

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee
Videoconference Meeting – Marathon, ON

Monday, January 30, 2012 @ 6:30

MINUTES

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark		X			
Fisher, Cindy (Alternate)				X		Santerre, Angel		X			
Fisher Matthew (Alternate)					X	Simonaitis, Fred					X
Keenan, Darlene		X				McRae, Pinky (Ex-Officio)		X			
<u>Resource Members</u>											
							OS	TC	VC	A	R
David Tamblyn: Director of Education							X				
Nancy Petrick: Superintendent of Education							X				
Cathy Tsubouchi: Superintendent of Business											X
Anne Lockwood: Vice-Principal (NRHS)								X			
RM. Joannette: Recorder							X				

Legend: P = Policy
MG = Management Guideline
PG = Procedural Guideline

1.0 Review and Approval of Minutes: November 28, 2011

Mover: D. Keenan Second: M. Mannisto
That, the Board Policy Review Committee minutes of November 28, 2011 be approved.

2.0 Business Arising from Minutes

P-527 Voluntary Aboriginal Student Self Identification [Attached](#)
Advice was provided that this policy in addition to the changes illustrated, is going to be reviewed once more at the Native Education Advisory Committee meeting scheduled on February 14, 2012.

3.0 Reviews: New/Existing (P's / MG's and / or PG's)

Advice was provided that all policies and management guidelines have undergone public review for the required period of time, during which there has been no public feedback returned on any items.

Action: Recommended action is that all items listed below be forwarded to the Board on Tuesday, February 21, 2012 for approval and subsequent posting onto the board website on February 22, 2012.

P-203	Senior Administration	Attached
P-207	Lines of Communication Regarding Complaints	Attached
P 306	Corporate Credit Cards	Attached
P 601	Unused Textbooks	Attached
P 603	New Course Approvals	Attached
P 605	Special Education	Attached
P 701	Employee Absence	Attached
P 711	Release of Employee Information	Attached
P-703	Non-Instructional Employee Training	Attached
P-707	Employee Code of Conduct	Attached
P-709	Emergency Service Volunteers	Attached
P-712	Recognition of Employees	Attached

MG-712	Recognition of Employees	<i>Attached</i>
P 702	Recognition of Employees Who Retire (Deleted)	
P-713	Legal Representation	<i>Attached</i>

4.0 Items to Recommend for Stakeholder Review (Post January 31 to)

Nil

5.0 Items to Recommend for Board Approval – February 21, 2012

All items as noted above section 3.0.

6.0 Future Meetings and Agenda Items

6.1 2012 Policies Review Work plan

P-210 Student Trustee
MG-210- Student Trustee-No end date
P-215 Trustee Honorarium-2012
P-216 Advocacy-2012
P-304 Surplus Equipment-2012
P-401 Consumption of Alcohol-2012
P-403 Students Handling Dangerous Substances-2011
P-411 Display of Flags-2012
MG-411- Display of Flags-No end date
P-412 Public Access Defibrillators in Board Facilities-2010
P-522 Scholarships and Trust Funds-2012
P-523 Work Education Program Approvals-2011
P-528 Parental Involvement Committee-2012
P-529 Announcements and Advertisement in Schools-2012
P-530 Administration of First Aid-2012
P-609 Prior Learning Assessment Recognition-2012
P-706 Health and Safety-Annual Review
P-718 Footwear-2012
P-801 Director of Education-2012
P-901 Blood Borne Pathogens (HIV / AIDs/ Hepatitis B & C-2012
P-902 Accidents-2012
P-903 Tributes-2012
P-904 Protection of Privacy-2012

It was agreed that the work plan would be defined on a monthly basis from February through November 2012, by prioritizing policies based on the chronology of the review dates (ie., 2010 review dates will handled first, 2011 second, 2012 third)

6.2 Policy Reviews Deferred

6.2.1 P 101 Vision Statement
P 102 Mission Statement
P 103 Goals Statement
P 106 Board Motto

Further to the information contained in the minutes of September 26, 2011 and November 28, 2011, it was noted that with the development of the multi-year Strategic Plan underway and the objective to redefine the language referred to in policies 101 through 106, these policies are deferred for review until after September 2012. It is expected that the board Strategic Plan will be in place at that time.

6.2.2 P-509 Fundraising
MG-509 Fundraising
Notes pertaining to this are contained in minutes of September 26, 2011 and November 28, 2011.

6.2.3 P-602.1 Students' Acceptable Use of Technology
MG-602.1 Students' Acceptable Use of Technology

P-602.2 Employees' Acceptable Use of Technology

MG-602.2 Employees' Acceptable Use of Technology

P-607 Electronic Communication Systems

MG-607 Electronic Communication Systems

P-608 Computer Network Security

MG-608 Computer Network Security

Advice was provided that the information technology departments is continuing work on this group of policies and guidelines so as to consolidate the information into one all encompassing policy/guideline.

7.0 Adjournment

Mover: D. Keenan

Second: M. Mannisto

That, the Board Policy Review Committee Meeting of January 30, 2012 adjourn at 6:44 p.m.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name VOLUNTARY ABORIGINAL STUDENT SELF-IDENTIFICATION

527

Board Approved: _____
April 25, 2006

Reviewed: September 26, 2011

Review By: December 2012
(Annual Review)

POLICY

It is the policy of the Superior-Greenstone District School Board to provide the opportunity for all Aboriginal students and their parents and guardians to voluntarily self-identify as being of Aboriginal ancestry (First Nations, Metis, or Inuit). programming.

Personal information will be kept confidential.

RATIONALE

The Superior-Greenstone District School Board believes the learning aspirations and potentials of Aboriginal students can be realized through a responsive, transparent and accountable policy that focuses on improved programs and services and builds on strong partnerships with Aboriginal parents and guardians and their communities. It is essential to understand our student population and have accurate student achievement data within Superior-Greenstone District School Board to improve success for all students. In accordance with the Ministry of Education's Aboriginal Policy Framework, accurate student achievement data needs to be collected to assess progress towards the goals of improving Aboriginal student achievement and closing the gap in academic achievement between Aboriginal and non-Aboriginal students. Continued data collection and analysis will provide information for improvement planning and decision-making surrounding student success.

PROCEDURES

1.0 Implementation

- 1.1 Voluntary self-identification will be collected annually on Student Verification Forms for all elementary and secondary students enrolled with the Superior-Greenstone District School Board as of the 2005-2006 school year.
- 1.2 Voluntary self-identification will be collected on the Superior-Greenstone District School Board Registration Form for all new elementary and secondary students enrolled with the Board as of the 2006-2007 school year.

2.0 Guidelines

Programmes will be evaluated regularly based on their:

- Transparency
- Inclusion
- Innovation
- Learner-centeredness
- Equitability
- Responsiveness
- Collaboration

- Respect for individual privacy and dignity
- Results
- Acknowledgement and reflection of cultural diversity
- Contribution to the knowledge base through research
- Superior-Greenstone District School Board Policy No. 527

3.0 Accountability

- Provide high quality learning opportunities that are responsive, flexible and accessible to Aboriginal students
- Increase the retention rate of **all** students
- Increase the graduation rates of **all** students
- Ensure that **all** students are well prepared for participation in post-secondary studies and the world of work
- Promote effective, respectful working relationships and partnerships with Aboriginal parents and the general Aboriginal community.

4.0 Data collection, Storage, Access and Usage or Security Protocol

All data will be securely stored to respect privacy and used only as a means to enhance Aboriginal education programmes within the Superior-Greenstone District School Board.

- 4.1 Data will be treated in the same manner as Ontario Student Records and protected and governed by the Freedom of Information Act.
- 4.2 Individual data will not be communicated. The information gathered will be used in the aggregate only and for the purpose of developing and implementing supportive programmes.
- 4.3 The information gathered will be shared with educational organizations (e.g. Ministry of Education, EQAO for the purpose of developing supportive programs.

5.0 Timeline

The data collected as a result of this policy will be evaluated on an annual basis and the results reported to the Superior-Greenstone District School Board First Nation Advisory Committee. The policy will be reviewed annually for its effectiveness and need for continuation.

(Click on the links to open policy)

P- 203:	Senior Administration
P- 207:	Lines of Communicaiton Regarding Complaints
P- 306:	Corporate Credit Cards
P- 601:	Unused Textbooks
P- 603:	New Course Approvals
P- 605:	Special Education
P- 701:	Employee Absence
P- 711:	Release of Employee Information
P- 703:	Non-Instructional Employee Training
P- 707:	Employee Code of Conduct
P- 709:	Emergency Service Volunteers
P- 712:	Recognition of Long Term Service
MG- 712:	Recognition of Long Term Service (Management Guideline)
P- 702:	Recognition of Employees Who Retire (Deleted)
P- 713:	Legal Representation

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name SENIOR ADMINISTRATIVE OFFICIALS

203

Board Approved: February 22, 2012
March 21, 2006
March 12, 1999

Reviewed: January 30, 2012
January 27, 2006

Review By: December 2017

POLICY

Within the parameters of Ontario School Law, the specific duties and responsibilities of the senior board administration officials are as determined by the Board.

PROCEDURES

1.0 Officers

The senior administrative officials of the Superior-Greenstone DSB, subject to Board approval, are:

- 1.1 The Director of Education, and
- 1.2 The Superintendent of Business.

2.0 Director of Education

The Director is the Chief Executive Officer and Chief Education Officer of the Board and is the SECRETARY of the Board.

3.0 Superintendent of Business

The Superintendent of Business is the Chief Financial Officer of the Board and is the TREASURER of the Board.

4.0 Other

Other Supervisory Officers (i.e. Superintendents) may be appointed by the Board with duties and responsibilities to be as outlined by the Board.

5.0 Chain of Command

All employees report to the Trustees THROUGH the Director of Education.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name LINES OF COMMUNICATION REGARDING COMPLAINTS 207

Board Approved: February 22, 2012
March 21, 2006
March 12, 1999

Reviewed: January 30, 2012
January 27, 2006

Review By: December 2017

POLICY

The Superior-Greenstone District School Board will endeavour to respond in a structured manner to all complaints brought forward.

PROCEDURES

1.0 Instructional Staff (i.e. Teachers)

- 1.1 Teacher
Complaints regarding teachers should be first discussed with the teacher.
- 1.2 Principal
If no resolution is found, then the complaint should be next directed to the Principal.
- 1.3 Supervisory Officer
If no resolution is found, then the complaint should be directed to a Supervisory Officer of the board.
- 1.4 In Writing
This next stage of complaint must be in writing with copies to the teacher and the Principal.
- 1.5 Response
The response of the Supervisory Officer shall be in writing, with copies to the teacher and the Principal.
- 1.6 Board
If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

2.0 School-Based, Non-Instructional Staff

- 2.1 Principal
Complaints regarding school-based, non-instructional staff should first be discussed with the Principal.
- 2.2 Supervisory Officer
If no resolution is found, then the complaint should be directed to a Supervisory Officer.
- 2.3 In Writing
The complaint must be in writing, with copies to the Principal and the employee.

- 2.4 Response
The response of the Supervisory Officer shall be in writing with copies to the Principal and the employee.
- 2.5 Board
If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

3.0 System-Based Staff

- 3.1 Supervisory Officer
Complaints regarding system-based staff should be directed to a Supervisory Officer.
- 3.2 In Writing
The complaint must be in writing with a copy to the employee.
- 3.3 Response
The response of the Supervisory Officer shall be in writing with a copy to the employee.
- 3.4 Board
If the response is unsatisfactory to the complainant, then the matter may be appealed to the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name CORPORATE CREDIT CARDS

306

*Board Approved: February 22, 2012
March 31, 2007*

Reviewed: January 30, 2012

Review By: December 2017

POLICY

Corporate credit cards shall be issued to the Senior Administration, including the Director of Education, the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Lead.

Corporate credit cards shall be used solely in the course of, and for purposes of, Board business.

PROCEDURE

- 1.0 The purchase of goods and services utilizing corporate credit cards will be for the purposes provided in the annual budget and will be subject to all applicable policies, procedures, guidelines and limits as established by the Board.
- 2.0 Cardholders will be subject to, and respect all terms and conditions, as stipulated in the Board's agreement with the issuing financial institution.
- 3.0 Corporate credit cards are only for the use of the authorized individuals to whom they have been issued.
- 4.0 Access to cash advances will not be permitted.
- 5.0 Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.
- 6.0 All expenditures will be supported by receipts; hospitality expense claims may only be claimed as per Policy No. 307 and such claims will indicate the names of the individuals entertained and their role. The purpose of the hospitality is also to be clearly stated on the receipt.
- 7.0 The Chair of the Board will approve all of the expenses initiated by the Director of Education.
- 8.0 The Director of Education will approve all expenses initiated by the Superintendent of Business, the Superintendent of Education, the School Effectiveness Lead and the Student Success Lead.

Cross Reference:

- Policy 307 – Travel, Meals and Hospitality Expenses

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name UNUSED TEXTBOOKS

601

Board Approved: February 22, 2012
March 12, 1999

Reviewed: January 30, 2012
March 21, 2006

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to endeavour to make the most efficient use of learning materials purchased by the Board.

PROCEDURES

1.0 Annual Inventory

Principals will, annually, identify those textbooks they have in hand for which they do not anticipate any further use.

2.0 Damaged/Obsolete Textbooks

Textbooks which are worn or damaged beyond repair, or obsolete should be destroyed at the end of each school year.

3.0 Surplus Textbooks

Textbooks which might be used by other schools in the district should be listed and the list circulated internally as directed by the appropriate system supervisor.

4.0 Outside Agency

If a service club or other public organization requests textbooks no longer needed by our schools the assigned system supervisor may make them available, provided the use proposed is a not-for-profit one, such as forwarding to a third world destination.

5.0 System Supervisor

The system supervisor assigned to deal with this matter shall give direction re the process to be followed.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name NEW COURSE APPROVALS 603

Board Approved: February 22, 2012
March 12, 1999

Reviewed: January 30, 2012
June 20, 2006

Review By: December 2017

POLICY

The Superior-Greenstone District School Board supports the broadest possible program in its schools but the introduction of any course not presently offered, or the non-traditional delivery of an existing course, must have the prior approval of the Board.

PROCEDURES

1.0 Initial Step

In the consideration of new course offerings, or non-traditional delivery of an existing course, the appropriate Supervisory Officer must be consulted and advised **PRIOR TO ANY ACTION**.

2.0 Ministry

The requirements of the Ministry of Education and Training with regard to program must be met.

3.0 Impact

The School Principal shall document for the Supervisory Officer's consideration any costs, staffing requirements, equipment requirements, facility requirements, supplies, texts, etc.

4.0 Authority to Approve

The Supervisory Officer shall have the authority to grant approval for courses which meet Ministry requirements **AND** which have no additional "costs" identified.

5.0 Board Approval

Where additional costs are associated with a proposal, or a non-traditional delivery is proposed, or a course is considered "experimental" within the Ministry guidelines, then Board approval shall be required.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PROGRAM

Policy Name SPECIAL EDUCATION

605

Board Approved: February 22, 2012
March 12, 1999

Reviewed: January 30, 2012
October 17, 2006

Review By: December 2017

POLICY

The Superior-Greenstone District School Board believes that all children within its jurisdiction should have the opportunity for appropriate education programs which meet learning, physical and emotional needs and the Board will endeavour to provide appropriate special education programs and services to the limit of its human and financial resources in an environment that best suits each individual, identified pupil.

DEFINITIONS

“exceptional pupil” means a pupil whose behavioural, communicational, intellectual, physical or multiple exceptionalities are such that the student is considered to need placement in a special education program by an Identification, Placement and Review Committee (IPRC):

- a) of which the student is a regular pupil,
- b) that admits or enrolls the pupil other than pursuant to an agreement with another Board for the provisions of education, or,
- c) to which the cost of education in respect of the pupil is payable by the Province.

“special education program” means an educational program that, in respect of an identified exceptional pupil, is based on and modified by the results of continuous assessment and evaluation and that includes an educational plan (referred to as an Individual Education Plan – IEP) containing specific objectives and an outline of educational services that meet the needs of the identified pupil.

“special education services” include facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

PROCEDURES

1.0 Implementation

1.1 Teachers

All teachers share responsibility for the education of exceptional pupils.

1.2 Classroom

Exceptional pupils should be educated in an environment that allows them to develop to their fullest potential. The education program, while recognizing special needs, should be delivered, to the degree possible, in a regular classroom setting.

1.3 Parents

Parents must be consulted with regard to assessment, identification, placement and program for their identified children.

1.4 Other Deliveries

Agreements with other Boards and/or service agencies for special education programs and service may be entered into as required. These arrangements will be provided in the closest proximity to the student's home as is advisable and reasonable.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMPLOYEE ABSENCE

701

*Board Approved: February 22, 2012
March 12, 1999*

*Reviewed: January 30, 2012
October 17, 2006*

Review By: December 2017

POLICY

The Superior-Greenstone District School Board expects all employees to be punctual and diligent in their attendance to their assigned duties.

PROCEDURES

1.0 Permission for Absence

An employee of the Board may make a personal request to his/her immediate supervisor for permission to be absent from his/her usual place of work.

2.0 Approved Absence

It is expected that, prior to any absence, the employee personally advise his/her immediate supervisor of the reason(s) for the particular request for absence.

3.0 Unapproved Absence

Unapproved employee absence may be subject to appropriate salary or wage deduction or other disciplinary measures.

4.0 Punctuality

Punctuality is a basic expectation for every employee. Any failure to report for assigned duties at the appointed hour should be explained by the employee to his/her immediate supervisor.

5.0 Continued Failure to be Punctual

Continued and/or frequent failure to be punctual may result in reprimand or other disciplinary measures.

6.0 Management Rights

All employees should be aware that the Board has and will exercise its basic management rights with regard to employee attendance and punctuality.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RELEASE OF EMPLOYEE INFORMATION 711

Board Approved: February 22, 2012
December 5, 2006
March 12, 1999

Reviewed: January 30, 2012
December 5, 2006

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board that requests from external agencies for information (other than professional references) regarding employees will be provided only upon written authorization of the employee.

PROCEDURES

Written authorization must be provided prior to information being released.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name NON-INSTRUCTIONAL EMPLOYEE TRAINING

703

*Board Approved: February 22, 2012
March 12, 1999*

*Reviewed: January 30, 2012
October 17, 2006*

Review By: December 2017

POLICY

The Superior-Greenstone District School Board recognizes the value of encouraging and assisting non-instructional employees in suitable job-related training in support of the educational process in its schools.

PROCEDURES

1.0 Needs Assessment

The Board's supervisory staff shall have responsibility to identify the training needs of non-teaching staff.

2.0 Access

2.1 Board-Directed

When the Board requests an employee to take specific job-related training, all of the costs will be borne by the Board.

2.2 Self-Directed

Non-teaching staff wishing to access particular training may make written application to their immediate supervisor outlining the training proposed, all details re cost and financial support, if any, requested.

2.3 Approvals

Only senior administrative staff shall have authority to authorize in-service training for non-teaching staff.

3.0 Funding

3.1 Budget Constraints

All in-service training is subject to the constraints of budget.

3.2 Level of Support

Each activity will be separately assessed as to the level of support that can be provided.

4.0 In-Service

4.1 Board-Provided

In some instances the in-service training will be provided within the Board's jurisdiction and organized and funded by the Board for all employees in a certain defined group.

4.2 Third Party Provided

In some instances the in-service training will be provided by an external agency or group. The level of participation for Board employees will be as determined by the appropriate senior administrator.

4.3 Conferences & Workshops

Activities provided beyond the boundaries of the Board by a third party will be considered but will involve limited participation when distances and costs are involved. Generally, this is not the preferred method for IN-service delivery.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMPLOYEE CODE OF CONDUCT

707

*Board Approved: February 22, 2012
March 12, 1999*

*Reviewed: January 30, 2012
December 5, 2006*

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality.

PROCEDURES

1.0 Policy Manual

The Board's Policy Manual and supporting Management Guidelines shall serve as the basic guideline for employees in their day-to-day discharge of their duties.

2.0 Scope

2.1 General Standard

This Employee Code of Conduct represents general standards.

2.2 Other Professional Codes

It is understood that some employees will also be governed by a professional code of ethics.

2.3 Minimum Expectation

The expectation for any employee shall never be less than is outlined in this Code.

2.4 Extension

Individual administrators may, with the approval of the Director of Education, augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director.

2.5 Application

This Code applies, with appropriate changes and modifications, to all employees.

3.0 Confidential Information

3.1 Access

An employee may have access to confidential information by reason of his/her employment with the Board.

3.2 Confidentiality

Any employee with access to confidential information must not make such information available without the authorization of a supervisor.

To ensure the status of information, a supervisor must make every effort to consult within management to assure himself/herself concerning release.

3.3 Caution

Particular care and caution should be exercised when dealing with information that involves:

- a) Items under litigation,
- b) Personnel matters,
- c) Information about suppliers that might be useful to a competitor,
- d) Information that infringes on the right to privacy of others, including but not limited to staff and students,
- e) Information dealing with complaints where the identity of the complainant is given in confidence,
- f) Any items under negotiation,
- g) Any schedule of prices in a tender,
- h) Information relating to progress, conduct, disabilities or curriculum of a student.

3.4 Freedom of Information

The Freedom of Information and Protection of Privacy Regulations and other Board policy pertaining thereto must also be consulted to ensure compliance.

4.0 **Media Relations**

4.1 Authorization

Only the Chair of the Board and the Director of Education (or their designate) are authorized to comment publicly to the media.

Staff should follow the specific provisions developed for special projects, etc. which operate outside of normal structures but are Board-sponsored.

4.2 Distinction

This Code is not, however, intended to restrict the ability of any employee to express an opinion on non-Board matters, where the employee makes it clear that he/she is commenting as a private citizen and not in his/her professional capacity.

5.0 **Conflict of Interest**

5.1 Financial Interest

An employee will be considered to have a conflict of interest where he/she or a member of his/her immediate family has a direct or indirect financial interest in a contract or proposed contract with the Board, and where the employee could influence the decision made by the Board with respect to the contract.

5.2 Requirement of Employees

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Board, or similar circumstance, the employee must advise his/her Supervisor of the situation, in writing, and the Supervisor will, if a conflict of interest is deemed to exist, make appropriate alternative arrangement to handle the matter.

5.3 Employee Suppliers

Employees shall not directly sell goods, materials or services to the Board. An exception can be made, with the approval of the Director, to secure services from an employee outside regular hours of employment on a fee for service basis. An employee-developed material for use in school is covered elsewhere in Board policy.

6.0 Use of Board Property

6.1 Loans

Board policy applies specifically to the loaning of Board property for off-school premises use.

6.2 Personal Use

Board property shall not be used by Board employees for personal use unless prior, written approval is secured from one's immediate Supervisor. A copy of the approval, including terms and conditions for loan, shall be retained by the approving Supervisor.

7.0 Gifts and Benefits

7.1 Parameters

In order to preserve the integrity and image of the Board, acceptance of gifts by individual employees shall be discouraged.

7.2 Exceptions

The Board recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients of such courtesies should not allow themselves to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

7.3 Frequency and Scale

The frequency and scale of hospitality accepted should be no greater than the employee's Supervisor would allow to be claimed on an expense account, if it were charged to the Board.

7.4 Acknowledgement

Where gifts are accepted, their acceptance must be publicly acknowledged.

7.5 Consultation

Employees are under an obligation to consult with their Supervisors regarding accepting specific gifts and benefits.

7.6 Non-Biased Purchasing Policy

In order to preserve a non-biased purchasing policy, Board staff should not be able to benefit personally from Board purchasing, unless a specific exception is made in the interests of the Board.

7.7 More Stringent Rules

Each Supervisor may prescribe a more stringent set of rules to cover employee conduct. Should this be undertaken, it should be in writing and made available to the employees affected.

8.0 Hiring Relatives

The hiring practices of the Board are governed by Board Policy and supporting Management Guidelines.

In general, the fact that a potential employee is related to an existing employee neither prejudices nor advances that person's hiring prospects.

9.0 Personal Behaviour and Decorum

9.1 Behaviour

Every employee should at all times behave in a manner that will not bring discredit upon himself or herself or the Board.

9.2 Decorum

Employees are expected to report to their duties in a work attire suitable to the work being undertaken and this should allow the employee to present himself/herself in a professional manner.

10.0 Enforcement

10.1 Reporting a Supervisor

Where an employee has reason to believe that a Supervisor is committing a serious breach of this Code, that employee may report the concern to the next level of management in total confidence.

10.2 Enforcement

It is the responsibility of every Supervisor to insure to the best of his/her ability that this Code is being adhered to by his/her subordinates.

10.3 Awareness

The Code of Conduct applies to all employees and Supervisors are to ensure that all employees are aware of the contents and expectations contained therein.

10.4 Reporting an Employee

A Supervisor who is of the opinion that an employee is breaching this Code should bring this to the attention of his superior as soon as possible.

11.0 Severability

The provisions of this Code of Conduct are severable and if any provision, section or word is held invalid or illegal, such shall not affect or impair any of the remaining provisions, sections or words.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name EMERGENCY SERVICE VOLUNTEERS

709

*Board Approved: February 22, 2012
March 12, 1999*

*Reviewed: January 30, 2012
December 5, 2006*

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board to support, to the degree possible, the involvement of its employees in the providing of volunteer emergency services in the local communities served by the Board.

PROCEDURES

1.0 Definition

"Emergency Service" for the purpose of this policy is understood to include the following:

- a) volunteer fire-fighting,
- b) volunteer search and rescue.

2.0 Eligibility

Employees who are active members of a bona fide local emergency group as outlined above can be allowed time off from their duties as required, but within the constraints as laid out in the following sections.

3.0 Basic Responsibility

The first concern and responsibility of each employee of the Board must be for the students. In this regard, even employees involved in "emergency service" groups must not leave this responsibility without first ensuring that students are properly and appropriately provided for and obtaining the express permission of the Principal or Supervisor.

4.0 Civil Emergency

In particular, if a civil emergency exists in which the students must be supervised and/or relocated, each and every employee's efforts must initially be concentrated in effecting such measures as are prescribed. Only when this has been satisfactorily achieved AND with the specific and express permission of the Principal or Supervisor, may the employee be released to his/her emergency service unit.

5.0 Duration

It is not intended that an employee's absence from duty under this policy would be for an extended period of time (i.e. longer than one day) on any given emergency.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECOGNITION OF EMPLOYEES
Management Guideline Applies

712

Board Approved: February 22, 2012
June 25, 1999

Reviewed: January 30, 2012
March 21, 2006

Review Prior To: December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to recognize outstanding and commendable contributions by staff of time, talent and resources toward our education system. The board will recognize those who have made significant contributions in the following manner:

1. Long term service
2. Retirement
3. Outstanding achievement

1.0 Criteria

The following criteria will be applied to determine eligibility for the Superior-Greenstone District School Board Long Term Service Recognition Award:

- 1.1 Minimum of:
 - a) ten (10) years accumulated-service;
 - b) twenty-five (25) years accumulated service in any capacity as an employee of the Board or a predecessor board.
- 1.2 Be currently employed by the Board.

2.0 Rationale

Employees who have contributed significant time and talent to the board should be recognized accordingly.

The board should honour any employee who is retiring at the end of the school year.

It is the desire of the board to recognize, in an appropriate manner, outstanding achievement by staff.

3.0 Recognition

3.1 Long Term Service

The long term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;
- 3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

- 3.1.2.1 Appreciation award, suitably engraved, not to exceed \$100 in value;
- 3.1.2.2 Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;
- 3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.
- 3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.3 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF EMPLOYEES	
<i>Applicable Policy</i>	RECOGNITION OF EMPLOYEES	712

| *Board Approved: February 22, 2012 June 25, 1999* | | *Reviewed: January 30, 2012* |
| | | *Review By: December 2017* |

1.0 Time Lines for Implementation

- 1.1 In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1st of that calendar year.
- 1.2 At the April board meeting, of each year, the long term service list, will be provided to the board or a duly constituted committee of the board.
- 1.3 The long term service list as noted in 2.0 above will include the following:
 - (a) name and location;
 - (b) type of service;
 - (c) record of service;
 - (d) date at which ten (10) years and twenty-five (25) years achieved.
- 1.4 10 Year Award
Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community.
- 1.5 25 Year Award
The Director of Education or designate will plan to have the recognition take place before the end of October of each year

2.0 Years of Service

Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

- 2.1 Years of service shall include regular holiday entitlements.
- 2.2 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.
- 2.3 All celebrations are to be concluded by October of each year.
- 2.4 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

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SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name LEGAL REPRESENTATION

713

*Board Approved: February 22, 2012
December 10, 1999*

*Reviewed: January 30, 2012
November 21, 2006*

Review By: December 2017

POLICY

It is the policy of the Superior-Greenstone District School Board that the Director of Education must approve all matters requiring professional legal assistance or designate, before referral is sought.

RATIONALE

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

PROCEDURES

1.0 Fee for Service

If any solicitor or firm, of solicitors is so engaged, they will be recompensed on a fee-for-service basis.

2.0 Implementation Procedures

- 2.1 If an employee deems legal representation is necessary, contact your Superintendent, or, if she/he is not available, the Director of Education should be contacted.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director of Education will engage a solicitor to contact the employee directly, and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director's executive secretary, who will keep a record of each legal engagement. Such a record will include:
 - a) the date of engagement;
 - b) authorizing official;
 - c) brief description of the matter;
 - d) the date of completion;
 - e) the cost.
- 2.6 The Director files a report in December on the year's activities with respect to use of legal firms.

3.0 Review

The Director of Education will review this policy every two years to ascertain if amendments are necessary.