absence of the complainant. A copy of the formal signed complaint will be submitted to the respondent, indicating the name of the complainant and respondent, the places, times, dates and nature of the alleged incidents being investigated. A copy of the Harassment and Human Rights Policy and Procedures will be

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provided as well. The respondent may (at any stage of the investigation) respond to the allegations.

- 3.5.4.6 If necessary, the investigator/investigation team conducts further fact finding meeting(s) to ascertain the severity of the situation, interview potential witnesses, etc.
- 3.5.4.7 Once the investigator/investigation team has conducted adequate research, a summary will be completed, and provided to the complainant and the respondent. This summary will respect confidentiality to every extent possible.
- 3.5.4.8 Appropriate disciplinary/remedial sanctions are implemented. It should be noted that the complainant should not be informed of the disciplinary sanctions imposed on the respondent.
- 3.5.4.9 Where a resolution cannot be reached, or if the complainant is not satisfied with the solution, an outside agency may become involved. The Board will cooperate as required with any external proceedings (i.e. Police, Human Rights Commission).
- 3.5.4.10 Should the complaint be determined to be malicious or in bad faith (unjustified), the complainant will be subject to the disciplinary actions as described in this procedure.
- 3.5.5 Possible Remedial/Disciplinary Actions
 - 3.5.5.1 For employees:
 - an oral or written reprimand and/or a letter in file;
 - counselling/training with an educational component focused on the impact of discrimination;
 - continuing the employee in his or her assignment with precautionary measures where appropriate;
 - transfer;
 - demotion;
 - assigning the employee to an alternate work situation;
 - suspending the employee without pay; and
 - dismissal.

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- 3.5.5.2 For students:
 - an oral or written reprimand and/or a letter in OSR;
 - counselling with an educational component focused on discrimination;
 - informing parents where applicable according to Board policy (i.e. Freedom of Information restriction);
 - suspension;
 - transfer (class or school);
 - expulsion; and
 - other appropriate discipline as outlined in the Education Act, other Board policies, or applicable Code(s) of Conduct.
- 3.5.5.3 For other users:
 - letter of disapproval and warning;
 - revoking of permits or contracts;
 - issuing a trespass notice; and
 - other remedies as applicable by law.
- 3.5.5.4 The type of remedy/discipline should:
 - be based on a thorough and proper investigation;
 - take all relevant factors into consideration; and
 - be in accordance with the principles of progressive discipline and just cause.
- 3.5.5.5 Records of investigation will include:
 - the names of complainant(s) and respondent(s);
 - the nature of the alleged harassment;
 - a record of meetings, specifying meeting dates, times and names of attendees;
 - a copy of any correspondence between parties;
 - the present disposition of the complaint, including final resolution;
 - a signed formal complaint (if applicable);
 - any disciplinary action involved;
 - background information gained through interviews, meetings, etc.;
 - proper documentation required for both the informal process and the formal investigation; and
 - Human Resources will maintain all investigation records in a confidential file.

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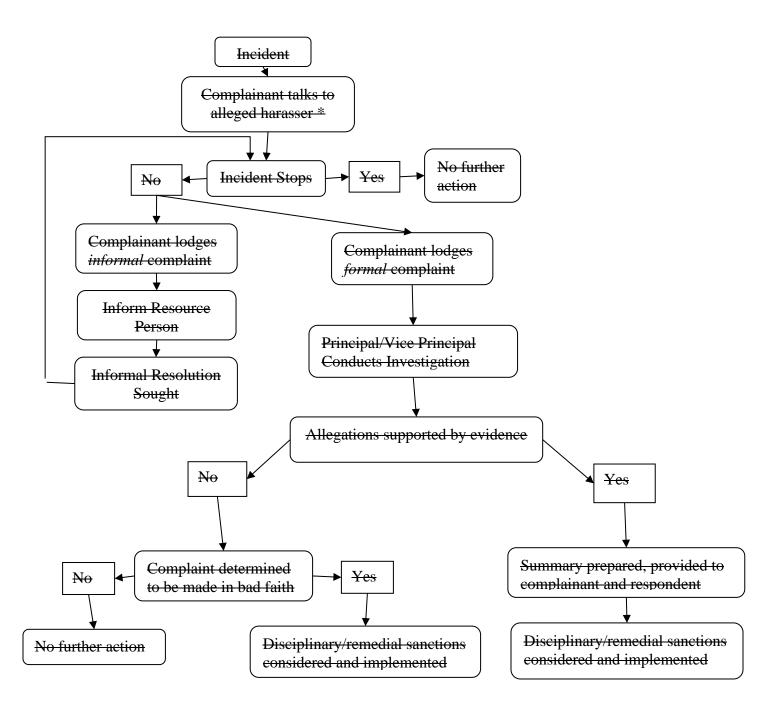
- 3.6 Confidentiality will be maintained to every extent possible, but it should be understood that the nature of the investigation may be expanded beyond the complainant(s) and the respondent(s) to verify factual information.
 - 3.6.1 Information will only be disclosed by the Board to those necessary to the investigation. The Board cannot be held responsible for the actions of the complainant or respondent in relation to any outside agency. The Board may be legally required to provide information to an outside authority. As well, the Board may be legally required to speak to the respondent regarding the harassment and, where appropriate, take further action. It is because of these facts that absolute confidentiality cannot be guaranteed. All those that are involved with the investigation process must abide by the confidentiality guidelines.
 - 3.6.2 Regardless of the outcome of the complaint, no action will be taken against a complainant unless it can be shown that the complaint was made maliciously or in bad faith.
 - 3.6.3 Reassignment or relocation for the safety/security of individuals involved is not considered discipline.

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

Cross Reference	Date Approved	Legal Reference
7030 Workplace Harassment and Human Rights Procedures	April 19, 1994	Ontario Human Rights Code
1020 Equity and Inclusive Education - <i>Faith and Creed</i> <i>Accommodation Guideline</i> <i>Appendix A</i>	<u>Date Revised</u> June 22, 2004 April 22, 2008	Occupational Health and Safety Act
8070 Safe Schools, System Expectations		
8071 Bullying Prevention and Intervention		
8072 Sexual Orientation and Gender Identity		
8075 Service Animals in Schools		

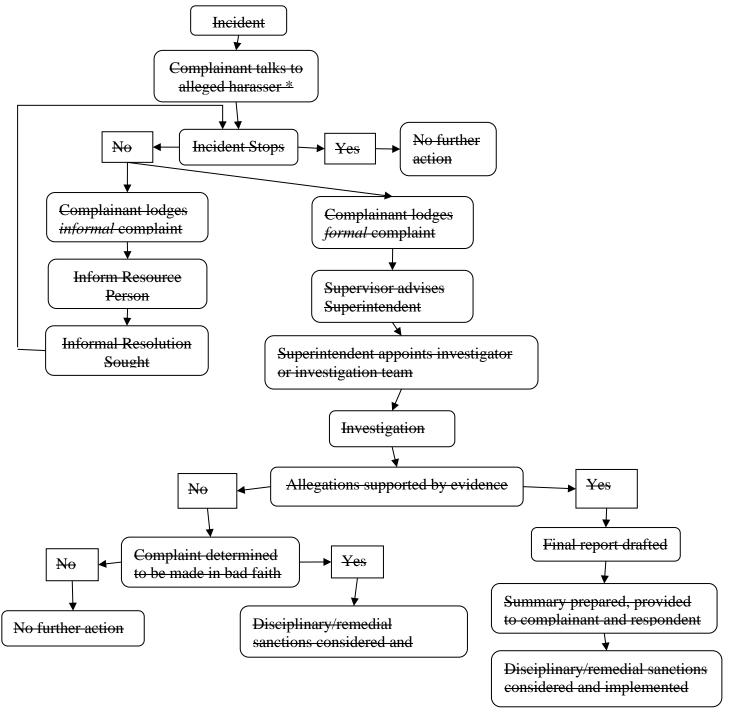
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HARASSMENT COMPLAINT PROCEDURES FOR STUDENTS



* if the complainant is uncomfortable confronting the harasser, please refer to section 3.3.2 and 3.3.3 of the procedures.

HARASSMENT COMPLAINT PROCEDURES FOR EMPLOYEES AND OTHER USERS



* if the complainant is uncomfortable confronting the harasser, please refer to section 3.3.2 and 3.3.3 of the procedures.

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2020 JUN 09 Report No. 051-20

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

RE: POLICY REVIEW - 6061 ADMINISTATION OF ORAL MEDICATION

1. <u>Background</u>

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 At the May 28, 2019 Regular Board Meeting, 6061 Administration of Oral Medication was approved for review on the 2019-2020 policy schedule.
- 1.3 On March 11, 2020 the policy and procedures were posted on the Board's website and distributed to constituent groups for review and comment with input to be received by April 22, 2020.

2. <u>Situation</u>

- 2.1 Administration presented the policy to the Special Education Advisory Committee (SEAC) and feedback was incorporated, as appropriate.
- 2.2 No additional constituent input was received.
- 2.3 The 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 6061 Administration of Oral Medication Policy, Appendix A, as outlined in Report No. 051-20.

Respectfully submitted,

JEFF UPTON Education Officer

MICHELLE PROBIZANSKI Superintendent of Education

IAN MACRAE Director of Education

STUDENT SERVICES

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DRAFT – June 9, 2020

ADMINISTRATION OF ORAL MEDICATION POLICY

6061

1. <u>Rationale</u>

Lakehead District School Board is committed to ensuring the provision of plans, programs, and/or services that will enable students with health or medical needs to attend and participate in school.

The Ontario Human Rights Code imposes a duty on school boards to accommodate the disability-related needs of each student to the point of undue hardship. All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

Under the terms of **The** Ministry of Education Memorandum Policy/Program No. 81 (**PPM 81**) **Provision of Health Support Services in School Settings** (July 1984) **identifies that** the local school board is responsible for the administration of medication to students attending school during regular school hours. **PPM 81, identifies that "no child shall be denied access to education because of special health support needs during school hours."**

2. <u>Policy</u>

- 2.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 2.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as *Student Support Professionals (SSPs)* Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.
- 2.3 Lakehead District School Board is committed to ensuring the provision of support services and the appropriate staff training to enable students with health or medical needs to attend and participate in school, provided they can do so without undue risk.

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ADMINISTRATION OF ORAL MEDICATION POLICY

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3. <u>Guidelines</u>

- 3.1 The primary responsibility for the administration of medication rests with the parent/guardian, and student.
- 3.2 Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- 3.3 Board staff shall not administer non-prescription medication or prescription medication on a short-term basis (i.e. completion of a prescribed drug for any illness).
- 3.4 If the medication must be administered during school hours, every attempt shall be made to have the student self-administer or another family member administer the medication at school.
- 3.5 Board assistance in the administration of prescribed medication will be through *Student Support Professionals (SSPs)* Educational Assistants-(EAs), administrators or voluntary participation of staff.
- 3.6 The principal shall ensure that, upon registration and each subsequent year, parents/guardians and/or pupils shall be asked to supply information on the need for the administration of prescribed medication.
- 3.7 Staff members who administer medication to students, having been fully instructed by a health professional, shall have full coverage under the Board's liability policy.

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4. <u>Review</u>

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

Cross Reference	Date Approved	Legal Reference
6061 Administration of Oral Medication Procedures	May 22, 2012	Ontario Ministry of Education Policy & Program Memorandum
Anaphylaxis and Medical Emergency Management Policy & Procedures 6062	Date Revised	No. 81 Bill 3 – Sabrina's Law
Ministry of Education Policy & Program Memorandum No. 81, July, 1984		An act to protect anaphylactic pupils Education Act, section 265
1020 Equity and Inclusive Education		Duties of Principal: Care of Pupils
Policy and Procedures 3092 Privacy and Information		Ontario Student Record (OSR) Guideline, clause 3.1.5 Special Health
Management Policy and Procedures		Information
6065 Prevalent Medical Conditions		Sabrina's Law, 2005, S.O. 2005, c. 7
Policy and Procedures		Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3
8070 Safe Schools – System Expectations Policy and Procedures		2015, 3.0. 2015, 6. 3
,		Regulated Health Professions Act 1991
		Health Protection and Promotion Act 1990
		Health Care Consent Act 1996
		Ontario Human Rights Code

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Good Samaritan Act, 2001, SOS 2001, c.2

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M56

Personal Health Information Protection Act, 2004, SO 2004, c3

Smoke Free Ontario Act, 2017

Ontario Ministry of Education Policy & Program Memorandum PPM 161 Supporting Children and Students with Prevalent Medical Conditions in Schools

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ADMINISTRATION OF ORAL MEDICATION PROCEDURES

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1. Policy

- 1.1 Lakehead District School Board, upon request from the parent/guardian and verification from a physician, shall endeavour to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.
- 1.2 Lakehead District School Board shall arrange for administration of prescribed medication at school in accordance with the accompanying procedures. The Board may require individuals employed as *Student Support Professionals (SSPs)* Educational Assistants (EAs) to provide the assistance regardless of the primary purpose of their assignment to the school.
- 1.3 Lakehead District School Board is committed to ensuring the provision of support services and the appropriate staff training to enable students with health or medical needs to attend and participate in school, provided they can do so without undue risk.

2. <u>Definitions</u>

Anaphylaxis: means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock; "anaphylactic" has a corresponding meaning.

Asthma Inhalers: every school principal shall permit a pupil to carry his or her asthma medication if the pupil has his or her parent's or guardian's permission. If the pupil is 16 years or older, the pupil is not required to have his or her parent's or guardian's permission to carry his or her asthma medication.

Emergency Medication: refers to medication that is necessary for a specific condition and situation, e.g. epinephrine for a severe anaphylactic reaction administered by an auto-injector.

Long-term medication: refers to medication that is necessary on an ongoing basis, e.g. drugs that control hyperactivity, seizures.

Medical Procedures: medical procedures include catheterization and suctioning.

Medication: for the purposes of this procedure, refers only to medication prescribed by a physician authorized to practice within the Province of Ontario.

Non-prescription Medication: non-prescription medication is medication for which no prescription is required; i.e., "over the counter" medication such as cough syrup, cough drops and pain relievers.

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NOTE: Non-prescription medication should not be brought to school by students of elementary school age, or stored at school, as some students may have adverse reactions to improper usage and other students may inadvertently obtain these medications. Elementary schools should inform parents that children who are ill with short-term illnesses (e.g. colds, influenza, etc.), who need oral non-prescription medication during school hours, should be cared for at home.

Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.

Oral Prescription Medication: for the purposes of this procedure, oral prescription medication is defined as medicine to be taken orally as a result of a prescription given by a properly authorized physician, or health care professional authorized to prescribe medication, and which is prescribed to a student for a specified period of time.

Parent: every use of "parent" in this administrative procedure includes legal guardians.

Prescription Medication: prescription medication is prescribed by a medical practitioner.

Prevalent Medical Conditions: are conditions that have the potential to result in a medical incident or a life-threatening medical emergency which include, but are not limited to, anaphylaxis, asthma, diabetes and epilepsy.

Self-Administration: self-administration means that the student accepts full responsibility for the medication regime.

Short-term medication: refers to medication that is necessary for a clearly specified period of time, e.g. antibiotics, or trials of drugs for specified conditions.

Staff Administration: staff administration occurs when a Board staff member provides the required dosage of medication at the prescribed time to a student, and/or provides medical procedures to a student.

3. Procedures, Roles and Responsibilities

This procedure applies only to the administration of medications which may be safely administrated by an untrained layperson and does not apply to medications which must be administered by a regulated health professional.

The primary responsibility for the treatment of the medical condition(s) of a student lie with parents/guardians and medical practitioners and the safety, health, and well-being of students is a shared concern of the Board and its staff, students and parents/guardians.

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The Board and its staff are responsible for exercising the duty of care, which a reasonably careful and prudent parent/guardian would exercise. A principal does have a duty under section 265(j) of the Education Act: "to give assiduous attention to the health and comfort of the pupils". It must be recognized that staff administering prescribed medication are acting in the place of the parent/guardian of the student and not as health professionals.

In the course of a school day, situations may arise that require measures be taken to address student's medication needs. The Board authorizes the involvement of designated staff in the essential administration of prescribed medication only when all of the following conditions apply:

- the use of the medication is prescribed by a physician;
- the medication is essential for a student to continue to attend school;
- *it is necessary that the medication must be taken during school hours or during school-sponsored events;*
- it is not appropriate for the student to self-administer the medication; and
- the student's parent/guardian or other authorized adult is not reasonably able to attend at school to administer the medication.

3.1 <u>The parent/guardian will</u>:

3.1.1 complete the appropriate administration of prescribed medication forms;

2.1.1 3.1.2 complete and sign the Parent/Guardian Request/Release form (Appendix A – Med Form 1) each school year;

2.1.1 3.1.3 provide the school with a signed Physician Information form (Appendix A – Med Form 2) each school year;

2.1.1 3.1.4 complete and sign the Consultation for Service form (Appendix A – Med Form 3) if a health professional consultation is required;

3.1.5 comply with the agreed upon delivery and provision of medication criteria;

3.1.6 meet with school staff as required to review the manner of administration of the medication and any related issues;

3.1.7 provide up-to-date health and medical information about their child for the purposes of this procedure;

3.1.8 provide up to a maximum of one month's medication in correct dosage under normal circumstances;

2.6 The parent/guardian will:

2.6.1 3.1.9 ensure that the medication is delivered to the principal or designate in original sealed containers properly labeled with:

- student's name;
- name of medication;
- dosage;
- frequency/time to be given;

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- name of prescribing physician;
- side effects; and
- treatment plan for side effects.

2.6.2 **3.1.10** ensure that the medication has not exceeded the expiry date noted on the medication;

2.6.3 3.1.11 inform the principal of any changes to the prescription; and 2.6.4 3.1.12 complete Request to Terminate Administration of Medication form

(Appendix A – Med Form 7) to stop the administration of medication.

2.2 3.2 The principal shall:

- 3.2.1 ensure that upon registration, parents, guardians, caregiver and students are asked to supply information on any prevalent medical conditions;
- 3.2.2 obtain informed consent from parent/guardian/student prior to displaying and sharing emergency intervention practices information with staff and other approved individuals related to the student's prevalent medical condition. This information is to be posted in a non-public area of the school (e.g. staff room and/or school office in a sealed non-descriptive envelope, etc.) in accordance with applicable privacy legislation;
- 3.2.3 obtain consent to administer medication and complete Appendix A MED Form 1, Administration of Prescribed Medication and Appendix A – MED Form 5, Management of Emergency Medical Concerns;
- 3.2.4 collect and maintain health and medical information for all students currently registered in accordance with applicable privacy legislation;
- 3.2.5 designate which person(s) will supervise the administration of medication;
- 3.2.6 ensure a daily log or record is in place and completed by designated person(s) Appendix A MED Form 4;

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- 3.2.7 review annually school-based procedures for administration and storage of medication;
- 3.2.8 ensure information is available for staff designated to administer medication;
- 3.2.9 ensure that staff designated to administer medication have received instructions on the administration of the medication;
- 3.2.10 designate an alternate staff member to administer medication if designated staff is absent;
- 3.2.11 review and make decisions regarding the request of a parent/guardian or adult student as detailed on Appendix A – MED Form 1, Administration of Prescribed Medication;
- 3.2.12 provide necessary information and forms to parents/guardians &/or students about the administering of medication as appropriate;
- 3.2.13 develop a school prevention plan that includes:
 - a procedure to ensure that staff and student will have knowledge of and access to the medication during outdoor activities;
 - provision for storage of medication in a safe, accessible place clearly labeled with student's name, physician's name, storage requirements; and
 - a file of completed forms which can be accessed by designated staff.
- 2.2.1 **3.2.14** retain the originals of completed Appendix A Med Forms 1, 2 and 3 in the student's OSR and also in the student's Medical Emergency Management Plan file;
- **2.2.2 3.2.15** ensure that a minimum of two staff members assume the responsibility for the administration of the medication to each student requiring this health support service;
- 2.7 The Principal Shall:
 - **2.7.1 3.2.16** ensure that the amount of medication is verified on the Record of Administration form (Appendix A –Med Form 4);
 - 2.7.2 **3.2.17** return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays;
 - **2.7.3 3.2.18** ensure that the Return of Medication form (Appendix A Med Form 6) is completed by the parent/guardian and witnessed by the Principal or designate;
 - **2.7.4 3.2.19** dispose of surplus/unclaimed medication should the parent/guardian fail to respond to the Principal's request by the start of the summer holidays by delivering to a licensed pharmacy for disposal; and
 - **2.7.5 3.2.20** ensure that disposal date and method are documented on the Record of Administration form (Appendix A Med Form 4).

3.3 Board Staff

3.3.1 will administer medication which can safely be administered by a layperson provided that this is within the terms and conditions of the employee's collective agreement;

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- 2.3 3.3.2 if the administration of prescription medication at school is not possible through self- administration, SSPs EAs, administrators or staff volunteers, the Board will make arrangements to access the necessary service to administer the medication;
- 3.3.3 will receive information and participate in appropriate training activities regarding the administering of a medication;

3.3.4 will ensure that the daily log or record is completed;

- **2.4 3.3.5** after consultation with the parent/guardian, the principal will provide designated staff specific information and training with respect to the following:
 - 2.4.1 the need to administer the medication in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for *their* his/her medication;
 - 2.4.2 dosage, frequency or time specified for administration and the method of administration specified by the physician;
 - 2.4.3 proper storage of the medication;
 - 2.4.4 possible side effects of the medication and how to respond to them;
 - 2.4.5 unique medical needs of the student, if any; and
 - 2.4.6 record of Administration of Medication (Appendix A Med Form 4).
- **2.5 3.3.6** the health professional will complete the Confirmation of Training section of Appendix A Med Form 3.
- 3.6 The parent/guardian will:
 - **2.83.3.7** all medication will be kept in a secure location designated by the Principal and accessible to staff administering medication.
 - **2.93.3.8** all medication, whether administered by the student or staff, will be recorded on the Record of Administration form (Appendix A Med Form 4) to protect against over and under medication. When dosage is omitted, reason(s) shall be given.
 - **2.10 3.3.9** any error in the administration of medication shall be immediately reported to the parent/guardian and to the principal/designate by the person administering the medication.
 - 3.3.10 staff are to administer first aid and contact emergency medical personal as necessary (calling 911) if medical intervention is required.
- 3.4 <u>Students:</u>
 - 3.4.1 shall comply with taking medication as arranged and approved by the principal;
 - 3.4.2 will understand that sharing their medication with other students is a violation of the Board's Safe Schools policy;

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- 3.4.3 will inform school office if taking medication;
- 3.4.4 circumstances may be such, and would be agreed upon, regarding secondary school students who may be able and responsible to manage their own prescribed medication. Secondary students, who are self-administering medication with prior written approval of principal, would bring an amount sufficient for that day only; and
- 3.4.5 will be aware of and comply with the Lakehead District School Board's Safe School policy and restrictions on alcohol, drug, and tobacco use policies regarding the possession of controlled drugs.

3.5 Public Health Nurse

Acts in an advisory capacity to principal and staff in order to collaborate and facilitate access to information and other relevant resources.

3.4. <u>Review</u>

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

Cross Reference	Date Created	Legal Reference
6061 Administration of Oral Medication Policy	May 22, 2012	Bill 3 – Sabrina's Law
Anaphylaxis & Medical Emergency Management Policy & Procedures 6062		An act to protect anaphylactic pupils
Ministry of Education- Policy & Program Memorandum No. 81, July 1984	Date Revised	Ontario Ministry of Education Policy and Program Memorandum No. 81
1020 Equity and Inclusive Education Policy and Procedures		Bill 3 – Sabrina's Law An act to protect anaphylactic pupils
3092 Privacy and Information Management Policy and Procedures		Education Act, Section 265 Duties of Principal: Care of Pupils

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6065 Prevalent Medical Conditions Policy and Procedures

8070 Safe Schools – System Expectations Policy and Procedures Ontario Student Record (OSR) Guideline, Clause 3.1.5 Special Health Information

Sabrina's Law, 2005, S.O. 2005, c. 7

Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3

Regulated Health Professions Act 1991

Health Protection and Promotion Act 1990

Health Care Consent Act 1996

Ontario Human Rights Code

Good Samaritan Act, 2001, SOS 2001, c.2

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M56

Personal Health Information Protection Act, 2004, SO 2004, c3

Smoke Free Ontario Act, 2017

Ontario Ministry of Education Policy & Program Memorandum PPM 161 Supporting Children and Students with Prevalent Medical Conditions in Schools

Appendix A to 6061 Procedures



2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

ADMINIST	RATION OF PRES	CRIBED MEDICATION	MED FORM 1
PARENT	/GUARDIAN REQ	UEST/RELEASE	
STUDENT:		D.O.B:	
ADDRESS:		HOME PHONE:	
PARENT/GUARDIAN:		WORK PHONE:	
EMERGENCY CONTACT:		PHONE:	
SCHOOL:	GRADE:	PRINCIPAL:	
PRESCRIBING PHYSICIAN:			
ADDRESS:		PHONE:	

I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to provide for the administration of prescribed medication to our child during school hours, according to 6061 Administration of Oral Medication Policy and Procedures adopted by the Board which we have read, understood and acknowledge receiving a copy.

I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the administration of prescribed medication under the 6061 Administration of Oral Medication Policy and Procedures.

I/We give permission to Lakehead District School Board to release medical information on the abovenamed student in case of a medical emergency.

Parent/Guardian (signature)

Date

Witness (signature)

Date

Please retain the original of this form in the student's OSR.

Appendix A to 6061 Procedures



2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

ADMINISTRATI	MED FORM 2				
PHYSICIAN INFORMATION					
STUDENT:	D.O.B:				
ADDRESS:	HOME PHONE:				
PARENT/GUARDIAN:	WORK PHONE:				
SCHOOL:	GRADE:				
PRESCRIBING PHYSICIAN:	PHONE:				
ADDRESS:					
MEDICAL CONDITION REQUIRING MEDICAT	FION:				
MEDICATION PRESCRIBED:					
DOSAGE:					
FREQUENCY OR TIME SPECIFIED FOR ADM	/INISTRATION:				
METHOD OF ADMINISTRATION:					
POSSIBLE SIDE EFFECTS OR REACTION:					
SUGGESTED RESPONSE TO SIDE EFFECTS	6:				
DURATION OF MEDICATION TO BE GIVEN:					
Prescribing Physician (signature)	Date)			

Please retain the original of this form in the student's OSR.

N.B.: Any fees charged for the completion of this form are the responsibility of the student's parent(s)/guardian(s).

Appendix B	to Report	No. 05	51-20
Appendix	A to Proce	edures	6061



2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

ADMINISTRATIO	ON OF MEDICATION	MED FORM 3			
CONSULTATION FOR SERVICE					
STUDENT:	D.O.B:				
ADDRESS:	HOME PHO	NE:			
SCHOOL:	GRADE:				
 /We, the parents/guardians of the above-named student, hereby give permission to: Lakehead District School Board to release information on Med Forms 1 and 2 to the specified health professional. the health professional to consult regarding the administration of prescribed medication to our child. 					
Name of Health Professional					
Parent/Guardian (signature)	Date				
Witness (signature)	Date				
CONFIRMAT	TION OF TRAINING				
An assessment has been conducted and staff has b medication to the above-named student.	een trained in the administration of	the prescribed			
Health Professional (signature)	Date				
Staff member(s) (signature)	Date				
FREEDOM					

1990, c. M. 56, and will be used in the administration of prescribed medication to a student. Questions regarding the collection of this information should be directed to the school Principal.

Please retain the original of this form in the student's OSR.



Appendix A to Procedures 6061

2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

ADMINISTRATION OF MEDICATION						MED FORM 4
		RECORD OF A	DMINISTRAT	ION		
STUDENT		D.O.E	3:			
SCHOOL/	GRADE:	(picture)				
PARENT/0	GUARDIAN:		E PHONE: K PHONE:			
PRESCRII	BING PHYSICIAN:	PHO	NE:			-
Date	Name of Medication	Colour/ Manufacturer	Amount/ Dosage	Time Given	Staff Signature	Comments/Observations/ Reactions

ADMINISTRATION OF MEDICATION					MED FORM 4	
	RECORD OF ADMINISTRATION					

Lakehead Public Schools

Appendix B to Report No. 051-20

Appendix A to Procedures 6061 2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

ADMIN	ADMINISTRATION OF MEDICATION			
	MANAGEMENT of EMERGENCY SERVICES MEDICAL CONCERNS	-		
STUDENT:	D.O.B:			
			(picture)	
ADDRESS:	PHONE:			
SCHOOL/GRADE:	TEACHER:			
PARENT/GUARDIAN:		WORK PHONE:		
EMERGENCY CONTACT:		PHONE:		
PRESCRIBING PHYSICIAN:		PHONE:		
ADDRESS:				
SPECIFIC MEDICAL EM	ERGENCY: (give a detailed descrip	ption of the condition and possible sy	mptoms)	
MEDICATION PRESCRI	BED:			
	action:			
ACTION-EMERGENCY F	PLAN:			



	ADMINISTRA	TION OF MEDICATION	MED FORM 6
	RETURN OF	MEDICATION FORM	
STUDENT:		D.O.B:	
PARENT/GUARDIAN:			
SCHOOL:	GRADE:	PRINCIPAL:	
I/We, the parents/guardians of the returned to us:	e above-named s	tudent, acknowledge that th	e following medication has been
MEDICATION:			
QUANTITY:			
Parent/Guardian <i>(signature)</i>		Name (please print)	Date
Witness		Name	Date
(signature)		(please print)	



Appendix A to Procedures 6061 2135 Sills Street Thunder Bay, Ontario P7E 5T2 Telephone (807) 625-5100

	ADMINISTRATION OF MED	DICATION	MED FORM 7
PARENTAL/GUARDIAN REQUEST TO TERMINATE ADMINISTRATION OF MEDICATION			
STUDENT:	D.O.B	3:	
PARENT/GUARDIAN:			
SCHOOL:	GRADE: PRIN	CIPAL:	
I/We, the parents/guardians of the above-named student, hereby request and give permission to Lakehead District School Board to terminate the administration of prescribed medication to our child during school hours, according to 6061 Administration of Oral Medication Policy and Procedures adopted by the Board which we have read, understood and acknowledge receiving a copy.			
I/We release Lakehead District School Board, its employees and agents, from any liability for loss, damage or injury, howsoever caused, to our child's person or property arising out of the termination of the administration of prescribed medication under the Board's 6061 Administration of Oral Medication Policy and Procedures.			
Parent/Guardian <i>(signature)</i>	Name (please print)		Date
Witness (signature)	Name (please print)		Date

Appendix B to 6071 Administration of Oral Medication Procedures

<u>References</u>

Education Act Ontario Section 265 R.S.O. 1990, CHAPTER E.2 <u>https://bit.ly/2XK7P0C</u>

Good Samaritan Act, 2001 https://bit.ly/2AkKo62

Health Protection and Promotion Act R.S.O. 1990, CHAPTER H.7 <u>https://bit.ly/36FUw5m</u>

Health Care Consent Act, 1996 S.O. 1996, CHAPTER 2 https://bit.ly/36JLI3P

Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56 <u>https://bit.ly/3evWkAD</u>

Ontario Human Rights Code https://bit.ly/2TUWycW

Ontario Student Record (OSR) Guideline, 2000 https://bit.ly/2XewBXP

Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch A <u>https://bit.ly/2Xfvasg</u>

Policy/Program Memorandum No. 81 (PPM 81) PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS <u>https://bit.ly/3eA7uEO</u>

Policy/Program Memorandum No. 161 (PPM 161) SUPPORTING CHILDREN AND STUDENTS WITH PREVALENT MEDICAL CONDITIONS (ANAPHYLAXIS, ASTHMA, DIABETES, AND/OR EPILEPSY) IN SCHOOLS <u>https://bit.ly/3etzCcz</u>

Policy and Procedures from Toronto District School Board, Halton District School Board, Hamilton-Wentworth District School Board, Rainbow District School Board.

Regulated Health Professions Act, 1991 <u>https://bit.ly/3cgFHaO</u>

Ryan's Law (Ensuring Asthma Friendly Schools), 2015, S.O. 2015, c. 3 <u>https://bit.ly/3cevf3z</u>

Sabrina's Law, 2005, S.O. 2005, c. 7 https://bit.ly/2TRqG8Q

Smoke-Free Ontario Act, 2017 S.O. 2017, CHAPTER 26 SCHEDULE 3 <u>https://bit.ly/3gyOl2j</u>

LAKEHEAD PUBLIC SCHOOLS

OFFICE OF THE DIRECTOR OF EDUCATION

2020 JUN 09 Report No. 052-20

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

RE: POLICY REVIEW – 3100 ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

1. <u>Background</u>

- 1.1 It is the policy of Lakehead District School Board that policies will be developed or reviewed in accordance with 2010 Policy Development and Review policy.
- 1.2 The 3100 Accessibility Standards for Customer Service policy was last revised on March 26, 2013.
- 1.3 At the January 28, 2020 Regular Board Meeting, 3100 Accessibility Standards for Customer Service policy was approved for review during the 2019-2020 school year.

2. <u>Situation</u>

Recent changes to legislation necessitates the review of the 3100 Accessibility Standards for Customer Service policy and procedure to ensure alignment with requirements.

RECOMMENDATION

It is recommended that Lakehead District School Board defer the review of 3100 Accessibility Standards for Customer Service Policy from the 2019-2020 school year to the 2020-2021 school year.

Respectfully submitted,

MICHELLE PROBIZANSKI Superintendent of Education

DAVID WRIGHT Superintendent of Business

IAN MACRAE Director of Education