

**POLICY COMMITTEE**

**Addendum AGENDA**

**Tuesday, March 21, 2017**

**5:30 p.m. – Grimsby Lincoln Room – Education Centre**

**Chair: Cheryl Keddy Scott**

1. Welcome and Introduction
2. Approval of Agenda
3. Review of Minutes of January 17, 2017
4. Business Arising from the Minutes
5. New Business ..... Cheryl Keddy Scott
  - A-01: Student Trustees on Boards ..... Paula MacKinnon
  - G-23: Transfer Students from Grade 8 to Secondary Schools..... Marian Reimer-Friesen/Paula MacKinnon
  - G-31: Aboriginal-Voluntary, Confidential Aboriginal Student Self-Identification<sub>(postponed)</sub>...JoAnna Roberto
  - D-04: Elementary Interschool Athletic Program .....JoAnna Roberto
  - G-25: Co-Instructional Activities.....JoAnna Roberto
  - F-06: Video Security Surveillance.....Stacy Veld
  - G-20: Sponsorship, Scholarships, Donations, Partnerships for Learning.....Stacy Veld
  - NEW! Privacy Management .....Stacy Veld
6. Adjournment

**Next Meeting: Tuesday, June 20, 2017 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room**

District School Board of Niagara

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-01</b>
TOPIC:	<b>STUDENT TRUSTEES ON BOARDS</b>	PAGE:	1 of 2
		DATE:	March 2017 June 2016
REVIEW DATE:	June 2024 March 2017	REVISED:	

It is the policy of the District School Board of Niagara (DSBN) to include a maximum of two (2) non-voting student trustees on its Board of Trustees to serve from August 1<sup>st</sup> to July 31<sup>st</sup>. A student trustee may apply to be a candidate for a second term.

The inclusion of student trustees enables the perspective of students to be considered in Board of Trustee decisions. It also provides students with valuable learning experiences.

**ELIGIBILITY**

To be eligible for this role, students must meet the following criteria:

1. Students must be entering or enrolled in the senior division as a full-time student at a school within the jurisdiction of the DSBN. An exceptional student in a special education program for whom the Board has reduced the length of the instructional program on each school day is eligible so long as the student would be a full-time student if the program had not been reduced; and
2. Students must have achieved, in the previous school year, and maintain a minimum average of 60% across all subjects; and
3. Students must have demonstrated an interest and prior involvement in school, extra-curricular and/or community based activities.

**RESPONSIBILITIES**

Students must be willing to commit the necessary time to attend meetings and perform the duties and responsibilities of a student trustee. The responsibilities of the student trustee include the following:

1. To regularly attend all Board of Trustee meetings except meetings that are closed to the public under clause 207 (2) (b) of the Education Act;
2. To be knowledgeable about, and willing to comply with, DSBN By-Laws and Rules of Procedure;
3. To select and regularly attend and participate in at least one Statutory or Standing Committee meeting per month, in addition to Student Trustee Senate;
4. To serve as the co-chair and lead the Student Trustee Senate;
5. To act as the student liason representative, by consulting and informing the Student Trustee Senate about DSBN issues of interest and concern to students.

Even though the student trustee is a non-voting member of the Board of Trustees, he/she will have the same opportunity for participation at meetings of the Board of Trustees and at meetings of committees of the Board of Trustees as granted to elected Board of Trustee Members.

**ELECTION**

Each candidate for the position of student trustee will submit a concise application outlining their academic, school, extra-curricular and/or community involvement experiences, including a brief explanation of their interest in serving in this role.

In consultation with Student Council and following school based processes, each school may submit one application, signed by the Principal.

In April of each year, a meeting will be held by the Student Trustee Senate, at which time an election for the student trustee(s) will take place. Campaigning for the position of student trustee is restricted to the distribution of the candidate's application form and a three-minute presentation on the date of the student trustee election forum. There will be no opportunity for a question period of the candidates.

District School Board of Niagara

**POLICY**

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	<b>A-01</b>
TOPIC:	<b>STUDENT TRUSTEES ON BOARDS</b>	PAGE:	2 of 2
		DATE:	March 2017 June 2016
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Regardless of the number of school representatives in attendance, each secondary school present will receive one (1) ballot and have the right to cast votes for the two (2) candidates of their choice. Elections will be held by secret ballot and the two (2) candidates with the most votes will be announced as the student trustees for the following school year.

The DSBN shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.

**ORIENTATION**

Orientation for the newly elected student trustees will be provided by the Director of Education and/or designate, as well as the outgoing student trustees. During their term, the student trustees may request additional information and assistance, as required.

**REIMBURSEMENT OF EXPENSES**

Student trustees will be reimbursed for out of pocket expenses reasonably incurred in carrying out their duties, in accordance with DSBN policies. Prior approval and reimbursement for attendance at workshops, training sessions and/or conferences must be authorized by the Director of Education.

**HONORARIUM**

A student trustee is entitled to receive an honorarium from the DSBN in the amount of:

(a) \$2500.00 if the student trustee holds office for a complete term of office.

or

(b) \$2500.00 prorated according to the proportion of a term for which the student trustee holds office, if the student trustee holds office for less than a complete term of office.

**VACANCIES**

A student trustee elected by his or her peers may be disqualified if he or she fails to remain as a full-time student at a secondary school within the DSBN, or if the student fails to remain in good standing within the school and community, or fails to fulfil the responsibilities of their role, or if the student is charged or convicted of a criminal or serious provincial offence during the term of office, or if he or she is serving a sentence of imprisonment in a penal or correctional institution.

A member of the DSBN or of the Student Trustee Senate who has reasonable grounds for concern that may lead to disqualification of a student trustee should express that concern to the Director of Education. The disqualification of a student trustee would require a majority vote of the Board of Trustee Members present in Committee of the Whole.

In the event a vacancy arises prior to the expiration of the term, the candidate receiving the third highest number of votes will be offered the opportunity to fill the vacancy. If the third place candidate declines to accept the position, it will be offered to the fourth highest candidate, and so on until the vacancy is filled or until no more candidates remain.

A vacancy will not be filled if a vacancy occurs within two months of the next scheduled election, or if no candidates are willing or able to serve. If the Board of Trustees determines that a vacancy shall be filled, it shall be filled by a by-election.

## POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-23</b>
TOPIC:	<b>TRANSFER OF STUDENTS FROM GRADE 8 TO SECONDARY SCHOOLS</b>	PAGE:	Page 1 of 2
		DATE:	April 2012 March 2017
REVIEW DATE:	April 2017 March 2022	REVISED:	

The *Education Act* permits school boards to establish school boundary areas and the District School Board of Niagara (DSBN) has supported community schools by creating school boundaries. This policy directs students to attend their home school, unless for system-wide programming reasons, accessibility to programs, or other extraordinary circumstances where an alternate school request may be granted by the Board DSBN.

In order to facilitate an orderly transition process whereby students move from Grade 8 to Secondary School, and to strive for school enrolments that allow for effective programming and appropriate use of facilities, the following concepts will be the basis of the procedural framework used for that purpose:

- a) **RIGHT TO ATTEND:** Students living within the geographic boundary of the Home School have the right to attend their Home School.
- b) **HOME SCHOOL:** Students will normally attend their Home School (i.e., the secondary school within which geographic boundary they live). If a student has been accepted at an alternate secondary school, that school shall now be deemed to be the student's Home School.
- c) **SYSTEM PROGRAM:** The following system programs have a defined Home School Boundary within each program area: Extended French (French Immersion\*), ~~Special Needs~~, Specialized School to Work (SSTW) Program and English as a Second Language. This Boundary determines the eligibility of a student enrolled in the program to attend the school. Specialized School to Community (SSTC) placements are determined in collaboration with School Support Services Special Education Staff. Transportation is provided unless the student withdraws from the program and continues to attend the school.
- d) ~~DSBN ACADEMY: Available to all DSBN students through application. Transportation is provided.~~
- e) **ALTERNATE SCHOOLS:** Students may apply to attend an Alternate School however, transportation is not provided. Reasons for an alternate school request are:
  - a. DNA Arts Program (Laura Secord Secondary) – no transportation provided
  - b. Eden – no transportation provided
  - c. Technology – St. Catharines Collegiate – transportation provided within St. Catharines/Thorold
  - d. Extraordinary Circumstances – no transportation provided

~~Program Area Offerings: Programs not available in the Home School may include Performing Arts, Instrumental Music and Technology Programs.~~

- ~~o Eden - Available to all DSBN students through application.~~
- ~~o Extraordinary Circumstances: As approved by the Program Area Council.~~

- f) **MINISTRY RATED CAPACITY:** Secondary Schools are capped at their Ministry Rated Enrolment Capacity (F.T.E.) based on the official projected enrolment.

\* Students enrolled in French Immersion commencing in Grade 1 continue with this program through Grade 12.

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-23</b>
TOPIC:	<b>TRANSFER OF STUDENTS FROM GRADE 8 TO SECONDARY SCHOOLS</b>	PAGE:	Page 2 of 2
		DATE:	<del>April 2012</del> March 2017
REVIEW DATE:	<del>April 2017</del> March 2022	REVISED:	

References

- Administrative Procedure 2-11: Transfer of Students from Grade 8 to Secondary Schools
- Administrative Procedure 4-3: Secondary School Program Review

**POLICY**

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	<b>D-04</b>
TOPIC:	<b>ELEMENTARY INTERSCHOOL ATHLETICS PROGRAM</b>	PAGE:	1 of 1
		DATE:	<del>September 2011</del> March 2017
REVIEW DATE:	<del>September 2016</del> March 2022	REVISED:	

For some students, the school provides the first opportunity for students to participate in organized sport competition as a learning experience. The Ontario Curriculum ~~2015~~ 2019 - Health and Physical Education, emphasizes that within the context of a healthy school, the health and physical education curriculum provides all students with the skills and strategies they need to participate in a wide variety of physical activities. A supportive school environment will endeavour to provide organized and competitive activities through an interschool sports program.

The District School Board of Niagara (DSBN) believes that the elementary interschool athletic program can provide an appropriate level of competition and encourage healthy active participation at the school level. The students should focus on the development of movement competence, positive attitude, sportsmanship and social skills in a safe, non-threatening, and enjoyable setting. As the students grow and their movement skills improve, increased challenges and competition can be provided, including Area and District-wide events. The operating framework and school support for the Elementary Interschool Athletics program is outlined in the DSBN Elementary Interschool Athletics Resource Manual and the Ontario Safety Guidelines produced by OPHEA. Both documents include guidelines to be followed regarding safety and supervision by teachers as coaches, teachers acting as coach-liaison, and by volunteer coaches.

A wide range of sports are offered, however, although we recognize that opportunities vary within the DSBN District School Board of Niagara. Some sports (see DSBN Interschool Athletics Resource Manual) will be centrally organized and supported by the School Support Services department, while some are organized by area-teacher volunteers. Area autonomy recognizes the importance of geographic and school community interests. Furthermore, individual schools are encouraged to make site-based decisions regarding participation in each activity that is offered in the Elementary Interschool Athletic program. This allows each school to provide a program that best suits the students' and the community's needs throughout the DSBN District School Board of Niagara.

References

Administrative Procedure 1-13: Elementary Interschool Athletic Association  
 Administrative Procedure 1-14: Permission to Participate in Curricular (Physical Education) and Extra-Curricular Athletic Programs ~~Permission to Participate in Interschool Athletic Program~~  
 DSBN Interschool Athletics Resource Manual  
 Ontario Safety Guidelines by OPHEA

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-25</b>
TOPIC:	<b>CO-INSTRUCTIONAL ACTIVITIES</b>	PAGE:	1 of 1
		DATE:	<del>September 2011</del> March 2017
REVIEW DATE:	<del>September 2016</del> March 2022	REVISED:	

The District School Board of Niagara recognizes that co-instructional activities are an important part of the school experience of elementary and secondary school students. A strong co-instructional program plays a key role in developing students' sense of belonging and engagement satisfaction. A broad well-delivered co-instructional program greatly enhances the atmosphere of a school and its community and students' sense of well being. Students are encouraged to participate fully in the academic, athletic, artistic, social and cultural life of the school. Involvement in the school's co-instructional program will enable students to make new friends and develop a broad range of talents and interests.

Staff are encouraged to participate by offering leadership in these activities. Their individual skills and talents significantly contribute to the type and range of activities that take place in any given school. The interaction between students and staff greatly increases students' level of satisfaction with their school experience and enhances ~~seems to enhance~~ the likelihood that they will successfully complete their education.

References

- Policy D-04: Elementary Interschool Athletics Program
- Policy G-01: School Volunteers
- Administrative Procedure 1-21: School Volunteers

**POLICY**

SECTION:	FACILITY SERVICES	POLICY:	<b>F-06</b>
TOPIC:	<b>VIDEO SECURITY SURVEILLANCE</b>	PAGE:	Page 1 of 1
		DATE:	March 2017 February 2012
REVIEW DATE:	<del>February 2017</del> March 2022	REVISED:	

The District School Board of Niagara (DSBN) and its schools strive to maintain safe and secure learning environments for students, staff and community members involved in school programs. The District School Board of Niagara supports the installation of Video Security Surveillance equipment at each of its schools and other facilities according to design standards for each type of facility. Following installation, Principals School Administrators are authorized to operate the systems in accordance with the appropriate Administrative Procedures.

Surveillance activities involving the collection, retention, use, disclosure and disposal of personal information in the form of video surveillance must be in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*. Since video security surveillance systems complement other means being used to promote and foster a safe and secure learning environment under the *Safe Schools Act*, cameras will be positioned to record activity only in identified public areas on DSBN Properties.

Reference

Administrative Procedure 1-19: Video Security Surveillance

**POLICY MANUAL**

SECTION:	SCHOOL OPERATIONS	A.P. NO.:	<b>G-20</b>
TOPIC:	<b>SPONSORSHIPS, SCHOLARSHIPS, DONATIONS, PARTNERSHIPS FOR LEARNING</b>	PAGE:	Page 1 of 2
		DATE:	March 2017 February 2010
REVIEW	February 2015 March 2022	REVISED:	

The ~~Board~~ **District School Board of Niagara (DSBN)** recognizes the importance of establishing partnerships for effective learning with all sectors of the community, both public and private, **to enhance learning opportunities for students.** Partnership programs, community use of school facilities, and the provision of co-operative education work placements by local businesses are but three examples of collaboration. While the ~~Board~~ **DSBN** attempts to provide facilities, equipment and other resources needed to support educational programs and co-curricular activities, it is not possible to provide everything that schools or communities may find desirable.

Therefore, the ~~Board~~ **DSBN** offers its support for the provision of assistance by individuals, businesses and community groups through agreements to provide human, material and financial resources, as well as encouragement and expertise. This assistance may include the provision of scholarships, bursaries, awards or prizes, the sponsorship of events, the purchase of uniforms and equipment, ~~or the donation of items. or the establishment or expansion of school facilities.~~ **Sponsorships, scholarships, donations and partnerships must not compromise or exploit students or staff and must be consistent with Ministry Fundraising Guidelines which state that funds raised for school purposes are to be used to compliment, not replace, public funding for education and cannot be used to increase the student capacity of a school.**

Each ~~donation, sponsorship or partnership for learning~~ **sponsorship, scholarship, donation or partnership** must be compatible with the ~~Mission and Goals, and Policies~~ **DSBN Strategic Plan** of the District School Board of Niagara as well as the expressed purpose of the specific event, activity, ~~or program or project~~ being sponsored. **At its sole discretion, the DSBN reserves the right to accept or decline offers of sponsorship, scholarship, donation and/or partnership.**

Where questions arise regarding the appropriateness of the type and/or conditions of a proposed ~~donation, sponsorship or learning partnership,~~ **sponsorship, scholarship, donation or partnership**, the ~~Director~~ **Superintendent of Business Services** or other designated personnel should be consulted prior to finalizing such an agreement.

Any sponsorship ~~or partnership~~ whose conditions would apply to more than one school would require formal approval by the Board of Trustees. **Any formal partnership would require a written agreement and permission of the appropriate Supervisory Officer.**

**1. DEFINITIONS**

***Partnership:***

**A formal, mutually beneficial and enduring relationship that supports the DSBN's Strategic Plan. Essentially, a Partnership is the overall term used to describe a cooperative exchange of human, intellectual, capital or material resources that is formally established through a written agreement.**

***Sponsorship:***

**A formal and clearly defined agreement for a specified period of time between the DSBN and a company or community-based organization through which the sponsor provides DSBN with financial or resource support in exchange for advertising opportunities, recognition or other benefits as mutually agreed upon between the Sponsor and the DSBN.**

***Donation:***

**A voluntary gift in the form of money, goods or services, made for philanthropic reasons, where the tangible benefit for the Donor is acknowledgement of a charitable donation and/or a letter of thanks.**

**POLICY MANUAL**

SECTION:	SCHOOL OPERATIONS	A.P. NO.:	<b>G-20</b>
TOPIC:	<b>SPONSORSHIPS, SCHOLARSHIPS, DONATIONS, PARTNERSHIPS FOR LEARNING</b>	PAGE:	Page 2 of 2
		DATE:	March 2017 <del>February 2010</del>
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**2. SPONSORSHIP OF EVENTS/PROGRAMS**

- 2.1 Commercial sponsorships of an event or program should be provided in the spirit of community involvement in the life of the school. The corporate sponsor's influence should not alter the competitive or qualitative nature of the activity, or program, or project in any way and should not supersede the identification of the school in prominence.
- 2.2 ~~Reference should be made to Administrative Procedure: Guidelines for the Public Recognition of Sponsorships, Donations, or Learning Partnerships.~~

**3. SCHOLARSHIPS, BURSARIES, AWARDS, PRIZES**

- 3.1 Individuals or corporations may offer scholarships, bursaries, prizes or awards to recognize excellence in student achievement in academic proficiency, or high level performance in sports, music, drama, etc. A scholarship or bursary may be a one-time gift or offered on an ongoing basis.
- 3.2 Money received for the purpose of establishing an ongoing scholarship shall be administered in trust by the Board DSBN.

**4. GOODS AND EQUIPMENT**

- 4.1 It is recognized that although a donor may make a presentation of money or an item to a specific school, all donations are the property of the District School Board of Niagara DSBN.
- 4.2 All items and equipment donated must meet minimum standards, as determined by the Board DSBN or outside regulatory bodies, and must not create liabilities deemed unacceptable by the Board DSBN.

Tax receipts, when requested and appropriate, will be authorized by the Superintendent of Business Services, according to established procedures.

Reference

Administrative Procedure 1-01: Guidelines for the Public Recognition of Sponsorships, Scholarships, Donations, or Learning Partnerships

**Administrative Procedure 1-04: Charitable Donation Receipts for Income Tax Purposes**

**POLICY**

SECTION:	BUSINESS	POLICY:	<b>B-0</b>
TOPIC:	<b>PRIVACY MANAGEMENT</b>	PAGE:	Page 1 of 1
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It is the policy of the District School Board of Niagara (DSBN) to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The DSBN is committed to the protection of privacy and complies with all applicable provisions in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)*, and any other applicable legislation.

The protection of personal information held by the DSBN is guided by the principles contained in the Ontario School Board Privacy Standard. These principles include accountability and responsibility; specified purpose; consent; limiting collection; limiting use, retention and disclosure, accuracy of information collection; safeguards; openness and transparency; access and correction; and compliance.

**Definitions**

“Personal information” means recorded information about an identifiable individual, including

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved
- (c) any identifying number, symbol or other particular assigned to the individual
- (d) the address, telephone number, fingerprints or blood type of the individual
- (e) the personal opinions or views of the individual except if they relate to another individual
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- (g) the view or opinions of another individual about the individual, and
- (h) the individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

**References**

Policy B-08: Records Management Policy  
 Policy G-15: Student Medical Information  
 Administrative Procedure 2-01: Access to Pupil Records  
 Administrative Procedure 2-02: Registration Procedures and Annual Student Information Update  
 Administrative Procedure 5-24: Confidentiality of Medical Records  
 DSBN Directory of Records  
 DSBN Records Retention and Classification Schedule