



Office of the Director

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

BOARD ADVISORY COMMITTEE

Tuesday, May 14, 2024

Jim McCuaig Education Centre

Sherri-Lynne Pharand
Director of Education

Donica LeBlanc
Chair

AGENDA

PUBLIC SESSION

7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE – Closed Session – 7:15 p.m. (SEE ATTACHED AGENDA)		
6. Land Acknowledgement		
7. Delegations/Presentations		
7.1 Trustee Recognition Award – Todd Miller	G. Saarinen	Verbal
8. Confirmation of Minutes		
8.1 Board Advisory Committee Meeting - April 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		
10.1	Jordan's Principle Report (058-24)	H. Harris	6-7
10.2	Leadership Report (063-24)	M. Probizanski	8-11
10.3	Parent Involvement Committee Meeting Minutes – March 4, 2024	S. Pharand	12-14
11.	First Reports		

MATTERS FOR DECISION:

12.	Postponed Reports		
13.	Ad Hoc and Special Committee Reports		
14.	New Reports		
14.1	Policy Review – 9030 Playground Structures (059-24)	K. Alaksa	15-22
	The Board Advisory Committee recommends the Adoption of the following motion:		
	“That Lakehead District School Board approve 9030 Playground Structures Policy, Appendix A to Report No. 059-24.”		
14.2	Policy Review –3093 Electronic Information Security, 3096 Information/ Communication Technology, 8092 Code of Conduct (061-24)	K. Alaksa M. Probizanski	23
	The Board Advisory Committee recommends the Adoption of the following motion:		
	“That Lakehead District School Board approve the review of 3093 Electronic Information Security Policy, 3096 Information/Communication Technology Policy and 8092 Code of Conduct Policy.”		

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>
14.3	Policy Review – 8020 Access to Schools (060-24) The Board Advisory Committee recommends the Adoption of the following motion: “That Lakehead District School Board approve 8020 Access to Schools Policy, Appendix A to Report No. 060-24.”	K. Alaksa	24-38
14.4	Policy Review – 3061 Reclamation of Properties (042-24) The Board Advisory Committee recommends the Adoption of the following motion: “That Lakehead District School Board approve 3061 Reclamation of Properties, Appendix A to Report No. 042-24.”	K. Alaksa	39-45
14.5	Approval of 2024-2025 Board Advisory Committee and Regular Board Meeting Schedule (062-24) The Board Advisory Committee recommends the Adoption of the following motion: “That Lakehead District School Board approve the revised 2024-2025 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 062-24.”	E. Chambers	46-48

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>
14.6	2024-2032 Policy Review Schedule (056-24)	S. Pharand	49-52

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

“That Lakehead District School Board approve the 2024 to 2032 Policy Review Schedule, Appendix A to Report No. 056-24.”

- 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

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF BOARD ADVISORY COMMITTEE

Board Room/Microsoft Teams
Jim McCuaig Education Centre

2024 April 9
7:30 p.m.

TRUSTEES PRESENT:

Donica LeBlanc (Chair)
Ellen Chambers
Pat Johansen
Ron Oikonen
Trudy Tuchenhausen
Ryan Sitch

George Saarinen
Leah Vanderwey
Emily Drake (Indigenous Student
Trustee)
Morgann De Franceschi (Student
Trustee)

ABSENT WITH REGRETS:

Scottie Wemigwans (Indigenous Trustee)

SENIOR ADMINISTRATION:

Sherri-Lynne Pharand, Director of Education
AJ Keene, Superintendent of Education
Heather Harris, Superintendent of Education
Jane Lower, Superintendent of Education
Michelle Probizanski, Superintendent of Education
Kirsti Alaksa, Superintendent of Business

MANAGERS/FEDERATION/UNION REPRESENTATIVES:

Angela Lee Wiwcharyk, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Oikonen

"THAT the Agenda for Board Advisory Committee Meeting, April 9, 2024, be approved."

CARRIED

2. Resolve into Committee of the Whole- Closed Session

Moved by Trustee Johansen

Seconded by Trustee Sitch

“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*
 - *Board Advisory Committee Meeting*
 - *February 13, 2024*
- *Legal Matter*

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. Delegations/ Presentations

4.1 Trustee Character Award – Bonnie Paaanen

Trustee Tuchenhausen, on behalf of the Board, presented Bonnie Paaanen, Lunchroom Supervisor, Algonquin Avenue Public School, with the Trustee Character Award. Bonnie was recognized for her exceptional work ethic and her dedication to ensuring that all students are fed, are happy, along with feeling safe and welcome.

4.2 Celebrating Student Achievement – CD Howe Public School- The Howler Pledge

Heather Harris, Superintendent of Education, introduced Lana Deacon, Principal, and students, Marley Benninghaus and Sidney Shapwaykeesic who presented the report on the creation of the protocol for the Howler pledge and how it has been implemented in the school. The presenters shared how the Howler Pledge has contributed to the positive school culture at CD Howe Public School. All trustees' questions were addressed.

MATTERS NOT FOR DECISION:

5. Confirmation of Minutes

Moved by Trustee Tuchenhagen

Seconded by Trustee Oikonen

“THAT the Board Advisory Committee approve the minutes of the Board Advisory Committee Meeting, February 13, 2024.”

CARRIED

6. Information Reports

Suicide Prevention, Intervention and Postvention Protocol (046-24)

Michelle Probizanski, Superintendent of Education, introduced Megan Semeniuk, Mental Health Lead, who presented the report. All trustees' questions were addressed.

MATTERS FOR DECISION:

7. New Reports

7.1 Policy Development - 3101 Risk Management Policy (048-24)

Moved by Trustee Sitch

Seconded by Trustee Johansen

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

“THAT Lakehead District School Board approve 3101 Risk Management Policy, Appendix A to Report No. 048-24.”

CARRIED

7.2 Policy Review – 4040 French Immersion Policy (049-24)

Moved by Trustee Saarinen

Seconded by Trustee Johansen

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

“THAT Lakehead District School Board approve the 4040 French Immersion Policy, Appendix A to Report No. 049-24”.

CARRIED

7.3 3002 Annual Evaluation of the Director of Education Policy (047-24)

Moved by Trustee Chambers

Seconded by Trustee Oikonen

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

“THAT Lakehead District School Board approve the review of 3002 Annual Evaluation of the Director of Education Policy, as indicated in Report No. 047-24.”

CARRIED

7.4 Policy Review – 7040 Violence in the Workplace Policy (029-24)

Moved by Trustee Oikonen

Seconded by Trustee Chambers

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

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

CARRIED

8. Information and Inquires

8.1 Trustee Tuchenhausen informed the Board that she brought greetings from the Board at the awards ceremonies for the Northwestern Ontario Regional Science Fair on April 6, 2024.

8.2 Trustee Saarinen informed the Board that he, along with Trustees Tuchenhausen, Vanderwey, Johansen and Superintendent Lower attended the IFTAR dinner at Superior Collegiate and Vocational Institute on April 4, 2024. The event was a great experience for all in attendance.

8.3 Trustee Chambers informed the Board that she, along with Trustees, Johansen, Vanderwey, LeBlanc, and Director Pharand attended Westmount Public School for a School visit where they saw a yoga session with some special needs students in the school's gym along with visiting the one of the special need's classrooms.

8.4 Trustee LeBlanc inquired if the Ontario Youth Apprenticeship Program (OYAP) ad, found on the OYAP website for bursaries in the skilled trades could be added to the Lakehead District School Board website to reach more high school students. Director Pharand informed the Board that they will post the OYAP ad on the website.

8.5 Trustee Johansen, who is also a member of the Military Family Resource Centre inquired who to pass on a poster from LSSR for an upcoming job fair for students from Grades 11 to 12 secondary school students. Director Pharand requested the poster be emailed to her.

9. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Tuchenhausen

"THAT we do now adjourn at 8:47 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 058-24

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

RE: JORDAN'S PRINCIPLE

1. Background

- 1.1 Jordan's Principle is named in honour of Jordan River Anderson, a First Nations child from Norway House Cree Nation in Manitoba. Jordan was born with a rare disorder that required hospitalization from birth. At age two, doctors approved Jordan to live in a home with necessary care near a hospital.
- 1.2 Federal and provincial governments engaged in a jurisdictional dispute and could not resolve who was financially responsible for the necessary home care in order for Jordan to leave the hospital. After spending over two years in hospital, while governments disputed who should pay for his at-home care, Jordan died in hospital at age five.
- 1.3 Jordan's Principle was established in December 2007. It is the government of Canada's obligation under Jordan's Principle to ensure substantive equality in the provision of services to the child, to ensure culturally appropriate services, and to safeguard the best interests of the child.

2. Situation

- 2.1 The Jordan's Principle service coordinator position supports the pillar of Achieve in the Board's 2021-2024 Strategic Plan by providing programs and supports so that every student can achieve high levels of personal and academic excellence.
- 2.2 In the 2023-2024 school year, Lakehead District School Board received funding, through Jordan's Principle, to establish the role of a service coordinator. The goals of the service coordinator position are to:
 - increase awareness of the supports that are available to meet unmet social, health, and educational needs of students through Jordan's Principle; and
 - engage and work collaboratively with families, schools, First Nations communities, and service providers to facilitate access to interventions, services and supports for students.

2.3 To date, 43 applications have been submitted to Jordan's Principle in the 2023-2024 school year. Examples of the types of unmet student needs addressed through Jordan's Principle applications include:

- speech and language therapy;
- occupational therapy;
- psycho-educational and other assessments;
- life skills and social skills supports;
- recreation programs; and
- education professional support.

3. Next Steps

3.1 Submit group applications to Jordan's Principle to provide programming and supports for groups of First Nations students that will address unmet needs that are not addressed through current education funding.

3.2 Collect data to determine whether the services and supports provided through Jordan's Principle can be linked to the intended outcomes of increased student success and well-being.

4. Conclusion

Lakehead District School Board believes that all children should have access to the supports and services they require. Jordan's Principle is a child-first initiative that accounts for the unique historical, geographical and cultural needs and circumstances of First Nations children. The Jordan's Principle service coordinator at Lakehead District School Board will continue to support students and families to access the supports, programs, and services they require in a manner that meets their particular needs and circumstances.

Respectfully submitted,

KAREN HONAN
Jordan's Principle Service Coordinator

HEATHER HARRIS
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 063-24

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

RE: LEADERSHIP STRATEGY

1. Background

- 1.1 Lakehead Public School leaders play an integral role in improving student achievement and creating safe and caring learning environments for students.
- 1.2 Succession planning and talent development “is about encouraging all in the system to see themselves as part of the leadership strategy. The focus is on attracting and developing passionate and skilled leaders who can effectively support student achievement and well-being” (Ontario Ministry of Education, 2011).
- 1.3 Lakehead District School Board is committed to the development, nurturing and mentoring of present and future leaders.

2. Situation

Key Actions for the 2023-2024 School Year

2.1 School-based Leadership

2.1.1 School Learning Team

Each elementary school has a School Student Learning Team, which brings together school leaders from various divisions. Each secondary school has a Cabinet of Chairs, which meets regularly throughout the year to discuss school learning goals and strategies.

2.1.2 Distributive Leadership Forum and Chairs' Forum

All elementary school administrators and Student Learning Team members meet three times per year to collaborate and learn together. This team coordinates the Professional Learning Community (PLC) meetings at the school level, which is focused on School Learning Plans.

Secondary chairs meet regularly to ensure system consistency of PLCs at each individual school and among departments.

2.1.3 Content Knowledge for Teaching Mathematics (CKTM) for Elementary Administrators

Elementary principals and vice principals attended a series of leadership sessions to develop their content knowledge for teaching mathematics and leadership skills required to improve mathematics teaching and learning.

2.1.4 School Champion Opportunities

Many opportunities to become engaged as a leader at the school level are possible. These opportunities include, but are not limited to, Equity and Diversity Lead, Environmental Lead, IT Champion, Wellness Champion, School Learning Team, Health and Safety Committee, and Safe Schools Team.

2.1.5 Teacher In Charge

Teaching staff members gain valuable experience when acting as a Teacher In Charge in the absence of an administrator. The Teacher In Charge role allows teachers to gain a better understanding of the administrator's role and responsibilities as well as practical experience in a supportive and coaching environment.

2.1.6 Additional Qualifications (AQ)

Through Ministry funding, Lakehead District School Board supports teachers financially to complete the following AQ courses including Special Education, Primary Junior Math Part I, Teaching Students with Communication Needs (Autism Spectrum Disorders), First Nation, Metis and Inuit Studies, Principal's Qualifications Program, and Supervisory Officer's Qualification.

2.2 Board-based Leadership

2.2.1 Committee Chair and Membership Opportunities

Committee chair/lead positions and committee membership provide many opportunities for employees to engage in system leadership.

2.2.2 Central Staff Positions

Central staff positions capitalize on the expertise of employees and allow skills and knowledge to be shared across the system. Positions are available in various departments.

2.2.3 Leadership Committee

The Leadership Committee meets regularly throughout the year to plan professional learning, training, and networking opportunities for teaching and non-teaching employees.

Leadership@LPS Program aims to promote leadership growth in all employee groups, including; Instructional Leaders, Leaders in Non-Teaching Fields, and Aspiring and Current Administrative Leaders. Participation in the program is voluntary; in September, registration information is provided to all employee groups, at which time participants indicate their interest in being considered for opportunities to serve on committees when needed.

Participants in Leadership@LPS are invited to attend a variety of events, based on identified participant interest, such as: book/article studies, guest speakers, networking sessions, and professional learning opportunities. Financial support may be provided for leadership courses.

This year, participants had the opportunity to attend a session with Karl Subban, to take part in mental health activities and participate in a panel discussion with our senior leaders.

2.2.4 Mentoring for Newly Appointed School Leaders and Pool Candidates

Each year newly appointed school leaders who are in the first two years as a principal or vice-principal are paired with an experienced principal or vice-principal mentor. Mentees and mentors are provided with two half days of release to meet during the school year to discuss issues/concerns or areas for growth; this is a reciprocal learning opportunity which benefits the mentor and the mentee.

In addition, three after school whole group mentor/mentee sessions are held to provide professional development on topics that are relevant to the Board's strategic plan, the needs surveyed by the group and overall hot topics throughout the year. At the sessions, relationships continue to build between participating future and current leaders and central staff. At each session, a central staff member is invited that will complement the topic covered.

2.3 Community Leadership

Lakehead Public School Leaders contribute greatly to the Thunder Bay community through committee work, participation on various boards and volunteering.

3. Conclusion

Lakehead Public School leaders play an essential role in improving student achievement and well-being. Lakehead District School Board is committed to distributive leadership and strives to develop exemplary leadership skills and competencies that foster excellence in teaching and learning.

Respectfully submitted,

MEGHAN SMELOW
Student Success Lead

SHANNON JESSIMAN
Elementary Principal

ANNE MARIE MCMAHON-DUPUIS
Secondary Vice Principal

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNNE PHARAND
Director of Education

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2024 MAR 04
6:00 p.m.

MEMBERS PRESENT:

Robin Cawlishaw
Ellen Chambers
Dawn-Marie Francis
Shannon Jessiman
Lorraine Mashongoane
Sherri-Lynne Pharand
Laura Prodanyk
George Saarinen

Chelsea Siver
Fred Van Elburg

RESOURCE:

Judy Hill, Executive Assistant

MEMBERS ABSENT, WITH REGRET:

Ahmed Bediwy
Tara Ingram
Jena Samakese
Morning Star Tom

GUESTS:

Roger Dracar, Student Success Resource Teacher
Stephanie Ryynanen, Supervisor of Finance

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

Chair Siver called the meeting to order and welcomed new members. Introductions were made around the table.

2. **Land Acknowledgement**

Chair Siver acknowledged the lands and traditional territory.

3. **Disclosures of Conflict of Interest**

There were no disclosures of conflict of interest.

4. **Approval of the Agenda**

The agenda was approved by consensus.

5. Confirmation of Minutes – November 20, 2023

The minutes of November 20, 2023 were approved by consensus.

6. Business Arising from the Minutes

There was no business arising from the minutes.

7. 2024-2025 Budget

Stephanie Ryyanen, Supervisor of Finance, presented a power point presentation on the 2024-2025 budget process. Indigenous Trustee, Scottie Wernigwans is the chair of Budget and Trustee George Saarinen is vice chair.

8. Skilled Trades Presentation

Roger DrCAR, Student Success Resource Teacher, OYAP/SHSM/SCWI, provided a very informative power point presentation on the trades. There is gainful employment in the trades due to massive retirements. The average apprenticeship lasts 2-5 years with 90% of the training on the job while being paid. There are 144 apprenticeable skilled trades in 4 sectors – construction, motive power, industrial and service. Questions from the group were addressed.

9. Parent Involvement Committee Budget Deputation

The group discussed what PIC's top priorities are to enhance student success. Judy will do the report and send to the committee for approval. The report will be presented by the PIC chair at the Budget Deputation Evening on April 16, 2024. It was also suggested that STSTB be asked to explore grants for "walking school bus".

10. Parent Involvement Committee Representative on the Equity and Inclusive Education Committee

Lorraine Mashongoane volunteered to be the PIC representative on this committee.

11. Ontario Public School Boards' Association 2024 Awards Program

Information was shared on the awards program. Members were asked to reach out to their school councils for recommendations for nominations.

12. Miiniwewinan: Indigenous Education Advisory Committee Report

Report deferred to next meeting.

13. Special Education Advisory Committee Report

Report deferred to next meeting.

14. Director's Report

Director Pharand shared a list of the reports to the Board since the last meeting. The choir from Nor'wester View Public School performed at a Board meeting prior to the Arts report being presented. The Kindergarten Registration evening was well attended. This year's event was a drop in format and the Board is pleased with our early registration. The 2024-2025 school year calendar was approved by the Board and are waiting on final approval from the Ministry. Director Pharand shared details of early dismissal of all students on April 8, 2024 due to the eclipse.

15. Other Business

The Special Education Advisory Committee wanted to let members know that the "Bullying" button has now been added to the Board's main web page.

16. Next Meeting

Monday, May 6, 2024.

17. Adjournment

The meeting adjourned at 7:40 p.m.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 059-24

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

RE: POLICY REVIEW – 9030 PLAYGROUND STRUCTURES

1. Background

- 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 At the June 5, 2023, Regular Board Meeting, the 9030 Playground Structures policy was approved for review during the 2023-2024 school year.
- 1.3 On March 6, 2024, the 9030 Playground Structures policy and procedures were posted on the board website and distributed to constituent groups for review and comment with input to be received by April 17, 2024.

2. Situation

- 2.1 Administration attended the Special Education Advisory Committee on March 20, 2024, to present the policy and procedures and obtain feedback.
- 2.2 The revised policy is attached as Appendix A, the procedures as Appendix B and all appendices as Appendix C.
- 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 9030 Playground Structures Policy, Appendix A to Report No. 059-24”.

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

FACILITIES AND EQUIPMENT

9000

DRAFT- May 14, 2024

PLAYGROUND STRUCTURES POLICY

9030

1. Rationale

Lakehead District School Board recognizes the need to promote positive play experiences within a safe **and inclusive** environment for all students.

2. Policy

It is the policy of Lakehead District School Board to support the practice of school communities forming parent committees to raise funds for the purpose of providing and installing approved playground structures.

3. Guidelines

3.1 Standards

All playground structures must conform to the standards from the Canadian Standards Association's Children's Playspaces (CSA) in effect at time of approval. This includes purchase, installation and ongoing inspections and maintenance. ***Application of this policy will align with 8012 Fundraising in the Schools Policy and 3100 Accessibility Policy.***

3.2 Ownership

All donated and/or purchased structures shall become the property of the Board who will assume responsibility for the maintenance of the structure.

3.3 Responsibility

3.3.1 Parent committees are responsible for all costs associated with selection, purchase, site preparation materials, and manufacturer's final inspection.

3.3.2 School principals are responsible for the day-to-day safety of playground structures and the assignment of adequate supervision during school hours.

3.3.3 Plant maintenance department is responsible for final approval of the design, construction, location, and the annual inspections. Installation of play structures ~~will normally~~ **may** be by Board maintenance employees.

FACILITIES AND EQUIPMENT**9000****DRAFT- May 14, 2024****PLAYGROUND STRUCTURES POLICY****9030**4. Extenuating Circumstances

Where circumstances arise which may require action in the best interest of a school community, the board may, ***at its own discretion***, share part or all of the cost of new or replacement play equipment.

5. 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>
"Children's Playspaces and Equipment", CAN/CSA-Z614 - National Standard of Canada	September 15, 1994	_____
<i>Occupiers' Liability Act, R.S.O. 1990, c. O.2</i>	<u>Date Revised</u>	
8012 Fundraising in the Schools Policy	April 24, 2001 February 21, 2006 June 28, 2011 April 26, 2016	_____
3100 Accessibility Policy		

FACILITIES AND EQUIPMENT

9000

DRAFT- May 14, 2024

PLAYGROUND STRUCTURES PROCEDURES

9030

1. Rationale

Lakehead District School Board recognizes the need to promote positive play experiences within a safe **and inclusive** environment for all students.

2. Responsibility

2.1 Parent Committees will be responsible for:

2.1.1 Development of a proposal to purchase and install playground equipment that meet the standards under the current Canadian Standards Association's Children's Playspaces (CSA) and adhere to all Lakehead District School Board construction standards, **accessibility standards**, and **other** guidelines, **and policies**.

2.1.2 All costs associated with the selection, purchase, site preparation materials, and manufacturer's final inspection.

2.1.3 Exploring potential partnerships, public and private, in accordance with Board policy.

2.2 Principals will be responsible for:

2.2.1 Providing parent committees with pertinent information as stipulated in this policy and the accompanying procedures.

2.2.2 Representing the interest of students in the design phase of playground equipment to ensure maximum access and equity.

2.2.3 The day to day safety of playground structures and the assignment of adequate supervision during school hours.

2.2.4 **Ensuring** Completing a daily visual and a monthly recorded inspection of all playground structures **is completed**. (Appendix A).

2.2.5 **Ensuring** Maintaining a file of monthly and annual inspections of all playground structures **is maintained**.

2.2.6 Restricting access, posting warnings and contacting the maintenance department regarding the maintenance of structures which are considered to be unsafe.

2.2.7 Communicating with the maintenance department and the parents in situations where structures are determined to be no longer financially viable to repair.

FACILITIES AND EQUIPMENT

9000

DRAFT- May 14, 2024

PLAYGROUND STRUCTURES PROCEDURES

9030

- 2.3 Plant maintenance will be responsible for:
- 2.3.1 Approving the playground proposal to ensure the purchase and installation of the playground structures is in accordance with the manufacturer's instructions, the C.S.A. standards and adheres to all Board construction standards, ~~and~~ guidelines **and policies**.
 - 2.3.2 ***Engaging and consulting with the Board Accessibility Committee to ensure playground structure proposals provide barrier-free access to students.***
 - 2.3.3 Providing a written cost estimate, including all materials, for installation of the playground structures ~~when that are to be~~ installed by Board maintenance employees.
 - 2.3.4 Arranging for the completion of an annual inspection of all playground structures by a certified inspector. (Appendix B).
 - 2.3.5 Completing the necessary repairs at the Board's expense to structures determined to be unsafe.
 - 2.3.6 Determining when repairs are no longer economical and part or all of a structure must be removed. This information will be communicated in writing to the principal and parent committee. Removal and disposal will be at the Board's expense.

3. Parent committee Proposals

- 3.1 Parent committee proposals will include:
- 3.1.1 A detailed description of the type and construction of playground structures, ***including accessibility considerations.***
 - 3.1.2 A detailed plan for location of the structure(s).
 - 3.1.3 Costs, including purchase and site preparation materials.
 - 3.1.4 Timeline for construction/installation. The proposal submission must be no later than four months prior to the fiscal year in which installation is required.
 - 3.1.5 The level of community participation in all phases e.g., fundraising and purchasing.
 - 3.1.6 Detailed information on any partnerships and the level of commitment.

FACILITIES AND EQUIPMENT

9000

DRAFT- May 14, 2024

PLAYGROUND STRUCTURES PROCEDURES

9030

4. Extenuating Circumstances

Where circumstances arise which may require action in the best interest of a school community, the Board may, **at its own discretion**, share part or all of the cost of new or replacement play equipment.

5. 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>
<i>Children's Playspaces and Equipment", CAN/CSA-Z614 - National Standard of Canada</i>	September 15, 1994	_____
Occupiers' Liability Act, R.S.O. 1990, c. O.2	<u>Date Revised</u>	_____
<i>8012 Fundraising in the Schools Policy</i>	April 24, 2001 February 21, 2006 June 28, 2011 April 26, 2016	
3100 Accessibility Policy		

MONTHLY PLAYGROUND INSPECTION SHEET

✓ Satisfactory

× Attention Required

School: _____

Inspected by: _____
(Chief Custodian)

Date: _____ Time: _____

Reviewed by: _____
(Principal/Building Manager)

Date: _____ Time: _____

EQUIPMENT	Chains	S Hooks	Seats	Hanger Bearings	Grease Fittings	Stability in Ground	Exposed Concrete	Tiling	End/Centre Fittings	Chain Piper Covers	Hand Railings	Support Bars/Legs	Fastening Points/Areas	Side Walls and Bedway	Entrapment Points/Areas	Sharp Edges/Points	Stairs on Side	Tube Slides Cracking/Damage	Spring & Bar	Handles	Pivot Point for Wear	Nuts & Bolts	Ground Clearance	Locking Devices INT/EXT	Wood Checking Max. ¾"	Protrusions	Protect Caps/Plugs	Surface Below Equipment	Wooden Borders	Benches	Debris/Broken Glass	Asphalt Paths, Etc.	Lighting	Sign(s)	Fencing	Spiders	Pests - other	✓ Satisfactory	× Attention Required	ACTION TAKEN	DATE COMPLETED	
Swings																																										
Slides																																										
Spring Toys																																										
Teeter Totter																																										
Climbers																																										
Merry Go Rounds / Whirls																																										
Creative Playstructures																																										
Other:																																										
Other:																																										
General Site Conditions																																										

- INSTRUCTIONS:
1. Complete monthly and file at the site.
 2. Restrict access, post warnings as necessary.
 3. Complete any necessary work orders for Maintenance Department action.

ANNUAL PLAYGROUND INSPECTION SHEET

✓ Satisfactory

✗ Attention Required

School: _____

Inspected by: _____ (Certified Inspector) Date: _____ Time: _____

3 EQUIPMENT	ACTION TAKEN	DATE COMPLETED
Chains		
S Hooks		
Seats		
Hanger Bearings		
Grease Fittings		
Stability in Ground		
Exposed Concrete		
Tiling		
End/Centre Fittings		
Chain Piper Covers		
Hand Railings		
Support Bars/Legs		
Fastening Points/Areas		
Side Walls and Bedway		
Entrapment Points/Areas		
Sharp Edges/Points		
Stairs on Side		
Tube Slides Cracking/Damage		
Spring & Bar		
Handles		
Pivot Point for Wear		
Nuts & Bolts		
Ground Clearance		
Locking Devices INT/EXT		
Wood Checking Max. ¾"		
Protrusions		
Protect Caps/Plugs		
Surface Below Equipment		
Wooden Borders		
Benches		
Debris/Broken Glass		
Asphalt Paths, Etc.		
Lighting		
Sign(s)		
Fencing		
Spiders		
Pests - other		
✓ Satisfactory		
× Attention Required		

- INSTRUCTIONS:
1.

Complete annually, one copy for Maintenance Department, one copy for Principal/Manager.
2.

Restrict access, post warnings as necessary.
3.

Complete any necessary work orders for Maintenance Department action.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 061-24

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

RE: POLICY REVIEW – 3093 ELECTRONIC INFORMATION SECURITY, 3096
INFORMATION/COMMUNICATION TECHNOLOGY, 8092 CODE OF CONDUCT
POLICY

1. Background

On April 24, 2024, the Ministry of Education announced changes to the Provincial Code of Conduct and School Board Codes of Conduct, Policy/Program Memorandum 128 (PPM128).

2. Situation

2.1 In order to align with the recent announcement on PPM128, the Provincial Code of Conduct and School Board Codes of Conduct, administration is requesting the following policies and procedures be moved to the 2023-2024 policy review schedule;

- 3093 Electronic Information Security;
- 3096 Information/Communication Technology; and
- 8092 Code of Conduct.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion, “That Lakehead District School Board approve the review of 3093 Electronic Information Security Policy, 3096 Information/Communication Technology Policy and 8092 Code of Conduct Policy.”

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

MICHELLE PROBIZANSKI
Superintendent of Education

SHERRI-LYNN PHARAND
Director of Education

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 060-24

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

RE: POLICY REVIEW – 8020 ACCESS TO SCHOOLS

1. Background

- 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 At the June 5, 2023, Regular Board Meeting, the 8020 Access to Schools policy was approved for review during the 2023-2024 school year.
- 1.3 On March 6, 2024, 8020 Access to Schools policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by April 17, 2024.

2. Situation

- 2.1 Administration met with CUPE Local 2486 and COPE Local 454 on April 25, 2024, to discuss and obtain feedback.
- 2.2 The revised policy is attached as Appendix A, the procedures as Appendix B and all appendices as Appendix C.
- 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 8020 Access to Schools Policy, Appendix A to Report No. 060-24.”

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- May 14, 2024****ACCESS TO SCHOOL/BOARD PREMISES
POLICY****8020****1. Rationale**

- 1.1 In order for schools to be an integral part of the community and society, access to schools by a wide variety of people is beneficial. The goals of Lakehead District School Board (LDSB) recognize and support the need for community-school involvement.
- 1.2 Lakehead District School Board encourages access to the schools and use of school facilities during and after school hours by the community. Schools, however, are a special place for learning. A swift response must be made to those who may wish to disrupt the learning environment or damage school property.

2. Policy

It is the policy of LDSB to ensure that every student, parent/guardian, community member, employee, and trustee are safe and welcome on school and LDSB premises, and that employees respond to unauthorized visitors in accordance with relevant legislation and LDSB policy.

3. Guiding Principles

- 3.1 Lakehead District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the appropriate acts and regulations.
- 3.2 This policy applies to all persons accessing school premises under the jurisdiction of LSDB. Lakehead District School Board is committed to providing a safe learning and working environment and preserving the integrity of the instructional day.
- 3.3 Lakehead District School Board endorses and promotes an access to school premises policy and procedures which are consistent with the values, traditions and distinctiveness of public schools.
- 3.4 Lakehead District School Board provides protection to all LDSB facilities and property under the appropriate acts and regulations. To facilitate this protection, all staff members are authorized by LDSB to prohibit entry or direct trespassers to leave the premises as required.
- 3.5 ~~Permanent employees of Lakehead District School Board are authorized to act as occupiers and are empowered to act within the legislation with respect to trespassers. Student and casual employees are not authorized to act as occupiers.~~ **Lakehead District School Board authorizes school administrators and staff members to exercise rights as occupiers under the provisions of the Trespass to Property Act.**

SCHOOL-COMMUNITY RELATIONS	8000
DRAFT- May 14, 2024	
ACCESS TO SCHOOL/BOARD PREMISES POLICY	8020

- 3.6 In dealing with incidents of trespassing, employees of LDSB should make every attempt to maximize cooperation and minimize confrontation. All employees should follow 8020 Access to School/Board Premises Procedures.
- 3.7 During a political campaign, candidates or their representatives will not be allowed to:
- campaign during school hours;
 - hand out political literature during school hours; and/ or
 - post political signs at any time on school/LDSB premises.
- 3.8 The use of school facilities outside of school hours by individuals and groups must follow the 8011 Use of School Buildings, Facilities, and Grounds Policy.

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>
	November 24, 2015	
	<u>Date Revised</u>	
6010 Emergency Evacuation and Emergency School Closure Policy & Procedures		Education Act, Section 305
6070 Video Surveillance Policy & Procedures		Ontario Regulation 474/00
8011 Use of School Buildings, Facilities and Grounds Policy & Procedures		Education Act, Part X, Section 265 (1) (m)
8070 Safe Schools – System Expectations Policy & Procedures		Education Act, Part X, Section 265 (1) (n)
8090 Community/Education Partnerships Policy & Procedures		Education Act, Part II, Section 50 (1-3)
Police /School Protocol		Education Act 212 (1)
		Regulation 298, Section 11
		Trespass to Property Act, RSO 1990, c.T.21

SCHOOL-COMMUNITY RELATIONS**8000**

DRAFT- April 9, 2024

**ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020**1. Policy

It is the policy of Lakehead District School Board (LDSB) to ensure that every student, parent/guardian, community member, employee, and trustee are safe and welcome on school and LDSB premises, and that employees respond to unauthorized visitors in accordance with relevant legislation and LDSB policy.

2. Control of Access

- 2.1 Lakehead District School Board recognizes that control of access to school premises under its jurisdiction shall be in accordance with the appropriate acts and legislation.
- 2.2 Access to school premises during non-school hours shall be governed by the appropriate provisions of this procedure and other related procedures of the LDSB(i.e., LDSB 8011 Use of School Buildings, Facilities and Grounds Policy and Procedures).

3. Permission to be on Premises

Lakehead District School Board recognizes that the following persons are permitted to be on school premises, subject to any lawful restriction:

- a person enrolled as a pupil in the school;
- a parent, guardian or person having daily care and control of a pupil under age 18 years;
- a person employed or retained by LDSB, as well as LDSB members;
- a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, voting);
- a person who is invited by school official(s) to attend an event, a class or a meeting on school premises providing the person is on the premises for that purpose; and
- a person who is invited onto school premises for a particular purpose by the principal, vice principal or another person authorized by LDSB policy, provided the person is on the premises for that purpose and complies with any restrictions on their attendance.

4. Locking of Doors

- 4.1 The administrator in charge **or designate**, has the authority to lock the school/Board premises when the school/LDSB premises are not being used for a purpose authorized by LDSB.
- 4.2 Where practical, access to ~~the school building~~ **LDSB sites** will be controlled through the locking of doors.
- 4.3 School principals will limit access to unauthorized visitors by opening only those doors that are required for the normal conduct of the school.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020**

- 4.4 When doors are locked, consideration must be given to emergency access by police, fire, and emergency officials. Signs must be posted on locked doors indicating where to gain access to the school building.

5. Signage

- 5.1 The principal of each school shall ensure that all entrances to the building are clearly posted with signs advising that visitors report to the school office.
- 5.2 Yellow markers will be posted at all normal access points to school premises. Yellow markers mean that entry is limited and persons wishing to use the premises must find out what activities are permitted. Where yellow markers are posted, police officers may arrest any person whom they believe on reasonable and probable grounds is trespassing.
- 5.3 Visitors entering LDSB buildings and grounds are entitled to clearly stated directives beyond the authorized yellow markers which indicate limited access. To achieve this, the following signage will be implemented-:
- 5.4
- Buildings
- At all school sites, all normal access points, in addition to yellow markers, will be signed to welcome visitors and request that they report to the main office.
- 5.5
- Parking Lots
- Parking lots and bus loading areas will be signed, marked and lined where possible, to identify user eligibility, e.g. students, staff, visitors, buses only. Consistent signage and practices will be used for all sites.

6. Office Sign In

- 6.1 All persons must report to the school office, state the purpose of their visit, and follow the school's procedure for visitors. A person is not permitted to remain on school premises if the person fails to sign in as required or is denied permission to visit by an authorized person.
- 6.2 A visitors' book for sign-in purposes shall be maintained in **or close proximity to**, each school office.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020****7. Access to Specific Areas**

Persons authorized to be on school premises are not entitled to have access to all areas of the school premises and may only access areas of the school as permitted by the principal or designate.

8. Not Permitted to Remain on School Premises

A person, identified in section 3, Permission to be on Premises, is not permitted to remain on school premises if, in the judgment of the principal/designate or another person authorized by LDSB, their presence is determined to be detrimental to the safety or well-being of persons on the premises.

9. Administrator Responsibilities

School administration (principals, vice principals and/or designates) will:

- implement and maintain a visitor procedure during school hours; and
- respond promptly and consistently to staff reports of visitors on the premises. Responses will depend on reported circumstances.

10. Trespass to Property

10.1 The principal/vice-principal or designate shall exercise the rights of LDSB as an occupier under the provisions of the Trespass to Property Act, and the appropriate acts and legislation with respect to an individual determined to be in non-compliance with provisions of this policy.

10.2 Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning from the principal/designate, may result in charges under the Trespass to Property Act, the Education Act or the Access to School Premises Regulation 474/00.

10.3 A person is not permitted to be on school premises if there is an existing court order (e.g. custody order) or Trespass Order in which they are named.

10.4 Under the authority of the Education Act, S.305(4), the principal "may direct a person to leave the school premises" if they believe "that the person is prohibited by regulation....from being there".

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020**

- 10.5 The principal or designate shall direct any person deemed to be in contravention of the Trespass to Property Act, the Education Act or Ontario Regulation 474/00 Access to School Premises to leave the school premises. In dealing with incidents of trespassing, employees of LDSB should make every attempt to maximize cooperation and minimize confrontation.
- 10.6 If the trespasser refuses to leave, the police shall be called to enforce the law.
- 10.7 The principal, on behalf of LDSB, may issue a Trespass Notice to any person who, in the principal's judgement, is detrimental to the physical or mental well-being of the students or staff members, or has failed to report his or her presence according to section 6, Office Sign In, of this procedure. Copies of this notice shall be forwarded to the police and to the superintendent of education who supervises the school.
- 10.8 A student who has been suspended or expelled shall be denied access to school premises, unless the administrator provides an exemption.
- 10.9 If students under suspension or expulsion are found on school property or on the school bus, or attempt to take part in school-related activities, they may be charged under the Trespass to Property Act or under the Education Act or be subject to further disciplinary measures, as outlined in their Letter of Suspension/Expulsion.
- 10.10 Failure of an individual or individuals to comply with this policy, subsequent to receiving a verbal or written warning by a school official, may result in charges under the Trespass to Property Act or the Access to School Premises Regulation 474/00.
- 10.11 Unauthorized visitors may be charged immediately, without notice, but may, in lieu of charge, be warned using the Trespass Notice (Appendix B). Copies of this notice shall be sent to the appropriate police department, appropriate superintendent of education, and maintained on file for a three-year period. If the status of an individual changes (e.g. student allowed to register in school) a letter must be sent to all parties rescinding the Trespass Notice.
- 10.12 Employees shall inform the principal, vice-principal or designate/supervisor of the presence of an unauthorized visitor as soon as possible, and, if necessary, seek assistance from the police as outlined in the Police/School Protocol.
- 10.13 It is the responsibility of all school staff to:
- report immediately to administration situations where visitors refuse to comply as requested; and
 - assist with the filing of an incident report.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020****10.14 Arrival of Police on the Scene**

- 10.14.1 Upon the arrival of police on the scene, administrators must acknowledge that police are in charge of the area affected by the reported offence and must cooperate to the fullest extent possible.
- 10.14.2 Charges against previously served trespassers and trespassers who are on the premises and who refuse to leave may be laid by the police or any individual who feels they can obtain witnesses to substantiate the charge.
- 10.14.3 All employees involved in the incident, or witness to the incident, should file an incident report. If the incident results in a court hearing, the information recorded in the incident report is essential. If the incident is considered by the principal to be of a serious nature or if the incident results in a court hearing, a photocopy of the incident report(s) should be sent to the appropriate superintendent.

10.15 Communications with Police

Lakehead District School Board will continue to work collaboratively with Thunder Bay Police and the Ontario Provincial Police to monitor and review the implementation of the trespass policy and other related concerns as required.

In all incident reporting to police, the extent and clarity of information provided will impact on the ability of police to respond appropriately.

10.16 911 Reporting

All 911 reportings must include:

- a description of what is happening;
- the number of persons involved;
- the refusal of persons to identify themselves and/or leave the site; and
- the potential for confrontation and violence.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020****10.17 Trespass Reports (Appendix A)**

Trespass Reports should include as much of the following information as possible:

- a description of the incident;
- a description of the offender(s) including:
 - physical appearance;
 - name, address, telephone, where possible; and
 - witnesses' names and addresses.

10.18 Trespass Notice (Appendix B)

- 10.18.1 A supervisory officer, the school principal or vice-principal, or their designate may wish to issue a notice to an individual, warning that their future presence on LDSB premises will be considered trespassing.
- 10.18.2 This notice may be issued to an individual who has repeatedly returned to school after a verbal warning or to an individual who has attempted to disrupt the learning environment.
- 10.18.3 This trespass notice may be given at the initial incident, or when an individual has returned to the premises after having received a verbal notice, or as part of the procedures for suspensions or retirement from school of a student who has a history of disrupting the learning environment.
- 10.18.4 Four copies of the Trespass Notice should be made and distributed as follows: the original to the individual warned, one copy to the area superintendent, one copy to the Chief of the City of Thunder Bay Police Force (City Schools) or Ontario Provincial Police (Rural Schools), and one copy retained for the school files.
- 10.18.5 The Trespass Notice is to be completed by the occupier and signed by the recipient or completed by the occupier and sent by registered mail to the recipient.

10.19 The principal shall ensure that the rules regarding school access are communicated to the school community annually.

11. Definitions and Explanations

Definitions and explanations are attached as Appendix C.

SCHOOL-COMMUNITY RELATIONS**8000****DRAFT- April 9, 2024****ACCESS TO SCHOOL/BOARD PREMISES
PROCEDURES****8020****12. References**

References are attached as Appendix D.

13. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
6010 Emergency Evacuation & Emergency School Closure Policy & Procedures	November 24, 2015	Education Act, Section 305
6070 Video Surveillance Policy & Procedures		Ontario Regulation 474/00
8011 Use of School Buildings, Facilities and Grounds Policy & Procedures		Education Act, Part X, Section 265 (1) (m)
8070 Safe Schools – System Expectations Policy & Procedures		Education Act, Part X, Section 265 (1) (n)
8090 Community/Education Partnerships Policy & Procedures		Education Act, Part II, Section 50(1-3)
Police/School Protocol		Education Act 212 (1)
		Regulation 298, Section 11
		Trespass to Property Act, RSO 1990, c.T.21
	<u>Date Revised</u>	



TRESPASS TO SCHOOLS INCIDENT REPORT

Date of Incident _____ Time of Incident _____

Location _____

Use of School: _____

Regular

Extra-curricular

Permit issued to:

_____ (Name)

_____ (Group)

_____ (Address)

_____ (Telephone)

Describe the incident (include the following: chronological order of events, attitude of the offender, type of language used by offenders, the number of people affected by the incident and how they were affected).

Describe the offender (include appearance, clothing, status, i.e., student, ex-student, etc.).

List below name(s) and address(es) of witness(es), if any.

Were the police called? _____

_____ Signature

_____ Position

_____ School

_____ Date



Lakehead
Public
Schools

TRESPASS NOTICE

OF _____
Name in Full **Street Address**

CITY _____ PROVINCE _____ DATE OF BIRTH _____

TAKE NOTICE:

FROM THIS DAY FORTH YOU ARE NOT TO ENTER ON THE LANDS OR PREMISES OF LAKEHEAD DISTRICT
SCHOOL BOARD LISTED BELOW:

THIS NOTICE GIVEN PURSUANT TO THE TRESPASS TO PROPERTY ACT, R.S.O. 1990, C.T.21

SERVED ON THE _____ OF _____,
DAY MONTH

BY _____, A PERSON AUTHORIZED BY LAKEHEAD
DISTRICT SCHOOL BOARD.

RECEIVED _____.

SECTION 2 OF THIS ACT STATES IN PART THAT:

EVERY PERSON WHO IS NOT ACTING UNDER A RIGHT OF AUTHORITY CONFERRED BY LAW AND WHO,

- (a) without the express permission of the occupier, the proof of which rests on the defendant,
 - (i) enters on premises when entry is prohibited under this Act, or
 - (ii) engages in an activity on premises when the activity is prohibited under this Act; or
- (b) does not leave the premises immediately after he or she is directed to do so by the occupier of the premises or a person authorized by the occupier,

Is guilty of an offence and on conviction is liable to a fine of not more than \$2,000 R.S.O. 1990, c. T.21, s. 2(1).

Definitions & Explanations

Authorized Person

A party empowered to act in an office due to a contract and who is formally and properly empowered to perform specified duties associated with an office or an agreement or contract.

Types of Custody

There are two types of custody, legal and physical custody. Legal custody gives one parent the right to make vital decisions regarding the child's education, morality, religious training, discipline, and medical care. Physical custody refers to the actual physical care and control of the child.

Custodial Parent

A custodial parent is the parent who has either sole physical custody of the child or the parent with whom the child resides for a majority of the time.

Parenting Terminology

Custody/Access/Parenting/Guardianship/Contact

Canadian legislation generally allows the court wide discretion to fashion the kind of order it considers appropriate in the circumstances. The courts can and do order a wide variety of parenting arrangements, both under the Divorce Act and under provincial and territorial legislation. Some examples are:

- orders that do not use the terms custody or access at all, but specify when each parent will care for the children and how major decisions about the children will be made (for example, jointly by the parents);
- sole custody to one parent with access to the other;
- joint custody with primary residence or primary physical care and control to one parent, and physical care and control to the other parent at specified times or at times to be agreed;
- joint custody, but with one parent to have ultimate decision-making authority;
- shared custody;
- joint parental exercise of authority; and
- joint guardianship.

This section retrieved from Government of Canada Department of Justice

<http://www.canada.justice.gc.ca/eng/fl-df/fjs-sjf/rep-rap/s3.asp>

October 29, 2015

Occupier

“occupier” includes,

- (a) a person who is in physical possession of premises, or
- (b) a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises, despite the fact that there is more than one occupier of the same premises; (“occupant”)

“premises” means lands and structures, or either of them, and includes,

- (a) water,
- (b) ships and vessels,
- (c) trailers and portable structures designed or used for residence, business or shelter,
- (d) trains, railway cars, vehicles and aircraft, except while in operation. (“lieux”) R.S.O. 1990, c. O.2, s. 1.

This section retrieved from Occupiers' Liability Act, R.S.O. 1990, c. O.2

October 29, 2015

School & Board Premises

includes school and Board buildings and all adjacent Board property, including playgrounds, parking lots, Board-owned vehicles, as well as school buses when being used to transport students to and from school and on school-authorized activities.

Visitor

someone who visits a person or place.

Appendix C to Report No. 060-24
Appendix D to 8020 Access to School/Board Premises Procedures

References

Education Act, R.S.O. 1990, CHAPTER E.2 Part II, Section 50(1-3) (Visitors)

Education Act, R.S.O. 1990, CHAPTER E.2 Part VI, Section 212 (Disturbances)

Education Act, R.S.O. 1990, CHAPTER E.2 Part X, Section 265 (1) (m) (Duties of principal)

Education Act, R.S.O. 1990, CHAPTER E.2 Part X, Section 265 (1) (n) (Duties of principal)

Education Act, R.S.O. 1990, CHAPTER E.2 Part XIII, Section 305 (Access to school premises)

Ontario Regulation 474/00 Access to School Premises
under Education Act, R.S.O. 1990, c. E.2

R.R.O. 1990, REGULATION 298, Section 11 Operations of Schools – General
under Education Act, R.S.O. 1990, c. E.2

Trespass to Property Act, RSO 1990, c.T.21

Policies and Procedures from the following: Grand Erie District School Board, Halton District School Board, District School Board of Niagara, District School Board Ontario North East, Rainy River District School Board, Simcoe County District School Board, and Upper Grand District School Board.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 042-24

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

RE: POLICY REVIEW – 3061 Reclamation of Properties

1. Background

- 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 At the June 5, 2023, Regular Board Meeting, the 3061 Reclamation of Properties policy was approved for review on the 2023-2024 policy development and review schedule.
- 1.3 On February 7, 2024, the Reclamation of Properties policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by March 20, 2024.

2. Situation

- 2.1 There was no input received from constituent groups.
- 2.2 The revised policy is attached as Appendix A, the procedures as Appendix B and all appendices as Appendix C.
- 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 3061 Reclamation of Properties Policy, Appendix A to Report No. 042-24.”

Respectfully submitted,

KIRSTI ALAKSA
Superintendent of Business

SHERRI-LYNNE PHARAND
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT- May 14, 2024	
RECLAMATION OF PROPERTIES POLICY	3061

1. Rationale

To provide a framework for the future use of Lakehead District School Board surplus real properties.

2. Policy

Lakehead District School Board shall determine the future use of surplus real properties to obtain the maximum benefit to the Board and local community.

3. Guidelines

3.1 Lakehead District School Board shall dispose of surplus real properties within the parameters of the Ministry of Education guidelines, as set out in Ontario Regulation ~~Disposition of Surplus Real Property 146/04~~ **Acquisition and Disposition of Real Property 374/23** as amended or revised/replaced.

3.2 Reg. 146/04 **Regulation 374/23** provides that surplus real property, in all instances, **once approved by the Minister for the disposition, must be offered to the following:** other local school boards and a list of preferred agencies as part of the disposition process.

- **school boards;**
- **The Crown in right of Ontario; and**
- **persons or bodies who require the property in order to achieve such provincial priorities as been identified for the purpose.**

3.3 Other options for the disposition of surplus real properties may include public sale, lease and demolition.

3.4 Lakehead District School Board shall utilize the most appropriate method, usually by sale, to dispose of surplus real properties in order to give due consideration to the unique nature of the specific property.

4. Review

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

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
9010 Pupil Accommodation Review Policy	June 27, 2006	Regulation 374/23
	<u>Date Revised</u>	
	January 26, 2016	

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT- May 14, 2024****RECLAMATION OF PROPERTIES PROCEDURES****3061**

- 3.3.2 A prospectus shall be prepared on each real property offered for sale. The prospectus shall be available to all interested persons. The prospectus shall contain:
- 3.3.2.1 location and description of the real property concerned;
 - 3.3.2.2 an area map and site plan of the real property concerned;
 - 3.3.2.3 instructions to potential purchasers on the procedures to be followed;
 - 3.3.2.4 terms and conditions which may be acceptable to LDSB; and
 - 3.3.2.5 current zoning.
- 3.3.3 Negotiations will be the responsibility of the appropriate superintendent or their designate. They will ensure the appropriate professional resources are used during the process.
- 3.3.4 A final recommendation to sell or otherwise dispose of a real property will be submitted to LDSB for approval. The report will include the terms of the sale and financial aspects pertaining to the surplus site.
- 3.4 Proceeds from the disposition of surplus real properties will be deposited in a Proceeds of Dispositions Reserve Fund.
- 3.5 An annual surplus real properties report with recommendations will be brought to the Board. This report will outline the status of each surplus real property and will include the ongoing costs of each site.
- 3.6 Once a real property has been closed, the site shall be decommissioned to minimize the operational costs and ensure the integrity of the building. The decommissioning process is outlined in Appendix A.
- 3.7 Once a real property has been closed and declared surplus, LDSB and community use will be restricted to reduce operational costs, liability and to ensure the overall integrity of the facility.

BUSINESS AND BOARD ADMINISTRATION**3000****DRAFT- May 14, 2024****RECLAMATION OF PROPERTIES PROCEDURES****3061**4. Review

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

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
<i>9010 Pupil Accommodation Review Policy</i>	June 27, 2006	<i>Regulation 374/23</i>
	<u>Date Revised</u>	
	January 26, 2016	

Plant Decommission Check List

1. Prior to the Last Day of School

- a) ☐ As soon as the weather permits, shut down boilers, (do not drain).
- b) ☐ Inventory custodial supplies tools and equipment.
- c) ☐ Gather up unneeded custodial equipment and supplies and place in a convenient location or move to receiving school.
- d) ☐ Send all unneeded grounds equipment (snow blowers etc.) to the maintenance shop.
- e) ☐ Collect all master keys from **school administrator.** ~~staff~~
- f) ☐ Gather all water and asbestos documentation and test results.
- g) ☐ Turn off electrical heaters.
- h) ☐ Turn all thermostats to minimum setting.
- i) ☐ Post a copy of the fire plan in the main office.
- j) ☐ Assess all playground equipment.
- k) ☐ Assess school site accessibility and need for additional security fencing.

2. After the Last Day of School

- a) ☐ Empty all garbage.
- b) ☐ Empty and unplug all refrigerators.
- c) ☐ Disconnect all electrical appliances (stoves, coffee makers, microwaves).
- d) ☐ Secure roof access doors/ hatches.
- e) ☐ Secure all windows (interior/exterior), doors and outside storage buildings.
- f) ☐ Remove outside garbage cans, sand storage boxes, etc.
- g) ☐ Remove all large garbage lift bins.
- h) ☐ For rural schools, shut off all water fountains and post do not use signs throughout the school.
- i) ☐ Turn off school bells.
- j) ☐ Remove flags.
- k) ☐ Do not remove the computer for the heating system.
- l) ☐ Remove Lakehead District School Board star logos.
- m) ☐ Turn off hot water tanks.

- n) ☐ Turn off exhaust fans.
- o) ☐ Turn off water fountain coolers.
- p) ☐ Check sump pumps.
- q) ☐ Turn off crawl space lighting.
- r) ☐ Check/set exterior lighting timers.
- s) ☐ Inventory and develop a plan for removal of all chemicals.
- t) ☐ Cancel all phone lines and data services. ~~except the emergency phone located~~
——— in office
- u) ☐ Change all current alarm codes for the school.
- v) ☐ **Maintain alarm/security monitoring systems.**
- w) ☐ Change grand master entrance lock and disable all other
exterior access door locks **and/or fobs.**
- x) ☐ Remove and redeploy all playground equipment.
- y) ☐ Remove Garden plants.
- z) ☐ Provide information signage. ~~and answering machine~~
- aa) ☐ Lock out elevator, if present.
- bb) ☐ Facility shall be kept clean and orderly for walk through potential sale tours.

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 062-24

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

RE: APPROVAL OF 2024-2025 BOARD ADVISORY COMMITTEE AND REGULAR BOARD MEETING SCHEDULE

1. Background

- 1.1 Section 6.1 of the 2022 Governing By-Laws requires that Regular meetings of the Board shall be held on the fourth Tuesday of every month at 7:30 p.m. in Public Session in the Board Room of the Jim McCuaig Education Centre, excluding July and August, when the Board shall meet at the call of the chair in consultation with the director.
- 1.2 The Board Advisory Committee meetings shall be held on the second Tuesday of every month at 7:30 p.m. in Public Session in the Board Room of the Jim McCuaig Education Centre, excluding July and August.
- 1.3 To avoid revisions to the Board Advisory Committee and Regular Board meeting schedule on a recurring basis throughout the year, Lakehead District School Board attempts to recommend all revisions at the outset of each new school year.

2. Situation

- 2.1 Section 6.3 of the 2022 Governing By-Laws requires that the Annual Meeting shall be held in non-election years on the first Tuesday in December at 6:00 p.m. in the Board Room of the Jim McCuaig Education Centre. The Annual Meeting will be held on Tuesday, December 3, 2024.
- 2.2 The date for the Board Advisory Committee meeting of December 10, 2024 will be cancelled due to the winter break.
- 2.3 The date for the Regular Board meeting in December will be held on December 17, 2024 due to the winter break.
- 2.4 The date for the Board Advisory Committee meeting of March 11, 2025 will be cancelled due to the spring break.

RECOMMENDATION

The Board Advisory Committee recommends the approval of the following motion, “That Lakehead District School Board approve the revised 2024-2025 Board Advisory Committee and Regular Board Meeting Schedule, as set out in Appendix A to Report No. 062-24.”

Respectfully submitted,

ELLEN CHAMBERS
Chair



Lakehead
Public
Schools

2024-2025

BOARD ADVISORY COMMITTEE & REGULAR BOARD

SEPTEMBER 2024

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

JANUARY 2025

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

MAY 2025

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

OCTOBER 2024

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

FEBRUARY 2025

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

JUNE 2025


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

NOVEMBER 2024

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

MARCH 2025

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

 **First Day of School for Students**
September 4, 2024

 **Holidays & Breaks**

 **Board Advisory Committee**

September 10, 2024
October 8, 2024
November 12, 2024
January 14, 2025
February 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025

 **Regular Board**

September 24, 2024
October 22, 2024
November 26, 2024
December 17, 2024
January 14, 2025
February 25, 2025
March 25, 2025
April 22, 2025
May 27, 2025
June 24, 2025

 **Annual Meeting**
December 3, 2024

 **Final Day of School for Students**
June 27, 2025

DECEMBER 2024

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

APRIL 2025

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

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2024 MAY 14
Report No. 056-24

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

RE: 2024 to 2032 POLICY REVIEW SCHEDULE

1. Background

- 1.1 Section 5.1 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review identifies that “Senior Administration prepares an annual plan of action that outlines the process for managing policies for development and for review.”
- 1.2 Section 5.4 states “The Standing Committee considers policies annually for development or review.”
- 1.3 Section 4.1 *Policy Review* of Procedures 2010 Policy Development and Review states “A specified review date will be established for all policies.”
- 1.4 Section 4.2 states “The Standing Committee shall annually review the status of current policies.”

2. Situation

- 2.1 Section 5.5 *Identification of Policies Requiring Development and/or Review* of Policy 2010 Policy Development and Review states “The Standing Committee will recommend all Policies to be reviewed or developed to the Board for approval.”
- 2.2 The 2024 to 2032 Policy Review Schedule (Appendix A) is attached for the Board Advisory’s consideration.

RECOMMENDATION:

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

“That Lakehead District School Board approve the 2024 to 2032 Policy Review Schedule, Appendix A to Report No. 056-24.

Respectfully submitted,

SHERRI-LYNNE PHARAND
Director of Education

ANNUAL POLICY DEVELOPMENT AND REVIEW PLAN September 2024 to June 2032			
Year	Policy #	Title	Superintendent
1 2024-2025	2010	Policy Development and Review	S. Pharand
	3005	Ontario Student Record	
	3020	Legal Representation	
	8015	Display of Flags	
	6065	Prevalent Medical Conditions	M. Probizanski
	6070	Video Surveillance	
	7010	Police Record Checks	
	7040	Violence in the Workplace	
	4005	English Language Learners	J. Lower
	7030	Human Rights and Workplace Harassment	
	3074	Expense and Travel Reimbursement	K. Alaksa
	7080	Health & Safety	
	8014	Advertising in the Schools	
2 2025-2026	3001	Governance	S. Pharand
	8080	School Council	
	4022	Prior Learning Assessment & Recognition	J. Lower
	4023	Prior Learning Assessment & Recognition for Mature Students	
	7030	Human Rights and Workplace Harassment	
	7040	Violence in the Workplace	M. Probizanski
	4045	Environmental	K. Alaksa
	8011	Use of School Buildings, Facilities and Grounds	
	8012	Fundraising in the Schools	
	8050	Naming and Opening of New or Consolidated School	
3 2026-2027	5010	Special Education	M. Probizanski
	6040	Reporting of Children in Need of Protection	
	7040	Violence in the Workplace	
	4030	Territorial Student Program – Transportation & Services	H. Harris
	4035	Board and Lodging – Payment	
	8010	Fees for Learning Materials and Activities	K. Alaksa
	7030	Human Rights and Workplace Harassment	J. Lower
4 2027-2028	3090	Use of Board Logo	S. Pharand
	6050	Food and Beverage	M. Probizanski
	6061	Administration of Oral Medication	
	7040	Violence in the Workplace	
	8073	Dress Code	
	8075	Service Animals in Schools	
	4021	Assessment & Evaluation	H. Harris
	3073	Corporate Credit Card	K. Alaksa
	6022	Kingfisher Outdoor Education	J. Lower
	7030	Human Rights and Workplace Harassment	

5 2028-2029	1020	Equity & Inclusive Education	J. Lower
	4020	Alternative Schools	
	7030	Human Rights and Workplace Harassment	
	8072	Sexual Orientation & Gender Identity	
	3100	Accessibility Standards for Customer Service	M. Probizanski
6 2029-2030	6010	Emergency Evacuation and School Closure	
	7021	Teacher Hiring	
	7022	Conflict of Interest – Teacher Hiring	
	7040	Violence in the Workplace	
	3080	Research	H. Harris
7 2030-2031	8061	Miiniwewinan: Indigenous Education Advisory Committee	
	3030	Purchasing	K. Alaksa
	3002	Annual Evaluation of the Director of Education	S. Pharand
	3095	Student Trustees	
	7020	Equitable Employment	M. Probizanski
8 2031-2032	7040	Violence in the Workplace	
	8070	Safe Schools – System Expectations	
	8071	Bullying Prevention and Intervention	
	4010	Program Implementation	H. Harris
	8066	Safe Arrival	
9 2032-2033	8090	Community/Education Partnerships	
	3040	Transportation	K. Alaksa
	3060	Leasing of Space	
	3071	Advertising	
	3093	Information Security	
10 2033-2034	3096	Information/Communication Technology Use	
	7005	Code of Conduct	
	7030	Human Rights and Workplace Harassment	J. Lower
	3094	Electronic Meetings	S. Pharand
	7040	Violence in the Workplace	M. Probizanski
11 2034-2035	7050	Conflict of Interest	
	8074	Student Concussion Management	
	1011	Access to System Programs	H. Harris
	3092	Privacy and Information Management	
	7060	Staff Training and Professional Development	
12 2035-2036	8062	Voluntary First Nations, Métis and Inuit Student Self-Identification	
	9020	Library Resource Centre	
	3070	Allowance for Use of Personal Vehicle	K. Alaksa
	9010	Pupil Accommodation	
	9015	Facility Partnership	
13 2036-2037	7030	Human Rights and Workplace Harassment	J. Lower

8 2031-2032	3072	Advocacy	S. Pharand
	3101	Risk Management	
	7090	Accountability	
	6020	Extended Field Trip	J. Lower
	6021	Day Field Trip	
	7030	Human Rights and Workplace Harassment	
	7040	Violence in the Workplace	M. Probizanski
	4040	French Immersion	H. Harris
	7011	Teacher Performance Appraisal	
	3026	Budget Variance	K. Alaksa
	3061	Reclamation of Properties	
	3091	Security	
	8020	Access to Schools/Board Premises	
	9030	Playground Structures	