



Office of the Director

Jim McCuaig Education Centre
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BOARD ADVISORY COMMITTEE
Tuesday, February 13, 2024
Jim McCuaig Education Centre

Sherrilynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room/Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 7:15 p.m. (SEE ATTACHED AGENDA)		
6. Land Acknowledgement		
7. Delegations/Presentations		
8. Approval of Minutes		
8.1 Board Advisory Committee Meeting - January 9, 2024	D. LeBlanc	1-5
9. Business Arising from the Minutes		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION:

- 10. Information Reports
- 11. First Reports

MATTERS FOR DECISION:

- 12. Postponed Reports
- 13. Ad Hoc and Special Committee Reports
- 14. New Reports

14.1 Policy Review – 3072 Advocacy Policy (027-24) S. Pharand 6-8

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve 3072 Advocacy Policy, Appendix A to Report No. 027-24.”

14.2 Policy Review – 3091 Security Policy (025-24) K. Alaksa 9-18

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve the 3091 Security Policy, Appendix A to Report No. 025-24.”

14.3 Policy Review – 7030 Human Rights and Workplace Harassment Policy (030-24) J. Lower 19-48

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve the 7030 Human Rights and Workplace Harassment Policy, Appendix A to Report No. 030-24.”

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

	<u>Resource Person</u>	<u>Pages</u>
14.4 Policy Review – 7040 Violence in the Workplace Policy (029-24)	M. Probizanski	49-60
<p>The Board Advisory Committee recommends the adoption of the following motion:</p> <p>“That Lakehead District School Board approve the 7040 Violence in the Workplace Policy, Appendix A to Report No. 029-24.”</p>		
14.5 Policy Review – 3040 Transportation Policy (028-24)	K. Alaksa	61-73
<p>The Board Advisory Committee recommends the adoption of the following motion:</p> <p>“That Lakehead District School Board approve the 3040 Transportation Policy, Appendix A to Report No. 028-24.”</p>		
14.6 Policy Review – 3020 Legal Representation Policy (026-24)	S. Pharand	74-77
<p>The Board Advisory Committee recommends the adoption of the following motion:</p> <p>“That Lakehead District School Board approve 3020 Legal Representation Policy, Appendix A to Report No. 026-24.”</p>		
14.7 Appointments to the 2023-2024 Parent Involvement Committee (024-24)	S. Pharand	78
<p><i>“It is recommended that Lakehead District School Board approve the appointments of Adora-Lee Nawagesic and Carla Mulholland as alternate parent members to the Parent Involvement Committee effective February 27, 2024, to November 14, 2024 as outlined in Report No. 024-24.”</i></p>		
15. New Business		
16. Notices of Motion		
17. Information and Inquiries		
18. Adjournment		

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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2024 JAN 9
7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)
Ellen Chambers
Pat Johansen
Ron Oikonen
George Saarinen
Scottie Wemigwans

Trudy Tuchenhagen
Leah Vanderwey
Emily Drake (Indigenous Student
Trustee)

ABSENT WITH REGRETS:

Morgann De Franceschi, Student Trustee
Ryan Sitch, Trustee
Sherri-Lynne Pharand, Director of Education
Kirsti Alaksa, Superintendent of Business

SENIOR ADMINISTRATION:

AJ Keene, Superintendent of Education
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education (Director Designate)

MANAGERS/FEDERATION/UNION REPRESENTATIVES:

Jim Desaulniers, Manager

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Johansen

Seconded by Trustee Tuchenhagen

“THAT the Agenda for Board Advisory Committee Meeting, January 9, 2024, be approved.”

CARRIED

2. Resolve into Committee of the Whole- Closed Session

Moved by Trustee Saarinen

Seconded by Trustee Chambers

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

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *November 14, 2023*
- *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

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

PUBLIC SESSION:

4. NOR'WESTER VIEW KNIGHTS GLEE CLUB PERFORMANCE

Chair LeBlanc introduced Mrs. Towell and the Nor'wester View Knights Glee Club to perform songs for the Board.

5. Delegations/ Presentations

5.1 Trustee Character Award - Sharon De Leon

Trustee Chambers, on behalf of the Board, presented Sharon De Leon, Hammarskjold High School, with the Trustee Character Award. Sharon was recognized for her exceptional dedication as an inspiring music and drama teacher, as well as for being an engaging member of the entire performance arts community in Thunder Bay for many years.

5.2 Trustee Character Award - Carolyn Brooks

Trustee Oikonen, on behalf of the Board, presented Carolyn Brooks, Algonquin Avenue Public School, with the Trustee Character Award. Carolyn was recognized for her exceptional dedication as a highly respected student support professional, as well as for the unconditional respect with which she treats her student.

5.3 Trustee Character Award - Orville Councillor

Trustee Vanderwey, on behalf of the Board, presented Orville Councillor, community member, with the Trustee Character Award. Orville was recognized for his invaluable wealth of knowledge and for bringing Indigenous teachings to the school in ways that allow students to connect their meanings to modern day life. The students of Algonquin Avenue Public School have come to view Orville as a teacher, mentor and a friend.

MATTERS NOT FOR DECISION:

6. Confirmation of Minutes

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhagen

"THAT the Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, November 14, 2023."

CARRIED

7. Information Reports

7.1 The Arts (015-24)

Superintendent Harris introduced Kali Bernst, Principal of Program and Indigenous Education, who presented the report. All trustees' questions were addressed.

7.2 Health and Safety Semi-Annual Report (013-24)

Superintendent Keene introduced Kyle Ulvang, Health and Safety Officer, who presented the report. All trustees' questions were addressed.

7.3 Early Learning (016-24)

Heather Harris, Superintendent of Education presented the report. All Trustees' questions were addressed.

MATTERS FOR DECISION:

8. New Reports

8.1. Policy Development – 8061 Aboriginal Education Advisory Committee Policy (007-24)

Moved by Trustee Chambers

Seconded by Trustee Johansen

“THAT Lakehead District School Board approve the review of 8061 Aboriginal Education Advisory Committee Policy, as indicated in Report No.007-24 and update any other LDSB policies where Aboriginal Education Advisory Committee is referenced.”

CARRIED

8.2. Policy Review – 3020 Legal Representation Policy (010-24)

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the review of 3020 Legal Representation Policy, as indicated in Report No. 010-24.”

CARRIED

8.3. Policy Review – 7030 Human Rights And Workplace Harassment Policy (011-24)

Moved by Trustee Johansen

Seconded by Trustee Wemigwans

“THAT Lakehead District School Board approve the review of 7030 Human Rights and Harassment Policy, as indicated in Report No. 011-24.”

CARRIED

8.4. Policy Review – 3040 Transportation Policy and Procedure (014-24)

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve the review of 3040 Transportation Policy.”

CARRIED

9. Information and Inquires

9.1 Trustee Vanderwey informed the Board that she brought greetings and congratulations on behalf of the Board to the Superior Collegiate and Vocational Institute's International Baccalaureate graduating students. The ceremonies took place on December 27, 2023. Also in attendance was Superintendent Probizanski, Trustee Johansen and Trustee Saarinen.

9.2 Trustee Saarinen informed the Board that Director Pharand along with the other trustees in attendance at the Gorham and Ware Community School's Holiday Luncheon Feast on December 20, 2023, thoroughly enjoyed the event.

8. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Johansen

"THAT we do now adjourn at 9:28 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 FEB 13
Report No. 027-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 3072 ADVOCACY POLICY

1. Background

- 1.1 The 3072 Advocacy Policy was last revised on February 23, 2016.
- 1.2 On December 6, 2023, the draft policy was posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 24, 2024. There was no input received.

2. Situation

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

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve 3072 Advocacy Policy, Appendix A to Report No. 027-24.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT- February 13, 2024

Appendix A to
Report No. 027-
24

ADVOCACY POLICY

3072

1. Rationale

In the normal course of business, Lakehead District School Board (LDSB) and its employees have ongoing communications with other boards, Ontario Government ministries and other educational partners including related professional and provincial associations. Communications are necessary in order to facilitate the exchange of ideas and to discuss and resolve issues concerning professional requirements, financial matters, policy and program.

2. Policy

It is the policy of LDSB to ensure that expenditures on advocacy be used prudently and adhere to guidelines listed below.

3. Guidelines

- 3.1 Focus should be on ongoing communication between school boards, education partners and governments through established mechanisms and channels.
- 3.2 Basing communications on personal or partisan political agendas should be avoided.
- 3.3 Maximizing resources for student success and achievement should be a focus.
- 3.4 Examples of suitable advocacy expenditures include:
 - membership dues and fees to organizations that meet policy objectives.
- 3.5 Examples of inappropriate advocacy expenditures include:
 - placing content intended to advocate for a particular position with report cards and annual reports;
 - using students as vehicles for Board or school advocacy to the public, education partners and governments; and/or
 - use of Board funds to attend events for specific political parties or to sponsor political parties.

**BUSINESS AND BOARD
ADMINISTRATION**

3000

DRAFT- February 13, 2024

Appendix A to
Report No. 027-
24

ADVOCACY POLICY

3072

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	February 23, 2016	

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DRAFT

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 FEB 13
Report No. 025-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 3091 SECURITY POLICY

1. Background

- 1.1 The 3091 Security Policy was last revised on January 26, 2019.
- 1.2 On December 6, 2023, the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 24, 2024.

2. Situation

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

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion:

“That Lakehead District School Board approve the 3091 Security Policy, Appendix A to Report No. 025-24”.

Respectfully submitted,

JIM DESAULNIERS
Manager of Property Services and Capital

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT FEBRUARY 13, 2024	
SECURITY POLICY	3091

1. Rationale

Lakehead District School Board (LDSB) operates numerous buildings containing equipment, furniture and supplies of significant value. In order to protect these buildings and contents a comprehensive security policy and set of procedures is necessary.

2. The Policy

It is the policy of LDSB that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

3. Guidelines

- 3.1 The security for each school building and the contents therein is the responsibility of the principal.
- 3.2 The security for each building and contents therein, without a principal, is the responsibility of the superintendent of business or designate.
- 3.3 Access through exterior doors will be controlled through a keyless frequency operated button (FOB) system.**
- 3.34 All buildings will be keyed under a grand master key system with each building having a master key system. Key control will be maintained at all times.
- 3.45 Intrusion alarms will be installed in appropriate areas of each building to reduce the opportunity for break-in, theft and vandalism. Security provider shall automatically notify the police in the event of an intrusion.
- 3.6 Video surveillance cameras may be added to sites in accordance with Policy 6060, Video Surveillance.**
- 3.57 Each building shall have one or more areas designated for storage of valuable moveable equipment which shall come within the surveillance of intrusion alarms.
- 3.68 Each building shall maintain a perpetual inventory of all moveable items with an individual or "set" value, as defined in procedures.
- 3.79 A system for controlling the loan of moveable items to community, staff and students will be maintained.

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SECURITY POLICY	3091

- ~~3.8~~**10** All moveable equipment shall be identified by ***an asset identification*** ~~the use of the assigned school code number in accordance with police-recommended procedures.~~
- ~~3.9~~**11** Money shall be secured nightly in a vault or suitable safe, or deposited daily in a bank account.
- ~~3.40~~**12** Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised.
- ~~3.44~~**13**~~3.44~~**13.1** Building specifications shall provide for design and construction to meet appropriate security standards.
- ~~3.44~~**13.2** Current buildings will be upgraded to meet the standards of this policy.
- ~~3.42~~**14** Robberies, break-ins, fires, and major acts of vandalism shall be reported to the police, fire department (as necessary), and the office of the superintendent of business using the prescribed format.
- ~~3.43~~**15** Persons apprehended as a result of a robbery, break-in, arson or vandalism will be requested, through the Attorney-General, to reimburse the board for the losses.
- ~~3.44~~**16** Unauthorized persons on premises will be handled in accordance with the Board's 8020 Access to School-Board Premises Policy.
- ~~3.45~~**17** The Board is not responsible for the loss of, or damage to, personal property of staff and students.
- ~~3.46~~**18** The unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets.
- ~~3.47~~**19** The Board shall maintain a central contingency fund for significant equipment losses due to break and enter, where such losses are not covered by insurance.
- ~~3.48~~**20** All Board buildings shall contain the warning that the building is protected by intrusion alarms and all equipment is identified by the police.

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SECURITY POLICY	3091

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8020 Access to School-Board Premises Policy 6070 Video Surveillance Policy <hr style="width: 20%; margin-left: 0;"/>	February 20, 1990 <u>Date Revised</u> January 27, 2009 January 26, 2016	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>

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SECURITY PROCEDURES	3091

1. Procedures

To outline the process for the security of Lakehead District School Board (LDSB) facilities and assets, to ensure the maximum benefit to the board.

2. Key System/*Frequency Operated Button (FOB) System*

Each building shall have a Sub-Master and/or a change key for each lock **and a keyless FOB entry system.**

- 2.1 The issuance of Grand Master Keys shall be at the discretion of the superintendent of business.
- 2.2 The issuance of individual school/building keys to staff shall be the responsibility of the principal or building anager. School master/pass keys shall not be issued to students or volunteers.
- ~~2.3 One door shall be designated as the after-hour entrance in each building. This door shall have a pass key which does not open any other lock in the building. The issuance of this pass key shall be the responsibility of the principal or building manager.~~
- 2.43 The replacement or duplication of any building master/pass key must be authorized by the superintendent of business or designate.
- 2.54 All principals and building managers shall maintain a key cabinet with written records of **internal** keys issuance and returns.
- 2.65 All **internal** keys shall be recalled at the end of each school year, checked against issuance records and re-issued to staff.
- 2.76 It is the responsibility of the principal or building manager to ensure that staff leaving return all keys on their last day of employment in the building.
- 2.7 ***All staff will be issued personal FOB's upon completing the Board's onboarding practice. The temporary issuance of FOB's to visitors may be done on an as-needed basis upon approval of the manager of property services or designate.***
- 2.8 ***FOB's will provide site access based on standard permissions assigned to work groups. The approval of permissions will be the responsibility of the manager of property services or designate. The keyless system will record the date, time, door location and identity of individuals gaining access.***

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2.9 *It is the responsibility of the supervisor to ensure that staff leaving the organization return their personal FOB. All staff leaving the organization will have their FOB's deactivated.*

3. Intrusion Alarms/Video Surveillance

3.1 Alarm systems described as silent motion detectors shall be installed in all buildings and areas of buildings where money, confidential records, and easily moveable, saleable equipment are kept. In rural buildings, exterior audible alarms will be installed.

3.2 Alarm systems shall be operated by a key-or number program. **Each employee assigned to a site will be given a unique code for arming/disarming the alarm system. This system will record the identity of the individual accessing the security panels.** This number will be changed annually, or as required, by applications to the manager of property services.

3.3 The principal/building manager shall be responsible for instructing staff in operating the alarm system. Alarm codes shall not be passed on without the express permission of the principal.

3.4 All overtime and penalties (due to false alarms only) shall be paid from school funds or the department of the person responsible. Malfunction of equipment is paid out of general funds.

3.5 In case of alarm, the security provider shall be instructed to call the police first and then one of the head custodians, principal, vice principal or plant department, in that order, to request entrance to the school/building. The manager of property services will provide the police with a current list of said names and numbers **upon request.**

3.6 Where possible, fire alarm systems will be tied into the intrusion alarm system.

3.7 *If video surveillance has been added to a site, the nature of use will follow the 6060 Policy and Procedure Video Surveillance.*

4. Storage of Valuable and Moveable Equipment

4.1 An appropriate room, preferably without windows and with a secure door, shall be identified for the storage of valuable and easily portable equipment. It shall be the responsibility of the school staff to ensure safe storage of the above, especially during vacation periods.

4.2 The intrusion alarm shall be extended to cover the above storage areas.

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4.3 Computer rooms, science rooms, shops and other high-risk areas will be provided with intrusion alarms if deemed necessary by the superintendent of business.

5. Inventory Control

5.1 Each principal shall maintain a perpetual inventory of moveable items as follows:

- all equipment with a useful life of 3 years and an item value in excess of \$750;
- sets of texts in excess of \$750;
- sets of science equipment in excess of \$750; **and**
- all library books and library resource materials.

5.2 The information technology department shall maintain a central perpetual inventory of all ~~audio-visual~~ **technology** equipment (including **interactive ports and** instructional computers).

5.3 School based inventory shall be updated annually and electronic copy forwarded by principal to accounting department.

6. Loan of Items to Staff, Students and/or Community

6.1 Items may be loaned for educational purposes and to support the activities of community groups, at the discretion of the principal in the case of schools, and the superintendent of business in the case of items at other locations.

6.2 A log book shall be maintained which will record date, nature of item loaned, serial number (if available), date to be returned, signature **name and acknowledgement** of borrower, date returned.

6.3 The borrower assumes full responsibility to the board for loss or damage to the borrowed item.

7. Identification of Equipment

7.1 All portable school equipment shall be tagged with a school identification bar code.

7.2 Any new equipment purchased must be tagged with a bar code upon delivery to the system.

7.3 Identification numbers shall be placed in an inconspicuous location on the equipment and shall be recorded **electrically**, ~~and~~ kept in the school office, and a copy filed for the superintendent of business.

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SECURITY PROCEDURES	3091

8. Building Specifications
- 8.1 Building specifications shall provide for design and construction to meet appropriate security standards. Crime prevention through building design will be part of all new construction, and the security provider shall be requested to provide assistance towards its implementation.
- 8.2 Current buildings will be upgraded to meet the standards of the policy. The security provider shall be consulted as to appropriate security changes to be made.
9. Reporting Robberies, Break-Ins, Fires and Major Acts of Vandalism
- 9.1 Immediately telephone the Police upon evidence of robbery, break-in or major acts of vandalism.
- 9.2 In case of fire, evacuate the school and immediately telephone the fire department.
- 9.3 Telephone the office of the superintendent of business to advise the nature of the incident and request assistance if needed, e.g., maintenance required to repair damage. In off-hours contact the maintenance department through the emergency list provided to each principal.
- 9.4 The principal shall complete the form "Report of Unusual Occurrence" within 48 hours of incident and forward to the office of the superintendent of business. During the summer the report shall be completed by the appropriate plant personnel.
- 9.4.1 The preceding report shall include the name of anyone apprehended during the incident and the police occurrence number. If possible, the principal shall follow up any incident to conclusion.
- 9.4.2 The form "Report of Unusual Occurrence" shall become part of these procedures. Form is attached as "Appendix A".
10. Vandalism
- 10.1 In the case of minor vandalism (broken windows, graffiti, interior damage, etc.) the following steps will be followed:
- 10.1.1 The principal will assess the cost of any damage, press for restitution and take necessary disciplinary action.

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SECURITY PROCEDURES	3091

10.1.2 Where restitution for vandalism, by students, is not made within 30 days, the principal will inform the superintendent of business who will officially invoice the parents for the damage.

10.1.3 Where restitution is not made within 60 days of the issuance of the official invoice, legal advice may be sought.

11. Personal Property

11.1 The security of the personal belongings of staff or students is not the responsibility of the Board. Losses should be claimed through personal homeowner's insurance policies.

11.2 Personal property, which is used for instructional purposes, with the express written permission of the principal, becomes the responsibility of the principal for security. However, losses of such items usually fall below the Board's insurance deductible. Where a principal authorizes the use of such property, any losses must be recovered through personal insurance and/or school funds.

12. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8020 Access to School-Board Premises Policy 6070 Video Surveillance Policy	1991 01 05 <u>Date Revised</u> January 27, 2009 January 26, 2016	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262

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REPORT OF UNUSUAL OCCURRENCE

School		Date
Date of Occurrence	Reported to Police by Whom	
How was Entry Gained?		

Articles Stolen:

Article & Identification #	Date of Purchase	Value	Serial #	Make

Vandalism (Description)

Police Report #
Date
Time

Principal's Signature

If discovered by the custodian before the principal arrives, the custodian should phone the police – otherwise, the principal should do so.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 FEB 13
Report No. 030-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 7030 HUMAN RIGHTS AND WORKPLACE HARASSMENT POLICY

1. Background

On November 24, 2020, revised 7030 Human Rights and Workplace Harassment Policy was approved.

2. Situation

2.1 As per the direction of the Ontario Human Rights Commission and the Ontario Health and Safety Act, this policy is required to be opened for review annually.

2.2 The policy is attached as Appendix A and the procedures as Appendix B.

2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve the 7030 Human Rights and Workplace Harassment Policy, Appendix A to Report No. 030-24”.

Respectfully submitted,

ANTHONY JEETHAN
Human Rights and Equity Advisor

JANE LOWER
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

PERSONNEL & EMPLOYEE RELATIONS	7000
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HUMAN RIGHTS AND WORKPLACE HARASSMENT PROCEDURES	7030

- 3.3.3 Incidents/complaints against the director of education will be referred to the chair of the Board **of Trustees**. ~~The chair of the board will refer the matter to the Superintendent of Human Resources who may seek legal advice about engaging an external investigator, as deemed appropriate.~~ **The chair has the responsibility to seek outside legal counsel and an external human resources expert to support the investigation and management of the complaint.**
- 3.3.4 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.
- 3.4 All human rights **and workplace harassment** 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 or designate. 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.~~
- ~~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.~~
- 3.4.1 ***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 or designate.***
- 3.4.2 ***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.***
- 3.4.3 ***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.***

PERSONNEL & EMPLOYEE RELATIONS	7000
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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 **mediation or other forms of alternative dispute resolution** to the complainant(s) and respondent(s) where it is appropriate and feasible to do so **appropriate**.
- 4.1.3.1 If one or more parties identify as Indigenous, LDSB may be able to provide resolution or mediation services that are in line with the parties' Indigenous practices and beliefs on conflict resolution. Parties must agree to proceed with culturally aligned resolution. Lakehead District School Board will endeavor to provide these services if appropriate and feasible.**
- 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 5.6.4);
 - about counselling for eligible employees provided by LDSB;
 - they can withdraw the complaint at any time;
 - they can bring a support person (**e.g., union representative**) 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 5.6.4);
 - 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.

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5.4 ***The Role of the Superintendent*** (Supervisory Officer)

- 5.4.1 The supervisory officer under this procedure is responsible for dealing with complaints (the “Responsible SO or RSO”). The RSO will respond to complaints by having a preliminary assessment of incidents/complaints of harassment/discrimination or workplace harassment conducted, in order to determine if, on the face of the complaint, the allegation(s) meet the definition of harassment/discrimination or workplace harassment and to determine appropriate next steps to deal with an incident/complaint, in a manner deemed appropriate in the circumstances. This may include ***consulting with the Office of the Human Rights & Equity Advisor (OHREA)*** or re-directing matters to another department of the LDSB as deemed appropriate by the RSO. Actions taken or fact-finding conducted for the purposes of an assessment will be deemed an investigation appropriate in the circumstances for purposes of the OHSA, if the assessment determines that on the face of the complaint no further investigation of the matter is warranted.
- 5.4.2 If it is determined that on the face of the complaint it rises to the definition of harassment/discrimination or workplace harassment, the RSO will retain carriage of the complaint and assign it to an investigator or investigation team, as appropriate.
- 5.4.3 If, on the face of the complaint, the allegations do not meet the definition of harassment/discrimination or workplace harassment, the RSO may forward the complaint to another area of the Board to address (e.g., appropriate supervisory/managerial staff, human resources in cases involving alleged culpable behavior, workplace violence), or the RSO may recommend mediation ***or alternative dispute resolution***, as deemed appropriate in the circumstances. In such cases, supervisory staff, in conjunction with the union/association/federation representative and the affected employee(s), should give consideration as to whether a third-party mediator (agreeable to all parties), is appropriate. In some cases, the RSO may determine that no further action is required.
- 5.4.4 Where it is determined by the RSO that the matter is more appropriately dealt with by another department of ~~the Board~~ ***LDSB***, the complainant will be notified prior to forwarding the complaint. In such cases, the alleged respondent is typically not notified by the RSO.
- 5.4.5 The RSO may also determine, in consultation with human resources, that the matter complained of has already been dealt with through another forum (i.e., grievance/arbitration, human resources, disciplinary process). In such cases, the complainant will be advised of this by the RSO prior to file closure.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 FEB 13
Report No. 029-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 7040 VIOLENCE IN THE WORKPLACE POLICY

1. Background

- 1.1 The 7040 Violence in the Workplace Policy was last revised on April 26, 2016.
- 1.2 On December 6, 2023, the policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 24, 2024.

2. Situation

- 2.1 Input was received and considered from constituent groups.
- 2.2 The revised policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion:

“That Lakehead District School Board approve the 7040 Violence in the Workplace Policy, Appendix A to Report No. 029-24”.

Respectfully submitted,

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

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1. Rationale

Lakehead District School Board (LDSB) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

2. Definitions

As defined by the Occupational Health and Safety Act, workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker; and
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

3. The Policy

- 3.1 It is the policy of LDSB to adhere to the Occupational Health and Safety Act. Lakehead District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct in any form and erodes the mutual trust and confidence that are essential to the well-being of our staff.
- 3.2 This policy applies to all work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events.
- 3.3 This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited to participate in Board related functions.
- 3.4 The Board is committed to implementing a process to deal with workplace violence and the requirements of the Occupational Health and Safety Act in accordance with Safe Schools legislation.

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4. Guiding Principles

- 4.1 Employees, students and other users will strive to foster a respectful workplace through the prevention and prompt resolution of workplace violence incidents. Complaints will be taken seriously and handled professionally.
- 4.2 The Board shall provide a mechanism to lodge an informal complaint.
- 4.3 The Board shall provide a mechanism to lodge a formal complaint.
- 4.4 The Board shall provide a fair and objective formal process for dealing with alleged incidents of workplace violence. ***This includes actions such as conducting ongoing risk assessments and creating safety plans.***
- 4.5 Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual information.
- 4.6 Violence prevention training shall be offered to managers, supervisors and employees.
- 4.7 Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

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1. The Policy

It is the policy of Lakehead District School Board (LDSB) to provide safe learning environments for students, staff and the general public. Lakehead District School Board will respond to any violence or disruptions in its schools or operations.

2. Violence Against Staff

Lakehead District School Board recognizes that violence in the workplace is an occupational health and safety concern, and in keeping with our Health and Safety Policy and Violence in the Workplace Policy, is committed to providing a safe and secure working environment for our employees, agents, and those who have authorized access to LDSB premises. It is an expectation of the Board that all its employees or others on Board business will, at all times, conduct themselves in a courteous, polite manner while dealing with the general public or members of the educational community. Accordingly, LDSB will protect and fully support any employee who is threatened, abused, or put at personal risk in the proper exercise of ~~his/her~~ **their** duties.

3. Defining Violence in the Workplace

Violence can be defined as an act of aggression which produces damaging or hurtful results.

3.1 Three categories of risk are addressed by these procedures:

- 3.1.1 Student and Public Aggression - includes aggressive, hostile, or disruptive behaviour by members of the public (students/parents) either on their premises, in the public domain, at LSDB facilities, on the phone, or any form of written or electronic communications.
- 3.1.2 Workplace Violence - includes physical aggression, threats, intimidation, bullying and temper outbursts. Lakehead District School Board's position is that aggression between employees is unacceptable in any form.
- 3.1.3 Workplace Protection - recognizes that personal tensions can pursue an employee to the workplace. Resentment, rejection, stalking and domestic disputes are among the factors that may compromise workplace security and could lead to an entire work group being put at risk.

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3.2 To deal with the low frequency, but high priority that threats of violence have in the learning environment, ~~Human Resources~~ **the Board** will monitor the internal risk environment of the Board and respond to events that could jeopardize LDSB staff. Human Resources will develop tools to assist principals, managers and supervisors to resolve confirmed threats or acts of violence by: monitoring policy, conducting risk assessments, developing contingency plans, organizing resources, investigating serious incidents and ensuring that there is general awareness of Board practices and procedures to respond to workplace threats.

4. General Procedures

4.1 An employee who is seriously threatened or put at personal risk, in any of the three situations described above, is authorized to suspend work if the individual is not a student, terminate contact with the offending party, and to immediately report the circumstances to their supervisor. An employee who is seriously threatened or put at personal risk by a student will ensure the Duty of Care¹ of the student(s) in their charge. The employee will report the circumstances to their supervisor. Supervisors will assess the situation to determine whether:

- 4.1.1 an assault or a serious threat has taken place;
- 4.1.2 the victim is in need of medical, emotional or other assistance;
- 4.1.3 when and in what circumstances the original work should be resumed; and
- 4.1.4 the employee should be reassigned.

¹ - *The Education Act, Part x, Sec. 264 (e)*

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- 4.2 Violent Incident Report Form must be submitted to Human Resources ~~the health and safety officer~~ by the employee and/or supervisor for all violent encounters, and in all serious cases of aggression. The report must contain:
- 4.2.1 date, time and location of the occurrence;
 - 4.2.2 name(s) of the employee(s)/victim(s);
 - 4.2.3 name(s) and address(s) of the alleged assailant(s);
 - 4.2.4 specific language of the threat;
 - 4.2.5 actions that followed the threat;
 - 4.2.6 prior events or encounters that are relevant to the incident;
 - 4.2.7 the reason for contact between the victim(s) and the aggressor(s);
 - 4.2.8 a summary of events, including the outcome of the encounter;
 - 4.2.9 names and addresses of witnesses and of anyone else who was directly involved in the incident, including the police; and
 - 4.2.10 the supervisor's assessment of the encounter, including his/her **their** recommendation for further action and the disposition of the case.
- 4.2.1 In reports about the conduct of a trustee or superintendent (excluding the superintendent of human resources), the director of education will serve as the supervisor and oversee the complaint.**
- 4.2.2 In reports about the conduct of the superintendent of human resources, the director of education and chair of the Board of Trustees will engage outside legal counsel and an external human resources expert to manage the complaint and incident reporting.**
- 4.2.3 In reports about the conduct of the director of education, the chair of the Board of Trustees will engage outside legal counsel and an external human resources expert to manage the complaint and incident reporting.**
- 4.3 Minor Incidents
- Minor incidents may be resolved by the supervisor, the employee and the third party, providing the employee consents to having the issue summarily dealt with. Events in the minor category may, for example, include outbursts of intemperate language or signs of temper, where there was no serious intent to cause harm. In such cases a supervisor's intervention could serve to neutralize tension, to draw an apology from the offender and to show the employee that he or she is being supported. Minor incidents are to be reported to human resources within one working day. The supervisor will review and forward the completed Violent Incident Report to human resources and the health and safety officer.

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4.4 Serious Incidents

Serious Incidents include assault, confinement, believable threats of assault, abuse or harm, or sabotage. As well, behaviour that disturbs or threatens employees, students and others may be seen as serious. Serious incidents are to be reported to the principal or building manager immediately, who will without delay notify the superintendent of education. The supervisor will review and fax the completed Violent Incident Report to the superintendent the same day. Human resources will be advised of all serious incidents.

5. Workplace Violence

5.1 Hostile exchanges between employees, or in the context of working relationships, are subject to the same rules of law that apply in the greater community. Criminal and Civil actions may result from aggressive or abusive behaviour between workers, in addition to Board sanctions that could include termination. The supervisor will review and forward the completed Violent Incident Report to human resources and the health and safety officer.

5.2 A potentially more damaging outcome of workplace violence, however, is the impact it has on teamwork and the corporate family. All cases of workplace violence at LDSB will be investigated by the principal, manager or supervisor. The investigation will specifically look for serious behaviour problems, the need to prompt an EAP referral, and the greater need to ensure a threat-free working environment for all employees.

6. Workplace Protection

Workplace Protection, in terms of these procedures, refers to the steps taken by management to deal with deviant personalities who may seek to bring violence or disruptive behaviour to Board work locations. Disoriented and alienated persons (not necessarily current employees or students) may find a target for their resentment in the Board. Domestic, economic and personal pressures could precipitate a workplace crisis, as could a random violent act.

7. Human Resources Department

7.1 The human resources department has been organized to respond to all serious incidents of student or public aggression, workplace violence, and workplace protection. In addition, human resources can be supported by external consultants in security, psychology, crisis management and other disciplines (Employee Assistance Program).

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- 7.2 The superintendent of education will update these procedures as required by its evaluations of serious incidents. Human resources will also coordinate awareness and educational programs designed to keep all employees and agents of the company aware of the measures taken to support employee protection.
- 7.3 The department will observe the strictest protocols of confidentiality so that employees will be encouraged to report potential and developing situations of violence.

8. Investigation

- 8.1 Investigation serves to protect Board employees from unfounded charges and counter charges. The process quickly documents the record of events, identifies witnesses and their evidence, corroborates facts and collects supporting detail. In most cases, investigation will give direction to, or reinforce, a police investigation.
- 8.2 The police and/or an independent investigator will be called on to look into all serious incidents. The investigator will begin ~~his/her~~ **their** inquiries immediately. If possible the investigator will interview the victim and the alleged offender the same day, and provide a summary report to the human resources department within 24 hours. All witness statements will preferably be taken the day of the occurrence. Where that is not practical, the statements will be taken at the earliest opportunity.
- 8.3 Copies of all statements will be attached to the confidential investigative report submitted to human resources. Copies will also be provided to the police if they are conducting a related investigation, in which case a summary of the police investigation and its conclusions should also be forwarded to the superintendent of education.
- 8.4 ***Investigations into the conduct of the superintendent of human resources will be forwarded to the director of education, the chair of the Board of Trustees, and their external legal advisors (per Section 4.2.2 of this procedure).***
- 8.5 ***Investigations into the conduct of the director of education will be forwarded to the chair of the Board of Trustees and their external legal advisors (per Section 4.2.3 of this procedure).***
- 8.46 If investigation determines the allegations are unfounded, all references will be removed from the individual's file as per statute of limitations.

9. Employee Support

- 9.1 Any employee who feels that a violent situation has not been effectively dealt with at the supervisory level, may directly contact the superintendent of education to review the circumstances and advise the employee.

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- 9.2 Lakehead District School Board will support any employee who has been subject to aggression in the line of work, or in circumstances that lead to charges being laid. The Board will allow the employee paid time off to assist the inquiry and to appear in court. It may also encourage other witnesses to support the administration of justice by indemnifying them from wage loss.
- 9.3 If criminal prosecution for an unprovoked attack on an employee is not entered by the police or if it does not succeed, the Board may elect to support the victim by underwriting the cost of civil litigation for damages. This exceptional option will be decided on by senior management based on the merits of the case.
- 9.4 As a minimum, the Board will ensure that the offender is formally warned or that a "Trespass Notice" is issued. The offender will be advised that such behaviour is illegal and unacceptable, and warned that any repeat act of aggression toward Board employees will result in criminal charges being laid.
- 9.5 In some situations the police will issue this warning to the offender, and will officially record the warning. Where the police are unable or unwilling to cooperate, the warning will be given by the superintendent of education, who will then formally notify the police of the warning for record purposes.
- 9.6 Incidents involving students will be addressed according to the relevant legislation, policy and procedure applicable to the situation.
- Violent incidences will be flagged so that personnel can be alerted to potential volatile behaviours and appropriate training be provided to deal with potential incidences.
- ~~9.7 Students receiving special education services, whose behaviour(s) or activity(ies) pose a threat to staff or other students, will be dealt with according to the practices/procedures developed to deal with the situation.~~

10. **Student-Led Incidents**

- 10.1 ***Incidents of violence in the workplace caused by student behaviour or activities should be reported through 8070 Safe Schools – System Expectations Procedures.***
- 10.2 ***When determining a response to student-led incidents in the workplace, the principal and/or superintendent must consider the following factors:***
- 10.2.1 ***The ability of the student to control their behaviour.***

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- 10.2.2** *The ability of the student to understand the foreseeable consequences of their behaviour.*
- 10.2.3** *The level of risk the student's continuing presence may pose to the safety of any person.*
- 10.3** *Per Appendix C of 8070 Safe Schools – System Expectations Procedure: If an incident is caused by a student receiving special education services or who has ability-related needs, the principal and/or superintendent must also consider:*
- 10.3.1** *If the behaviour causing the incident was a manifestation of the student's ability.*
- 10.3.2** *If appropriate individualized accommodation has been provided to the point of undue hardship.*
- 10.3.3** *If the response to an incident would likely result in an aggravating or worsening of the student's behaviour or conduct.*
- 10.4** *If an incident meets both the definition of Violence in the Workplace (Section 3 of this procedure) and a Critical Student Incident (Section 4.2 of 8070 Safe Schools – System Expectations Procedures), it must be reported under both policies.*

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1140. Review

These procedures shall be reviewed **annually in** accordance with ~~Policy Development and Review Policy 2010~~ **the Occupational Health and Safety Act, R.S.O. 1990, Subsection 32.0.1.**

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
<ul style="list-style-type: none"> • 7030 Harassment and Human Rights Policy • 8070 Safe Schools Policy – System Expectations • 8020 Access to School-Board Premises • 1020 Equity and Inclusive Education • 8040 Trespass to Schools • 8071 Bullying Prevention and Intervention • 8092 Code of Conduct 	<p style="text-align: center;">May 25, 2010</p> <p style="text-align: center;"><u>Date Revised</u></p> <p style="text-align: center;">April 26, 2016</p>	<p style="text-align: center;">Education Act Safe Schools Act Ontario Human Rights Code Ontario Health and Safety Act Policy/Program Memorandum 120 – Reporting Violent Incidents Policy/Program Memorandum 128 – The Provincial Code of Conduct/ School Board Codes of Conduct Policy/Program Memorandum 144 – Bullying Prevention and Intervention Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour Provincial Model for a Local Police/School Board Protocol (2015)</p>

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2023 FEB 13
Report No. 028-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 3040 TRANSPORTATION POLICY

1. Background

- 1.1 The 3040 Transportation Policy was last revised on November 23, 2021.
- 1.2 At the January 23, 2024, Regular Board Meeting, the 3040 Transportation Policy was approved for review during the 2023-2024 school year in order to update to align with ministry of education funding parameters.

2. Situation

- 2.1 The revised 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

The Board Advisory Committee recommends the approval of the following motion:

“That Lakehead District School Board approve the 3040 Transportation Policy, Appendix A to Report No. 028-24”.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

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1. Rationale

The Education Act allows a board to provide transportation for students under certain conditions. Lakehead District School Board (LDSB) supports an active and healthy lifestyle, and encourages active transportation; however, due to the diversity of the urban and rural area and the diversity of programs offered from Junior Kindergarten to Grade 12, a comprehensive transportation policy and set of procedures is necessary.

2. The Policy

It is the policy of LDSB that students may be transported for education reasons at the Board's expense between home and zoned school, and on other occasions, according to the guidelines in Section 4.

3. Definitions

- 3.1 Eligible Student will be a resident in the district of LDSB who is registered in, and attending a school operated by, or under, the jurisdiction of LDSB.
- 3.2 Consortium will mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost-effective student transportation service for the Board.

4. Guidelines

- 4.1 Pursuant to the Education Act, R.S.O. 1990, LDSB may provide transportation to its students.
- 4.2 Lakehead District School Board will provide transportation, without charge, to students whenever such transportation is warranted, in accordance with the guidelines outlined in this policy and related procedures.
- 4.3 Lakehead District School Board considers transportation a privilege and not a right. Conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be allowed.
- 4.4 Transportation will be organized and delivered by the Student Transportation Services of Thunder Bay Consortium on behalf of its three-member school boards: Lakehead District School Board, Thunder Bay Catholic District School Board, and Conseil scolaire de district catholique des Aurores boréales.
- 4.5 All routes and designated stops will be established by the consortium on the basis of safety, time, efficiency, loading, and economy.

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- 4.6 Transportation may be provided for students residing in our area to and from provincial schools operated by the Ministry of Education, any Ontario hospital, or a Mental Health Centre established under the Child and Family Services Act, R.S.O. 1990. Transportation will be provided in accordance with regulations of the Ministry of Education.
- 4.7 Where a student qualifies for board, lodging, and transportation under the Education Act, R.S.O. 1990, the Board may, in lieu of daily transportation, reimburse the parent/guardian an amount established under the guidelines of the Board.
- 4.8 Video cameras may be installed on school bus routes. Use of video cameras on buses to monitor student behavior will be with the approval of administration.
- 4.9 Public transit system will be utilized, where economical and time efficient. Public transit will be a consideration for students at the secondary and/or senior elementary school levels for home to school transportation.
- 4.10 Transportation Contracts
- 4.10.1 School bus operators are licensed under the Public Vehicles' Act R.S.O. 1990 and the Ontario Highway Traffic Act. The regulations made under these Acts impose certain duties and responsibilities on the operator or a driver employed by the operator regarding control and safety in the operation of school buses.
- 4.10.2 The Board shall contract with transportation companies for the transportation of students, following tendering or negotiations.
- 4.10.3 Contracts will be presented to the Board for ratification.

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4.11 Employee and Private Individual Use of Private Cars

4.11.1 Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided principals or the employee’s supervisor, authorize in writing, authorized use of the vehicles for:

- a) the transportation of small groups of students for curricular or co-curricular activities; or
- b) the performance of the conditions of employment.

Any such vehicles used must have adequate public liability insurance coverage. It is the responsibility of the employee and private individual to notify the Board, in writing, of any change in their public liability insurance coverage. Refer to Section 9 in the procedures for details.

Employees using their personal vehicle on Board business must adhere to 3070 Personal Use of Vehicles Policy and Procedures.

4.11.2 Students owning or operating vehicles are permitted to transport small groups of students for curricular or co-curricular activities as authorized, in writing, by the principal. The driver must file proof of having adequate liability insurance coverage and meet other requirements as set out in the procedures.

5. Minimum Walking Distances

5.1 Transportation will be provided for students who live beyond the distance from their zoned school as shown in the following:

<u>Grade</u>	<u>Distance</u>
JK/SK	0.4 0.8 km
1 – 3	0.8 1.6 km
4 – 8	1.6 km
9 – 12	1.6 3.2 km

5.2 Students will be required to walk to and from regular school bus stops.

5.3 Secondary school students attending Board programs outside their zone school areas and who, during the school year, change to a program available in their zone school, will no longer be eligible for transport to the out of zone school.

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6. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Transportation Services Overview	March 19, 1991 November 23, 2021	Education Act Reg. 262 Section 24(5)
Student Transportation Services of Thunder Bay (STSTB) STS-GEN-023 Transportation Policy		Child and Family Services Act R.S.O. 1990
Student Transportation Services of Thunder Bay STS-GEN-024 Transportation Procedure		Ontario Public Vehicles' Act R.S.O. 1990
Student Transportation Services of Thunder Bay STS-SPE-001 Specialized Transportation Manual		Ontario Highway Traffic Act R.S.O. 1990
6010 Emergency Evacuation and School Closure Policy/Procedures		
3070 Personal Use of Vehicles Policy/Procedures	<u>Date Revised</u> April 28, 2009 October 22, 2013 November 23, 2021	
3100 Accessibility Policy/Procedures		
7030 Human Rights & Workplace Harassment Policy/Procedures		

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1. Policy

It is the policy of Lakehead District School Board (LDSB) that students may be transported for education reasons at the Board's expense between home and zoned school, and on other occasions, according to the guidelines in Section 4 of the policy.

2. Definitions

2.1 The procedures will define the action required to implement policy statements.

2.2 References to 'STSTB' shall mean Student Transportation Services of Thunder Bay, an administrative consortium to deliver efficiency and cost-effective student transportation service for the Board.

2.3 References to "Bus Operator" shall mean owner of the bus company.

2.4 References to "Driver" shall mean the driver of the school bus.

2.5 Eligibility defined in policy under Definitions, item 3.1.

3. Services – Daily Home to School

3.1 Accessibility is considered in contracting transportation services in accordance with 3100 Accessibility Procedures, Section 7.

3.2 Student Transportation Services of Thunder Bay shall design routes to accommodate the majority of students in a given area, taking into consideration road conditions, proper turnarounds, timing and efficiency of routes, safety of students involved, and economy.

3.3 Bus stop locations, including transfer points and any changes to routes, must be authorized by STSTB.

3.4 Student pick up address may be different from their drop off transportation address and either or both may be different than their home address provided that:

- a) the locations are within the school zone boundaries;
- b) the schedule is static; and
- c) request is received by LDSB from the parent(s)/guardian(s) and if approved by the consortium.

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- 3.5 Under specific circumstances, as approved by the director of education or designate, out of zone transportation to and from alternate home address may be provided, within existing scheduled routes, to and from the student's designated zone school.
- 3.6 Distances will be calculated as the distance by public pathway and public road from home to the closest school entrance of the school using the shortest route.
- 3.7 Seating accommodation and maximum loading factors for each bus servicing a school will be determined by:
- dividing the total inches of seating by 13 inches allowing three students per bench for Junior Kindergarten to Grade 6;
 - dividing the total inches of seating by 15 inches allowing two students per bench for Grades 7 to 12; and
 - immediate arrangements shall be made to eliminate overcrowding or standees on school buses.
- 3.8 Where practical and feasible, vehicles will be utilized to their fullest extent by servicing more than one route, and more than one district school board.
- 3.9 Student Transportation Services of Thunder Bay shall follow the summary of procedures, rules and regulations relating to school bus transportation as described in STSTB STS-GEN-023 Transportation Policy/STS-GEN-023fr Politique en maitiere de transport, prepared by consortium members.
- 3.10 No student will be discharged from a bus at a transfer point other than a designated transfer point. Students will only be discharged at a transfer point if there is Board supervision such as on school property or, otherwise, remain on their original bus until the transfer bus arrives. If, for any reason, the transfer bus does not arrive within a reasonable time, students must remain on the original bus until alternative arrangements can be made.
- 3.11 Whenever possible, no student will ride more than two buses while travelling to and from school. Routes will be designed, where possible, to limit the time riding on a bus to one hour each way. For students who reside in rural areas or attend programs at schools outside their home school catchment area (i.e., French Immersion, IB), ride times may exceed one hour.

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3.12 Routes will be designed to make every effort to arrive at schools as near to school opening times as possible, no earlier than 15 minutes before the bell at elementary schools, and to arrive at the bus stop nearest home as soon after school closing time as possible.

4. Special Consideration

4.1 Courtesy Transportation

As a courtesy, transportation may be provided to students who are ineligible for transportation where there is room on a bus, the student is zoned for the school, and the student is expected to be able to get to and from an existing stop safely. Students may be transported, although they normally would not be eligible for transportation, provided that, when eligible students require transportation, those ineligible students living closest to the school will be the first to relinquish their occupancy.

4.2 Out of Zone Transportation

Students who choose to attend a school outside of their school area must assume responsibility for their transportation to the chosen school.

4.3 Hazards

The Board will provide transportation to students whose transportation address falls below the eligibility distance when the consortium identifies hazards that warrant overcoming traffic or other forms of hazards.

4.4 Special Transportation

The Board may provide transportation for students who cannot access regular modes of transportation. Transportation will be provided, at the discretion of the director of education or designate, for injuries/medical conditions where the lack of access to school transportation presents a hardship for the parent/guardian.

4.5 Students with Special Needs

4.5.1 Students enrolled in self-contained programs, or identified as exceptional students, will be transported to designated schools in accordance with policy concerning distance between home and school. When possible, these students will be transported on regular routes.

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- 4.5.2 If circumstances, which in the opinion of the principal and/or other agencies, indicate that a student's interests would best be served by a transfer to another school (and this is approved by the director of education or designate), the student's transportation to the new school will be provided at the expense of the Board.
- 4.5.3 Student Transportation Services of Thunder Bay shall follow the summary of procedures relating to special needs students as described in STSTB STS-SPE-001 Specialized Transportation Manual prepared by consortium members.
- 4.6 Other Considerations
- On an as needed basis, as approved by the director of education or designate, transportation may be provided to students where the lack of access to school transportation presents an undue hardship for the parent/guardian.
5. Use of Video Cameras on School Buses
- The use of video cameras on buses will be as per STSTB STS-GEN-024 Transportation Procedures 4.0.
6. Discipline on School Buses
- 6.1 Breaches of conduct detrimental to the safe operation of the school bus to other students riding the bus will not be tolerated.
- 6.2 Every student is responsible to the principal of the school that s/he attends for her/his conduct on the school board premises or while travelling on a school bus that is under contract to that board.
- 6.3 Reference of Conduct and Discipline on Buses is in the STSTB Consortium 'Transportation Services Overview' booklet.
7. Transportation Contracts
- 7.1 Transportation contracts with independent bus operators will be on the basis of tendered submissions.
- 7.2 Student Transportation Services of Thunder Bay is mandated to administer member Boards' transportation contracts.

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7.3 Bus operator shall ensure that each driver has required safety training as described in contract documents. Such training shall include, but not limited to, current Emergency First Aid, Adult and Child CPR, and Epinephrine autoinjector training.

8. Route Reviews

8.1 The consortia shall conduct reviews of routes to ensure the maintenance of an efficient, safe, and cost-effective transportation system.

8.2 Routes may be designed as to facilitate the use of central pick up and drop off locations to encourage efficiency and economies in the system.

8.3 Routes shall be established to minimize the amount of travelling time on the school bus. Pick ups before 7:00 a.m. and drop offs after 5:00 p.m. will be kept to a minimum, depending on the length of the route.

8.4 Routes will be designed to accommodate the concepts of double and triple routing and route sharing with all member boards of the consortia, where feasible and cost efficient.

9. Employee and Private Individual Use of Private Cars:

9.1 Policy Item 4.11, Employee and Private Individual Use of Private Cars shall have adequate public liability insurance coverage (minimum coverage shall be \$2,000,000).

9.2 Policy Item 4.11.2, Requirements for student use of cars:

- ensure that the student has adequate public liability insurance (minimum coverage should be \$2,000,000);
- be satisfied that the driver is a reliable, responsible person;
- advise students that they are under the jurisdiction of the school and that rules and regulations of the school apply while on school event trips;
- advise students that they are to go directly to the event and return within a given time authorized by the principal, or their designate;
- obtain written approval from the owner that the driver has permission to transport other students in the vehicle;
- give written authorization to the student granting permission to drive the vehicle for a school event; and
- be satisfied that the number of students transported shall not exceed the loading capacity of the vehicle and that all passengers are properly seat belted.

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10. Disposal of School Bus Business

10.1 An operator may dispose of their school bus business or change the ownership of the firm in whole or in part as per conditions contained in the signed contract.

10.2 Notification of Relationship

Upon request of the superintendent of business, and, in any event annually, all bus operators shall file a declaration as to their relationship, if any, to the controlling common share ownership of any other bus operator or a statement that they are unrelated to any other bus operator verified by affidavit or statutory declaration.

11. Board and Lodging

11.1 Eligibility for board and lodging assistance will be for students who reside more than 64 kilometers (40 miles) from home to school and are not resident students of another board.

11.1.1 When a student travelling on a regular daily route provides proof that the long distance of the regular route is detrimental to their progress in school.

11.1.2 When a student travelling on a regular daily route wishes to participate in a regular recognized extra-curricular program.

11.1.3 When a non-resident student attends LDSB and resides in a district where there is no other board jurisdiction.

11.1.4 Board and lodging applications shall be submitted to the school but are subject to the approval of Board administration.

11.1.5 Assistance payments shall not exceed the maximum amount approved by the senior administration.

12. Instructions

12.1 The Student Transportation Services of Thunder Bay Consortium booklet 'Transportation Services Guide' will be provided as a reference guide.

12.2 Emergency procedures for transportation and school closures are referred to in 6010 Emergency Evacuation and School Closure Policy and Procedures.

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13. Communications and or Complaints
- 13.1 Responsibility for providing information pertaining to this policy and its regulations to operators and/or bus drivers shall rest with the consortia office.
- 13.2 Responsibility for providing information pertaining to this policy and its regulations to parents/guardians and students shall rest with principals.
- 13.3 Parent/guardian and/or student inquiries should be directed to the principal for response.
- 13.4 If the principal requires assistance, their inquiries should be directed to the consortia office, except in the case of disciplinary matters.
- 13.5 Board trustees shall direct inquiries or complaints to the director of education or designate.
- 13.6 The transportation manager of the Board shall have the authority to make decisions consistent with Board policy.
- 13.7 Any individual may appeal decisions made under this policy after pursuing the matter through the appropriate administrative personnel. All appeals must be presented, in writing, for consideration by the consortium manager and further to the director of education or designate, should the appellant wish to challenge the decision of the consortium manager.

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14. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Transportation Services Overview	March 19, 1991	Education Act. Reg. 262 Section 24(5)
Student Transportation Services of Thunder Bay (STSTB) STS-GEN-023 Transportation Policy		Child and Family Services Act R.S.O. 1990
Student Transportation Services of Thunder Bay STS-GEN-024 Transportation Procedure		Ontario Public Vehicles' Act R.S.O. 1990
Student Transportation Services of Thunder Bay STS-SPE-001 Specialized Transportation Manual		Ontario Highway Traffic Act R.S.O. 1990
6010 Emergency Evacuation and School Closure Policy/Procedures		
3070 Personal Use of Vehicles Policy/Procedures	<u>Date Revised</u> April 28, 2009	
3100 Accessibility Policy/Procedures	October 22, 2013 November 26, 2013 November 23, 2021	
7030 Human Rights & Workplace Harassment Policy/Procedures		

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 FEB 13
Report No. 026-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE - Public Session

RE: POLICY REVIEW – 3020 LEGAL REPRESENTATION POLICY

1. Background

The 3020 Legal Representation Policy was last revised on May 23, 2017.

2. Situation

2.1 The policy has been reviewed and reflects recommendations from the review committee.

2.2 The policy is attached as Appendix A and the procedures as Appendix B.

2.3 Upon final approval, the policy and procedures will be distributed according to Board procedures.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve 3020 Legal Representation Policy, Appendix A to Report No. 026-24.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

Draft February 13, 2024

LEGAL REPRESENTATION POLICY

3020

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate before referral is sought. ***In the instance that the legal matter is regarding the director of education, legal and human resources counsel may be sought through a motion of the Board.***

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Legal Representation Procedures. Any questions related thereto may be directed to the superintendent responsible.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	
	May 23, 2017	

Draft February 13, 2024

LEGAL REPRESENTATION PROCEDURES**3020**

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.
- 2.2 Briefly outline the matter to the superintendent.
- 2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The director files a report annually on the year's activities with respect to use of legal firms.
- 2.7 ***If the matter is regarding the director of education, the chair will call a Special Board Meeting or bring to the next Regular Board Meeting a motion to seek legal and/or human resources assistance for the Board of Trustees as an employer.***

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Appendix B to
Report No. 026-24

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LEGAL REPRESENTATION PROCEDURES

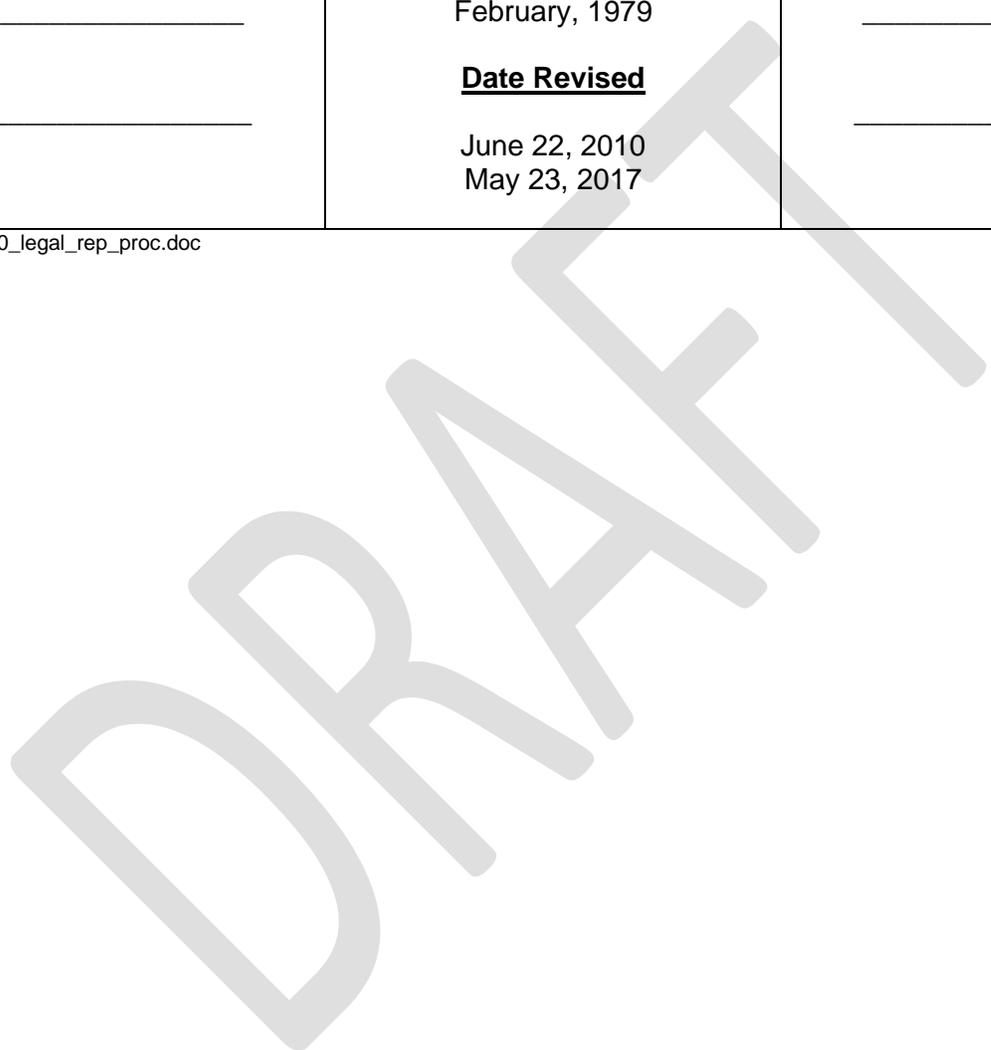
3020

3. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
_____	June 22, 2010	_____
_____	May 23, 2017	_____

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LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 FEB 13
Report No. 024-24

TO THE CHAIR AND MEMBERS OF
THE BOARD ADVISORY COMMITTEE – Public Session

RE: APPOINTMENTS TO THE 2023-2024 PARENT INVOLVEMENT COMMITTEE

1. Background

Vacant positions continue to be advertised for the 2023-2024 Parent Involvement Committee.

2. Situation

2.1 Through the Board website, PIC has continued to seek representation for vacant positions.

2.2 Two applications have been received for alternate parent members.

RECOMMENDATION

The Board Advisory Committee recommends the adoption of the following motion:

“That Lakehead District School Board approve the appointments of Adora-Lee Nawagesic and Carla Mulholland as alternate parent members to the Parent Involvement Committee effective February 27, 2024, to November 14, 2024 as outlined in Report No. 024-24.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education