



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Our Mission:

"In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working... together".

Our Vision:

"Inspiring our students to succeed and make a difference".

Our Motto:

"Small schools make a difference".

Our Values:

"Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking".

Regular Board Meeting 2023/06

A G E N D A

Monday, May 29, 2023 – 5:00 p.m.

<p><u>Onsite</u> Superior-Greenstone DSB Learning Centre, 46 Salls Street, Red Rock, Ontario</p> <p><u>Videoconference & Teleconference</u></p> <p>Microsoft Teams meeting - Click here to join the meeting 1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 778 051 451#</p>

Board Chair: Pinky McRae	Director: Nicole Morden Cormier
Location: Videoconference & Teleconference	Recorder: G. Christianson

PART I: Regular Board Meeting
 PART II: Committee of the Whole Board

Section (A): – (open to public): 6:30 p.m.
 Section (B) In-Camera: – (closed to public) TBA

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brunskill, Dr. Megen						Nesbitt, Jason					
Cormier, Dr. Paul						Pristanski, Kal					
Fairservice, Dan						Michano, Julie					
Jarvis, Allison						Grace Molinski (Student)					
Liscomb, Pat						Emeraude Hunter (Student)					
McRae, Pauline (Pinky)											

<u>Board Administrators</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Morden Cormier, Nicole: <i>Director of Education</i>					
Fredrickson, Eric: <i>Superintendent of Education</i>					
Goodman, William: <i>Superintendent of Education</i>					
Marion, Alex: <i>Superintendent of Business</i>					
Harris, Brent: <i>Manager of Financial Services</i>					
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>					
Dee, Christine: <i>Team Lead – Payroll Services</i>					
Chouinard, Connie: <i>Team Lead – Business Services</i>					
Nault, Denis: <i>Manager of Human Resources</i>					
Lucas, Jay: <i>Coordinator of Information Technology Services</i>					
Kitchener, Nick: <i>Manager of Information Technology</i>					
Renaud, Deana: <i>Mental Health Manager</i>					
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>					
Christianson, GerriLynn: <i>Executive Assistant & Communications</i>					

2.0 Regular Meeting Call to Order

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, May 29, 2023, be called to order at _____ p.m.

3.0 Approval of Agenda

✓ **That**, the agenda for the Superior-Greenstone DSB 2023/06 Regular Board Meeting, May 29, 2023, be accepted and approved.

[\(Attached\)](#)**4.0 Disclosures of Interest re: Open Session**[\(Trustee Link to Conflict-of-Interest Form\)](#)**5.0 Minutes: Board Meetings and Board Committee Meetings****5.1 Board Meeting Minutes**

✓ **That**, the minutes of the following Board meeting be adopted as amended:

1. Regular Board Meeting 2023/05: April 24, 2023;

[\(Attached\)](#)**5.2 Board Committee Meeting Minutes****5.2.1 Committee Meeting Minutes**

✓ **That**, the minutes of the following Board Committee meetings be adopted:

1. Special Education Advisory Committee April 4, 2023

[\(Attached\)](#)**5.2.2 Board Policy Review Committee: May 2, 2023**[\(Attached\)](#)

✓ **That**, the Board accepts the recommendations outlined in the Board Policy Review Committee minutes of May 2, 2023 and approves as reviewed:

- P-214 META [\(Attached\)](#)
- P-539 Indigenous Education Advisory Committee [\(Attached\)](#)
- P-717 Harassment and Human Rights (Annual Review) [\(Attached\)](#)
- P-723 Conflict of Interest [\(Attached\)](#)
- P-706 Health and Safety (Annual Review) [\(Attached\)](#)
- P-545 Supporting Students with Prevalent Medical Conditions [\(Attached\)](#)
- P-217 Trustee Expenses [\(Attached\)](#)
- P-608 Computer Network Security [\(Attached\)](#)
- P-720 Workplace Violence [\(Attached\)](#)
- P-719 Accessibility (Bi-Annual Review) [\(Attached\)](#)

to be posted to the Board website with an implementation date of May 30, 2023, and all of which shall supersede any previous policies.

6.0 Business Arising Out of the Minutes**7.0 Delegations and/or Presentations****7.1 Showcasing Learning: OPSOA
Presentation Titled: Conference Presentation**

(Video Presentation
– W. Goodman/ N. Morden Cormier)

**7.2 Excellence in Education: Nipigon-Red Rock District High School
Presentation Titled: Excellence in Education**

(PowerPoint Presentation
– Principal, Jennifer Rissanen, &
Students, Trinity Tuck, Keira McGuire & Nolan Booker)

- 7.3 Report No. 44:
Student Trustee Report: May 2023 *(Attached - Trustees, G. Molinski & E. Hunter)*

8.0 Reports and Matters for Decision

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Special Education Advisory Committee (SEAC) Report *(M. Brunskill/ W. Goodman)*
- 8.1.2 Parent Engagement Committee (PEC) Report *(A. Jarvis/ N. Morden Cormier)*
Feast and Feedback Session – May 17, 2023
- 8.1.3 Board Policy Review Committee (BPRC) Report *(A. Jarvis/ N. Morden Cormier)*

9.0 Reports of the Business / Negotiations Committee

*Superintendent of Business: Alex Marton
 Business /Negotiations Chair: Trustee Kal Pristanski*

10.0 Reports of the Director of Education

Director of Education: Nicole Morden Cormier

- 10.1 Report No. 45:
Directors Monthly Report: May 2023 *(Attached - N. Morden Cormier)*
- 10.2 2023-2025 Student Trustee Appointment *(N. Morden Cormier)*
✓ That, the Superior-Greenstone DSB accept the appointment of Zoey Krause from Lake Superior High School to serve as the 2023-2025 Student Trustee, effective for the period August 1, 2023 to July 31, 2025.

11.0 Reports of the Education Committee

*Superintendent of Education: Will Goodman
 Superintendent of Education: Eric Fredrickson
 Education Chair: Trustee Dan Fairservice*

- 11.1 Report No. 46:
2023-2024 Educational Support Staff (ESS) Staffing Report *(Attached – W. Goodman/ E. Fredrickson)*
✓ That, the Superior-Greenstone DSB having received the Report No. 46, 2023-2024 Education Support Staff (ESS) Report, approve the staffing as presented.
- 11.2 Report No. 47:
Superior-Greenstone DSB 2023-2024 Special Education Plan *(Attached – A. Brewster/ W. Goodman)*
✓ That, the Superior-Greenstone DSB having received Report No. 47, Superior-Greenstone DSB 2023-2024 Special Education Plan, approve the 2023-2024 Special Education Plan, effective July 31, 2023.

12.0 New Business

Board Chair: Pinky McRae

- 12.1 Board Chair
- 12.1.1 Update: Minister and Board Chair Teleconference *(P. McRae)*
- 12.1.2 Trustee Professional Development *(P. McRae)*
[OPSBA AGM – June 8-10, 2023, Blue Mountain, Collingwood](#)

12.2.3 [OPSBA Annual General Meeting Handbook and Election Guide](#) (P. McRae)

12.2 Trustee Associations and Other Boards

12.2.1 OPSBA Director Update (Sent under separate cover - Trustee, J. Nesbitt)

12.2.1.1 OPSBA: Labour Relations and Human Resources Symposium

12.2.2 Indigenous Trustees Council Update (Trustee, P. Cormier)

12.3 Trustee Activities

12.4 Future Board Meeting Agenda Items

12.5 Board Meeting Evaluation Summary April 24, 2023 (Attached - P. McRae)
- Evaluation Form Link for May 29, 2023

13.0 Notice of Motion

14.0 Observer Comments (Members of the public limited to 2-minute address)

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) TBA.

15.0 Committee of the Whole Board (In-Camera Closed) (Attached)

15.1 Agenda: Committee of the Whole Board – Closed

✓ *That, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at _____ p.m. and that this portion be closed to the public.*

15.2 Rise and Report from Closed Session

✓ *That, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at _____ p.m. and that this portion be open to the public.*

16.0 Report of the Committee of the Whole Closed Section B

16.1 ✓ *That, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted including the amended confidential minutes from the meeting held as:*
1. Regular Board 2023/05: April 24, 2023

(Attached)

16.2 Other Recommendations from Committee of the Whole Closed Session
(This section may be used as required coming out of closed session)

✓ *That, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, which include:*

- (list motions here which may apply)

17.0 Adjournment

✓ *That, the Superior-Greenstone DSB 2023/06 Regular Board Meeting, Monday, May 29, 2023 adjourn at _____, p.m.*

<u>2023 - Board Meetings</u>		
<i>Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.</i>		
Monday, June 26, 2023	Monday, July 10, 2023	Monday, August 28, 2023
Monday, September 18, 2023	Monday, October 23, 2023 <i>*Designate Site: GCHS</i>	Monday, November 20, 2023
Monday, December 4, 2023 (1:00 p.m.) <i>*Designate Site: Board Office</i>		

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2023/06

Committee of the Whole Board: Closed Session.

Monday, May 29, 2023

Videoconference and Teleconference

A G E N D A

Board Chair: Pinky McRae

Director: Nicole Morden Cormier

Location: Videoconference & Teleconference

Recorder: G. Christianson

PART II: Committee of Whole Board – Closed

Section (B): In-Camera TBD.

- 1.0 Disclosure of Interest: re Closed Session (P. McRae)
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed) (P. McRae)
- 3.0 In-Camera (closed) Meeting Minutes as Amended
1. Regular Board Meeting 2023/05 April 24, 2023 [\(Attached\)](#)
- 4.0 Personnel Item A: Update: (N. Morden Cormier)
- 5.0 Personnel Item B: Update: (W. Goodman)
- 6.0 Report No. IC-04-24: [\(Attached - A. Marton/ N. Morden Cormier\)](#)



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“Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking”.

Regular Board Meeting 2023/05

MINUTES

Monday, April 24, 2023 – 6:30 p.m.

Videoconference & Teleconference

Microsoft Teams meeting
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 894 313 251 #

Board Chair: Pinky McRae

Director: Nicole Morden Cormier

Location: Videoconference & Teleconference

Recorder: G. Christianson

PART I: Regular Board Meeting
PART II: Committee of the Whole Board

Section (A): – (open to public): 6:30 p.m.
Section (B) In-Camera: – (closed to public) 8:31 p.m.

1.0 Roll Call

<u>Trustees</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brunskill, Dr. Megan			x			Nesbitt, Jason			x		
Cormier, Dr. Paul			x			Pristanski, Kal			x		
Fairservice, Dan			x			Michano, Julie			x		
Jarvis, Allison			x			Grace Molinski (Student)			x		
Liscomb, Pat			x			Emeraude Hunter (Student)			x		
McRae, Pauline (Pinky)			x								

<u>Board Administrators</u>	Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)				
	OS	TC	VC	A	R
Morden Cormier, Nicole: <i>Director of Education</i>			x		
Fredrickson, Eric: <i>Superintendent of Education</i>			x		
Goodman, William: <i>Superintendent of Education</i>			x		
Marton, Alex: <i>Superintendent of Business</i>			x		
Harris, Brent: <i>Manager of Financial Services</i>			x		
Muir, Gordon: <i>Manager of Plant Services/Transportation</i>			x		
Dee, Christine: <i>Team Lead – Payroll Services</i>			x		
Nault, Denis: <i>Manager of Human Resources</i>			x		
Lucas, Jay: <i>Coordinator of Information Technology Services</i>			x		
Kitchener, Nick: <i>Manager of Information Technology</i>			x		
Renaud, Deana: <i>Mental Health Manager</i>			x		
Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>			x		
Christianson, GerriLynn: <i>Executive Assistant & Communications</i>			x		

LAND ACKNOWLEDGMENT

As we began our meeting in a good way, the Board Chair recognized that wherever we are, we are on the traditional land of the Anishinaabeg; a land that feeds our minds, hearts, bodies and spirit. The Board Chair asked the group to take a minute to acknowledge the original custodians of these lands; those who have been the protectors of the earth, the animals, the water, and the people of Turtle Island, since time immemorial. We respect to the elders - past, present and future - for they hold the memories, the traditions, the culture, and the hopes of Indigenous peoples.

The Board Chair joined the meeting from the land of the Robinson Superior Treaty of 1850 and the unceded territory of the Ojibwa of Pic River. We express our commitment to reconciliation by continuously building my understanding of the history of Turtle Island, in order to move forward in responding to Calls to Action #62 and #63. We are all reminded that these Calls to Action urgently require the integration of Indigenous, history, knowledge and teaching methods into all classrooms and schools, and that we continue, as trustees, to champion and support the education of staff to do so. This commitment must be ours, as we move towards authentic reconciliation.

Welcome

The Board Chair welcomed Connie Chouinard to the Administrative team as the new Business Service Team Lead. Connie has served the board for 27 years in various administrative positions.

PART I: <i>Regular Board Meeting</i>	<i>Section (A): – (open to public): 6:30 p.m.</i>
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2.0 Regular Meeting Call to Order**62/23***Moved by: Trustee J. Michano**Second: Trustee J. Nesbitt*

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, April 24, 2023, be called to order at 6:35 p.m.

*Carried***3.0 Approval of Agenda****63/23***Moved by: Trustee K. Pristanski**Second: Trustee A. Jarvis*

✓ **That**, the agenda for the Superior-Greenstone DSB 2023/05 Regular Board Meeting, April 24, 2023, be accepted and approved.

*Carried***4.0 Disclosures of Interest re: Open Session**

There were no conflicts of interest offered at this time.

5.0 Minutes: Board Meetings and Board Committee Meetings**5.1 Board Meeting Minutes****64/23***Moved by: Trustee J. Nesbitt**Second: Trustee A. Jarvis*

✓ **That**, the minutes of the following Board meeting be adopted as amended:

1. Regular Board Meeting 2023/04: March 27, 2023;
2. Special Board Meeting 02/2023: April 3, 2023;

*Carried***5.2 Board Committee Meeting Minutes****65/23***Moved by: Trustee K. Pristanski**Second: Trustee P. Cormier*

✓ **That**, the minutes of the following Board Committee meetings be adopted:

1. Special Education Advisory Committee January 10, 2023
2. Special Education Advisory Committee March 7, 2023
3. Indigenous Education Advisory Committee March 22, 2023
4. Occupational Health and Safety Committee March 22, 2023

*Carried***6.0 Business Arising Out of the Minutes**

Nil.

7.0 Delegations and/or Presentations

- 7.1 Showcasing Learning: Nipigon-Red Rock District High School - Grade 11 History and Grade 10 English
Director of Education Nicole Morden Cormier presented the video submission from Principal Jennifer Rissanen. The video showcased various classroom walkthroughs at Nipigon-Red Rock District High School and highlighted the many unique learning opportunities that students are engaged in.
- 7.2 Excellence in Education: Superior-Greenstone District School Board - Experiential Learning System Lead Carole Leroux provided a detailed presentation regarding the high quality and large volume of experiential learning opportunities available to the students. She discussed the strategy to help students understand the many pathways available to career and learning.
- 7.3 Report No. 35: Student Trustee Report: April 2023
Student Trustees Grace Molinski and Emeraude Hunter provided a review of the monthly report. They highlighted their attendance at the OPC summit and the professional development they engaged in while in attendance. The report also highlighted the planning of the Student Trustee Elections and the creation of a promotional video for the role. Trustee Paul Cormier offered to speak with Student Senate from his role as a professor to support the work of Indigenous learning for the Student Trustees.

8.0 Reports and Matters for Decision

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Special Education Advisory Committee (SEAC) Report
The SEAC met on April 4, 2023 and received an update from the Multi-disciplinary team and a presentation on applied behavioral analysis. The next meeting is scheduled for May 9, 2023.
- 8.1.2 Indigenous Education Advisory Committee (IEAC) Report
The IEAC meeting took place on April 18, 2023. The Director noted the large number of attendees for the meetings and expressed her gratitude to Shy-Anne and Trustee Cormier for their work in support of IEAC. The committee received several presentations including one from educators who recently attended a conference regarding education for Metis students. The Director discussed the Engagement Framework and the work beginning to plan out the engagement for the development of the Truth and Reconciliation Policy and the Anti-racism Framework for Superior-Greenstone DSB. The next meeting is scheduled for May 30, 2023.
- 8.1.3 Occupational Health and Safety Committee (OH&SC) Report
The committee has not yet held a meeting since reported on at the last Regular Board meeting.

9.0 Reports of the Business / Negotiations Committee

*Superintendent of Business: Alex Marton
Business /Negotiations Chair: Trustee Kal Pristanski*

- 9.1 Report No. 36: Enrollment Summary as of March 31, 2023
Superintendent of Business Alex Marton provided a review of the enrollment summary as of March 31, 2023. Explanation was provided regarding the two enrollment count dates each year and how this data drives the funding provided by the Ministry of Education through the GSN. As articulated within the report, the enrollment is slightly above the estimated number of pupils.
- 9.2 Report No. 37: Education Support Staff (ESS) Pay Equity

The Manager of Human Resources presented the ESS Pay Equity report and advised that as part of Pay Equity maintenance, five job classes were reviewed this year. Parties have agreed on a Pay Equity Plan. Upon completion of the review, a recommendation has been made for the wage adjustment for the role of Attendance Counsellor.

66/23

Moved by: *Trustee M. Brunskill*

Second: *Trustee A. Jarvis*

✓ **That, the Superior-Greenstone DSB approve Board Report No. 37: Educational Support Staff (ESS) Pay Equity, as presented.**

Carried

9.3 Report No. 38: 2022-2023 Employee Recognition Awards

Manager of Human Resources Denis Nault provided a review of the report and expressed gratitude to the staff who have achieved 10 and 25 years of service. The Board has created the Excellence Awards which is now in its second year of the program and is an opportunity to recognize the work and dedication of staff, volunteers and community partners. This year's celebration will be held on June 2, 2023 from 10:00 a.m. – 12:00 p.m. This year marks the launch of the David Tamblin Memorial Award for Making a Difference that will be awarded to staff. The Chair expressed gratitude on behalf of the Trustees to those staff who have achieved the career achievement of 10 and 25 years of service. Thank you for your dedication and service to students.

11.0 Reports of the Director of Education

Director of Education: Nicole Morden Cormier

10.1 Report No. 39: Directors Monthly Report: April 2023

The Director of Education Nicole Morden Cormier provided an overview of the monthly report. This month the report highlighted our social, environmental and digital responsibility. The board has optimized learning opportunities, engaged in responsible stewardship and have provided students multiple opportunities to contribute and care for their local and global community. The report features updates from the Superintendents and includes many examples of how we are working towards integrating Indigenous culture in multiple ways.

10.2 Report No. 40: Emergency Procedures for Major Incidents

The Director provided a detailed review of the emergency procedures in place to manage any major incidents within the board. The report highlights the policies that are in place that represent the practices around major incidents that could happen. The emergency procedures have been developed in consultation and shared with emergency service community partners.

11.0 Reports of the Education Committee

*Superintendent of Education: Will Goodman
Superintendent of Education: Eric Fredrickson
Education Chair: Trustee Dan Fairservice*

11.1 Report No. 41: Finalized Elementary Teaching Staffing and Organization for September 2023

Superintendent of Education Eric Fredrickson provided a review of the finalized Elementary Teaching Staffing and Organization for September 2023. He discussed the ways that the board is prepared to be responsive to enrollment changes. The Trustees discussed the report in detail. One of the questions asked required a response that could be provided only in closed session, therefore the motion was deferred to in-camera upon completion of the discussions regarding staffing. The deferred motion read that, *the Superior-Greenstone DSB having received Board Report No. 41: Finalized Elementary Teaching Staffing and Organization for September 2023, approves the staffing as presented.*

11.2 Report No. 42: 2023-2024 Finalized Secondary Staffing

Superintendent Will Goodman advised that there were no changes made to the report from what was previously presented.

Moved by: Trustee J. Michano

Second: Trustee P. Cormier

✓ **That**, the Superior-Greenstone DSB having received Board Report No. 42: 2023-2024 Finalized Secondary Staffing, approves the Secondary staffing as presented.

Carried

- 11.3 Report No. 43: Indigenous Education: Learning With & From Community Partners
Manger of Indigenous Education Shy-Anne Bartlett provided a summary of the report regarding learning with and from community partners. She highlighted the many activities students have engaged in with community throughout the school year. She also provided an overview of the community visits and that the board has doubled the number of visits and will continue to increase as we continue to work towards the goal of having representation in all of the communities at least once a year.

Note: Trustee Allison Jarvis left the meeting at 8:08 p.m.

12.0 New Business

Board Chair: Pinky McRae

12.1 Board Chair

12.1.1 Update: Minister and Board Chair Teleconference

The Board Chair Pinky McRae advised that the Minister cancelled the most recent meeting. The meeting of the previous week was focused on the topic of the GSN.

12.1.2 Trustee Professional Development

- PD Session - May 29, 2023 – SGDSB Learning Centre
The Board Chair discussed the upcoming PD session and advised that the day will begin at 10:00 a.m. and end at 5:00 p.m. The Regular Board meeting will take place that evening. Trustees are requested to please submit your response as soon as possible within the attendance survey. Virtual attendance option will be available for those who are unable to travel.
- The next OPSBA professional development is the OPSBA AGM – June 8-10, 2023, Blue Mountain, Collingwood. If Trustees are interested in attending, they are requested to please advise the Executive Assistant. Remaining travel budget will be reviewed to determine the number of Trustees we can send to the session.

12.2 Trustee Associations and Other Boards

12.2.1 OPSBA Director Update

Trustee Jason Nesbitt provided an update regarding recent OPSBA Director's meetings. He attended a Policy Working Group meeting on April 11, 2023, that included a 4th improvement review for accessibility act, and pupil accommodation review.

12.3 Trustee Activities

Nil.

12.4 Future Board Meeting Agenda Items

The Board Chair reminded Trustees to please provide any future agenda items to the Director or Board Chair in advance of the next meeting.

12.5 Board Meeting Evaluation Summary March 27, 2023

Reminder to Trustees to please complete the Board Meeting Evaluation form after each meeting through the link provided in the agenda.

13.0 Notice of Motion

Nil.

14.0 Observer Comments

Nil.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 8:31 p.m.

15.0 Committee of the Whole Board (In-Camera Closed)

15.1 Agenda: Committee of the Whole Board – Closed

68/23

Moved by: Trustee J. Nesbitt

Second: Trustee K. Pristanski

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at 8:31 p.m. and that this portion be closed to the public.

Carried

15.2 Rise and Report from Closed Session

69/23

Moved by: Trustee M. Brunskill

Second: Trustee P. Cormier

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at 8:54 p.m. and that this portion be open to the public.

Carried

16.0 Report of the Committee of the Whole Closed Section B

16.1 70/23

Moved by: Trustee K. Pristanski

Second: Trustee P. Liscomb

✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted including the amended confidential minutes from the meeting held as:

1. Regular Board 2023/04: March 27, 2023

Carried

16.2 Other Recommendations from Committee of the Whole Closed Session

71/23

Moved by: Trustee M. Brunskill

Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone District School Board approve, that the Director’s Performance Appraisal timelines be revised for the 2023 year with the evidence presented at the June 26, 2023 Board Meeting and final reports due by July 15, 2023.

Carried

16.3 72/23

Moved by: Trustee J. Michano

Second: Trustee M. Brunskill

✓ **That**, the Superior-Greenstone DSB having received Board Report No. 41: Finalized Elementary Teaching Staffing and Organization for September 2023, approves the staffing as presented.

Carried

17.0 Adjournment

73/23

Moved by: Trustee J. Michano

Second: Trustee J. Nesbitt

✓ **That**, the Superior-Greenstone DSB 2023/04 Regular Board Meeting, Monday, April 24, 2023 adjourn at 8:57, p.m.

Carried

2023 - Board Meetings		
Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.		
Monday, May 29, 2023 *Designate Site: SGDSBLC		
Monday, June 26, 2023	Monday, July 10, 2023	Monday, August 28, 2023
Monday, September 18, 2023	Monday, October 23, 2023 *Designate Site: GCHS	Monday, November 20, 2023
Monday, December 4, 2023 (1:00 p.m.) *Designate Site: Board Office		

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Regular Board Meeting 2023/05

Committee of the Whole Board: Closed Session.

Monday, April 24, 2023

Videoconference and Teleconference

TOPICS

Board Chair: Pinky McRae	Director: Nicole Morden Cormier
Location: Videoconference & Teleconference	Recorder: G. Christianson

PART II: Committee of Whole Board – Closed	Section (B): In-Camera 8:51 p.m.
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- 1.0 Disclosure of Interest: re Closed Session
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed)
- 3.0 In-Camera (closed) Meeting Minutes as Amended
 - 1. Regular Board Meeting 2023/04 March 27, 2023
- 4.0 Personnel Item A:
- 5.0 Personnel Item B:
- 6.0 Legal Update:
- 7.0 Personnel Item C:
- 8.0 Personnel Item D :

Regular Board Meeting 2023-05

Monday, April 24, 2023

MINUTES

APPROVED THIS _____ DAY OF _____, 2023

SECRETARY

CHAIR

4.0	Business Arising from Minutes:	
	Nil	
5.0	Agenda Items:	Host
5.1	MDT Report	Annick Brewster
	A. Brewster shared their monthly MDT Report that highlighted the continuation of monthly UDL sessions with Shelly Moore. Great feedback from staff has been received on these sessions. The Hot Topic session for this month will gather Spec Ed teams to bring this learning together and address any needs that have arisen. Neurodiversity month was also highlighted, several activities for April have been planned in celebration. This is an important learning opportunity and brings awareness of the different abilities in classrooms, schools, and communities.	
5.2	Students Receiving Special Education Supports	Annick Brewster
	A. Brewster shared their data report on student's receiving special education supports. It was explained that within our school board Special Education Placements are provided in the regular school setting with indirect support, with resource assistance and/or with withdrawal assistance. Various charts were shown to illustrate the data for students within special education and included information regarding students who self-identify as First Nations, Metis, and Inuit (FNMI). Trustee Cormier inquired if the self-id data included only Indigenous students or all students that self-id as FNMI. A. Brewster clarified that the data represents all students that self-id as FNMI. N Morden Cormier added that the Board will be focusing on education and public information next year around self-id. Not all families trust the self-id process or have an understanding of the purpose of self-id. Self-id is important since the Ministry of Education uses self-id numbers to add funding for additional supports.	
5.3	Today's ABA at School	Melissa Bianco
	Melissa Bianco, Positive Behaviour System Support Lead and Jackie Gale, Positive Behaviour Interventionist, shared their PowerPoint presentation on Today's Applied Behaviour Analysis (ABA). This professional development was sought to support the increase in diverse needs entering SGDSB and to seek to reduce harm that may come from unsafe behaviour. The presentation highlighted the work with students from two schools where staff, parents and caretakers were engaged in this work together. So far, this work has significantly reduced safety risks and has taught essential skills to the students that increased their happiness and success in the school day. The presentation outlined what today's ABA is, the research, methodology and implementation so far and the next steps. They shared that this was an extensive process of learning, and that one presentation cannot cover all the information. Please reach out with any further questions. M. Bianco shared that this presentation could be presented to school teams and parents/guardians in future. Trustee Cormier inquired about the demographic that the ABA approach would be geared for? M. Bianco responded that this process, Practical Functional Assessment Process and Universal Protocol, are for students with severe challenging behaviour where their supports are not effective. This process does support a wide range of students 12 and under. There are other supports and programs geared for older students. Trustee Cormier added that they appreciate the peaceful and heartfelt approach of ABA. It seems to cross cultures and is family integrated.	
5.4	Introduction of New Members from NOSP	Erik Leroux
	E. Leroux welcomed on behalf of the SEAC two new members for North of Superior Programs, Candice Bottle and Candace Davies. C. Bottle introduced themselves to the group. Currently in the position of Clinical Services Manager in Geraldton and will likely be travelling throughout the district. Candace Davies shared that they have transitioned from Adult Services to Interim Support for the Executive Director. C. Davies will serve as an alternate to C. Bottle on this committee in their absence. Erik added to reach out if you have any questions to himself or Candice Dumonski. E. Leroux also welcomed Mallorie Mitchell, a parent with two students that attend Schreiber Public School to the SEAC meeting. C. Dumonski to include M. Mitchell in future SEAC meeting agenda package emails.	

6.0	Correspondence:	Host
	Nil	
7.0	New Business:	Host
	Nil	
8.0	Information Items:	Host
	Nil	
9.0	Agenda Items: Next meeting Date/Time/Venue:	
	May 9 th , 2023 at 3:00 pm via videoconference	
10.0	Adjournment:	
	Moved by: A. Stach Second: P. Cormier	
	<p>✓ That, the Superior-Greenstone DSB Special Education Advisory Committee Meeting on Tuesday, April 4th, 2023 adjourn at 3:40 p.m.</p> <p style="text-align: right;"><i><u>Carried</u></i></p>	

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee

Videoconference/Teleconference Meeting

Tuesday, May 2, 2023, at 6:30 p.m.

MINUTES

Microsoft Teams Meeting

Or call in (audio only) 1 807-701-5980 Phone Conference ID: 386 238 813#

Members	<i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i>										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Jason Nesbitt			x			Julie Michano			x		
Megen Brunskill					x	Kal Pristanski (Alternate)			x		
Allison Jarvis, Committee Chair			x			McRae, Pinky (Ex-Officio)			x		
Pat Liscomb			x								

Administration Resource Members	OS	TC	VC	A	R
Nicole Morden Cormier: <i>Director of Education</i>					x
Alex Marton: <i>Superintendent of Business</i>			x		
Eric Fredrickson: <i>Superintendent of Education</i>			x		
Will Goodman: <i>Superintendent of Education</i>			x		
Denis Nault: <i>Manager of Human Resources</i>			x		
Gord Muir: <i>Manager of Plant Services</i>			x		
Nick Kitchener: <i>Manager of IT Services</i>					x
Amanda Gyori: <i>Principal Representative</i>			x		
Deana Renaud: <i>Manager of Mental Health</i>					x
Shy-Anne Bartlett: <i>Manager of Indigenous Education</i>					x
Anthony Jeethan: <i>Human Rights and Equity Advisor</i>					x
GerriLynn Christianson: <i>Executive Assistant & Communications (Recorder)</i>			x		

1.0 Review of Minutes: February 7, 2023

The minutes of the February 7, 2023, Board Policy Review Committee were approved by the Board at the February 27, 2023, Regular Board meeting. The minutes were attached for information only.

2.0 Business Arising from Minutes: February 7, 2023**Stakeholder Reviews**

The following policies were posted for stakeholder review for the period of February 8, 2023 through to March 8, 2023.

2.1 No Stakeholder Feedback Received/ No Revisions

- P-717 Harassment and Human Rights (Annual Review)
- P-723 Conflict of Interest
- P-706 Health and Safety (Annual Review)
- P-545 Supporting Students with Prevalent Medical Conditions
- P-608 Computer Network Security
- P-720 Workplace Violence
- P-719 Accessibility (Bi-Annual Review)

Action Item:

Submit Policy 717, P-723, P-706, P545, P608, P-720 and P719 for board review/approval at the May 29, 2023 Regular Board meeting.

2.2 Stakeholder Feedback Received

- P-217 Trustee Expenses

Superintendent of Business Alex Marton provided a detailed review of the changes and enhancements made to the policy. The regular monthly submission of internet expenses was enhanced to allow Trustees the option to submit for full reimbursement each month or opt to receive a monthly stipend. This new practice will decrease administrative burden on Trustees and administrative staff. Once the policy is formally approved, the Executive Assistant will send the Trustees a notice regarding the enhanced process for the reimbursement of monthly internet expenses.

P-214 META

As per the feedback received from the Board Policy Review Committee at the February 7th meeting, the Director Nicole Morden Cormier made the requested edits to the policy title.

P-539 Indigenous Education Advisory Committee

Alex Marton reviewed the highlighted revisions. The policy was vetted through the boards regular stakeholder review process and also presented at the Indigenous Education Advisory Committee meeting.

Action Item:

Submit Policy 217, P-214, and P-539 for board review/approval at the May 29, 2023 Regular Board meeting.

3.0 **Reviews: New/Existing Policies**

All policies within the 2023 workplan have been completed. There are no new/existing policies to review at this time. The Trustees expressed gratitude to the administration team for the completion of this work.

4.0 **List All Policies to Refer to Board for Approval on May 29, 2023**

- P-214 META
- P-539 Indigenous Education Advisory Committee
- P-717 Harassment and Human Rights *(Annual Review)*
- P-723 Conflict of Interest
- P-706 Health and Safety *(Annual Review)*
- P-545 Supporting Students with Prevalent Medical Conditions
- P-217 Trustee Expenses
- P-608 Computer Network Security
- P-720 Workplace Violence
- P-719 Accessibility *(Bi-Annual Review)*

Action Item:

Submit Policy 717, P-723, P-706, P-545, P-608, P-720, P-217, P-214, P-539, and P-719 for board review/approval at the May 29, 2023, Regular Board meeting.

5.0 **2023 Meeting Schedule**

Due to the completion of the policy review workplan for 2023, the Board Policy Review Committee meeting scheduled for June 6, 2023, is no longer required and therefore cancelled. The next meetings are scheduled for the following dates;

- October 17, 2023, at 6:30 p.m.
- November 28, 2023

6.0 **Adjournment**

Moved: P. Liscomb

Second: J. Nesbitt

That, the Board Policy Review Committee Meeting of May 2, 2023, adjourn at 6:46 p.m.

Carried

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name **META Policy: Board Policy Initiation, Identification, Development, Implementation and Review** 214
Management Guideline Applies

Board Approved: November 7, 2019
June 21, 2016 *Reviewed: June 7, 2016*
October 18, 2011 *September 26, 2011* *Review by: December 2024*
March 21, 2006

RATIONALE (formerly 1.0)

The Superior-Greenstone District School Board recognizes the need for clear, effective policies to provide direction and focus for decision-making and action. Establishing a process, which defines how policies will be initiated and/or identified, how policies will be developed, the process for policy implementation and how policy review is undertaken (*hence META Policy*) is essential to the establishment of exemplary policies.

1.0 POLICY STATEMENT

It is the intent policy of Superior-Greenstone District School Board to set out a to establish a process of for policy development and review, which will provide for thoroughness and consistency in approach. Policy statements provide a framework for decision-making and guidelines for the effective operation of the system.

Policies developed through this process will reflect the values of the School Board and rigorous standards for to which we are held accountable.

1.0 Rationale

The Superior-Greenstone District School Board recognizes the need for clear, effective policies to provide direction and focus for decision-making and action. Establishing a process, which defines how policies will be initiated and/or identified, how policies will be developed, the process for policy implementation and how policy review is undertaken is essential to the establishment of exemplary policies.

2.0 Guidelines (moved)

2.0 RESPONSIBILITY

While the Board of Trustees is responsible for establishing Board policies, the Director of Education holds the primary responsibility for overseeing the process by which new and revised policies are developed and ultimately presented to the Board.

The Director's Office is responsible for the day-to-day management and coordination of the Policy Review Process.

3.0 SPECIFIC DIRECTIVES

3.1 A Policy of the Board should will :

- a) Reflect the basic philosophy and values of the Superior-Greystone District School Board;
- b) Create a framework for the stable operation and provide direction to the education system;
- c) Constitute guidelines for decision making and action by those with decision making responsibility;
- d) Provide defined guidelines within which the Board of Trustees will exercise its legislative authority;
- e) Establish limits within which activities of the board may be carried out by designated staff;
- f) Reduce inconsistency and duplication by establishing clear criteria and parameters for administrative, employee and students' actions.

5.0 Guidelines

5.1 Board Policy Statements may be:

- a) statements of philosophy, goals, objectives or priorities, or
- b) standards or principles by which individuals make judgments, take courses of action, or
- c) guidelines for decision making or to establish future action by the Board, administrative personnel or staff, or
- d) statements or criteria or models for establishing principles and parameters for the development of derivative or subordinate policies (e.g. school policies).

5.2 Each board policy shall:

- a) be consistent with the mission statement and goals of the board;
- b) adhere to principles of equity and inclusivity;
- b) provide rationale;
- c) be written in clear, concise and inclusive language;
- d) be sufficiently broad to allow administrators to be guided in their decisions and actions, and
- e) conform to current legislation and regulations.

5.3 Board policies should:

- a) be designed in a standard format;
- b) be reviewed according to prescribed procedures;
- c) be developed by involving individuals who are identified by the board;
- d) be clear on how they are to be implemented.

5.4 Trustees, employees and students are responsible for acting in accordance with Board Policy.

6.0 EVALUATION AND REVIEW

Policy 214 will be evaluated every five years after the board approval date, through the Board Policy Review Committee process.

7.0 REFERENCE DOCUMENTS

Ontario Education Act R.S.O. 1990, c. E.2

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name INDIGENOUS EDUCATION ADVISORY COMMITTEE

539

Board Approved: _____
 June 18, 2019
 March 26, 2013

Reviewed: _____
 March 5, 2019
 March 7, 2013

Review By: **December 2028**
 ~~December 2024~~

POLICY

It is the policy of the Superior-Greenstone District School Board to strengthen relationships with First Nations, Métis, and Inuit partners on and off reserve, **and enhance programming and services that meet the needs of students** through its Indigenous Education Advisory Committee (IEAC). Representation on the committee may include Indigenous representatives from various community partners, parents/guardians of pupils of the Board, Indigenous students of the board, board staff aligned with Indigenous education, and trustees.

RATIONALE

The Superior-Greenstone District School Board recognizes the importance of co-operation and communication between Indigenous stakeholders and the Board. **We recognize the uniqueness each student brings as a person and a learner, and our priority is to meet the unique needs of each individual student.** In addition, we as a school board, are committed to **Truth, Reconciliation, and advancing the human rights of Indigenous peoples.** In order to improve communication and receive input, the Indigenous Education Advisory Committee would provide opportunities for Senior Administration, Trustees, Managers and School Principals to interact directly with Indigenous partners wherever they may reside within the geography of the Board.

Special Interest Topic IEAC Meetings

Special Interest Topic IEAC meetings will be considered to engage in discussions that require more focused attention. These meetings will be called on an as needed basis. Special IEAC meetings will be planned for 1 hour in length and a summary will be shared at quarterly IEAC meetings. Chair of Special IEAC Meetings will report to **the IEAC.**

Key Strategies

- **Make recommendations and improve the capacity of SGDSB to respond to the learning and cultural needs of Indigenous students;**
- **Make recommendations and to improve achievement among Indigenous students;**
- **Facilitate increased participation by-of Indigenous parents, students, communities, and organizations in working to support student success.**

1. Terms of Reference

1.1 Mandate of IEAC

- 1.1.1 To focus on initiatives and Board strategies as identified in the Ontario First Nation, Métis and Inuit Education Policy Framework (2007) in alignment with the Board's Strategic Plan.

- 1.1.2 To exercise the principles of the Engagement Framework.
- 1.1.3 To act as a liaison among the schools, community, Senior Administration and Trustees.
- 1.1.4 To make recommendations to the Board relating to the education of students to ensure the appropriateness of the content of Board curriculum materials and programming is appropriate and culturally relevant.
- 1.1.5 To review performance outcomes for First Nation, Métis, and Inuit students and make recommendations to the Board toward a goal to continually improve outcomes for students.
- 1.1.6 To expand the awareness of the educational needs of First Nation, Métis, and Inuit students to improve educational opportunities and ensure successful support working towards the completion of secondary education
- 1.1.7 To ensure communication of IEAC developments, a standing agenda item will occur at Board meetings with minutes of all meetings disseminated for Board acknowledgement and/or follow-up as may be required.
- 1.1.8 First Nation, Métis and/or Inuit Stakeholders will have the opportunity to bring community comments and updates as well as request agenda items for the next IEAC meeting and/or request a special IEAC meeting for items requiring focused attention.

1.2 Recommended Participants

- One Trustee of the Board under Section 188 of the *Education Act, RSO* who is appointed by the Board to represent the interests of Indigenous students, as well as two additional trustees as selected by the Board at the Organizational Board meeting held annually in December
- The board chair as ex-officio member may attend as appropriate
- The Director of Education
- The Superintendent of Education
- ~~The Board's Indigenous Education Lead~~ Manager of Indigenous Education
- Indigenous community partners
- Indigenous Education portfolio holders from local First Nation, Métis and Inuit communities
- Indigenous students who are pupils of the Board
- Indigenous Language teachers employed by the Board
- Board staff aligned with Indigenous education

- Principals/Vice Principals who hold an Education Service Agreement (ESA) with a First Nation community, but ~~attendance is as~~ attend as a listener only.

1.3 Meeting Dates

IEAC will meet a minimum of three times in each school year on dates established by the committee with dates within the approximate time of:

- Early fall
- Mid-winter
- Late Spring

Such meeting dates will be posted and the agenda distributed to stakeholders as outlined in Part 1.2. In addition, minutes of all meetings shall be posted to the board website for access by all interested stakeholders.

1.4 Renumeration

- Any IEAC community members who travel for ~~face-to-face~~ meetings will be reimbursed for mileage as per Policy 307 (2.8).
- Individuals who are asked to open and/or close IEAC meetings will be provided with an honorarium.

Review

Review of Terms of Reference shall be reviewed at the beginning of every school year, or at the request of IEAC membership.

REFERENCES

- Policy 536: Equity and Inclusive Education
- Policy 536: Equity and Inclusive Education Management Guideline
- ~~Policy 307: Travel Meals and Hospitality Expenses~~

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	WORKPLACE HARASSMENT & HUMAN RIGHTS <i>Management Guideline Applies</i>	717
<i>Board Approved:</i>	October 18, 2022 February 19, 2020 December 5, 2011 February 20, 2007	<i>Reviewed:</i> February 7, 2023 September 20, 2022 February 4, 2020 September 26, 2011
		<i>Review By:</i> December 2024 December 2023

RATIONALE

The Superior-Greenstone District School Board (SGDSB) is committed to providing a safe, nurturing, equitable and respectful learning and working environment (“workplace”); free from harassment and discrimination. It is a shared responsibility across SGDSB to foster a workplace, where every individual is treated with dignity and respect.

POLICY

It is the policy of the Superior-Greenstone District School Board to adhere to and uphold the Ontario *Human Rights Code*. Under the *Code* all employees, students, prospective employees, trustees, volunteers, visitors, parents, contractors and all other users that are involved with the Board, have the right to freedom from Harassment and Discrimination based on any of the following grounds:

- Sex (includes pregnancy);
- Race;
- Ancestry;
- Place of origin;
- Colour;
- Ethnic origin;
- Citizenship;
- Creed (religion);
- Age;
- Record of offences (in employment);
- Marital status;
- Family status;
- Disability;
- Sexual orientation;
- Gender identification; or
- Gender expression.

This policy also includes any new prohibited grounds that may be added to the *Human Rights Code* at a future date and prior to policy review. Harassment and discrimination will not be tolerated or condoned in the workplace. This policy also fulfils SGDSB’s obligations to address workplace harassment according to the *Occupational Health and Safety Act (OHS Act)*.

The goal is to promote a safe, nurturing, equitable and respectful Workplace and work to prevent Harassment and Discrimination. SGDSB will, where necessary, investigate and respond to incidents or complaints of harassment, discrimination or workplace harassment.

SGDSB is committed to providing reasonable accommodation to its constituents to fulfil obligations according to the *Code*. The *Code* also permits the creation of special programs at SGDSB to remedy discrimination or inequality. *SGDSB will also include considerations of*

Indigenous and other culturally appropriate practices as part of the complaint and resolution process.

APPLICATION AND SCOPE

This Policy addresses harassment, discrimination and workplace harassment and it applies to all employees/workers and Trustees at SGDSB. The Policy covers harassment, discrimination and workplace harassment from all sources including students, parents, guardians, volunteers, contractors, customers of SGDSB, members of the public and other members of organizations not related to SGDSB but who nevertheless work on or are invited on to SGDSB premises or utilize SGDSB services. Reasonable action taken by the employer or manager relating to the management and direction of employees/workers or the workplace, is not harassment or workplace harassment.

Actions will be consistently taken to address student behaviours that are contrary to this policy and provincial, SGDSB and school codes of conduct according to the appropriate SGDSB policy or procedure; such as the policy on Progressive Discipline and School Safety (Policy 535).

DEFINITIONS

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

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

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

Workplace Harassment under OHSA is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or is workplace sexual harassment.

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

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

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

GUIDING PRINCIPLES AND RESPONSIBILITIES

1. All persons at SGDSB and interacting with SGDSB, are expected to engage in respectful conduct, adhere to and uphold this policy and will be held responsible for not following it. All employees are responsible for contributing to a climate of understanding and mutual respect for the dignity of each person.
 - a. Managers at SGDSB have additional responsibilities:
 - i. To create and promote a safe, nurturing, equitable and respectful workplace that promotes human rights.
 - ii. To act on observations or allegations of harassment, discrimination or workplace harassment.
 - b. The Board of Trustees have responsibilities to:
 - i. Engage in respectful conduct.
 - ii. Through governance, create and promote a safe, nurturing, equitable and respectful workplace that promotes human rights.
 - iii. Refer concerns and complaints of harassment, discrimination and workplace harassment to the Director of Education or designate.

2. The Director of Education is responsible for implementing this Policy and ensuring that it is reviewed annually.

3. SGDSB takes concerns and complaints of harassment, discrimination and workplace harassment seriously. All persons are urged to express concerns and file complaints of harassment, discrimination and workplace harassment. Reprisal is prohibited under this policy.
 - a. Complainants can be an individual/s at any level of SGDSB or school system (e.g. student, peer, co-worker, supervisor, visitor, or volunteer). Complainant, refers to the person who makes a complaint of harassment, discrimination or workplace harassment under this policy.
 - b. Respondents can be an individual/s at any level of the SGDSB or school system (e.g. student, peer, co-Worker, supervisor, visitor, or volunteer). Respondent, refers to the person who has a complaint made against them under this policy.

4. SGDSB will provide procedures to address incidents or complaints of harassment, discrimination or workplace harassment. Complaints shall be dealt with in a fair and timely manner. Employees shall cooperate with managers who are addressing incidents or complaints under this policy.

5. Any person reporting an incident or complaint of harassment, discrimination or workplace harassment who participates in a process to resolve the complaint under this policy, is required to keep the incident/complaint-related information confidential or as required by law. Those with supervisory authority at SGDSB or designates, who are involved with addressing a complaint will strive for confidentiality and will share information on a need to know basis to the extent necessary to protect employees/workers, for actions such as investigation, follow-up, corrective action or as otherwise required by law.

6. If a complainant withdraws a complaint, SGDSB may continue to act if required.
7. If it is determined that a complainant has made a complaint that is malicious or made in bad faith, it may result in disciplinary action.
8. An employee/worker found in violation of this policy may be subject to remedial action or discipline, up to and including termination of employment, in accordance with applicable collective agreement provisions.
9. Nothing in this policy precludes the employee's/worker's from seeking support from their union or the Employee and Family Assistance Program where available or externally from the Human Rights Legal Support Centre.

RELATED POLICIES

Accessibility Policy - 719

Bullying Prevention and Intervention Strategies - 525

Equity and Inclusive Education - 536

Progressive Discipline and School Safety

Safe Schools System Expectations - 520

Workplace Violence Policy – 720

SIGNED AND APPROVED BY THE DIRECTOR OF EDUCATION

Nicole Morden Cormier

DATE: ~~May 30, 2023~~ ~~October 18, 2022~~

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	Personnel	
<i>Policy Name</i>	CONFLICT OF INTEREST	723

Board Approved: _____ *Review By:* December 2027
June 22, 2021

PURPOSE

This policy is intended to establish parameters and guidelines for employees, volunteers and trustees regarding potential or actual conflict of interest situations.

~~The Superior-Greenstone District School Board ("the Board") is committed to safeguarding the public interest and trust in public education. Board employees, volunteers and trustees are expected to uphold the public trust and demonstrate integrity in all of their dealings. Conflicts of interest, whether *actual, potential or perceived*, may impact on the integrity and public image of the Board and public education generally. Employees and volunteers are therefore responsible and accountable for identifying and avoiding any situations which may present a potential or actual conflict of interest or be perceived to be a conflict of interest as between their personal interests and their official duties and responsibilities as a Board employee or volunteer.~~

SCOPE

This policy applies to all employees, volunteers and trustees of the Superior-Greenstone District School Board (the "Board"). This policy should not be construed as exempting any employee, volunteer or trustee from complying with any applicable laws, statutes, regulations, rules or standards of professional conduct or practice.

POLICY STATEMENT

The employees, volunteers and trustees of the Board occupy positions of great public trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently and impartially.

The onus is on each employee, volunteer and trustee to anticipate and to avoid conflicts of interest. It is important to avoid situations of real conflicts of interest but also to avoid being placed in the position that could be perceived by others as being in conflict with the Board's interests.

Employees, volunteers and trustees must take all reasonable steps to ensure that their private

and personal interests do not conflict or appear to conflict with their duties and responsibilities with the Board. Every employee, volunteer and trustee has an obligation to promptly disclose any actual, potential, or perceived conflicts of interest to their principal, supervisor, chair or manager and to abide by all directions given by the Board to resolve any actual or perceived conflicts of interest.

~~It is the policy of the Superior-Greystone District School Board that Employees, Volunteers and Trustees are required to disclose any potential or actual conflicts of interest that could compromise, or be perceived to compromise, their objectivity and judgment to their immediate supervisor immediately upon becoming aware in writing of the actual or potential conflict of interest. As such, employees and volunteers may be required to excuse themselves from any duty or transaction where they have, or may appear to have, a conflict of interest that could compromise, or be perceived to compromise, their objectivity and judgement.~~

DEFINITIONS

"Actual conflict of interest" means a situation in which an employee, volunteer or trustee, their family member, or a person with whom the employee, volunteer or trustee has a close personal relationship, has a private or personal interest that influences the employee, volunteer or trustee in the exercise of their Board duties and responsibilities.

"Close personal relationship" means an intimate relationship or a relationship that would lead a reasonable, well-informed person to believe that an employee, volunteer or trustee will be influenced in the performance of their duties by considerations relating to the relationship.

"Family member" includes, but is not limited to, the spouse, child, grandchild, parent, guardian, or grandparent of an employee, volunteer or trustee, or any other family member with which the employee, volunteer or trustee has a direct relationship.

"Potential conflict of interest" means a situation in which an employee, volunteer or trustee, their family member, or a person with whom the employee, volunteer or trustee has a close personal relationship, has a private or personal interest that could influence the exercise of their Board duties and responsibilities.

"Perceived conflict of interest" means a situation in which reasonable, well-informed persons would believe that an employee, volunteer or trustee will be influenced in the performance of their duties by considerations relating to the private or personal interests of the employee, trustee or volunteer, their family member, or a person with whom the employee, volunteer or trustee has a close personal relationship.

1.1 ~~For the purposes of this policy, a conflict of interest is any situation in which an individual has a personal or financial interest that may:~~

- ~~Affect their judgement and/or the performance of their duties or responsibilities to the Board; and/or~~
 - ~~Cause them to act, or appear to act, in a way that is not in the best interests of the Board; and/or~~
 - ~~Negatively affect the reputation of the Board in the community.~~
- 1.2 ~~An individual is in a conflict of interest when they get, or hope to get, personal gain by using their position, influence, time, resources, facilities and/or student or staff information.~~
- 1.3 ~~Personal gain from a conflict of interest could include something gained for a friend, family member or a business associate.~~
- 1.4 ~~An individual should not have, or be involved in, any direct or indirect personal or financial interest that would, or could, negatively affect the reputation of the Board, and/or interfere with their independent exercise of judgment on behalf of the Board.~~
- 1.5 ~~Conflicts of interest may include, but are not limited to, circumstances whereby a Board employee or volunteer:~~
- ~~Is involved in a hiring or staff allocation decision when they have a close personal relationship with the applicant or affected staff member~~
 - ~~Supervises or manages employees with whom they have, or have had, a close personal relationship where performance and discipline is required~~
 - ~~Is involved in any business or other outside activity or interest that interferes with their regular duties and responsibilities at, and for, the Board~~
 - ~~Uses the Board's equipment, resources, materials, or facilities in any form whatsoever, in the pursuit of outside employment, including paid private practice~~
 - ~~Is involved in purchasing or other supply chain related activities and accepts gifts or favours or provides preferential treatment to any bidders or suppliers and/or publicly endorses suppliers or products~~
 - ~~Is involved in any business or other outside activity or interest that could create an actual, possible, or perceived conflict of interest, or could adversely affect the reputation of the Board in the community.~~

GENERAL PRINCIPLES

No employee, volunteer, trustee, their family member, or a person with whom the employee, volunteer or trustee has a close personal relationship, shall have a controlling interest, direct or indirect, in any supplier of the Board that might:

- Produce personal or pecuniary gain for the employee, volunteer or trustee at the expense of the Board;
- Detract from the time and energy which such employee ought to devote to their duties on behalf of the Board;
- Negatively impact the reputation of the Board; or
- Leave the employee open to pressure that might affect the interest of the Board.

Contravention of the terms of this policy may be subject to disciplinary action up to and including termination of employment, termination of volunteer status with the Board or referral to the Trustee Code of Conduct for Members of Superior-Greenstone District School Board.

2.0 Duty to Disclose

2.1— ~~Employees, Volunteers, and Trustees must report any actual, potential, or perceived conflict of interest that they have, or may have, to their immediate supervisor as soon as they become aware of the conflict. All conflicts of interest are to be reported using the Superior Greenstone District School Board Conflict of Interest Declaration Form by selecting *Self-declaration*.~~

2.2— ~~Anyone who has reason to believe that another Board employee or volunteer may be in a conflict of interest situation is encouraged to report to the Director of Education, or designate, the perceived conflict using the Superior Greenstone District School Board Conflict of Interest Declaration Form by selecting *Report about another employee/volunteer*.~~

Employee, Volunteer and Trustee Responsibilities

1. Employees, volunteers and trustees must act in the best interests of the public they serve, and ensure they do not compromise themselves in the discharge of their duties by soliciting, accepting, or offering to accept, directly or indirectly, any benefit. "Benefit" includes but is not limited to gifts, rewards, coupons, bonuses, incentives, remuneration, compensation, favours (which exceed the bounds of normal social courtesies) for personal or pecuniary gain. In addition, any benefit occurring from or resulting from student purchases promoted by an employee, volunteer or trustee and/or in which an employee, volunteer or trustee acted in any capacity as agent or otherwise are the exclusive property of the Board and must be used for school purposes.
2. No employee, volunteer or trustee shall use their position, Board resources (including, but not limited to, the Board's equipment, facilities, time, technology, learning platforms and e-mail system) or Board relationships for personal or pecuniary gain for themselves, person with whom they have a close personal relationship, or any family member. An exception is made for teachers who chaperone field trips and have trip costs paid by others, which is allowed.
3. Employees, volunteers and trustees shall not accept any gift, reward, benefit or favour that could reasonably be construed as an incentive for the employee, volunteer or trustee

to use their position to influence pupils, parents, guardians, staff or other persons associated with the Board to patronize a business or to provide preferential treatment for another individual, organization, or business.

Employees, volunteers and trustees may accept incidental gifts, customary hospitality, or other benefits of nominal value that are considered a common expression of social courtesy and that do not cause suspicion about their objectivity and impartiality.

4. Employees, volunteers and trustees should ensure that they do not place themselves in a position where their working relationships are affected by personal or financial interests or family relationships/close personal relationships. Employees, volunteers and trustees shall not, in carrying out their duties with the Board, give preferential treatment to any family members, anyone with whom they have a close personal relationship, or to organizations in which their relatives or others with whom they have a close personal relationship, have an interest, financial or otherwise.
5. Employees, volunteers and trustees shall not, without the written consent of the Board, engage in outside work (whether voluntary or for payment) that interferes with the performance of their duties with the Board or that otherwise gives rise to an actual or perceived conflict of interest. Employees, volunteers and trustees must disclose all outside work with the potential to cause a conflict of interest.
6. Employees, volunteers and trustees are responsible for identifying and disclosing a possible or real conflict of interest to their principals, managers, or supervisors.

BOARD RESPONSIBILITIES

1. The Board is responsible for overseeing compliance with this policy, and supporting principals, managers, and supervisors in its implementation.
2. Immediate Supervisors are responsible for identifying and/or clarifying conflict of interest situations with the employees and volunteers who report to them before passing this to the Director or designate.
3. The Director or designate, in consultation with Human Resources, is responsible for deciding whether a conflict-of-interest situation exists and the subsequent action(s) that may be required.
4. The Board will be judicious in hiring and placing employees in the various locations.
5. The Board, through Human Resources, and the Director of Education will ensure that all employees, volunteers and trustees are aware of this policy and that this policy is made available to all Board employees, volunteers and trustees.

EMPLOYMENT OF FAMILY MEMBERS

1. Individuals who are in a direct or indirect reporting relationship with another family member or other individual with whom they have a close personal relationship shall ensure that all decisions relating to this reporting relationship are made in the best interests of the Board and students.
2. Individuals shall not be permitted to make unilateral decisions about hiring and promotion relating to family members or those with whom they have a close personal relationship. Performance evaluations of family members and those with whom a manager has a close personal relationship shall include a superintendent.

DUTY TO DISCLOSE

Employees, Volunteers, and Trustees must report any actual, potential, or perceived conflict of interest that they have, or may have, to their immediate supervisor as soon as they become aware of the conflict. All conflicts of interest are to be reported using the *Superior-Greenstone District School Board Conflict of Interest Declaration* Form by selecting *Self-declaration*. Trustees are to ensure they are using the *Trustee declaration of a conflict of interest form attached to all board meeting agendas*.

Anyone who has reason to believe that another Board employee, volunteer, or trustee may be in a conflict-of-interest situation is encouraged to report to the Director of Education, or designate, the perceived conflict using the *Superior-Greenstone District School Board Conflict of Interest Declaration Form* by selecting *Report about another employee/volunteer/trustee*.

CONFIDENTIALITY

- 3.4 Any personal information disclosed under this policy will be treated confidentially. Any personal information collected, relevant to a particular conflict of interest will be used by the Board for purposes of evaluating the risk of the conflict of interest and for fashioning an appropriate remedy.
- 3.2 In order to adequately address any disclosed or potential conflicts of interest, it may be necessary for the immediate supervisor to seek direction and guidance from senior staff. If such consultation or further discussion is necessary, the supervisor will advise the affected individual accordingly.

4.0 Consequences of Breach

- 4.1 Anyone who engages in activities that contravene this policy, including failing to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate measures.

5.0 Accountability

- ~~5.1 — Employees are charged with a personal responsibility to identify and report conflict of interest situations in accordance with this Policy.~~
- ~~5.2 — Immediate Supervisors are responsible for identifying and/or clarifying conflict of interest situations with the employees who report to them before passing this to the Director or designate.~~
- ~~5.3 — Human Resources is responsible for ensuring that all new employees are aware of this policy.~~
- ~~5.4 — The Director or designate, in consultation with Human Resources, is responsible for deciding whether a conflict of interest situation exists and the subsequent action(s) that may be required.~~

~~6.0 — Scope~~

- ~~6.1 — This policy applies to board employees, volunteers and trustees.~~
- ~~6.2 — This policy shall in no way relieve any employee, volunteer or trustee from complying with any laws, statutes, regulations, rules, or applicable standards of professional conduct or practice.~~

~~7.0 — Notification~~

- ~~7.1 — Each employee and volunteer will be made aware of the Policy.~~

LEGAL REFERENCES

Education Act

Municipal Freedom of Information & Protection of Privacy Act

RELATED PROCEDURES AND POLICIES

- Policy 704 Hiring Policy
- Policy 207 Lines of Communication Regarding Complaints
- Policy 210 Student Trustee
- Policy 217 Trustee Expenses
- Policy 303 Purchasing
- Policy 304 Surplus Equipment, Furniture and Books
- Policy 307 Travel, Meals and Hospitality Expenditures
- Policy 522 Scholarships and Trust Funds
- Policy 605 Special Education
- Policy 609 Prior Learning Assessment and Recognition
- Policy 802 Individual Trustee
- Policy 803 Board of Education
- Policy 539 Indigenous Education Advisory Committee
- Superior-Greenstone District School Board Procedural By-Laws & Code of Conduct

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name HEALTH & SAFETY

706

Board Approved:		Reviewed:		Review By:
February 22, 2021 January 22, 2019 May 24, 2017 November 16, 2010 October 26, 2009 November 18, 2008 November 20, 2007 March 12, 1999	February 23, 2016 November 18, 2014 November 18, 2013 September 18, 2012 November 21, 2011	February 9, 2021 March 29, 2010 October 23, 2009 November 18, 2008 November 20, 2007 November 21, 2006 October 19, 2004	February 2, 2017 October 5, 2015 November 4, 2014 September 15, 2014 November 5, 2013 September 4, 2012 September 26, 2011	December 2024

POLICY

It is the policy of the Superior-Greenstone District School Board to provide a safe and healthy environment and to eliminate or reduce injuries, accidents and illness in the workplace.

RATIONALE

The Superior-Greenstone District School Board is committed to the health and safety of its employees, students and all others under Board direction.

Protection of employees from injury or occupational disease is a major, continuing objective of the Board. The Board will make every reasonable effort to provide a safe and healthy work environment.

It is expected that all employees will be dedicated to the continuing objectives of preventing injuries to persons and damage to property.

The Board delegates the requirements of the Ontario Health and Safety Act and applicable regulations to the Director of Education, with the expectation that a fully compliant Internal Responsibility System will be implemented and followed up, such that the requirement of Due Diligence is fully satisfied.

The Internal Responsibility System (IRS): The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both singly and co-operatively with others. It is one of the personal responsibilities of Director of Education to ensure that the entire system of direct responsibility for Superior-Greenstone District School Board within a company is established, promoted and improved over time.

Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses.

PROCEDURES

1.0 Practices

The Board will develop and maintain written Health and Safety Guidelines, which will conform to the best of current practices and be in keeping with the highest standards.

2.0 Priority

The Board will ensure that Health & Safety concerns take precedence over expedience.

3.0 Accident Prevention

Accident prevention is an operational responsibility that demands the direction and control of supervisors.

4.0 All Employees

All employees are expected to assume responsibility for accident prevention.

5.0 Consequences

Disciplinary action, up to and including dismissal, may be taken against those persons not adhering to the prescribed policy and safety procedures of the Board.

6.0 Guidelines

6.1 Requirements

In order to prevent injury or illness associated with the work environment, all employees of the Board will:

- a) Comply with all current Health, Safety and Environmental legislation and any related Codes or Regulations,
- b) Follow currently accepted safety standards and practices, and,
- c) Demonstrate by attitude and example that safety is an integral part of every function undertaken.

6.2 Responsibilities

The Board and all employees, including supervisors, managers, principals, senior management, Director and Officers are responsible for the implementation and maintenance of the Board's Health & Safety Procedures, Guidelines and policies.

6.2.1 Board of Trustees

- Two trustees shall be appointed to represent on the Superior Greenstone District School Board – Board Wide Occupational Health and Safety Committee.
- 1 member and 1 alternate member shall be elected during the annual inaugural board meeting.

6.2.2 Director and Officers of the Board

- The director and officers of the board shall take all reasonable care to ensure that the corporation complies with,
 - The Occupational Health and Safety Act and the regulations;
 - orders and requirements of inspectors and Directors and
 - orders of the Minister

6.2.3 Senior Supervisors

Senior Administrative Staff have the responsibility to:

- provide a safe and healthy workplace,
- establish and maintain written Health & Safety practices and procedures,
- provide access to medical and first aid services,
- provide workers with current Health & Safety information and training,
- motivate and support staff in their Health & Safety activities,
- monitor the Health & Safety performance of staff, and,
- establish clear objectives to achieve reduced accident frequency.

6.2.4 Managers and Supervisors

All supervisory and management staff are responsible to:

- promote safety awareness in workers,
- ensure that all employees are trained in proper safety procedures,
- ensure that employees work safely,
- ensure that safe and healthy work conditions are maintained,

- correct potentially hazardous practices and conditions,
- report and investigate all accidents or incidents,
- evaluate health and safety performance for all employees,
- motivate and support staff in their health and safety activities, and,
- ensure that employees are provided with personal protective equipment, as needed.

6.2.5 All Employees

All employees are responsible to:

- follow safe work procedures,
- know and comply with all Board safety practices,
- report any injury or illness immediately,
- identify and report immediately any potentially hazardous practices or conditions,
- cooperate with and participate in joint health and safety committees as required, and,
- use and maintain personal protective equipment.

7.0 **Programs and Practices**

The Board's Health & Safety Policy and Procedures shall be maintained and evaluated by the following current programs and practices, but shall not be limited to these:

7.1 Joint Health & Safety Committee

This committee shall operate as provided in regulation and through the Board's Management Guidelines and shall include workplace inspections as provided therein.

7.2 Programs

The Board's programs to achieve Health & Safety standards can include:

- asbestos management,
- chemical disposal,
- first aid or CPR training,
- health management,
- hepatitis B immunization,
- silica control,
- WHMIS.

7.3 Practices

The Board's practices to achieve Health & Safety standards may include protocols for:

- emergency and/or evacuation procedures,
- field trips,
- health & safety reporting,
- lock out procedures,
- PCB management,
- sand and water table management,
- transportation of dangerous goods.

7.4 Safety Manuals

The Board will develop manuals, in consultation with appropriate staff, in certain areas and disciplines to provide more detailed guidelines for employees, such as:

- physical education,
- science,
- technological

7.5 Requirements

The Board will, as appropriate, lay out specifications in detail concerning requirements related to workplace Health & Safety on an as-needed basis in such areas as:

- personal protective equipment.

8.0 Review

The Manager of Plant in consultation with the Joint Health and Safety Committee shall review from time to time the Board's policy and Management Guidelines and provide recommendations to the Board as a result of such review.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS & STUDENTS	
<i>Policy Name</i>	SUPPORTING STUDENTS WITH PREVALENT MEDICAL CONDITIONS (ANAPHYLAXIS, ASTHMA, DIABETES, AND/OR EPILEPSY) IN SCHOOLS <i>Management Guideline Applies</i>	545

Board Approved: _____
October 16, 2018

Reviewed: February 7, 2023
June 5, 2018

Review by: December 2027
December 2023

POLICY

The Superior-Greenstone District School Board believes that it is a shared responsibility to maintain a safe environment for every student. Supporting students with prevalent medical conditions is one aspect of keeping our students' well-being a priority.

The school board policy statement on supporting students with prevalent medical conditions includes the following goals:

- To support students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports their well-being.
- To empower students, as confident and capable learners, to reach their full potential for self-management of their medical condition(s), according to their Plan of Care.
- To support parents/guardians in feeling confident that their child is safe at school and during school related activities.
- To create a collaborative approach with the student, parents/guardians, principal, school staff and health care professionals, to ensure a full understanding of the prevalent medical conditions, supports, clarity of roles and communication associated with the student's Plan of Care.
- To ensure the appropriate staff are familiar with the prevalent medical conditions as outlined in the Plan of Care and are trained and confident in prevention strategies to minimize risks, recognize the symptoms of a medical emergency and know the steps to follow in dealing with a medical emergency.

References:

- *A Handbook for Type 1 Diabetes Management in Schools, New Brunswick (2008) Diabetes Support Plan and Medical Alert Information, British Columbia. Individual Anaphylactic Plan, Hamilton-Wentworth District School Board. Medical Care Plan, York Region District School Board.*

- *Supporting Students with Medical Conditions at School, UK Department of Education (2015).*
- *Individual Care Plan for Students with Type 1 Diabetes: Daily Procedures, Canadian Pediatric Society (2017).*
- *Asthma Management in Schools, Asthma Society of Canada.*
- *Sara's Ready – Preparing for the September Asthma Peak, Asthma Society of Canada.*
- *Breathe: Your Asthma is as unique as you are, Asthma Society of Canada.*
- *Managing Life-Threatening Conditions: Guidelines for Saskatchewan School Divisions, Saskatchewan School Board Association (2015).*
- *Allergy and Clinical Immunology (2016) Managing Asthma Attacks (Poster), The Lung Association – Ontario.*
- *Supporting Ontario Children and Students with Medical Conditions (Quick Facts), The Lung Association – Ontario.*
- *Individual Student Asthma Management Plan, OPHEA and The Lung Association – Ontario.*
- *Provincial Standards in Supporting Students with Type 1 Diabetes in the School Setting, British Columbia (2015).*
- *Supporting Children and Students with Prevalent Medical Conditions in Schools (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy), Ontario Ministry of Education, Policy Program Memorandum (2017).*

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name TRUSTEE EXPENSES

217

Board Approved:
 October 16, 2018
 March 19, 2012

Review By: December 2022
December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to provide trustees with remuneration and reimbursement for expenses incurred in the course of their duties subject to the following guidelines and limitations of the approved budget.

GUIDELINES**1.0 Remuneration**

Trustee remuneration will be paid in accordance with Policy 215 - Trustee Honorarium and Policy 210 - Student Trustee.

2.0 Travel Expenses

Trustees will be reimbursed for reasonable expenses incurred in the course of their duties.

All travel while attending Board business will be reimbursed in accordance with Policy 208 - Trustee/Student Trustee Attendance at Conferences and Policy 307 - Travel, Meals and Hospitality Expenditures.

3.0 Trustee Equipment and Support**3.1 Computer**

Upon commencement of their term, a ~~basic~~-laptop computer will be provided by the Board ~~for~~ during the trustee's term in office, ~~unless the Trustee decides that they do not want one.~~ If a trustee vacates the position, the equipment must be returned to the Board.

3.2 Cell phones

Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of a cell phone bill and provided they provide their cell phone number to be used by the board to contact them trustees when necessary. In addition, the board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. No other phone lines will be provided.

3.3 Internet

Trustees are required to have internet access at home. Internet services will be ~~set up for direct billing to the Board or~~ will be reimbursed to the trustee upon submission of their internet provider invoice. ~~which indicates the cost of internet service.~~

Stakeholder feedback – \$50 per month stipend for internet access. It reduces processing time, and the reimbursement of the entire internet bill exceeds trustee professional-use requirements.

Proposal

3.3 Internet

Trustees are required to have internet access at home. Internet services will be reimbursed to the trustee upon submission of their internet provider invoice. Trustees may opt for a \$50 per month internet access allowance for the duration of their term with the submission of one invoice.

~~3.4 Printer and fax machines~~

~~With our focus on paperless, such equipment will not be provided.~~

~~3.5 Supplies~~

~~Supplies such as ink and paper will not be provided.~~

4.0 Other

Trustees will follow section 4 of the Policy 307 - Travel, Meals and Hospitality Expenditures for reimbursement of eligible expenses. Trustee expenses must be submitted within 2 months of the last date of the fiscal year to be eligible for reimbursement.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	COMPUTER NETWORK SECURITY <i>Management Guideline Applies</i>	608
<i>Board Approved:</i>	_____ June 26, 2018 June 19, 2012 April 28, 2003	<i>Reviewed:</i> June 5, 2018 March 26, 2012
		<i>Review Prior To:</i> December 2028 December 2023

OBJECTIVE

To ensure the appropriate safeguarding, integrity, and availability of physical assets and information stored, processed, or transmitted electronically by the Superior-Greenstone District School Board (DSB).

DEFINITIONS

“Information” is defined as all information holdings that are stored, transmitted, or processed electronically by Superior-Greenstone DSB staff and students.

“Physical assets” are defined as the information technology infrastructure such as computers, software applications, network wiring, encryption devices, etc. used in the processing, storage, and transmittal of information.

“Monitoring” means the collection of data related to activities undertaken by people in both physical and cyber space.

POLICY

- 1.0 All information in the Superior-Greenstone DSB, in whatever form, stored on any media, is an asset and the property of the Superior-Greenstone DSB. Similarly, physical assets owned and utilized in the processing of this information are the property of the Superior-Greenstone DSB.
- 2.0 In accordance with the Employment Standards Act (2000), Superior-Greenstone District School Board hereby notifies all employees that they may be electronically monitored while conducting their duties.
- 3.0 Superintendents/principals/managers/supervisors are accountable for safeguarding information and physical assets under their control. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure or destruction (whether accidental or intentional) and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties.
- 4.0 Information and physical assets shall be classified as to their value, sensitivity, integrity, availability and accountability requirements. In addition, information and physical assets shall be safeguarded according to guidelines, which include their classification and assessment of related risks.
- 5.0 Access to sensitive information and assets is restricted to those whose duties require such access.

- 6.0 All staff members are responsible for monitoring and enforcing compliance with this policy within the scope of their duties and responsibilities. Violations or suspected violations of these responsibilities must be reported immediately to the staff member's supervisor.

SPECIFIC DIRECTIVES

- 1.0 This policy applies to all areas within the Superior-Greenstone DSB and is in addition to existing Superior-Greenstone DSB policies and guidelines and to sections of the *Education Act* pertaining to access to and retention of information or records.
- 2.0 The requirement to identify and safeguard information and assets also applies to students, parent volunteers, vendors, consultants, and other organizations that are party to agreements between themselves and the Superior-Greenstone DSB, as may be appropriate.
- 3.0 The Director of Education shall issue guidelines to implement this policy.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Policy Name</i>	WORKPLACE VIOLENCE <i>Management Guideline Applies</i>	720
<i>Board Approved:</i>	_____ October 18, 2022 February 19, 2020 December 5, 2011	<i>Reviewed:</i> June 14, 2022 February 4, 2020 September 26, 2011
		<i>Review by:</i> December 2028 December 2023

RATIONALE

The Superior-Greenstone District School Board (SGDSB) is committed to the prevention of workplace violence and the promotion of a violence free workplace for all staff/workers, in which all people and staff/workers respect one another and work together to achieve common institutional goals. Workplace violence in any form erodes the mutual trust and confidence that are essential to the safety and well-being of all staff/workers and is considered unacceptable.

DEFINITIONS

Workplace Violence, is defined in the *Occupational Health and Safety Act (OHS)* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker, and a
- A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

POLICY

It is the policy at Superior-Greenstone District School Board to adhere to the *Occupational Health and Safety Act*. SGDSB is committed to the prevention of workplace violence for all staff/workers and promotes a violence-free workplace in which all staff/workers respect one another and work together to achieve institutional goals. Workplace violence is unacceptable, as it erodes the mutual trust and confidence that are essential to the safety and well-being of all our staff/workers. SGDSB takes reasonable steps to protect staff/workers from workplace violence from all sources.

The Superior-Greenstone District School Board is committed to establishing a process to implement this policy, including dealing with an incident or complaint of workplace violence, according to the requirements of the *Occupational Health and Safety Act* and in accordance with Safe Schools legislation.

APPLICATION AND SCOPE

This policy applies to all members of the Superior-Greenstone District School Board community, including but not limited to, Trustees, students, staff/workers, visitors such as parents and community members, volunteers, contractors, and employees of other organizations who work on or are invited to participate in Board related functions. Everyone is expected to uphold this policy. It applies to work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events.

GUIDING PRINCIPLES AND RESPONSIBILITIES

- 1.0** Violent behavior in the workplace is not acceptable from anyone. Staff/workers, students and other users will strive to foster a respectful workplace aimed at the prevention of workplace violence. Superior-Greenstone District School Board will endeavor to promptly resolve workplace violence incidents. Complaints or incidents reported will be taken seriously and handled professionally.
- 2.0** The Board shall provide a mechanism to lodge and address a formal complaint or report of an incident, as well as to conduct investigations where necessary.
- 3.0** The Board shall provide a fair and objective process for dealing with alleged incidents or complaints of workplace violence, in a timely manner.
- 4.0** Confidentiality will be maintained to every extent possible; however, the nature of the investigation may require additional information beyond the complainant(s) and the respondent(s) to verify factual evidence.
- 5.0** Principals, vice-principals, senior administration, and managers will adhere to this policy and will be responsible for providing staff/workers with necessary information and instruction about this policy.
- 6.0** Violence is a serious offence. Any individuals found to have perpetrated an act of violence may be subject to disciplinary action up to and including termination. In addition, individuals may be subject to action under the Criminal Code of Canada.

REVIEW

The Director of Education will oversee the review of this policy as necessary, but at least once every year.

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	719
<i>Policy Name</i>	ACCESSIBILITY Management Guideline Applies	
<i>Board Approved:</i>	September 24, 2019 April 20, 2010	<i>Review by:</i> December 2025 December 2021

POLICY

Superior-Greenstone District School Board (“SGDSB”) is committed to promoting learning and working environments that support human rights and accessibility for persons with disabilities. SGDSB will do so by removing and preventing barriers to accessibility and by meeting accessibility requirements under Accessibility for Ontarians with Disabilities Act, 2005 and the corresponding Ontario Regulation 191/11, Integrated Accessibility Standards.

APPLICATION AND SCOPE

This Policy applies to all employees and Trustees at SGDSB. The Policy also covers students, parents/guardians, volunteers, contractors, customers of SGDSB and other members of organizations not related to SGDSB but who nevertheless work on or are invited on to SGDSB premises or utilize SGDSB services.

DEFINITIONS

“**customer**” is any person who uses the goods and services of SGDSB.

“**accessible formats**” may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

“**assistive device**” is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, white canes, oxygen tanks, electronic communication devices.

“**communication supports**” are supports that persons with disabilities need to access information and may include, but are not limited to, plain language, sign language, reading aloud, written notes and captioning.

“**disability**” as defined in the Ontario Human Rights Code.

“**service animal**” is an animal that is being used to provide accommodation support to a person with a disability, either readily apparent or supported by a letter from a regulated health professional. Service animals are working animals.

“**support person**” is a person who assists or interprets for a person with a disability as he/she accesses the services of SGDSB. A support person is distinct from an employee who supports a student in the system.

“**barrier to accessibility**” is anything that prevents a person with a disability from fully participating in all aspects of the services of SGDSB. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, or a technological barrier.

“accommodation” is a means, through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of SGDSB and the SGDSB workplace.

RATIONALE

SGDSB believes that excellence in education is founded on respect for the dignity and humanity worth of all individuals and the development of human potential, enabling individuals and groups to participate and contribute fully within a diverse society. Equity, valuing diversity and inclusion are related yet distinct concepts that form the foundation of social justice and reflect values such as fairness, empathy, and respect for the dignity of all human beings.

Practicing equity involves eradicating attitudes, actions, structures and systems that result in discrimination and exclusion. To this end, the SGDSB is committed to the continual improvement of accessibility and the on-going removal of barriers in order to provide greater equity for all.

OBJECTIVES

1. SGDSB is committed to meeting accessibility needs of persons with disabilities in a timely manner. SGDSB also recognizes it has a duty to accommodate the needs of persons with disabilities.
2. SGDSB will on an on-going basis endeavor to ensure that all policies, practices and procedures are consistent with the principles of independence, dignity, integration and equality of opportunity to all with particular attention to persons with disabilities.
3. SGDSB will provide training on the AODA, the requirements and the Ontario Human Rights Code as it pertains to persons with disabilities, for all staff and volunteers who deal with the public or other third parties on behalf of SGDSB. Training will be appropriate to their duties and will be provided as soon as practicable.
4. SGDSB will ensure that its policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and also ensure there is capacity to provide communication about these policies and procedures in a format that takes into account a person’s disability.
5. SGDSB will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of persons with disabilities including but not limited to the use of assistive devices and service animals.
6. When services that are normally provided to a person with a disability are temporarily unavailable such as access to an elevator, a disruption of service notice will be posted at the site.
7. When asked, SGDSB will provide information and communication including about SGDSB, its services and public safety information, in accessible formats or with communication supports for persons with disabilities. SGDSB will notify the public about the availability of accessible formats and communications supports. If information or communications are

unconvertible, it will provide an explanation why and provide a summary of the unconvertible information or communication.

8. SGDSB will make its website and web content conform with Web Content Accessibility Guidelines (WCAG) 2.0 in accordance with the requirements, unless it is not practicable to do so.
9. SGDSB will provide upon request, education or training related information such as program information, educational and training resources and student records in an accessible format or provide a comparable resource in accessible or conversion ready format.
10. SGDSB's school libraries if available, upon request, will provide accessible or conversion ready versions of print resources and materials to students with disabilities.
11. SGDSB, upon request, will make accessible or conversion-ready versions of any educational or training textbooks and print-based educational or training supplementary learning resources that it produces.
12. SGDSB will notify employees, potential hires and the public about the availability of accommodation for applicants with disabilities in its recruitment and selections processes.
13. SGDSB, upon request, will provide suitable accessible formats and communications supports for job and employee-related information to employees with disabilities.
14. SGDSB will provide individualized workplace emergency response information to employees who have a disability, if necessary and if SGDSB is aware of the need for accommodation.
15. SGDSB will develop and maintain individual accommodation plans for employees with disabilities based on needs due to disability. SGDSB will develop and maintain a return to work plan for employees who have been absent from work due to a disability.
16. SGDSB will take into account the needs of employees with disabilities as well as their individual accommodation plan when using the performance management process, providing career development (professional development) or redeployment.
17. SGDSB and all its managers and school-based administrators will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except if it is not possible and practical to do so. If it is not possible or practical to do so, it will provide an explanation upon request.
18. SGDSB will make new and redeveloped public spaces that it constructs, accessible. SGDSB will provide notice of temporary disruptions when accessible elements such as accessible parking and ramps in the spaces it constructs or redevelops are not in working order.
19. In order to monitor the effectiveness of implementation of the Accessible Customer Service Standard, SGDSB will develop a process for receiving and responding to feedback. Information about the feedback process will be available to the public on SGDSB's website and will allow people to provide feedback using a variety of methods.
20. SGDSB will create a feedback process that will review the implementation of this policy with SGDSB's various constituency groups; for example, Special Education Advisory Council (SEAC), federations, unions and citizens' groups.

21. SGDSB will review the effectiveness of the practices and procedures established under this policy as per SGDSB's policy review process.
22. SGDSB will maintain a Multi-Year Accessibility Plan which outlines its strategy to identify, prevent and remove barriers to persons with disabilities in relation to customer service, information, communication and customer service, employment and design of public spaces. SGDSB will review and update its plan at least once every five years.

The Director of Education will ensure that this Policy will be reviewed every two years.



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 44
Date: May 29, 2023

TO: Chair and Members of the
 Superior-Greenstone District School Board

FROM: Grace Molinski and Emeraude Hunter

SUBJECT: Student Trustee Report: May 2023

**STRATEGIC
 PRIORITY:** Learning and Well-Being

Background Information

The main priority for us as in regards to chairing Student Senate since the last board meeting has been the election of the incoming Student Trustee who will replace Trustee Molinski. To facilitate this, an information package was prepared and shared with secondary principals to promote the position and educate interested students. Potential candidates participated in an information session with alumni speaker, Stephanie Rathwell, on April 24th in preparation for their speeches at the Regular Student Senate Meeting April 25th. Four candidates gave incredible speeches, and many Senators had great questions to ask them. This shows that the Student Senate is growing in a very positive way, and that many students are taking interest in self-advocacy and leadership.

In continued efforts to be equitably included and represented within OSTA-AECO, we hoped to have an update on our correspondence with Declan Ameal (OSTA CEO) in regards to virtual participation options for AGM. Unfortunately, the response to Trustee Hunter requesting a meeting or phone call, was that virtual options were only offered during COVID and that the executive council would consider allowing virtual voting options for SGDSB Student Trustees this year. At the time of formulating this report (5 days before the AGM) we are still yet to hear of virtual voting options.

We had a very successful Student Trustee Elections on April 25th. Out of our four amazing candidates, we are happy to announce that our Student Senate has elected Zoey Krause as the incoming 2023-2025 Student Trustee! Zoey is a grade 10 student from Lake Superior High School in Terrace Bay, and we are so excited to see what's in store for her! To transition Zoey into her new role, Grace and Emeraude are hoping to

have Zoey attend future board meetings and for her to collaborate on and present a segment at a future Student Senate meeting. Grace and Emeraude also plan on meeting with Zoey via Microsoft Teams to talk one-on-one about the position, and provide any additional information and advice that may be helpful to her.

Current Situation

The main priority for May is end of year preparations. This includes planning for the in person Senate Meeting and transitioning the incoming Student Trustee. Grace is helping Emeraude to be ready to take on more of a leadership role with her new co-Trustee and together making and using tools for a seamless transition such as shared drives and helpful reading lists. Additionally, with final exams coming up and many students having the pressure of graduation on them, we are engaging in bi-weekly “ask us anything” posts through Instagram to hear from Students any concerns that could be arising at this busy time. This way we can offer peer support and connect them with resources. A theme that was evident during the Student Trustee elections was that students want to feel more connected across the district and this is one of the steps we are taking to provide for this need.

This month Emeraude is applying for an OSTA AECO executive position as Policy Coordinator, and updates on this process should be received in June. This is a good chance for our board to become more connected to the provincial Student Trustee discussions.

Emeraude and Grace are engaging in more learning regarding equity such as equity in education seminars like “Stop the Hate for Goodness Sake” with Dr. Andrew B Campbell and Dr. Larry Swartz in efforts to broaden the scope of our understanding of advocacy and equity. We recognize that it is important to actively find these learning opportunities as our experience is limited in small towns and we both have a very privileged lens, and we want to be able to understand and advocate for students in all positions. We are engaging in panels with the University of Toronto and plan to share these learning opportunities as we are made aware of them.

Next Steps

With Grace leaving very soon, we are working on finalizing promotional content to be available for use by all future Student Trustees and Student Senates to ensure that Grace’s vision for student leadership can be continued after she graduates.

We are also hoping to be ready to publish our report on the Ontario Secondary Health Curriculum by the end of June. We are not restricted to wait for OSTA to release their

findings which gives us more flexibility to share with our own time frame when it is complete.

Administrative Summary

That the Superior-Greenstone DSB receive Report No. 44, Student Trustee Report: May 2023, for information.

Respectfully submitted by:

Grace Molinski
Student Trustee

Emeraude Hunter
Student Trustee



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 45

Date: May 29, 2023

TO: Chair and Members of the
Superior-Greenstone District School Board

FROM: Nicole Morden Cormier, Director of Education

SUBJECT: Director's Monthly Report: May 2023

STRATEGIC PRIORITY: Learning, Well-Being, Relationships

Background

The Director's Monthly Report is an opportunity to showcase examples of the numerous ways in which school personnel and system staff are operationalizing the 2018-2023 Multi-Year Strategic Plan.

For the month of May, we have provided a variety of examples that demonstrate how schools and the system are supporting students in making connections. Connected learning refers to the ability to link learning and interest to academic achievement, career success or societal engagement. The ability to make connections involves a process of connecting prior knowledge to new knowledge and experiences. This process allows students to relate what they read, see, do, and experience to themselves, to the world around them and/or to other things they have read, seen, or experienced previously.

Current Situation

Please click on the following link to read the Director's Monthly Report: May to read about explicit examples of these learning opportunities.



Director's Monthly Report May 2023 Celebrating Connection

If we want learners who can thrive in turbulent, complex times, apply thinking to new situation, and change the world, we must reimagine learning:

[Go to this Sway](#)

<https://sway.office.com/I384sTvBVLazQRj2?ref=Link>

Administrative Summary

That the Superior-Greenstone DSB receive Report No. 45, Director's Monthly Report: May 2023, for information.

Respectfully submitted by:

Nicole Morden Cormier,
Director of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring our Students to Succeed and Make a Difference"

Report No.: 46
Date: May 29, 2023

TO: Chair and Members of the
 Superior-Greenstone District School Board

FROM: Will Goodman, Superintendent of Education

SUBJECT: 2023-2024 Educational Support Staff (ESS) Staffing Report

STRATEGIC PRIORITY: Learning, Well Being, Stewardship

Background

Meeting student needs is paramount in making decisions around staffing, as is equity between our schools. At the same time, the obligation for fiscal responsibility must be considered. Educational Support Staff play a pivotal role in the daily operations of schools. Superior-Greenstone District School Board provides additional direct support for students with special education needs.

Conversations have taken place with school Principals regarding these staffing changes. Also, as part of the Collective Agreement with The Educational Support Staff of the Ontario Secondary School Teachers' Federation, consultation has taken place with the union representative. As part of the Central Agreement negotiations, SGDSB ESS staffing has a protected complement of 47 where our staffing numbers are not to go below that of 2018-2019 in each of the job classes unless there have been resignations or retirements.

Current Situation

Special Education (Educational Assistant) Key Points

Superior-Greenstone District School Board continues to fund the special education program above the amount allocated by the Ministry of Education through the Special Education Per Pupil Amount (SEPPA), the Special Equipment Amount (SEA) and the High Needs Amount (HNA). We are required to calculate all OSSTF Educational Support Staff staffing based on central agreement language that requires a protected complement. The projected average cost for an Educational Assistant salary and benefits is \$52,658. We have had a significant increase in students with students with high needs entering and remaining in our primary classrooms in many of our schools since September that require more support than other divisions in the school. We currently do not have any students with high needs exiting our system.

Our current proposed Educational Assistant staffing reflects our students with medical and safety needs. SGDSB currently has 24% (340 Students) of the student population accessing special education support in comparison to 28% in 2022-2023. While the number of students accessing special education supports, we have had an increase in supports required for students with tier 3 needs. As of this report we have had 29 referrals for positive behaviour support who have Tier 3 needs.

Table 1 indicates the current number breakdown of students associated with specific exceptionalities. For privacy reasons we have combined exceptionalities with numbers that could be identifiable on their own.

Table 2 provides special education student numbers by panel as well as the number of students that are formally identified by the IPRC process.

Table 1 Number of Students by Exceptionality

Exceptionality	2020/2021 # Students	2021/2022 # Students	2022/2023 # Students	Mild Intellectual Disability	13	12	16
Autism	26	30	44	Other (Speech Impairment, Language Impairment, Deaf and Hard of Hearing, Gifted, Developmental Disability, Physical Disability, Blind and Low Vision,	42	47	46
Learning Disability	91	84	69				
No Exceptionality	187	159	125				
Behaviour	23	30	24				
Multiple Exceptionalities	49	28	17				

Table 2 – Special Education Overall Data

Number of Elementary Students Accessing Special Education	156
Number of Secondary Students Accessing Special Education	184
Number of Students Formally Identified (Identification Placement and Review Committee IPRC)	216

Table 3: Below is the proposed ESS Staffing for 2023-2024 school year given the above parameters:

Part A: Staffing According to Contractual Agreement

	Education Assistant	Early Childhood Educators	Child and Youth Workers	Attendance Counsellor	Librarians	Information Technologists	Computer Technician	Secretaries	Payroll and Accounting Clerks
2019/2020	49.50	4.00	5.00	3.00	6.70	n/a	4.00	20.00	4.00
2021/2022	50.50	4.00	5.00	3.00	6.70	4.00	1.00	20.00	4.00
2022/2023	49.50	4.00	5.00	3.00	6.70	4.00	1.00	21.00	4.00
Proposed 2023-24	47.50	4.00	4.00	3.00	6.70	4.00	1.00	20.50	4.00
Support for Student Funds (1.50 FTE)- Central Agreement	0.50		1.00						
First Nation Education Service Agreement	7.50								
2023-24 Total	**55.00	4.00	5.00	3.00	6.70	4.00	1.00	20.50	4.00

**This number does not include EAs that will be funded directly by First Nations through invoicing or Jordan's Principle.

Jordan's Principle

Jordan's Principle is an application-based funding gives the ability for all First Nations children living in Canada to access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations Two-Spirit and LGBTQQIA children and youth and those with disabilities may have. These funds can be accessed by First Nation communities in order to enhance the existing funding received by the federal government. SGDSB works collaboratively with FN leadership in supporting the writing of the applications. Funds are temporary and must be re-applied for each year. For the 2022-2023 school year SGDSB employed 14 Educational Assistants.

Final assignments for Educational Support Staff will be made in June based upon actual needs.

Administrative Recommendations

That, the Superior-Greenstone DSB having received Report No. 46, 2023-2024 Educational Support Staff (ESS) Staffing Report, approve the staffing as presented.

Respectfully submitted by:

Will Goodman
Superintendent of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
"Inspiring Our Students to Succeed and Make a Difference"

Report No.: 47
Date: May 29, 2023

TO: Chair and Members of the Superior-Greenstone District School Board

FROM: Will Goodman, Superintendent of Education

SUBJECT: Superior-Greenstone DSB Special Education Plan 2023-2024

STRATEGIC PRIORITY: Learning and Well-Being

Background

The Ministry of Education outlines special education procedures. The Superior-Greenstone District School Board has developed the Special Education Plan to provide information about the special education programs and services available within our Board. Each year, boards are required to update their Special Education Plans, outlining how they will implement the Ministry procedures.

Current Situation

The Superior-Greenstone District School Board Plan 2023-2024 describes the programs and services offered by the Superior-Greenstone District School Board. As part of the requirements identified by the Ministry of Education the Superior-Greenstone District School Board undergoes yearly consultation which is designed to improve special education programs and services to students with special needs. Included in this report is the revised SGDSB Special Education Plan.

Administrative Recommendations

That, the Superior-Greenstone DSB having received Report No. 47, Superior-Greenstone DSB 2023-2024 Special Education Plan, approve the 2023-2024 Special Education Plan, effective July 31, 2023.

Respectfully submitted by:

Annick Brewster,
 System Principal, Special Education

Will Goodman,
 Superintendent of Education



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

SPECIAL EDUCATION PLAN

2023-2024

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A - THE BOARD'S CONSULTATION PROCESS

In accordance with Regulation 464/97 made under the Education Act, and in accordance with the Standards for School Boards' Special Education Plans, the Superior-Greenstone District School Board has developed this Plan to provide information about the special education programs and services available within our Board. It also outlines the involvement of the Special Education Advisory Committee (SEAC).

The annual review process of the Plan is designed to improve special education programs and services to special needs students. Timelines for consultations, input from stakeholders and the annual review of special education programs and services are as follows:

September

- An updated version of the plan is available to all stakeholders on the Board website www.sgdsb.on.ca > Education > Special Education > Reports and Publications, Special Education Plan
- School Administrators inform parent/guardians of the updated plan on the Board website and request feedback
- School Administrators inform School Councils of the updated plan on the Board website and request feedback
- North of Superior Counseling Programs (NOSP), Dilico, Rural Children's Services Partnership and North West Local Integration Network are advised of the updated plan on the Board website and request feedback

September to April

- From issues, concerns and recommendations that are addressed in regular SEAC meetings and presented at board meetings
- From the board's written responses to the SEAC recommendations
- From SEAC members during Plan review
- From new directives and reviews of the Plan from the Ministry of Education
- From information gathered at community forums
- From parent/guardians of special needs students
- From any audits
- From Senior Administration
- From School Administrators
- From input and feedback gathered by School Administrators from parent/guardians, community partners and staff
- From Special Education Teachers (SET)
- From Special Education Lead/Multi-Disciplinary Team

March/April

- Consultation with Indigenous Education Advisory Committee (IEAC)
- Consultation with Special Education Advisory Committee (SEAC)
- Consultation with Parental Involvement Committee (PIC)

May

- Input from the Board of Trustees during the review of the Plan and the SEAC recommendation to approve the amendments to the Plan
- Final consultation done by School Administrators with parent/guardians, community partners and staff

June

- Plan brought to board meeting for final approval

August

- Present Board Plan to our School Administrators

B - SPECIAL EDUCATION PROGRAMS and SERVICES

General Philosophy and Service Delivery Model

The Superior-Greenstone District School Board will provide the best education possible within its means for each of its students. The Board supports a philosophy of integration within the schools provided that it meets the needs of the student and is in accordance with parent/guardian wishes. We value and prioritize human rights and equity practices to ensure that all students, regardless of their disability, have equal access to meaningful education. The Board is committed to prioritizing and honouring the Calls to Action provided by the Truth and Reconciliation Commission of Canada and must meet the Calls to Action pertaining to Education for Reconciliation.

Our basic premise is that all teachers share responsibility to meet the needs of all students. Students with exceptionalities within the board's jurisdiction (regardless of exceptionality) can access services through placement in:

- The regular classroom setting;
- The regular classroom setting with resource services to the classroom teacher or student;
- The regular classroom setting with the assistance of a special education support person;
- The regular classroom setting with resource assistance or resource withdrawal from a special education resource teacher when deemed necessary; or
- A self-contained classroom for a portion of the day with integration into the regular classroom

The placement goal for all students with exceptionalities is to keep them as close to the regular classroom program as possible with appropriate special education programs and services in place when/where deemed necessary. The ultimate goal will be inclusion in the regular classroom, with withdrawal of students to develop specific skills necessary for meaningful inclusion and specialized support to meet the goals of the IEP.

In some instances, because more specialized services and teaching methodologies are required, some students may require programs and services that involve the co-ordination and co-operation of several agencies. In these cases, alternatives to options not available within the board will be investigated.

In addition to the above, the following principles also apply:

- Attention will focus on the capabilities on the student rather than on their exceptionality or disability;
- To develop individual potential;
- To nurture the development of:
 - Pride in personal achievement
 - Self-worth
 - Self-Regulation
 - Self-confidence
- Education will be provided as close to the student's home as feasible within the schools of the Superior-Greenstone District School Board; and
- Education will be provided as close to the regular classroom environment as feasible in co-operation with local boards, community agencies and provincial services.

Programs and services for students with exceptionalities are developed in accordance with the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Education Act* and the regulations made under the Act.

Special Education Placements Provided by the Board

Due to the large geographic area of the board and the small school populations, Special Education Placements are provided in the regular school setting as follows:

- With indirect support;
- With resource assistance; and/or
- With withdrawal assistance.

Programs and Services Regardless of Exceptionality

In addition to the above placement options, the following services are available in most areas of the board:

- In-school assessments by special education personnel;
- Out-of-school assessments for speech, language, behaviour, psychological, psychiatric, occupational, physiotherapy, and academics;
- Out-of-school referral to North of Superior Counseling Programs (NOSP), Tikinagan Child and Family Services, or Dilico for mental health counseling;
- Referral to the Board Positive Behaviour Lead to support students with ASD;
- Support for deaf and blind students - Provincial Schools;
- Support staff for students with documented high needs; and
- Support and capacity building from the Multi-Disciplinary team.

Range of Curriculum Modification and Accommodations Offered

Level 1 Accommodations Only

The student is able to manage the content and expectations of the grade level curriculum but accommodations must be made in order for the student to be successful. Samples of accommodations may include extended time to complete tasks/tests, scribing, use of a calculator, use of technology and appropriate software, peer helpers, oral testing or revised test formats or short-term resource withdrawal to review materials.

Level 2 Modifications and Accommodations

The student is *unable* to manage the content and expectations of the grade level in which he/she is placed. However, the student is able to manage a reduced number of expectations for the current grade level or some of the content and expectations based on the achievement expectations for a different grade level according to *The Ontario Curriculum*. The student's work is modified based on the level at which the student can experience success. Accommodations are also required.

Level 3 Alternative Programming and/or Modifications and Accommodations

In a few instances, very few of the expectations in The Ontario Curriculum, form the basis of a student's program. For these students, curriculum modification is extensive and alternative programs may be developed based on skills that have been identified by inter-agency personnel. Accommodations for the student may include specialized equipment, learning materials and alternative evaluation techniques.

Special Education Programs and Services By Exceptionality

Due to the geography, size and rural nature of the Superior-Greenstone District School Board almost all students, regardless of their exceptionality, are placed in an integrated setting within a school.

Placement in a self-contained classroom is not a viable option unless there are enough students to warrant such a placement.

In very few instances, placement in a Provincial School is available for those students who meet the criteria established by the provincial schools.

In cases where the needs of the student are so extreme that the board is unable to provide a program, alternative options with other boards will be investigated.

Criteria for Placement

The placement of a student in one of the above placement options is determined by the Identification, Placement and Review Committee (IPRC) in consultation with the parent/guardian and, at times, with the student. The identification of the student must be in accordance with the approved Ministry of Education definitions listed in the appendices of this document. The placement decision is based on the stated needs and strengths of the student.

Multiple Exceptionalities

Students who have been identified with more than one area of exceptionality may be placed in an integrated setting and may or may not receive resource withdrawal. In some instances, the students require alternative programming, curriculum modifications, accommodations and additional support in order to be successful at school.

Section 23

There are no Section 23 classrooms within the Board's jurisdiction.

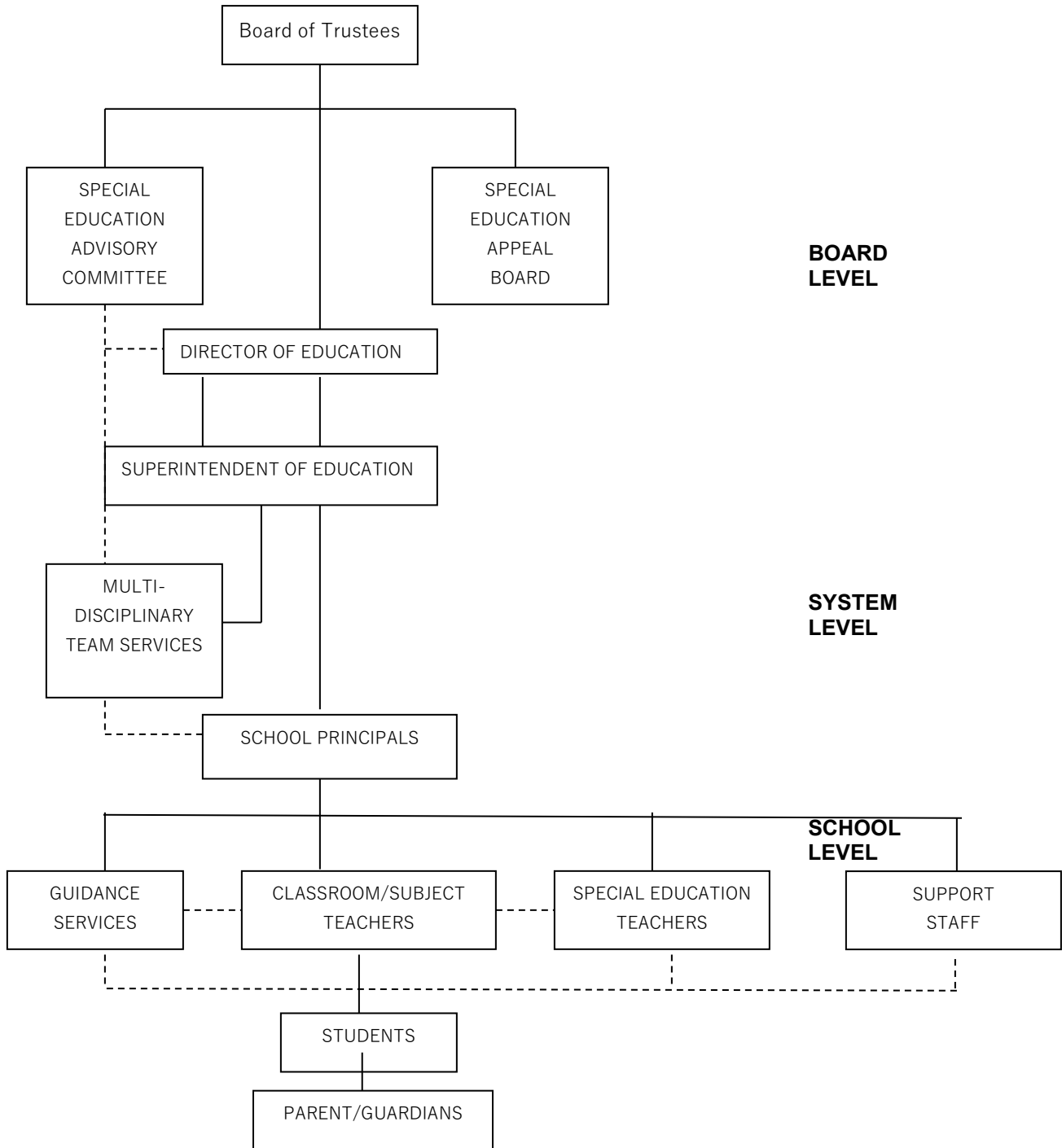
Provincial and Demonstration Schools

Provincial and demonstration schools offer support services within the Board's schools for students who are blind, deaf, physically challenged or severely learning disabled. Some students, however, may require a day treatment or a residential program in order to be successful. Students placed in provincial or demonstration schools have the day treatment or residential component provided.

Placement of students in these schools must be in accordance with the admissions criteria for each school. It should be noted that very few students are placed in these specialized schools. These schools are listed in the Superior-Greenstone District School Board Plan Appendix E.

C – ROLES and RESPONSIBILITIES ORGANIZATIONAL CHART

Note: For specific roles and responsibilities, see outline in Appendix A.



BOARD LEVEL

SYSTEM LEVEL

SCHOOL LEVEL

Direct Lines of Responsibility —————
 Consultation Relationship - - - - -

D - EARLY IDENTIFICATION PROCEDURES / INTERVENTION STRATEGIES & TRANSITIONS

Philosophy

It is the philosophy of the Superior-Greenstone District School Board that the Early Identification procedure will occur in each elementary school. The Early Identification procedure is done by the Kindergarten teachers to assist them in assessing the child's learning needs in order to provide appropriate programming.

Pre-School Screening Initiative

The Superior-Greenstone District School board has developed a partnership with community providers to develop a pre-screening program for students who are entering kindergarten. These community providers offer services in the area of family support, medical/health care, childcare and education. The program, which is known as "Ages & Stages" is aimed at helping to identify those children who may be in need of early identification and on-going assessment in developmental and/or social/emotional areas.

Board Policy

In accordance with Program Policy Memorandum 11 (1982), the Superior-Greenstone District School Board has developed Board Policy 517 with regard to Early Identification Procedures. This policy is intended to apply to *all* students enrolled in the kindergarten program. The procedures included in the policy are the start of the continuous assessment and program planning that becomes part of the child's school life.

In-school Early and On-going Identification Procedures

As part of the special education referral process, a parent/guardian or teacher may identify a difficulty. When a difficulty is identified, it is an expectation that teachers try varied teaching strategies and/or methods to see if different approaches help to alleviate the difficulty. During this period of time, the teacher should be observing and documenting the student's learning strengths and areas of need, and consulting with the parent/guardian with regard to the child's progress. The parent/guardian should be providing the child with opportunities at home to support the work of the classroom teacher and should be communicating with the school on a regular basis.

The type of assessment tools/strategies used on a board wide basis to gather appropriate information on students in order to assist in the development of appropriate educational programs are:

- JK, SK, Grade 1 and Grade 2 Oral Language Assessment (OLA) in Terms 1, 2 and 3
- Grades SK, 1, 2, and 3 Developmental Reading Assessment II instructional book level in Terms 1 & 2 with Term 3 being optional.
- Grade 7-10 Ontario Comprehension Assessment (OCA)
- The Assessment of Basic Language and Learning Skills (ABLLS)
- Wechsler Fundamentals: Academic Skills (WFAS)
- Wechsler Individual Achievement Test (WIAT)
- The Assessment of Functional Living Skills (AFLS)

Students who are experiencing difficulty may receive support either in class or in a small group situation.

Should difficulties continue, a parent/guardian-teacher conference is held to discuss the next course of action with regard to assisting the student. At this time, the school (teacher) should be giving the parent/guardian the board's information pamphlets with regard to the special education process and explaining the process. Time should be taken to ensure that the parent/guardian fully understands the process and that the procedures to be followed are understood. The school (teacher) should also discuss the assessment process and obtain the necessary consents to refer the child for an in-school (educational) or out-of-school assessment.

Early Identification - Prevention Support by Other Service Providers

Support for speech therapy, physiotherapy and behavioral counseling is available. These services can be accessed by schools with the consent of the parent/guardian through an out-of-school referral. Often, many of the students who access these services are not formally identified as students with exceptionalities.

This referral process may result in a formal IPRC (Identification, Placement and Review Committee) meeting.

Transitions

Students experience many transitions over the course of their time at school. Transitions occur from school to school, from elementary school to secondary school, from class to class etc. Superior-Greystone District School Board is committed to improving transition outcomes for all learners. PPM 156 states that a transition plan must be created for all students who have an IEP whether or not they have been identified as exceptional by the IPRC committee or not. A transition document has been created in order to support all students and educators in the creation of meaningful and strength based transition goals.

Transitioning into Kindergarten

Planning for Children with Special Needs

Each year, new Kindergarten students with individual needs enter the school system. Following registration, some students require a comprehensive intake process involving the school's Principal and Special Education Personnel.

Individual needs may include, but are not limited to the following:

- Health Care
 - Severe seizure disorder
 - Diabetes, asthma, allergies
 - Medication
- Personal Care
 - Toileting
 - Dressing
 - Eating
- Physical
 - Mobility
 - Vision
- Communication
 - Deaf/hard of hearing
 - Non-verbal/Augmentative
- Social/Behavioral
 - Social understanding
 - Self-regulation
- Cognitive/Developmental
 - Exhibiting less than average intellect
 - Adaptive Behavior
- Autism Spectrum Disorder (ASD)
 - Communication
 - Social
 - Sensory

SGDSB has developed a *Transition to Kindergarten* package to assist schools (Principal, SET, Kindergarten Educators, etc.) in working with parent/guardians, caregivers and community agencies to develop a specific transition plan for students who may possess special needs. *Please see Appendix I for the Transition to Kindergarten support documentation.* Through the use of these documents, teams will:

- Consider the child's strengths and needs;
- Prepare for gradual transition to school by establishing a school entry plan;
- Share information with the school and board to determine next steps;
- Explore external community supports;
- Identify personalized equipment needs and/or school access requirements; and
- Determine transportation, equipment, and access needs

“Little t” Transitions

Transitions happen before, during and after the school day. They range from the bus ride to school to moving between locations in the school (e.g., going from the classroom to the library) to changing subjects (e.g., math to science) to exit routine at the end of the day. While these transitions may seem small, they can cause some students with special education needs to feel anxious and unsure. All students, but especially students with special education needs, tend to perform best when there is routine and the schedule is predictable.

In order to assist your child cope with these Little “t” transitions that occur throughout their day, you can:

- Establish a routine for getting ready for school.
- Practice with your child what he/she needs to do to get ready at the end of the school day (e.g., packing their bag).
- Ask the teacher for an outline of the course or a monthly schedule of the activities the class will be participating in and reviewing the schedule with your child on a regular basis.
- Share with the school team successful strategies you use at home to prepare your child for transitions.
- Attend a “Planning a Transition” Meeting. If your child is struggling with Little “t” transitions at school, your school team may request your attendance at a “Planning a Transitions” meeting. Your input is invaluable to assist the school team in continuing to provide your child with a program to best meet his/her needs.

Elementary to High School Transitions

The following table provides a calendar of events to aid in the planning of the transition from elementary to high school:

Transition Steps	Month	Persons Involved	Documentation	Persons Responsible
<p>Identify a transition planning team</p> <p>Discuss transition planning with family and student during an case conference</p> <p>Identify an individualized timeline and set target dates</p> <p>Grade 8 students visit the home secondary school</p>	November	<p>Elementary School Team</p> <p>Parent/Guardians</p> <p>Student</p>	"Planning a Transition"	<p>Elementary Principal</p> <p>Elementary SET</p>
<p>Gather information about the secondary school</p> <p>Share information gathered from "Planning A Transition" with the secondary special education department</p> <p>Grade 8 teachers complete online transition profile for special education students.</p>	December	<p>Elementary SET</p> <p>Secondary SET</p>	"Planning a Transition" Case Conference	<p>Elementary school team to contact Secondary Special Education department to inform of special education needs</p>
<p>Secondary SET to visit the Elementary school to have discussions with elementary school team</p>	January	<p>Elementary SET- Secondary</p> <p>Student</p>	"Planning a Transition"	<p>Secondary SET</p> <p>Elementary SET</p>
<p>Transition planning meeting with parent/guardians, student, Elementary and Secondary school teams for a "Planning a Transition" meeting</p> <p>Share current IEP, most recent report card and IEP Transition Plan with Secondary School</p> <p>Review SEA resources if applicable</p> <p>Students with special education needs visit the secondary school for a half day (including lunch) to learn more about home secondary</p>	February - May	<p>Secondary school team</p> <p>Student</p> <p>Elementary SET</p>		<p>Secondary School Team</p>
<p>Secondary SET meets with outside agencies regarding specific students</p>	April	<p>Secondary SET</p>		<p>Secondary SET</p>
<p>IIRC's held for Elementary to Secondary Transitions, if applicable (at Secondary site)</p> <p>Make arrangements to transfer SEA equipment to</p>	<p>April/May</p> <p>* reminder packages have to be to the</p>	<p>Elementary and Secondary School Teams</p> <p>Parent/Guardians</p> <p>Student</p>	IIRC package and documentation	<p>Elementary & Secondary Principal to collaborate to set dates for IIRCs</p> <p>Elementary SET</p>

Transition Steps	Month	Persons Involved	Documentation	Persons Responsible
secondary school by completing the necessary transfer forms	participants at least 10 days prior to the IPRC day			creates IPRC packages

E - THE IDENTIFICATION, PLACEMENT and REVIEW COMMITTEE (IPRC) PROCESS and APPEALS

The Superior-Greenstone District School Board has developed two pamphlets that outline for parent/guardians the process used for:

- Referring a student to the Identification, Placement and Review Committee; and
- The Appeal process to follow should the parent/guardians disagree with either the Identification or Placement of their child

Copies of these pamphlets are available from the principal in each school, on the Board website (www.sgdsb.on.ca/reports--publications) and a sample is contained in Appendix B of the Superior-Greenstone Special Education Plan.

Informal Approaches to Solving Problems Prior to IPRC Meetings

In cases where a student is *not* known to have a condition that has been identified prior to entrance into school, it is an expectation that teachers try several of the following intervention strategies prior to making a referral to begin the special education process:

- Employ different teaching methods and strategies
- Provide accommodations
- Do on-going assessment “for”, “as” and “of” learning
- Provide descriptive feedback based on success criteria
- Gather information about student learning before, during, and at or near the end of a period of instruction, using a variety of assessment strategies and tools
- Use assessment to inform instruction, guide next steps, and help the student monitor their own progress towards achieving their learning goal(s)
- Conference with the parent/guardians and/or the student
- Conference with the previous classroom teacher
- Check for physical conditions - vision, hearing
- Collect work samples
- Consider early intervention program (K – Grade 2)
- Consider developing IEP

If the learning problems continue, the teacher should consult with the principal, the special education teacher and parent/guardians in order to initiate formal testing.

Identification, Placement and Review Process

Informing Parent/guardians

The in-school assessment begins the formal special education process that may lead to the child being identified as needing a special education program. The consent for an educational assessment is usually obtained at a school case conference. At the school case conference parent/guardians are given a copy of the board’s special education pamphlets *Parent/Guardians’ Guide to Special Education IPRC’s and Appeals*. Parent/guardians/representative from First Nation(s) are then invited to attend case conferences with regard to the findings of the in-school assessment. If more information is required, parent/guardians must sign for an out-of-school assessment to be completed. Once this assessment is completed the findings are shared with the parent/guardians and appropriate school personnel.

A decision may be made to refer the student to an Identification, Placement and Review Committee. The parent/guardians is/are given 10 days notice *in writing* that an IPRC meeting will be held to discuss the child’s identification and placement. If the student is identified, a placement is determined and the Individual Education Plan is developed within 30 days. In the case of parents, living in isolated communities, that need to meet by teleconference, these arrangements can be made. Boarding of those involved in this process will be done with the consent of parents/guardians. The Individual Education Plan is also reviewed with the parent/guardian/education representative from First Nation(s).

Gathering Information

The classroom teacher gathers information and shares the findings with the parent/guardians and any other representative(s) of the parent/guardian/student's choosing. If an in-school assessment is conducted, the person responsible for the assessment collects information from various sources, for example:

- The student's Ontario Student Record
- Educational assessment(s)
- Diagnostic tests
- Teacher-created tests
- Developmental assessments
- Living/vocational skills assessments
- Health assessment (vision, speech, hearing)
- Psychological assessments
- Conferences with previous teachers, the parent/guardian(s), the student
- Work samples, portfolios, writing sample
- Student observation - for learning style, environmental factors behaviour, peer interaction, organizational skills, social skills.
- Conferences with First Nation partners involved based on Education Service Agreement

Identification

Subsection 8 (3) of the *Education Act* requires the Minister of Education to define exceptionalities of students, prescribe categories of students with exceptionalities and to require school boards to employ such definitions. Consequently, the categories of exceptionalities and their definitions as found in Appendix D of the Special Education Plan, which are based on Ministry categories and definitions, are used as the basis for determining a student's identification.

Statement of Strengths and Needs

All Identification, Placement and Review Minutes list the strengths and needs of the student that have been determined through the assessment reports. It is expected that school personnel, out-of-school professionals, the parent/guardian and the student (where appropriate) have input into the determination of the student's strengths and needs through the assessment process.

Recommending Placement

One of the three following placements is available within the schools of the Superior-Greenstone District School Board schools. The student can be placed in the regular classroom with:

- Indirect service;
- Resource assistance; or
- Withdrawal assistance.

Annual IPRC Review/Interim Reviews

By law, an Identification, Placement and Review Meeting must take place every 12 months, however, the parent/guardians can consent to dispense with the annual IPRC review. School personnel must conduct the review if they do not receive written consent from the parent/guardians to dispense with the review. The parent/guardians has the option of re-convening the IPRC within 15 days of an IPRC if further clarification or discussion is required.

The school or the parent/guardians can request a review after a program for a student has been in place for three (3) months. In the case of a review after 3 months, the parent/guardians shall request, in writing to the principal, that a review be convened. The IPRC Committee shall conduct the review within fifteen (15) days.

The school must give the parent/guardians 10 days notice that an interim IPRC will be held in the event that the school wishes to request an IPRC review after three months.

Meeting With Parent/Guardians Prior to Rendering a Decision to the Board

Communication and consultation will take place with the parent/guardians prior to the calling of an Identification, Placement and Review meeting. Parent/guardians are informed before the IPRC of any testing results that will be presented to the IPRC committee. The parent/guardians are asked for input at the IPRC meeting. For those in isolated communities, meetings can occur by teleconference.

Parent/guardians have up to 15 days to re-convene the IPRC or seek additional information from the school prior to the determination of the committee being sent to the Board.

Communicating the Decision

Parent/guardians are encouraged to attend all IPRC's but must be present at the initial IPRC in order to be a partner in the decision-making process. Parent/guardians can sign consent for the identification and placement of their child during the IPRC or may take the IPRC Identification and Placement consent home and consider all information before providing signed consent. Parent/guardians are given a copy of the IPRC minutes for their personal files.

If the parent/guardians are not in attendance at an IPRC review, the minutes of the IPRC are mailed to the parent/guardians for consideration and for signed consent to place their child as determined by the IPRC committee.

Should the parent/guardian seek a case conference with school personnel to discuss the minutes of the IPRC, the meeting is accommodated.

Parent/Guardian Guides to IPRC's and Appeals

Further information about IPRC's and Appeals is outlined in the Parent/Guardian Guides. The Parent/Guardian Guides are available from all school principals and from the Board's website (www.sgdsb.on.ca/reports--publications). See samples in the Appendix B.

SGDSB IPRC 2022-2023 School Data

School	Total Number of IPRC's	IPRC's Initiated by School	IPRC Initiated by Parent /Guardians	Total # of IPRC Reviews Completed	Total # of IPRC Appeals Completed
Dorion PS	2	2	0	6	0
Manitouwadge PS	2	2	0	6	0
Nakina PS	0	0	0	1	0
Schreiber PS	0	0	0	11	0
George O'Neil PS	2	2	0	9	0
Beardmore PS	0	0	0	0	0
B.A. Parker PS	6	6	0	6	0
Terrace Bay PS	3	3	0	8	0
Margaret Twomey PS	4	4	0	4	0
Marjorie Mills PS	0	0	0	3	0
Marathon HS	5	5	0	9	0
Lake Superior HS	9	9	0	7	0
Manitouwadge HS	5	5	0	4	0
Nipigon Red Rock DHS	8	8	0	11	0
Geraldton Composite HS	9	9	0	34	0
SGDSB TOTALS	55	55	0	119	0

F - EDUCATIONAL and OTHER ASSESSMENTS

Purpose and Goals of Individual Assessments

The primary purpose of student assessment and evaluation is to improve learning. Assessment has the greatest potential to improve learning when it is an integral part of all classroom activities and when it is used to identify students' strengths and needs to outline the next steps for learning. It should never be an end unto itself, but rather the means through which to improve teaching and learning.

Some students, in spite of accommodations and modifications to their program, experience difficulty meeting academic and/or behavioural expectations of the school environment. Their needs as learners can best be understood and addressed through detailed standardized individual assessment.

Individual assessments will be administered by a range of qualified professionals. The assessment will provide an accurate baseline for tracking future development and academic progress, and provide necessary information for formal identification. Individual assessment can include classroom observations and focus on a student's academic skills, cognitive levels, social-adaptive skills and communication skills according to concerns indicated.

In-School Educational Assessments

Educational assessments are conducted by school personnel in accordance with the Education Act, with the consent of the parent/guardians in order to determine the student's present level of academic performance and to determine areas of strength and weakness. Although an in-school educational assessment may include standardized tests, such as the WIAT III, administered by teachers with Special Education qualifications, it may also include student information based on the results of one or more of the following:

- Developmental checklists
- Analysis of student work
- Teacher observations and anecdotal comments
- Criterion-referenced tests
- Performance tests

Once the in-school assessment is completed, it is shared with the parent/guardian at a school case conference. Recommendations for further testing, in-school modifications and home support are also discussed.

External Assessment services are contracted by qualified professionals as governed by the Health Professions Act 1993 and Health Care Consent Act 1996.

Out-Of-School Referrals - Assessments

The school or the parent/guardians may request that additional testing is needed to further identify strengths, weaknesses, cognitive abilities, processing abilities with a view to enhancing program planning. The *parent/guardians must consent in writing* to any out-of-school testing. If the parent/guardians consents to an out-of-school assessment, the school will follow the appropriate procedures in relation to the receiving agency's expectations. Generally, the process includes:

Step One: The school gathers information on past history and the present situation. The completed referral form is sent to the appropriate agency along with any assessment data collected during the educational assessment.

Step Two: The out-of-school agency contacts the parent/guardians to obtain information and to receive written consent to share the information gathered. The out-of-school agency schedules the assessment times and place.

Step Three: In consultation with the school principal and the parent/guardians/education representative of the First Nation, the out-of-school agency co-ordinates the post-assessment conference. The parent/guardians must give the out-of-school agency permission to share results with the school.

Parent/Guardian Consent

Parent/guardians consent is required for all assessments that do not form part of the regular school program. These assessments include: individual in-school assessments, speech assessments, occupational therapy assessments, behavioural, psychological, psychiatric and intellectual assessments. Medical assessments are usually arranged between the family and the physician.

Other than tests used for educational assessments given by the Special Education Teacher, all other assessments and diagnoses are provided by various support agencies through their employment of qualified professionals. The main support agencies are: Rural Children's Services Partnership, Northwest LHIN, Lakehead Regional Family Center, George Jeffery Treatment Center, Dilico, Tikinagan Child and Family Services, North of Superior Counselling Programs, Family Physicians and Medical Specialists.

Consent For Sharing Information - Protection Of Privacy

All information collected during the special education process is protected by the ***Freedom of Information*** legislation. Parent/guardians are requested to sign consent for out-of-school referrals and consent for out-of-school agencies to view the OSR and student work. Out-of-school agencies obtain consent from parent/guardians for the inclusion of their reports in the student's Ontario Student Record folder. Parent/guardians have the option of:

- Not sharing the assessment results;
- Sharing only part of the assessment results; **or**
- Sharing the entire assessment report with the school.

Communication and Diagnosis (per Ministry of Health Regulations)

Parent/guardians, in consultation with agency/medical professionals, provide consent for the release of information to the schools. Schools provide consents signed by the parent/guardians for referrals to out-of-school agencies.

External Assessments

An external assessor, who is a qualified professional, may be contracted by the board to conduct a more in-depth educational assessment for students who require an assessment for a specific purpose. Only the Director of Education (or designate) has the authority to approve these assessments.

Average Waiting List For Assessments

Assessments through Family Physician	Varies according to the type of referral
In-School Assessments	2 to 3 weeks
Out-Of-School Assessments	3 months – 1 year
SGDSB Educational Assessments	3 months – 1 year

*In-school assessments are managed by the in-school Special Education Team.

**SGDSB Educational Assessments are managed by the Multi-Disciplinary Team and contracted out to third party Private Professionals.

Criteria for Waitlist

- Severity
- Mental health implications
- Student ability to attend school
- Access to resources in the community
- Information provided by professionals

Multi-Disciplinary team will make a recommendation based on the above criteria. The Superintendent of Special Education will make the final recommendation.

Flow Charts

The flow charts on the following pages outline the referral process generally followed by the Superior-Greenstone District School Board.

G - REFERRAL and ASSESSMENT PROCEDURES

In-School

Step One: Parent/guardians or school personnel identify a difficulty:

- School personnel consider alternate teaching strategies, program differentiation and accommodation, curriculum modifications and document efforts to assist the student

Step Two: If the difficulty continues:

- A written referral for an educational assessment is made to the principal by the parent/guardians or school personnel
- Special Education referral form is completed and principal's signature obtained (SE1)

Step Three: An educational assessment is completed:

- Parent/guardians/adult student consent in writing must be obtained
- Non-consent is signed, if assessment is denied
- Assessment findings are completed and summarized according to the SE2 format

Step Four: School personnel, parent/guardians and principal meet to consider the educational assessment and next steps:

- A case conference is held to go over assessment findings
- Case conference minutes are kept (SE3)
- Next steps are determined.
- Required signatures are obtained if Out-of-School assessments are required (SE4)
- Non-consent is obtained, if appropriate

Out-of-School

Step One: The referral to out-of-school personnel shall be arranged by the Principal/Vice-Principal of the school:

- Out-of-school referrals will be completed by school personnel in consultation with the parent/guardians/adult student
- Written consent of the parent/guardian or adult student must be obtained (SE4)

Step Two:

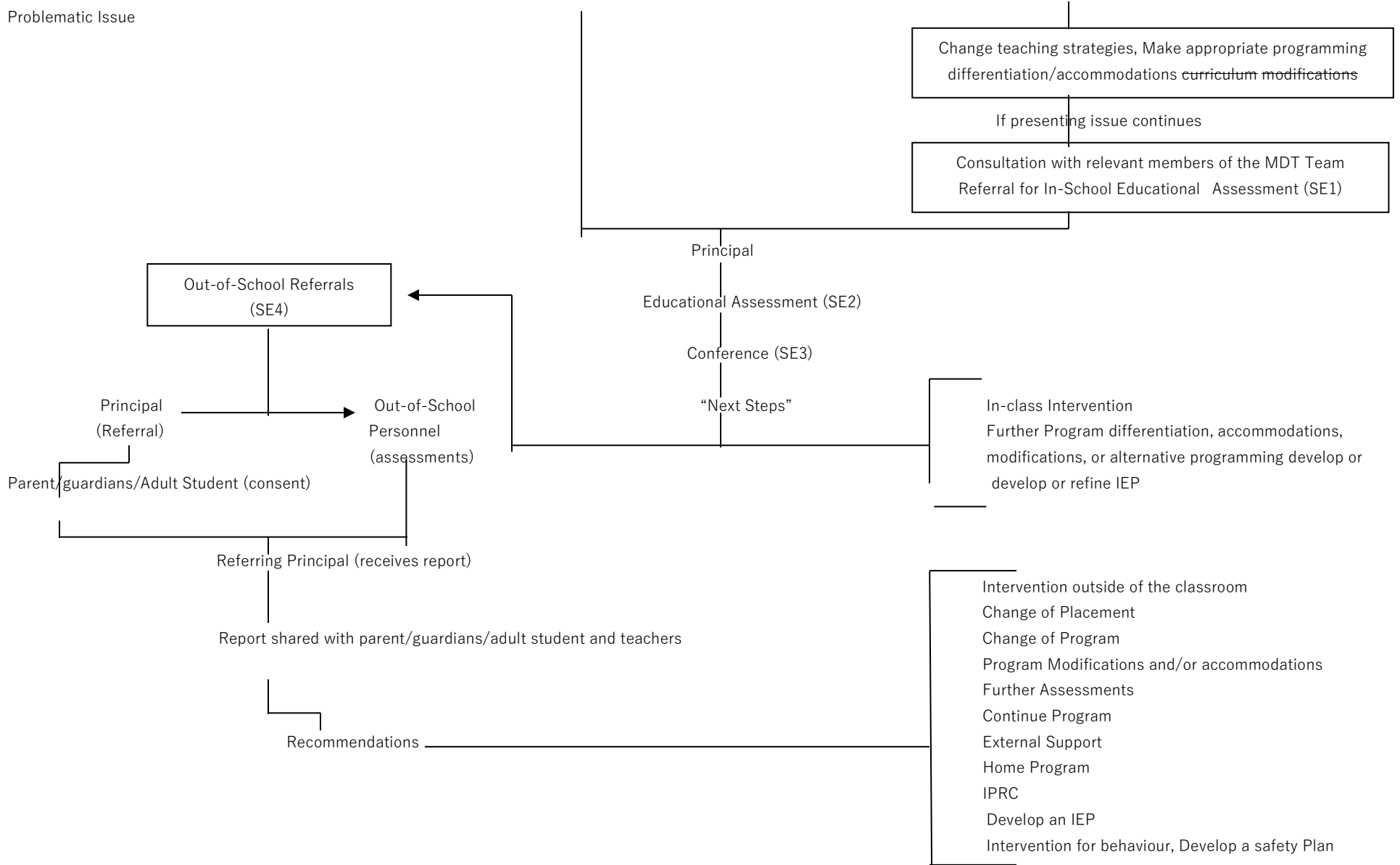
- Reports from the out-of-school referral shall be shared with parent/guardians and school personnel in accordance with agency procedures
- Case conference minutes shall be kept and filed in the student's OSR (SE3)

IN-SCHOOL REFERRAL and ASSESSMENT PROCEDURES

IDENTIFICATION OF Problematic Issue

PARENT/GUARDIAN/ADULT STUDENT

SCHOOL PERSONNEL



H - SPECIALIZED HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS

Please refer to Appendix C in this document to view the specialized health support services for students in the Superior-Greystone District School Board who require these services in the school. Please note that there are still some areas within the board's jurisdiction that do not have these services available.

I - SPECIALIZED HOME INSTRUCTIONAL SUPPORT SERVICES FOR OUT-OF-SCHOOL SETTINGS

For a student unable to attend school due to a medical emergency of such duration that the student's education could be in jeopardy, the student may be eligible for tutoring services at home. In order to receive such services, the Principal of the school must receive a medical certificate from a qualified medical doctor indicating the duration of the expected leave and the reason for absence from school. The Principal will then apply, in writing, to the Director of Education for approval of the services to be offered.

The school register will indicate that the student is on home instruction and receiving educational support at home.

J – MINISTRY OF EDUCATION CATEGORIES and DEFINITIONS

BEHAVIOUR

A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree, and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- an inability to build or maintain interpersonal relationships;
- excessive fears and anxieties;
- a tendency towards compulsive reactions;
- an inability to learn that cannot be traced to intellectual, sensory, or other health factors, or any combination thereof

COMMUNICATION

Autism

A severe learning disorder that is characterized by:

- Disturbances in:
 - Rate of educational development
 - Ability to relate to the environment
 - Mobility
 - Perception, speech, and language
- Lack of the representational symbolic behaviour that precedes language

Deaf and Hard-of-Hearing

An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

Language Impairment

A learning disorder characterized by an impairment in comprehension and/or the use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- Involve one or more of the form, content, and function of language in communication; and
- Include one or more of the following:
 - Language delay
 - Dysfluency
 - Voice and articulation development, which may or may not be organically or functionally based

Speech Impairment

A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.

Learning Disability

One of a number of neurodevelopmental disorders that persistently and significantly has an impact on the ability to learn and use academic and other skills and that:

- Results in:
 - (a) academic underachievement that is inconsistent with the intellectual abilities of the student (which are at least in the average range), and/or
 - (b) academic achievement that can be maintained by the student only with extremely high levels of effort and/or with additional support;
- Results in difficulties in the development and use of skills in one or more of the following areas: reading, writing, mathematics, and work habits and learning skills;

- May typically be associated with difficulties in one or more cognitive processes, such as phonological processing; memory and attention; processing speed; perceptual-motor processing; visual-spatial processing; executive functions (e.g., self-regulation of behaviour and emotions, planning, organizing of thoughts and activities, prioritizing, decision making);
- May be associated with difficulties in social interaction (e.g., difficulty in understanding social norms or the point of view of others); with various other conditions or disorders, diagnosed or undiagnosed; or with other exceptionalities;
- Is not the result of a lack of acuity in hearing and/or vision that has not been corrected; intellectual disabilities; socio-economic factors; cultural differences; lack of proficiency in the language of instruction; lack of motivation or effort; gaps in school attendance or inadequate opportunity to benefit from instruction.

INTELLECTUAL

Giftedness

An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a degree and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.

Mild Intellectual Disability

A learning disorder characterized by:

- a) an ability to profit educationally within a regular class with the aid of considerable curriculum modification and supportive service;
- b) an inability to profit educationally within a regular class because of slow intellectual development;
- c) a potential for academic learning, independent social adjustment, and economic self-support.

Developmental Disability

A severe learning disorder characterized by:

- a) an inability to profit from a special education program for students with mild intellectual disabilities because of slow intellectual development
- b) an ability to profit from a special education program that is designed to accommodate slow intellectual development
- c) a limited potential for academic learning, independent social adjustment, and economic self-support

PHYSICAL

Physical Disability

A condition of such severe physical limitation or deficiency as to require special assistance in learning situations to provide the opportunity for educational achievement equivalent to that of students without exceptionalities who are of the same age or developmental level.

Blind and Low Vision

A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

MULTIPLE

Multiple Exceptionalities

A combination of learning and or other disorders, impairments, or physical disabilities, that is of such nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for such disorders, impairments and disabilities.

Note: *Identification criteria and observable characteristics for each exceptionality are listed in Appendix D of the Special Education Plan.*

Ontario's Approach to Special Education

Principles of Special Education

In accordance with revisions to *The Education Act* and regulations in September 1985, the Province of Ontario legislated some important principles relating to the rights of students:

- Each Ontario school-age student is entitled to access publicly supported education regardless of the student's special needs;
- Students who are exceptional are entitled to special education programs and services suited to their special needs;
- Parent/guardians of students with exceptionalities shall be invited to participate in meetings with respect to the identification, placement and review of such students.

Universal access to education is fundamental to our society. Special education programs are designed to ensure access by students with exceptionalities to an education on the goals of education for all students.

The needs of an individual exceptional student are determined by an Identification, Placement and Review Committee (IPRC) of the Board. Five broad areas of exceptionality – behaviour, communication, intellectual, physical and multiple – provide a preliminary understanding of the range of differences for which provisions must be made.

Special Education Programs in the Superior-Greenstone District School Board

The Superior-Greenstone District School Board provides a range of placement options to meet the needs of the students. The Board procedures support, and are consistent with, Regulation 181/98 section 17(1) regarding IPRC placement. Ministry categories of exceptionalities and definitions are used by the IPRC when making a decision as to whether a student is exceptional and where the placement should be. Placement decisions take into consideration parental/guardian and student preference. Information regarding the student's abilities, achievement, needs, strengths and interests is considered during decision making. The criteria used by the Board to determine the level of student support, and/or the change of placement are the needs of the student that are stated in professional assessments and parent/guardian consent.

The admission process to special education placement options is the IPRC process. When making placement recommendations, the first option considered is integration into the regular classroom with indirect support when the placement meets the student's needs and is consistent with parent/guardian preferences.

SEAC meets monthly to discuss and make recommendations to the board regarding matters affecting the establishment, development and delivery of special education programs and services for students with exceptionalities. The committee participates in the annual review of the Special Education Plan, takes part in the annual budget process and reviews financial statements that relate to special education. They are integral in determining the range of placement options offered by the Board.

All placement options listed below for each category of exceptionality are applicable for students in both the elementary and secondary panels.

Category of Exceptionality – Placement Options

BEHAVIOUR

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Determination of need to the above program is a diagnosis by a psychologist or paediatrician of a behaviour disorder.

COMMUNICATION

Autism

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students receive programming and instruction to develop social skills, communication skills, self-help skills, behaviour regulations skills.

Determination of need to the above program is a diagnosis of one of the categories in the Pervasive Development Disorder (PDD) spectrum.

Deaf and Hard of Hearing

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Determination of need for the above program is an assessment by an audiologist.

Language and Speech Impairment

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Support for programming is provided by a speech pathologist. If a student has severe articulation difficulties, a speech and language pathologist (SLP) from George Jeffries Children's Centre (GJCC) will deliver a speech intervention program for students in SK and up. Students with severe articulation difficulties in JK will receive speech intervention through the Children's Center Thunder Bay (CCTB).

Determination of need for the above programs is an assessment and recommendation by a speech pathologist.

Learning Disability

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development in the areas of self-advocacy, behaviour, social skills, use of technology and academics.

Determination of need for the above program is a diagnosis of a learning disability by a psychologist along with assessment records and reports.

INTELLECTUAL

Gifted

- Regular classroom with indirect support

Students are provided with program development by the classroom teacher and/or SET.

The student's classroom-based programming will be varied and flexible and differentiated curriculum opportunities will be considered. The following characterize programming for a student who is gifted:

- It is different in pace, scope, and complexity, in keeping with the nature and extent of the exceptionality;
- It provides opportunities for students to interact socially and academically with both age peers and peers of similar abilities when able;
- It incorporates adaptations and/or extensions to content, process, product, pacing and learning environment; and
- May include accelerating/independent studies/compacting some or all of the student's program.

Mild Intellectual/Developmental Disability

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development in life skills, social skills, communication skills, behaviour and academics.

Determination of need for the above program is through an assessment of the student's intellectual ability and adaptive functioning and diagnosis by a psychologist or physician.

PHYSICAL DISABILITY

Physical Disability

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development to address individual needs.

Determination of need for the above program is through a diagnosis of medical criteria and assessment records/reports by a physician.

Blind and Low Vision

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students are provided with support from Teachers of the Blind. They may be withdrawn for skill development to address individual needs, e.g. Braille, mobility, etc.

Determination of need for the above program is through a diagnosis of medical criteria and assessment records/reports.

MULTIPLE

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development to address individual needs.

Determination of need for the above program is through a diagnosis of medical criteria and/or criteria for diagnosis of another exceptionality and assessment records/reports.

If alternatives to the above placement options are necessary, this would be determined during the Identification, Placement and Review (IPRC) process, in conjunction with the parent/guardians. If the Board cannot offer the required program, it will look to purchase services from another Board. Parent/guardians also have the option of enrolling their child in a Provincial School if their criteria are met. Parent/guardians are informed of alternative placements to the SGDSB placements through case conferences.

L - INDIVIDUAL EDUCATION PLANS (IEP's)

Compliance

The Superior-Greenstone District School Board uses the Ministry of Education IEP template. A sample is included in the Appendices.

On-going Review Plan for IEP's

The on-going plan for the implementation of the IEP standards includes:

- a) review of expectations/document with the school administrators in August/September;
- b) establishment of deadline dates for completion on a board wide basis;
- c) school visits by assigned personnel to review progress and provide in-service as required;
- d) submissions to the Ministry as part of the provincial audit of IEP's;
- e) respond to board results in the *Annual Review of Special Education Programs and Services* as a result of the provincial audits.

A formal audit was conducted by the Ministry Regional Internal Auditor for the Ontario Northwest Region in February 2013.

Internal Auditing

SGDSB has developed an internal audit process for IEP's which include school based audits to be completed twice per year as well as system audits that are ongoing. Specific audit criteria has been established based on the external audit report.

Dispute Resolution

Where parent/guardians and board staff disagree on **significant** aspects of the IEP, the following steps will be employed:

Resolution at the School Level

- The principal will hold a case conference to identify the specific issues and attempt to resolve the issues (reference to provincial standards for the exceptionality should be considered)
- System resource personnel may be asked to attend
- Out-of-school personnel with expertise in the area of the exceptionality will be asked to attend the case conference

*Failing resolution at the school level, the Superintendent of Education will chair a system conference in order to resolve the issue. Resource persons from outside of the board's jurisdiction may be asked to attend.

M – PROVINCIAL and DEMONSTRATION SCHOOLS

The names, addresses and phone numbers for these schools are found in the Appendix E of this document and are listed in the Superior-Greenstone District School Board Special Education Pamphlets.

Currently there are no Superior-Greenstone District School Board students who are attending Provincial and Demonstration Schools.

N – SPECIAL EDUCATION STAFF

The hired personnel responsible for special education programs and services within the Superior-Greenstone District School Board include:

- Teachers for in-class programs
- Special Education Teachers (SET) for indirect, in-class and resource withdrawal program support and as facilitators
- Educational Assistants – determined on a yearly basis
- Teachers of the blind and visually impaired
- Positive Behaviour Support Lead
- Board Special Education Lead
- Special Education Facilitators

See Appendix G for full time equivalents (FTEs) and staff qualifications for the elementary and secondary panels.

O - STAFF DEVELOPMENT PLAN

The overall goal of the special education development plan is to provide the training and professional growth necessary in order for staff to:

- a) be compliant with Ministry of Education expectations
- b) ensure consistency with regard to the delivery of special education programs and services throughout the Superior-Greenstone District School Board.
- c) deliver appropriate special education programs to students based on the needs of the students and within the characteristics of the learning exceptionality
- d) access opportunities for personal professional growth.

In order to achieve these goals, each year, funds in the system special education budget, school budgets and through regional/provincial initiatives is identified for professional development for all staff members.

The determination of professional development needs is made at various levels; however, the system resource person has the main responsibility for planning, organizing and recommending professional development activities at the system level as follows:

- a) Senior Administrators are involved in the review of system needs through the Leadership Forum meetings with administrators and through input from the System Special Education Resource Personnel.
- b) System Resource Personnel identify needs based on consultations with school administrators, SET, teachers and educational assistants. They also identify needs stemming from Ministry initiatives in consultation with Senior Administrators.
- c) Staff members also self-identify needs to their school administrator.
- d) Special Education audit data drive much of our needs assessment for staff.

Calendar of Professional Development

The Ministry of Education directs professional development days during the school year and these must have a special education focus. The focus of each professional development day is determined by:

- a) Ministry directives

OR

- b) System needs. Examples of professional development initiatives include, but are not limited to, the following:
 - Training on Ministry resource document - IEP Guidelines
 - Training on administration of tests and assessment practices
 - Protocols for working with out-of-school agencies
 - Focus on specific exceptionalities - autism, deaf,
 - Writing performance tasks for IEPs
 - Learning For All Modules
 - Human Rights Case Studies
 - Monitoring student goals and supporting documentation

Classroom teachers may self-identify their special education professional development needs to the school principal. System discussions with union groups occur yearly in order to determine learning throughout the year for professional activity days. The school principal will try to incorporate in-school needs through:

- a) Sessions presented by the Special Education Teacher
- b) Presentations by other professionals or system personnel at staff meetings
- c) Attendance at area workshops or conferences
- d) Visitations to other schools or
- e) Use of internal mechanisms such as job-shadowing

Educational assistants may self-identify their professional development needs to the school administrator. The administrator will try to facilitate opportunities similar to those identified for classroom

teachers. In addition, system opportunities for professional development will also be considered where there is a “group need” for training. Such training would take place on a system professional activity day.

Special Education Advisory Committee (SEAC) members also have a small component of their monthly meeting devoted to professional development and input with regard to on-going professional development for staff. The system resource personnel or professionals from other agencies provide the in-service training for SEAC members. SEAC members are welcome to participate in all board, and where appropriate all Ministry of Education professional development sessions.

EA Money Allocated Professional Learning

- Approximately \$14,000
 - BMS Training & Re-certification
 - Workplace Violence Training
 - ABLLS Training
 - ABA Training

SET Money Allocated Professional Learning

- Approximately \$ 15,000
 - Executive Functioning
 - Knowing the Learner
 - Ages & Stages
 - Hot Topics in Special Education
 - Assistive Technology
 - WFAS Training
 - BMST Training
 - ABA Training

P – NEW EQUIPMENT

The board will determine whether a student requires individualized equipment based on assessment by qualified professionals:

- Medical Practitioners
- Audiologists
- Psychologists
- Augmentative communication
- Speech language pathologists
- Provincial Schools
 - Deaf, deaf-blind
 - Hard of hearing
 - LD
 - ADHD
- North West Local Health Integration Network (NWLHIN)
- Occupational/Physical Therapists
- Special Equipment Amount (SEA) guidelines

SEA provides funds to boards to assist with the costs of equipment recommended and deemed essential in supporting students with special education needs, where the need for specific equipment is recommended or determined by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school.

There are two components to SEA funding:

- a) SEA per Pupil Amount for purchases of all computers, software, computing related devices and required supporting furniture identified for use by students with special needs, as well as all training and technician costs for the equipment
- b) SEA Claims-Based funding for other non-computer based equipment to be utilized by students with special needs including sensory support, hearing support, vision support, personal care support and physical assists support equipment which will cover the cost of an individual student's equipment needs in excess of \$800.00 in the year of purchase. Boards are responsible for the first \$800.00 in cost for any student per year.

Examples of SEA equipment are:

- Computer hardware/software
- Tablet technology
- Speech analysers
- FM systems
- Print enlargers for student with low vision
- Braille writers
- Positioning devices for sitting, standing and lying down
- Communication aids (e.g. Boardmaker, speech synthesizer)
- Insulated booth and study carrels
- Individually modified desks or work tables

The SEA application is submitted to the system special education resource personnel with all required documentation for review and approval.

Principals identify equipment needs to system resource personnel for budget consideration.

Q – ACCESSIBILITY OF SCHOOL BUILDINGS

Under the School Renewal Program, all aspects of schools within the Superior-Greenstone District School Board undergo a careful and ongoing assessment of all physical needs. This is accomplished annually during the preparation of the Budget for the next operational year. Accessibility is one of the factors considered and a collaborative system team travels to all sites to learn and make recommendations for accessibility.

Consultations take place involving Principals, Head Maintenance Working Foremen, the Manager of Plant Services and the Maintenance Lead, Special Education Lead and site inspections are carried out. Where a higher level of expertise is required during the needs assessment process, the Plant Services Department engages the services of the Architects, Engineers and other consultants as needed.

Buildings and grounds targeted for accessibility upgrade in the multi-year capital plan (5-year Capital plan) have their needs estimated, prioritised and placed into the plan within the appropriate year(s). Funding is provided under the School Renewal Grant Program. Smaller projects are frequently handled through the normal maintenance budget and work order system.

The following table highlights the current budget year projects, in the 5-Year Capital Plan, which have an element of improved accessibility.

School	Projects	Status	Update
Margaret Twomey PS	Planning process for special education learning environments.	ODA Compliance 2022-2023	tbd
Margaret Twomey PS	ODA compliant play space structures	2022-2023	Area re-design- No Play structure is on plan
Margaret Twomey PS	ODA Compliant Fire Alarm Strobe lights	2022 - 2023	Out to tender
Manitouwadge PS	ODA compliant play space structures- planning stage	Design Stage 2021-2022; Construction 2025-2026	Area re-design- No Play structure is on plan
Terrace Bay PS	ODA compliant play space structures- planning stage – continued	2022-2023	Area re-design- No Play structure is on plan
	ODA Compliant Fire Alarm Strobe lights	2022 - 2023	Out to tender
Nipigon Red Rock District High School	New Elevator	Completed	Completed
Nipigon Red Rock District High School	Barrier Free Gender Neutral Washroom/Changeroom	2021-2022 Construction to be completed by June 2022	Completed
Schreiber PS	Planning process for special education learning environments.	Design Stage- Construction scheduled for 2024 - 2025	TBD
Schreiber PS	ODA Compliant Fire Alarm Strobe Lights	2022-2023	Out to tender
Schreiber PS	ODA compliant play space structures- planning stage	2023-2024; Construction to be completed by August 31, 2025	Area re-design- No Play structure is on plan
Schreiber PS	New Electric Door Operators and Front Entrance Doors	Compliant 21-22	Completed
B.A. Parker PS	ODA compliant play structures and pathways	Completed	Out to Tender
B.A. Parker PS	ODA Compliant Fire Alarm Strobe Lights	2022-2023	Out to tender
Marjorie Mills PS	New Sidewalks	Completed	Out to Tender
Marjorie Mills PS	ODA compliant play space structures- planning stage	2025-2026	Area re-design- No Play structure is on plan

Marjorie Mills PS	ODA Compliant Strobe Lights	2022-2023	Out to tender
Marjorie Mills PS	Barrier Free Gender-Neutral Washroom/Changeroom	2022-2023	They have one, needs some upgarades
Manitouwadge High School	Barrier Free Gender Neutral Changeroom	2021-2022; Construction to be completed by August 31, 2022	In progress
Terrace Bay PS	Special Education Resource Room	Design Stage 2020-2021- Construction to be completed 2022-2023	Completed
	ODA compliant play space structures- planning stage	2022 - 2023	Area re-design- No Play structure is on plan
	ODA Compliant Fire Alarm Strobe Lights	2022 - 2023	Out to Tender
Margaret Twomey PS	New Sidewalks	2020-2021- Construction to be completed by August 31, 2022	Completed
Dorion PS	Planning process for special education learning environments.	2022-2023	Out to tender-Part of Restroom reno
Dorion PS	ODA compliant play space structures- planning stage	2023-2024 Design Stage; Construction to be completed by August 31 st , 2026	Area is compliant- No design is on the capital plan.
Dorion PS	ODA Compliant Fire Alarm Strobe Lights	2022-2023	Out to tender
Dorion PS	Barrier Free Gender-Neutral Washroom/Changeroom	2022 - 2023	Out to tender
Marathon High School	Elevator Replacement	2021-2022 Completed	Completed
Marathon High School	Food Service Program - new millwork and accessibility	2021-2022 Design Stage; Construction to be completed August 31 st , 2024	Re-designed needed. Project over budget- 23/24 re-design year
Geraldton Composite High School	Gym- Barrier Free Gender Neutral Washroom/Changerooms	2021-2022 Design Stage; Construction to be completed by August 31 st , 2023	Barrier Free is completed (by Confederation College) Gender Neutral design year is 22/23. Build year 23/24

Overall, the process has been meeting the needs of students and staff, provided funding is available. Every time a project is undertaken, accessibility is kept in mind by the Plant Department to ensure that opportunities to improve are not missed when other work is carried out.

Members of the public may access copies of the complete Multi-Year Capital Expenditure Plan by making a written request to the Director of Education at 12 Hemlo Drive, Marathon, Ontario, P0T 2E0.

R – TRANSPORTATION FOR SPECIAL NEEDS

The Board Transportation Policy states as follows:

Special transportation may be provided for students with exceptionalities upon approval of the Director of Education in consultation with the required Board personnel. The policy is silent on special education except for the previous statement which provides flexibility in how or if we provide service. Special education transportation is examined on a case-by-case basis depending on the needs of the student. The majority of special needs students are integrated into the regular bussing system, with door-to-door service if it is necessary.

The Principal of the school at which the student with special needs is enrolled and who requires special transportation, will contact the Director, or designate and the Transportation Officer and will discuss the special transportation requirements of the student.

Currently, students with special transportation needs can be accommodated as follows:

- Regular home-to-school buses
- Handicap buses – wheelchair accessible busses are used where mobility is an issue and where there is a wheel-chair provider
- Where needs dictate, the Board may use attendants who ride along to assist the driver with loading, unloading and care giving during transport
- Taxi and other commercial vehicles may also be used

It is noted that the board has limited financial and transportation resources for students who are unable to utilize the regular system.

Tendering for services and selection of operators is based on the operator meeting all Acts and Regulations relevant to the service provider. This may include Highway Traffic Act, Education Act, OH & S Act, and all other relevant acts. Terms of the contracts include other Board requirements as well.

Students who attend the W. Ross McDonald School (Provincial) are transported from hometown to Thunder Bay. The trip includes; taxi, air, charter shuttle with attendant. The students take this trip twice every weekend, because the provincial school residence is closed to them on weekends.

The Board does not provide summer school, therefore, no transportation for special needs students is required. The Board also does not have students who are in education programs in Care, Treatment and Correctional facilities.

S – SPECIAL EDUCATION ADVISORY COMMITTEE - SEAC

Each Board in the Province of Ontario is required to establish a Special Education Advisory Committee (SEAC) as defined in Ontario Regulation 464/97 made under the Education Act, Special Education Advisory Committees.

REGULATION 464/97 SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Membership

Each district school board **shall** establish a SEAC that **shall** consist of:

- **1 representative** from each local association that operates locally within the area of the jurisdiction of the Board
 - No more than 12
 - Nominated by the local association
 - Appointed by the Board

Where no local association or associations have been established, instead of the above, the Board **shall** appoint two members who are not members of the Board.

- **2 members** of the Board, appointed from their own members
- **1 person to represent the interest of First Nations or Indigenous students**, nominated by the councils of the bands, and nominated by the Board

Alternates

All of the above are to have alternates, nominated and appointed under the same rules as the members

Each district school board **may** have:

- **1 or more members** who are neither representatives of a local association nor members of the Board or another committee of the Board

Qualifications for Members and Alternates

- The person is qualified to vote for members of the Board and is a resident of its area of jurisdiction (does not apply to Indigenous representation)
- The person may not be employed by the Board

Term of Office

- SEAC members shall hold office during the term of the Board and until a new board is organized
- Elections will take place at the January SEAC meeting
- The Chair and Vice Chair are in place for 4 years, or until resignation from the role
- The Inaugural meeting each year will be the December SEAC meeting

Vacancies

- When the Board appoints a person to fill a vacancy, the Board must ensure that the person is qualified

Disqualifications

A SEAC member is disqualified if he/she:

- Is convicted of an indictable offence (shall not fill until appeal time has elapsed or appeal has been heard, if quashed no vacancy)
- Absent without being authorized by resolution entered in the minutes from 3 consecutive regular meetings of the committee
- Ceases to hold the qualifications to be appointed to the committee

Duties of Committee

The SEAC may make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board

Working Conditions

- A majority of the members of the committee is a quorum
- A vote of the majority of members present bind the committee
- Every member (or alternate if sitting for member) has a vote
- At first meeting, members shall elect a chair and a vice-chair from among their members
- Vice-chair acts for chair in absence
- If chair and vice-chair are absent then the members present elect a chair for that meeting
- Chair may vote with the members of committee on any motion
- Any motion on which there is equality of votes is lost
- The committee shall meet, at least, 10 times per year
- Where members cannot attend a meeting, they are to inform their alternate if they have one
- Where an alternate attends in place of the appointed member, they act in the member's place

Board Responsibilities to the SEAC

The Board shall:

- Make available the personnel and facilities that the Board considers necessary for the proper functioning of the committee
- Include personnel necessary to permit the use of electronic means for holding meetings
- Provide members and alternates with information and orientation respecting
 - i. Roles of committee and of Board re: Special Education
 - ii. Ministry and Board policy relating to Special Education
- Ensure that the committee has an opportunity to be heard before the Board/Committee to which the recommendation is referred
- Ensure that an opportunity for SEAC to participate in the Annual Special Education Plan Review
- Ensure that an opportunity for SEAC to participate in the Board's budget process in Special Education
- Ensure that an opportunity for SEAC to review the Boards' Special Education financial statements, is available

Note: Names, addresses, meeting dates, activities etc. can be found in Appendix F

Function

As advocates for students with exceptionalities in the Superior-Greenstone District School Board, members of SEAC work co-operatively with Board staff to effect constructive change for students with exceptionalities. Through a collaborative effort, members work as a team to develop a shared focus to represent the needs of all students with exceptionalities.

Acting in an advisory capacity, SEAC reports and makes recommendations to the school board relative to any matter affecting the establishment or development of special education programs and services for students with exceptionalities.

Members of SEAC also facilitate effective communication between their association members and the school board. By acquiring and maintaining a working knowledge of special education programs and services provided by the Superior-Greenstone District School Board, members inform their associations of the activities of SEAC and the Board.

The Superior-Greenstone District School Board SEAC plays a vital role in ensuring that students with exceptionalities receive appropriate education services. The ultimate goal of this committee is to improve the educational opportunities for all students with exceptionalities.

Selection of SEAC Members

The Board advertises in the local newspaper and social media for persons interested in sitting on the SEAC to apply to the Board in writing. The Board determines the member's eligibility and the agencies and affiliations that they represent.

Communication

Parent/guardian input is received through association reports that are a consistent agenda item for each SEAC meeting. Letters for SEAC are received at the Board Office.

Meetings

All SEAC meetings are open to the general public and may take place by teleconference, videoconference, face-to-face, or a combination of the three methods. Meetings normally take place the second Tuesday of the month from 3:00 pm – 4:00 pm. Parent/guardians are able to present ideas and concerns to the SEAC upon request.

T - CO-ORDINATION of SERVICES WITH OTHER MINISTRIES or AGENCIES

For Students Enrolling in a School for the First Time

Within the Superior-Greenstone District School Board, Kindergarten registration season begins in January in order to prepare for the upcoming school year. It is at this time that an entry plan for a student with special needs is started. Following the formal enrolment procedure, a case conference, convened by the school principal, is held (usually in May or June) with representatives from other agencies that have been involved with the student and the parent/guardians. Agencies that are most frequently involved within the Superior-Greenstone District School Board include: North West Local Health Integration Network, Public Health, Lakehead Regional Family Center, Rural Children's Services Partnership, George Jeffery Treatment Center, Children's Centre Thunder Bay, Dilico and the Association for Community Living. Student needs are identified and concerns discussed. An action plan is started. It is expected that all parties outline the services that they can provide in order to assist the child in their transition to school.

In addition, for all students who require it, a pre-school screening tool (Ages & Stages) is also used. Students who are determined to be "at risk" are identified and recommendations made for follow-up in order for the child to receive assistance/attention prior to beginning school in the fall.

For Students Arriving from Other Boards or Programs

In most cases, students arrive at the school with their parent/guardians or agency representative to enroll at the school. Rarely is prior information received. The principal receives information either verbally or receives photocopies of reports or assessments that may be available from the parent/guardian or agency representative. The principal will then discuss the need to receive more information and time to set up supports, transportation or a formal case conference prior to the student officially starting school. A transition plan will be created as well as any other plans as per need. This practice generally occurs only in the case of students identified with "high needs" and not for students who require in-class or special education resource support.

The principal immediately requests that the student's Ontario Student Record be delivered to the school. Once the OSR is received, the principal and SET review the information in the documentation file. Other persons needing to review the information are identified and the pertinent information is shared. Transition to school plans will then be created.

Assessment reports are reviewed. Generally, the Superior-Greenstone District School Board accepts assessments from other programs so long as they are current and have been approved by the appropriate professional. Request for new or updated out-of-school assessments can take from three months to one year (average) to complete.

If another school board has previously identified the student, an in-school IPRC is held to determine if the Superior-Greenstone District School Board will uphold the student's identification and placement. Generally, identifications do not come into question, but the types of placements available may not be as extensive as in the previous board.

For Students Leaving the Board

The principal, in consultation with senior administration, has the main responsibility for coordinating all activities relating to students who may be leaving the board to attend programs offered by other school boards, provincial schools, care, treatment, and correctional facilities.

In the secondary panel, the guidance teacher and SET are responsible for coordinating the transition plan for a student with special needs from high school to a post-secondary program or to the world of work.

Agencies that are usually involved in this planning include:

- Association for Community Living
- North West Local Health Integration Network
- Ministry of Community and Social Services
- Rural Children's Services Partnership
- Ministry of Health
- George Jeffery Treatment Center
- Lakehead Regional Family Center
- Children's Aid Society of the District of Thunder Bay
- Luthern Community Care Centre
- Dilico Anishinabek Family Care
- Tikinagan Child and Family Services

U – SUBMISSION AND AVAILABILITY OF SCHOOL BOARD PLAN

The Superior-Greenstone District School Board Special Education Plan is available to the public as follows:

- A copy can be accessed on the board website (www.sgdsb.on.ca/reports--publications)
- If the Board website cannot be accessed, a copy of the Plan can be requested from the Board Office in Marathon (contact the Superintendent of Education) or from one of the schools in the Board

Principals are required to communicate the availability of the plan in a variety of ways. These may include:

- In school handbooks, newsletters, or other school mailings
- On school posters or displays at Open House or kindergarten registration
- During School Council meetings and in School Council Minutes
- On school websites and social media platforms
- On EDSBY
- Through invitations to stakeholders at community forums

Appendix A: Roles and Responsibilities in Special Education

The Ministry of Education has begun to define roles and responsibilities in elementary and secondary education in several key areas:

- Legislative and policy framework
- Funding
- School system management
- Programs and curriculum

It is important that all involved in special education understand their roles and responsibilities, which are outlined below.

The Ministry of Education

- Defines, through the Education Act, regulations, and policy/program memoranda, the legal obligations of school boards regarding the provision of special education programs and services, and prescribes the categories and definitions of exceptionality
- Ensures that school boards provide appropriate special education programs and services for their exceptional pupils
- Establishes the funding for special education through the structure of the funding model. The model consists of the Foundation Grant, the Special Education Grant, and other special purpose grants
- Requires school boards to report on their expenditures for special education
- Sets province-wide standards for curriculum and reporting of achievement
- Requires school boards to maintain special education plans, review them annually, and submit amendments to the ministry
- Requires school boards to establish Special Education Advisory Committees (SEAC)
- Establishes Special Education Tribunals to hear disputes between parent/guardians and school boards regarding the identification and placement of exceptional pupils
- Establishes a provincial Advisory Council on special Education to advise the Minister of Education on matters related to special education programs and services
- Operates Provincial and Demonstration Schools for students who are deaf, blind, or deaf-blind, or who have severe learning disabilities

The District School Board or School Authority

- Establishes school board policy and practices that comply with the Education Act, regulations, and policy/program memoranda
- Monitors school compliance with the Education Act, regulations, and policy/program memoranda
- Requires staff to comply with the Education Act, regulations, and policy/program memoranda
- Provides appropriately qualified staff to provide programs and services for the exceptional pupils of the board
- Obtains the appropriate funding and reports on the expenditures for special education
- Develops and maintains a special education plan that is amended from time to time to meet the current needs of the exceptional pupils of the board
- Reviews the plan annually and submits amendments to the Ministry of Education
- Provides statistical reports to the ministry as required and as requested
- Prepares a parent/guardian guide to provide parent/guardians with information about special education programs, services, and procedures
- Establishes one or more IPRC's to identify exceptional pupils and determine appropriate placements for them
- Establishes a Special Education Advisory Committee
- Provides professional development to staff on special education

Trustees

The Trustees will take part in the following activities in regard to special education:

- Approve policy statements articulating special education philosophy and goals
- Ensure that each school has adequate, qualified staff to provide educational programs for students with exceptionalities
- Allocate necessary funds for the provision of special education programs and services

- Establish the Special Education Advisory Committee (SEAC)
- Receive the recommendations from the Special Education Advisory Committee through the director

The Special Education Advisory Committee

- Makes recommendations to the board with respect to any matter affecting the establishment, development, and delivery of special education programs and services for exceptional pupils of the board
- Participates in the board's annual review of its special education plan
- Participates in the board's annual budget process as it relates to special education
- Reviews the financial statements of the board as they relate to special education
- Provides information to parent/guardians, as requested

Director of Education (or Designate)

The Director shall be responsible for the following activities in regard to special education:

- The establishment and on-going review of special education programs and services as directed by the Board and the Ministry of Education
- Receiving and disseminating all correspondence from the Ministry of Education
- Ensuring that an Annual Review in special education is conducted and that recommendations are prepared for Board approval
- Chairing a system IPRC which requires special consideration
- Ensuring compliance with The Education Act and the Regulations made there under
- Developing an annual budget in special education with regard to staffing, resources, professional development and transportation
- Authorizing, in writing, and in advance, all specialized assessments of individual pupils that will be a cost to the board

Special Education Lead

The Special Education Lead shall be responsible for the following special education activities:

- Receive and act upon any correspondence received from the Director or designate
- Be a liaison with other boards and agencies
- Act as a resource to SEAC
- Assist principals and special education teachers in organizing the delivery of special education programs and services based on established policies and procedures
- If required, attend initial Identification, Placement and Review Committee meetings and de-identification meetings virtually
- Organize system special education meetings for SET teachers, as required
- Order system special education resources as required
- Co-ordinate the use of external resources
- Provide input to the annual Special Education Review and revisions to the Board's Special Education Plan
- Co-ordinate the development and revisions of system special education documents
- Organize system professional development for staff in special education
- Provide input into the preparation of the annual special education budget
- Receive and co-ordinate all external assessments which the board is purchasing
- Process and approve all SEA claims
- Attend all new IPRC's

Mental Health Lead

The Mental Health Lead will be responsible for the following:

- Liaise with other Board committees, Ministry of Education departments (e.g. School Mental Health ASSIST), and the community agencies on behalf of Special Education team
- Facilitate "leading Mentally Healthy Schools" within the Board and team to enhance the well-being of all of our students and promote inclusion

- Increase mental health literacy, enhance staff ability to recognize early signs of behavioural-emotional problems, select and support appropriate strategies, and help students and families access needed services
- Delivery, facilitation, and coordination of training modules to support the “Supporting Minds” resource developed by the Ministry of Education in consultation with School Based Mental Health ASSIST
- Delivery, facilitation, and coordination of other training relative to mental health to build capacity of principals, the team, and teachers relative to mental health
- Work with Board and team to incorporate whole school and class-based strategies to build emotional self-regulation and foster resilience (e.g. Second Step, mindfulness, etc.)
- Serve as resource for SEAC and special education team on evidence based mental health interventions and educational strategies for students with special education needs who may be experiencing persistent or episodic mental health issues
- Work with special education lead, positive behaviour support lead, principals, SETs, and others in the provision of an individualized support plan for students with presenting mental health issues that address triggers, signs of escalation, supportive strategies, and accommodations
- Support and develop evidence informed, strength based perspectives and positive youth development that focus upon the identification, exploration and use of strengths to move learning forward and enhance fortifying relationships in the school setting
- Work with the team on quality improvement initiatives based on the results of Tell Them from Me Surveys and other board and school based feedback mechanisms
- Supervise clinical staff including social workers and child and youth workers

Positive Behaviour Systems Support

The Positive Behaviour Systems Support shall be responsible for the following special education activities:

- Provide support to schools to ensure that directives in PPM 140 are carried out with respect to incorporating methods of Applied Behaviour Analysis (ABA) into programs for students with Autism Spectrum Disorders (ASD)
- Provide training/coaching to school staff on instructional approaches that are evidence-based, for students with ASD
- Provide leadership and support for schools in the area of behavioural programming for ASD students
- Assist administrators, SETs, classroom teachers and education assistants with program planning and implementation for behavioural issues with ASD students, including alternative learning opportunities
- Collaborate and coordinate services with community partners in providing support for ASD students, families and schools
- Plans, coordinates and facilitates the After-School Development Program
- Builds capacity of behaviour management systems with school teams
- Resource to SEAC (Special Education Advisory Committee) when requested
- Other duties as assigned by the supervisor

Identification, Placement and Review Committee Chairperson

The duties of the chairperson shall be:

- Prior to an IPRC, to be familiar with the general procedures for IPRC's as outlined in the Board's Special Education Plan
- At the meeting:
 - To introduce all participants at the meeting
 - To explain the purpose, process and procedures to the parent/guardian/guardian and/or adult student
 - To make sure that all documents have been signed
 - To explain the legal rights to the parent/guardian/guardian and/or adult student
- To conduct the meeting in a formal, but friendly manner and yet ensure that all legal requirements have been fulfilled

Principal

Carries out duties as outlined in the Education Act, regulations, and policy/program memoranda, and through board policies

- Communicates Ministry of Education and school board expectations to staff
- Ensures that appropriately qualified staff are assigned to teach special education classes
- Communicates board policies and procedures about special education to staff, students and parent/guardians
- Ensures that the identification and placement of exceptional pupils, through an IPRC, is done according to the procedures outlined in the Education Act, regulations and board policies
- Consults with parent/guardians and with school board staff to determine the most appropriate program for exceptional pupils
- Ensures the development, implementation, and review of a student's Individual Education Plan (IEP), including a transition plan, according to provincial requirements
- Ensures that parent/guardians are consulted in the development of their child's IEP and that they are provided with a copy of the IEP
- Ensures that appropriate assessments are requested if necessary and that parent/guardian consent is obtained

The Teacher

- Carries out duties as outlined in the Education Act, regulations, and policy/program memoranda
- Follows board policies and procedures regarding special education
- Maintains up-to-date knowledge of special education practices
- Where appropriate, works with special education staff and parent/guardians to develop the IEP for an exceptional pupil
- Provides the program for the exceptional pupil in the regular class, as outlined in the IEP
- Communicates the student's progress to parent/guardians
- Works with other school board staff to review and update the student's IEP

Special Education Teacher (S.E.T.)

(in addition to the responsibilities listed above under "The Teacher")

- Holds qualifications, in accordance with Regulation 298, to teach special education
- Monitors the student's progress with reference to the IEP and modifies the program as necessary
- Assists in providing educational assessments for exceptional pupils

Guidance Services - (Secondary Panel)

Guidance personnel, when necessary, will take part in the following activities in regard to special education:

- Work closely with the special education teacher in meeting the needs of the identified students
- Make written referrals for special education services to the principal
- Participate in school conferences as requested
- Provide guidance services for students as determined at a conference or an IPRC

- Attend Identification, Placement and Review Committee meetings as requested
- Refer new student OSR's containing special education documentation to the special education teacher

Educational Assistant

Within the Superior-Greenstone District School Board, it is understood that the classroom/subject teacher is responsible for all identified students enrolled in the class.

Where an educational assistant is in place, the assistant may be assigned the following activities in regard to special education under the supervision of the classroom/subject teacher or principal:

- Attend to the physical needs of students by lifting, feeding, toileting (for example diapering, catheterisation) providing maintenance therapy and promoting good personal hygiene
- Attend to other health related needs
- Provide assistance to students individually or in small groups through the implementation of educational programs directed by the teacher
- Contribute to educational plans by providing input to the teacher in designing the program
- Assist teachers in student evaluation through observation, recording and/or data collection
- Maintain a daily journal for school use
- Ensure a safe environment through supervision of students during arrivals and departures, recesses, lunches and in the classroom
- Contribute to daily lessons, activities and programs by assisting the teacher in ensuring the availability of learning materials and equipment
- Support and provide a positive environment for student integration through effective communication and involvement with other staff members and students
- Carry out scheduling changes that develop as a result of the changing needs of the students and/or staff
- Ensure ongoing personal growth through participation in system professional development and in-service training
- Ensure that any communication with parent/guardian happens only with the approval of the teacher or principal
- Maintain a code of ethics with regard to staff and students

The Parent/Guardian

- Becomes familiar with, and informed about board policies and procedures in areas that affect the child
- Participates in IPRC's, parent/guardian-teacher conferences, and other relevant school activities
- Participates in the development of the IEP
- Becomes acquainted with the school staff working with the student
- Supports the student at home
- Works with the school principal and teachers to solve problems
- Is responsible for the student's attendance at school

The Student

- Complies with the requirements as outlined in the Education Act, regulations, and policy/program memoranda
- Complies with board policies and procedures
- Participates in IPRC's, parent/guardian-teacher conferences, and other activities, as appropriate



The Parents' Guide to Special Education

The Education Act

The Education Act requires that school boards provide, or purchase from another board, special education programs and services for their exceptional pupils. The purpose of this guide is to provide you with information about the Identification, Placement, and Review Committee (IPRC), and to set out for you the procedures involved in identifying a pupil as "exceptional", deciding the pupil's placement, or appealing such decisions if you do not agree with the IPRC. If, after reading this guide you require more information, please contact your child's principal.

What are special education services?

Special education services are defined in the Education Act as the facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

What is a special education program?

This is an educational program that is based on and modified by the results of continuous assessment and evaluation; and includes an Individual Education Plan (IEP) containing specific objectives and an outline of special education services that meet the needs of the exceptional pupil.

Individual Education Plan (IEP)

All children learn differently. Program modifications may be incorporated into a formalized IEP which focuses on the child's strengths as well as areas of need. The IEP must be developed by the school, in consultation with the parent and must include:

- Specific educational expectations;
- An outline of the special education programs and services that will be received;
- A statement about the methods by which your child's progress will be reviewed; and
- For students 14 years and older a plan for transition to appropriate post-secondary school activities, such as work, further education and community living.

The IEP must be completed within 30 days of placement and the principal will ensure that you receive a copy

Exceptional Students

The Education Act defines an exceptional student as one "whose behavioral, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program...".

Students are identified according to the categories and definitions of exceptionalities provided by the Ministry of Education.

*Initial IPRC: usually principal, system resource personnel and SET
Review IPRC: principal, SET, and classroom teachers*

Identification Placement and Review Committee (IPRC)

Regulation 181/98 requires that all school boards set up an IPRC, composed of at least 3 people, one of whom must be a principal or a supervisory officer of the board. The IPRC's role is to:

- Decide whether or not your child should be identified as exceptional;
- Identify the areas of your child's exceptionality, according to the categories and definitions of exceptionalities provided by the Ministry of Education;
- Decide on an appropriate placement for your child within the SGDSB: regular class; regular class with assistance to classroom teachers and/or students.

IPRC Meetings

The principal of your child's school must request an IPRC meeting for your child upon receiving your written request and may, with written notice to you, refer your child to an IPRC meeting when they and the child's teachers believe that your child may benefit from a special education program.

What information will parents receive about the IPRC meeting?

At least 10 days in advance of the meeting, the chair of the IPRC will provide you with written notification of the meeting and an invitation to attend as an important partner in considering your child's placement. This letter will notify you of the date, time, and place of the meeting, and it will ask you to indicate whether you will attend. Before the IPRC meeting occurs, you will receive a written copy of any information about your child that the chair of the IPRC has received. This may include the results of assessments or a summary of information.

What happens at an IPRC meeting?

The chair introduces everyone and explains the purpose of the meeting. The IPRC will review all available information about your child and:

- Consider an educational assessment of your child;
- Consider, subject to the provisions of the Health Care Consent Act, 1996, a health or psychological assessment of your child conducted by a qualified practitioner, if they feel that such an assessment is required to make a correct identification or placement decision;
- Interview your child; with your consent if your child is less than 16 years of age; if they feel it would be useful to do so; and
- Consider any information that you submit about your child or that your child submits if they are 16 years or older.

You are encouraged to ask questions and join in the discussion. Following the discussion, after all the information has been presented and considered, the committee will make its decision.

Who attends an IPRC and/or IPRC Review?

Regulation 181/98 entitles parents and students 16 years of age or older to be:

- Present at, and participate in all committee discussions about your child; and
- Present when the committee's identification and placement decision is made.

Either you or the principal of your child's school may make a request for the attendance of others including:

- The principal of your child's school;
- Other resource people such as your child's teachers, special education staff, board support staff, or the representative of an agency, who may provide further information or clarification;
- Your representative—that is, a person who may support you or speak on behalf of you or your child; and
- An interpreter, if one is required (request this service through the school principal).

If you are unable to make the initial meeting, you may contact the school principal to arrange an alternative date or time.

For an IPRC review meeting, let the principal know if you will not be attending. As soon as possible after the meeting, the principal will forward to you for your consideration and signature, the IPRC written statement of decision noting the decision of identification and placement and any

What will the IPRC consider?

Before the IPRC can consider placing your child in a special education class, it must consider whether placement in a regular class with appropriate special education services will:

- Meet your child's needs; and
- Be consistent with your preferences.

If the committee decides that your child should be placed in a special education class; it must state the reasons for that decision in its written statement of decision, and written statement includes:

- Whether the IPRC has identified your child as exceptional;
- Where the IPRC has identified your child as exceptional
- The categories and definitions of any exceptionalities identified, as they are defined by the Ministry of Education;
- The IPRC description of your child's strengths and needs;
- The IPRC placement decision;
- The IPRC recommendations regarding a special education program and special education services; and
- Where the IPRC has decided that your child should be placed in a special education class, the reasons for that decision.

Once a child has been placed in a special education program, can it be reviewed?

A review IPRC meeting will be held within the school year, unless the principal of the school at which the special education program is being provided receives written notice from you, the parent, dispensing with the annual review.

You may request a review IPRC meeting any time after your child has been in a special education program for 3 months.

What does a review IPRC consider & decide

With your written permission, the IPRC conducting the review will consider the progress your child has made in relation to the IEP. It will consider the same type of information that was originally considered by the IPRC, as well as any new information.

The IPRC will review the placement and identification decisions and decide whether they should be continued or whether a different decision should now be made.

What happens after the IPRC has made its decision?

If you agree with the IPRC decision, you will be asked to indicate, by signing your name, that you agree with the identification and placement decisions made by the IPRC.

If the IPRC has identified your child as an exceptional pupil and if you agree with the IPRC identification and placement decisions, the board will promptly notify the principal of the school at which the special education program is to be provided of the need to develop an Individual Education Plan (IEP) for your child.

What can a parent do if they disagree with the IPRC decision?

If you do not agree with either the identification or the placement decision made by the IPRC, you may within 15 days of receipt of the decision, request that the IPRC hold a second meeting to discuss your concerns; or within 30 days of receipt of the decision, file a notice of appeal with SGDSB.

If you do not agree with the decision after the second meeting, you may file a notice of appeal within 15 days of receipt of the decision (see *Parents' Guide to Special Education, Appeals, Support Organizations and Board Contacts*).

Notes:

1. To receive this guide in Braille, large print, or audiocassette format, please contact the board office.
2. When used in this guide, the word parent includes guardian.

www.sgdsb.on.ca

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Parents' Guide to Special Education, Appeals, Support Organizations and Board Contacts

Appeals: What can a parent do if they disagree with the IPRC decision?

From time to time parents disagree with the identification or placement of their child. In order to appeal either the identification or placement of a child, a specific process has been developed and is outlined below. If you do not agree with either the identification or placement decision made by the IPRC, you may:

Requests must be received in writing and timelines need to be followed.

...within 15 days of receipt of the decision, request that the IPRC hold a second meeting to discuss your concerns

OR

...within 30 days of receipt of the decision, file a notice of appeal with the Superior-Greenstone District School Board, Marathon, ON, 807-229-0436

If you do not agree with the decision after the second meeting, you may file a notice of appeal within 15 days of receipt of the decision. If you do not consent to the IPRC decision, but you do not appeal it, the board will instruct the principal to implement the IPRC decision.

The notice of appeal must indicate the decision with which you disagree, and include a statement that sets out your reasons for disagreeing

The Appeal Process: How do I appeal an IPRC Decision?

If you disagree with the IPRC's identification of your child as exceptional or with the placement decision of the IPRC, you may, within 30 days of receipt of the original decision or within 15 days of receipt of the decision from the second meeting described in the IPRC pamphlet, give written notification of your intention to appeal the decision to: Director of Education, PO Bag 'A', 12 Hemlo Drive, Marathon, ON P0T 2E0.

What happens in the appeal process? *The appeal process involves the following steps:*

- The board will establish a special education appeal board to hear your appeal. The appeal board will be composed of three persons who have no prior knowledge of the matter under appeal, one of whom is selected by you, the parent.
- The chair of the appeal board will arrange a meeting to take place at a convenient time and place, but no later than 30 days after the chair has been selected (unless parents/guardians and board provide written consent to a later date).
- The appeal board will receive the material reviewed by the IPRC and may interview any persons who may be able to contribute information about the matter under appeal.
- You, the parent, and your child, if they are 16 years old or over, are entitled to be present at, and to participate in, all discussions.
- The appeal board must make its recommendation within 3 days of the meetings ending. It may: agree with the IPRC and recommend that the decision be implemented; or disagree with the IPRC and make a recommendation the board about your child's identification or placement or both.
- The appeal board will report its recommendation in writing, to you and the school board, providing the reasons for its recommendations.
- Within 30 days of receiving the appeal board's written statement, the school board will decide what action it will take with respect to the recommendations (boards are not required to follow the appeal board recommendation).
- You may accept the decision of the school board or you may appeal to a Special Education Tribunal. Information about making an application to the tribunal will be included with the appeal board's decision.

SGDSB Programs: What special education programs and services are provided by the board?

From time to time parents disagree with the identification or due to the large geographic area covered by the board and the wide variance in the number of identified students in each of the exceptionalities, the board does not offer self-contained special education classes. Instead, the board supports a model of integration within the regular classroom as the primary placement for students. This placement may be supported by resource assistance to the classroom teachers for program modifications and accommodations. The SET (Special Education Teacher) may also provide resource assistance directly to the student on an 'as required' basis. Education assistants or other resource personnel may also support this model. If, after providing a student with various supports to access the educational system, it is determined by the board that the student's needs are so great that the student requires a special education placement outside of the board's jurisdiction, the board will investigate its ability to purchase a program from another board or to refer the student to one of the Provincial Demonstration Schools.

Support Organizations: What organizations are available to assist parent/guardians?

Many organizations are available to provide information and support to parent/guardians of exceptional children. Locally, several organizations are eligible for membership on the board's Special Education Advisory Committee (SEAC) and you can obtain the pamphlet titled "School to Community Transition: Community Resources" from your principal or the school board.

Provincial organizations include the Association for Bright Children of Ontario, the Learning Disabilities Association of Ontario (LDAO) and the Geneva Centre for Autism.

What are the Ministry's Provincial and Demonstration Schools?

The ministry operates provincial and demonstration schools throughout Ontario for the deaf, blind, deaf-blind and severely learning-disabled students, as well as those with Autism Spectrum Disorder (ASD). Residential programs are offered at the schools Monday to Friday, for students who live too far from school to travel daily.

French-language school for French-speaking students

A demonstration school for French-speaking students with severe learning disabilities, including those associated with ASD:

Centre Jules-Leger 613-761-9300
281 rue Lanark,
Ottawa, ON K1Z 6R8

Demonstration Schools for English-speaking Students

Schools for students with severe learning disabilities, including those associated with ASD include:

Amethyst School 1515 Cheapside Street London, ON N5Z 4V9 519-453-4400	Sagonaska School 347 Ontario Street South Milton, ON L9T 3X9 905-878-2851	Trillium School 350 Dundas St W. Belleville, ON K8P 1B2 613-967-2823
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School for the Blind and Deaf

W. Ross Macdonald School
350 Brant Avenue
Brantford, ON N3T 3J9
519-759-0730

Schools for the Deaf

Ernest C. Drury School for the Deaf 255 Ontario Street South Milton, ON L9T 2M5 905-878-2851	Roberts School for the Deaf 1515 Cheapside Street London, ON N5V 3N9 519-453-4400	Sir James Whitney School 350 Dundas Street West Belleville, ON K8P 1B2 613-967-2823 / 1-800-501-6240
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Additional Information...can be obtained from:

Superintendent of Education, 807-229-0436, or toll-free 1-888-604-1111, or by reaching out to one of our school principals:

B.A. Parker Public School	854-1683	Lake Superior High School	825-3271	Margaret Twomey Public School	229-3050
Beardmore Public School	875-2128	Manitowadge High School	826-3241	Nakina Public School	329-5356
Dorion Public School	857-2313	Manitowadge Public School	826-4011	Nipigon-Red Rock District High School	886-2201
Geraldton Composite High School	854-0130	Marathon High School	229-1800	Schreiber Pubic School	824-2082
George O'Neill Public School	887-2107	Marjorie Mills Public School	876-2366	Terrace Bay Public School	825-3253

Notes:

1. To receive this guide in Braille, large print, or audiocassette format, please contact the board office.
2. When used in this guide, the word parent includes guardian.

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School to Community Transition: Community Resources

Helping students in their transition from school to the community...

The Superior-Greenstone District School Board, Special Education Advisory Committee (SEAC), understands the vital need for information regarding community-based support programs during the transition from high school to the community. These community organizations/agencies are among many that offer support to students with special needs. We hope that this compilation of available sources is of assistance.

Local Support Organizations: *What is available locally to assist parents and students who are transitioning to the community?*

Adult Protective Services provides information on resources and services for adults with a developmental disability, explores options with individuals in order to assist them with goal setting and decision making, helps to coordinate services, and works in partnerships with other community agencies to improve the economic and social conditions of adults with developmental disabilities.

Assistive Devices Program provides support and funding to Ontario residents who have long-term physical disabilities. This program provides access to personalized assistive devices which increase independence and which are appropriate to the individual's basic needs.

North West Local Health Integration Network/Community Care Access Centres are the local point of access to community-based health care services. CCACs are funded by the Ministry of Health and Long-Term Care and were created to coordinate a variety of health services to maintain an individual's health, independence and quality of life.

Dilico Anishinabek Family Care provides a range of responsive individual, family and community programs and services for all Anishinabek people, including the physical health, the mental health and the health of the communities where Anishinabek people live by promoting wellness, preventing illness and trauma, and providing diagnosis, treatment and rehabilitation.

Rural Childrens' Services Partnership works with community agencies to provide integrated network of health, mental health and special education services to children with special needs and their families who reside in rural and remote communities of Northern Ontario.

Kinna-Aweya Legal Clinic provides legal advice and assistance to all low-income residents in the District of Thunder Bay. Services are offered at no cost to people with low-incomes who meet the financial eligibility guidelines. KALC's focus is on helping people get income maintenance benefits and maintain access to housing. **KALC are not able to assist in criminal or family law matters.**

North of Superior Programs offer Rural Children's Services Partnership, one-to-one counseling, family counseling and substance abuse counseling.

Thunder Bay District Health Unit provides health information and prevention-related clinical services to people of all ages; are advocates for healthy public policy; investigates reportable diseases and uphold regulations that apply to public health.

Superior-Greenstone Association for Community Living provides direct services and support to individuals identified with an intellectual disability, and their families, so that people may plan their future as productive, fully participating citizens in the community. Community Living Ontario supports this activity by linking local associations and their members with the resources and information they need, and by offering training and consultation in the areas of family support, education, employment, human rights, community participation, advocacy and self-planning.

General

211 Ontario North 211north.ca	211 1-866-624-1729
Assistive Devices Program ontario.ca/page/assistive-devices-program/	1-800-268-6021 TTY: 1-800-387-5559
Child & Community Resources ccrconnect.ca	Thunder Bay 1-877-996-1599 624-2540
Community Living Ontario communitylivingontario.ca	1-800-278-8025
Easter Seals Society easterseals.org	Thunder Bay 345-7622
Kids Help Phone kidshelpphone.ca	1-800-668-6868 text: 686 868
Legal Aid Ontario legalaid.on.ca	1-800-668-8258
Learning Disabilities Association of Ontario ldao.ca	1-416-929-4311
Member of Parliament, Patty Hajdu	1-888-266-8004, 766-2090
Member of Provincial Parliament, Michael Gravelle	345-3647
Ontario March of Dimes marchofdimes.ca	345-6595
Respite Services respiteservices.com/thunderbay/respiteservices	625-6692
Service Ontario ontario.ca	1-800-267-8097
TTY User Operator Assistance (TTY to Voice)	711 1-800-855-1155
TTY Users Relay Service	1-800-855-0511
Wesway (respite services) wesway.com	623-2353

School to Community Transition: Community Resources—Page 2

Family / Support		Health		Job Training / Employment	
Adult Protective Services greenstone.ca Protective Services Program lcctbay.org	Geraldton 853-0499 Marathon 229-1340 x 2226	Addictions Counselor Ontario Works Canadian Mental Health Association thunderbay.cmha.ca Crisis Response Services Suicide Prevention	Manitouwadge 826-2869 Crisis Response Services 1-888-269-3100 345-5564 1-866-888-8988	Employment Standards (Ministry of Labour) OH&S Contact Centre	1-800-531-5551 1-877-202-0008
North West Local Health Integration Network northwestlin.on.ca/	Geraldton 854-2292 Marathon 229-8627 Nipigon 887-5862 No area code: 310-2222	District Family Health Team	Greenstone 854-0051 Manitouwadge 826-3251 Marathon 229-3243 Nipigon 887-5252 Schreiber 824-2934 Terrace Bay 825-3235	Employment and Social Development Canada	Geraldton 854-0635 Marathon 229-0959 Terrace Bay 624-1470
Dilico Anishinabek Family Services dilico.com	Longlac 876-2267 Mober 822-2521 Nipigon 887-2514	Health Card ontario.ca	1-800-664-8988	Northwest Employment Works	Marathon 229-3223 Thunder Bay 473-3829
Food Banks	Geraldton 854-FOOD (3663) Manitouwadge 826-4326 Marathon 229-9986 Nipigon 887-2348 Schreiber 824-2013 Terrace Bay 825-2801	Hospitals	Geraldton 854-1862 Manitouwadge 826-3251 Marathon 229-1740 Nipigon 887-3026 Terrace Bay 825-3273	Manitouwadge Employment Centre	Manitouwadge 826-1414
North of Superior Programs (NOSP) nosp.on.ca	All Communities 1-877-895-6677	Mental Health Service Information Ontario	1-866-531-2600	AETS (Anishinabek Employment and Training Services) aets.org	1-866-870-2387 346-0307
Kinna-Awaya Legal Clinic kalc.ca	Thunder Bay 344-2748 1-888-373-3309 Geraldton 854-1278 1-866-854-1542 Marathon 229-2290 1-866-389-1477	PACE pace-tbay.net	Geraldton 854-2649 Manitouwadge 826-4442 Marathon 229-0357 Nipigon 110 Front St. Schreiber 824-1362	Continuing Education	
Legalaid Ontario legalaid.on.ca	1-866-297-5559	METTA Counseling	Marathon 229-4220	Confederation College	Geraldton 854-0652 Marathon 229-2464
Lutheran Community Care Centre lcctbay.org	345-6062 Thunder Bay and District 1-866-752-5427	North of Superior Programs nosp.on.ca	Geraldton 854-1321 Longlac 876-2235 Manitouwadge 826-4517 Marathon 229-0607 Nipigon 887-2632 Red Rock 228-1873 Schreiber 824-3236 Terrace Bay 825-3238	Confederation College, Distance Ed/ E-Learning	475-3846 1-800-465-5493
Marathon Children and Family Centre mfccentre.ca	229-3031	Northern Health Travel Grant	1-800-461-4006	Contact North contactnorth.ca	1-855-356-4888 Greenstone 854-0542 Manitouwadge 826-3327 Lt. Superior N. 229-2790 Nipigon 887-3320 Terrace Bay 825-9160
Marjorie House marjoriehouse.ca	Manitouwadge 826-4224 Marathon 229-2222 Schreiber 824-3380	Sick Kids sickkids.ca	Toronto 416-813-1500	TVO / ILC ilc.tv.org	1-800-387-5512
Superior-Greenstone Association for Community Living sgacl.ca	1-888-434-4409 Geraldton 854-0775 Red Rock 886-2801	Superior Speech Services	Schreiber 824-1304	Public Libraries	Beardmore 875-2212 Dorion 857-2318 Greenstone 854-1490 Longlac 876-4515 Manitouwadge 826-3913 Marathon 229-0740 Nipigon 887-3142 Red Rock 886-2558 Schreiber 824-2477 Terrace Bay 825-3315
The Family Place/ Best Start brassbell.org	Dorion, Manitouwadge, Marathon, Nipigon, Red Rock, Schreiber, Terrace Bay: see Facebook	Telehealth Ontario	1-866-797-0000		
		Thunder Bay District Health Unit tbdhu.com	Greenstone 854-0454 Manitouwadge 888-294-6630 Marathon 229-1820 Red Rock 886-1060 Terrace Bay 825-7770		

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Superior-Greenstone District School Board

A Guide for Parents, Guardians and Students Transitions

SOURCES: Ontario Ministry of Education, *Transition Planning: A Resource Guide 2017*; *Planning Entry to School: A Resource Guide 2006*; PPM 140

Transitions

Students encounter many transitions throughout their educational career and in their lives beyond school. Transitions can involve entry to school, class to class, grade to grade, elementary to secondary and school to work. A transition requires careful planning. The SGDSB supports transition planning for all students. Transitions are complex and include significant changes to many aspects of a student's routines.

There are many types of transitions...

Entry to School

The goal of planning for entry to school is to help children adjust quickly to a new school setting, enjoy learning, and develop a positive attitude towards education. A good start to school improves a child's chances of success from school entry to graduation.

An entry-to-school plan should provide adequate time for children and parents to learn and practise the skills and routines that will facilitate a smooth move to elementary school. Transition plans for some children may require more careful planning and coordination.



Inside this guide

In-School

Transitions happen between grades and divisions, and from elementary to secondary school. These transitions are complex and include significant changes to many aspects of a student's routines. Some transitions occur on a regular basis between activities and settings within the structure of the school day. Other transitions occur less frequently. Planning for all of the transitions in a student's school day helps the student to cope with change and to adapt to a variety of settings.

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PPM 156 Individual Education Plans Transition Portfolio For More Information	3

A Guide for Parents, Guardians and Students

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Beyond High School

The transition from school to work, further education, and community living can be particularly challenging for some students. Successful transitions require a collaborative approach involving the student, the school based team, parents, employers, community agencies and providers of post-secondary education.

The transition plan must include the following elements:

- Specific goals for the student's transition to post-secondary activities. The goals must be realistic and must reflect the strengths, needs and interests of the students;
- The actions required, now and in the future, to achieve the stated goals;
- The person or agency (the student, parents, educators, providers of specialized support and services, community agencies) responsible for or involved in completing or providing assistance in the completion of each of the identified actions;
- Timelines for the implementation of each of the identified actions.

Transition Planning

In more complex situations, transition planning meetings will be arranged with the receiving school and parents to discuss topics such as:

- identifying a school contact and connection
- scheduling of subjects
- intensity, duration and frequency of support required
- I.E.P. revisions
- academic program modifications and accommodations
- alternative programming
- routines, transitions during school day
- plan for unstructured times - breaks, lunch
- transportation requirements
- environmental supports
- schedule for staff training



Policy Program Memorandum 140 (PPM 140)

This Ministry of Education Memorandum directs Principals to ensure that transition plans are in place for students with Autism Spectrum Disorders. Applied Behaviour Analysis (ABA) methods must be used to support transitions where appropriate.

Policy Program Memorandum 156 (PPM 156)

PPM 156 states that a transition plan must be developed for all students who have an IEP, whether or not they have been identified as exceptional by an IPRC and including those identified as gifted. The transition plan is developed as part of the IEP

Individual Education Plans

Collaborative planning for a student's transition is formally documented in the student's IEP with input from the student, parent(s)/guardian(s), the principal, school staff, community agencies, and postsecondary institutions, as appropriate. The plan should reflect the student's needs and goals for his or her future.

Creating Pathways to Success

An Education and Career/Life Planning Program for Ontario Schools, Policy and Program Requirements, Kindergarten to Grade 12, 2013

Creating Pathways to Success: An Education and Career/Life Planning Program for Ontario Schools, Policy and Program Requirements, Kindergarten to Grade 12, 2013 describes a comprehensive education and career/life planning program for Kindergarten to Grade 12 designed to help students achieve their personal goals and become competent, successful, and contributing members of society. *Creating Pathways to Success* supercedes *Choices Into Action: Guidance and Career Education Program Policy for Ontario Elementary and Secondary School, 1999*. The new policy's goals are to:

- ensure that students develop the knowledge and skills they need to make informed education and career/life choices through the effective application of a four-step inquiry process;
- provide opportunities for this learning both in and outside the classroom; and
- engage parents and the broader community in the development, implementation, and evaluation of the program, to support students in their learning.



For More Information . . .

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/transiti/transition.pdf>

<http://www.edu.gov.on.ca/eng/parents/planningentry.pdf>

[Creating Pathways to Success](#) (PDF, 983 KB)

[Education and Career/Life Planning Program Fact Sheet](#) (PDF, 360 KB)



Parent Notes and School Contact Information



A Guide for Parents and Students ASSESSMENT

April 2016

Source: Learning For All, Ontario Ministry of Education, 2013

Purposes of Assessment

Classroom Assessment is an on-going process!

The primary purpose of assessment is to improve student learning and functioning within classroom and school environments. Assessment may therefore:

- Specify and verify a student's strengths and needs;
- Determine particular interventions that may be necessary for the student to gain access to opportunities for achieving desired outcomes. Assessment may also help to inform decisions about programs suitable to a student's learning needs.

Psycho-Educational Assessment

- Teachers often refer students who are exhibiting difficulties at school for a psychological assessment. The most common reasons for referring students for a psychological assessment are that they are having difficulty acquiring age-appropriate academic skills, or controlling their behaviour.
- The purpose of a psychological assessment is to determine a learning profile of the student. The learning profile is a description of strengths and needs. With this understanding, Psychological Services staff can make recommendations to the school staff and parents about ways to help the child. Recommendation often include teaching and learning strategies, curriculum areas to reinforce, language and learning skills to teach, and behaviours to target for change.
- The Ministry of Education has set out requirements for conducting psychological assessments within school boards in its [Policy/Program Memorandum No. 59](#)

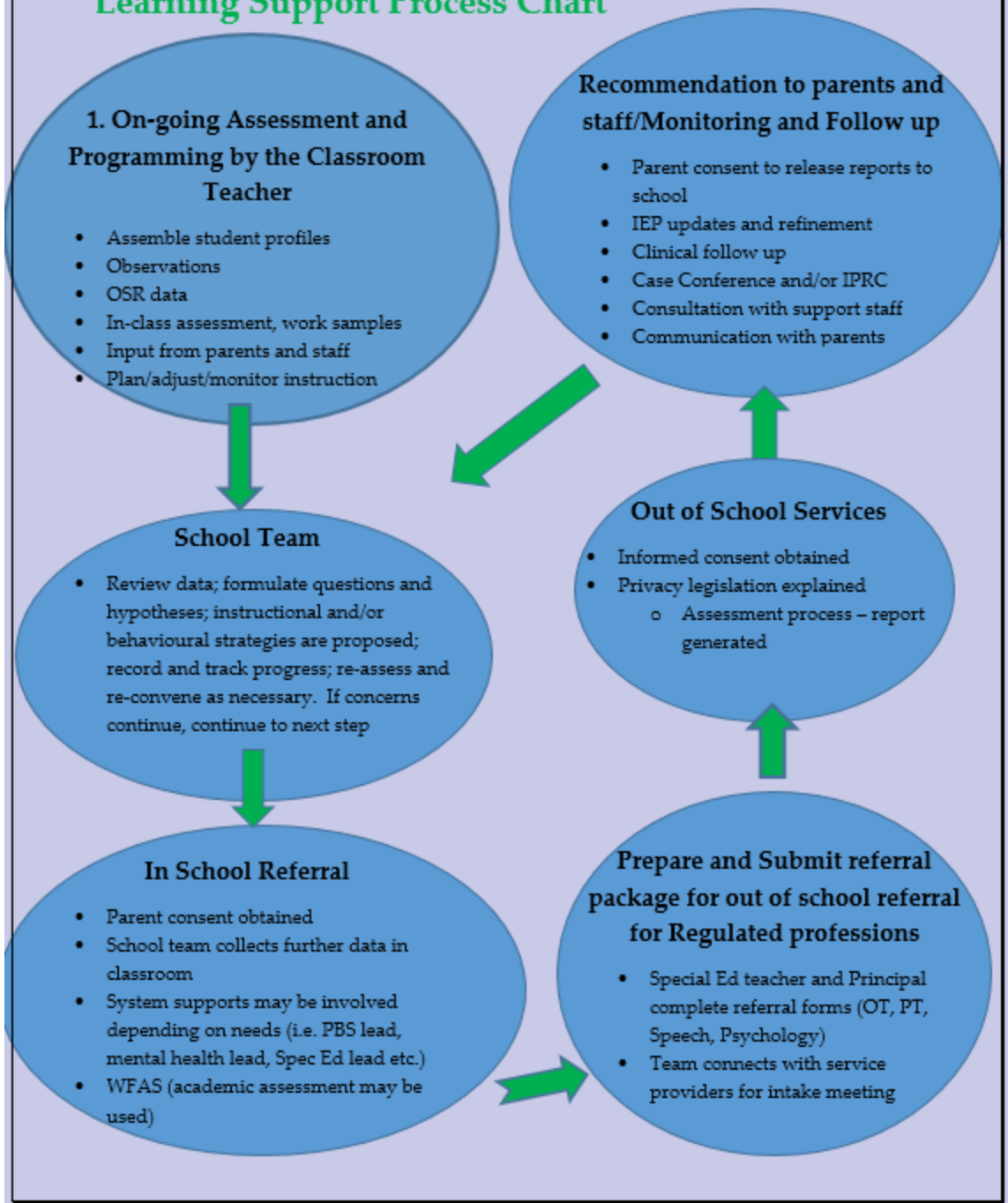
Sources of information for a psychological assessment include:

1. A review of the student's educational history from the Ontario Student Record (OSR);
2. A review of the student's developmental history, provided by parent/guardian;
3. The teacher's description of the student's difficulty;
4. The parents' or guardians' understanding of the student's difficulty;
5. Test of intellectual or cognitive ability
6. Tests of specific processes, such as visual-perceptual skills, auditory skills, and memory;
7. Tests of academic achievement;
8. Tests of social and emotional functioning;
9. Measures of personality and self-esteem;
10. Discussion with the student on his or her perspective on the problem
11. Behavioural rating forms completed by the child's teacher and parent(s) to examine for behavioural, attentional or emotional difficulties.

Speech-Language Assessment

- Speech-Language assessments are completed by Speech-Language Pathologists. They are members of the College of Audiologists and Speech-Language Pathologists of Ontario and are regulated health professionals.
- Referrals for assessment are made by the school team when questions and concerns arise about student speech and language skills. Speech-Language Pathologists develop programs to help remediate and build articulation and/or language skills.
- Programming may occur within the regular classroom or, where indicated, might be carried out by Speech-Language Assistants under the direction of the Speech-Language Pathologist.

Learning Support Process Chart



Key Terms

Adaptive: Adaptive behaviour includes the age-appropriate behaviours necessary for people to live independently and to function safely and appropriately in daily life. It can be thought of as a sort of "practical intelligence." It is usually measured by scales that identify how well a person manages within his or her own environment.

Cognitive: All the mental activities linked to thinking, knowing, and remembering. A term which refers to reasoning or intellectual capacity.

Criterion Referenced: A test that is designed to measure that a person has reached a pre-determined level of performance or competence. Example: EQAO tests.

Diagnostic: In general, diagnostic is a term used when one is using information to clarify characteristics about a person. In education, informal diagnostic testing occurs when a teacher is using information obtained during in-class testing to determine a student's learning needs. For regulated health professionals (i.e., medical doctors, psychologists) diagnostic refers to the process of identifying a condition, disorder or disease from its signs and symptoms. This leads to a medical diagnosis. When a qualified professional diagnoses a child, he or she looks at the signs or symptoms the child displays, such as various behaviours, ways of communicating, or thoughts that a child may have.

Norm Referenced: A test that has been given to a very large group or groups of people. A score obtained by one person taking the test can be compared to scores from the "norming group". This allows test administrators to make statements about how a person's abilities (or achievement, or behaviour, etc.) compare to those of people who are of similar ages/ grades. Ex. CCAT; Most Psycho-educational and Speech-Language tests.

Profiles: The classroom teacher is responsible for meeting the learning needs of his or her students. Effective instruction begins with an understanding of the needs of the learners. The teacher needs to know about both the needs of the entire class as a group, and the needs of individual students. If a child is demonstrating difficulties in school, it is important to identify the causes and take appropriate steps to alleviate them. This can lead to informal diagnostic testing.

Standardized: Tests that are made to be given and scored in a consistent and objective way. In order to compare one person's performance on a test to another person's performance on a test, it is important that people take the test under the same conditions, and that the same scoring procedure is applied in every case. Example: EQAO; CCAT; Psychoeducational and Speech-Language tests.



The Parents' Guide to the Individual Education Plan (IEP)

What is an Individual Education Plan (IEP)?

An IEP is a written plan. It is a working document which describes the strengths and needs of an individual exceptional pupil, the special education program and services established to meet that pupil's needs, and how the program and services will be delivered. It describes the student's progress, and includes a plan to support students in making successful transitions.

Developing the IEP: *How can I contribute to planning goals for my child?*

Beginning with your child's strengths and needs is an important first step. You can help by engaging in discussions with your child and his or her teachers around establishing short term and long term goals.

Many organizations are available to support you in understanding the IEP, and/or to provide additional resources. Your school principal can provide the names of the organizations that serve your area. This information is also found in the Special Education Advisory Committees brochure available from your child's school, or through the special education section of sgdsb.on.ca

Carrying out the IEP: *At home, how can I help my child reach their goals?*

- Talk to the teachers about what they plan to accomplish
- Do what you can at home to support your child's goals
- Take every opportunity to communicate with your child's teachers
- Provide additional insights and resources to the school
- Share relevant significant personal/family events

Review & update the IEP

Your child's progress toward his/her goals will be reviewed. Then, the IEP will be updated to include different strategies, approaches, and/or resources considered necessary to help the learning process.

- Talk to your child's teachers about the goals that have been set
- Communicate regularly with your child's teachers regarding progress
- Look for evidence of growth towards goals on your child's report card
- Recommend changes in goals, strategies and/or resources or support where you see a need
- Be actively involved in discussions at school when your child is changing grades, schools or moving into the workplace

The IEP summarizes:

- Your child's strengths and needs
- Assessment data
- Special education services provided to your child
- Accommodations (supports, services that will help your child access the curriculum and demonstrate learning)
- Program modifications (changes required to grade-level expectations in the Ontario Curriculum)
- Alternative programs/courses not represented in the Ontario Curriculum (such as Personal Care, Orientation/Mobility Training, Auditory Verbal Intervention Strategies, and/or development of American Sign Language skills)
- Your child's current level of achievement in each program area
- Goals and specific expectations for your child
- Assessment strategies for reviewing your child's achievements and progress
- Regular updates, showing dates, results and recommendations
- A transition plan
- Medical/health supports/services
- A safety plan

Alternative programming: expectations that outline learning related to skill development in areas not represented in the Ontario curriculum, and may include behaviour, life skills, learning strategies or the social/emotional needs of the student.

Accommodation: a term used to refer to the special teaching and assessment strategies, and/or individualized equipment required to enable a student to learn and to demonstrate learning. Accommodations do not alter the provincial curriculum expectations for the grade.

Modification: changes made in the age appropriate grade level expectations for a subject or course in order to meet a student's learning needs. These changes may involve developing expectations and skills required in the curriculum for a different grade level and/or increasing or decreasing the number and/or complexity of the regular grade level expectations.

How does an IEP work?

How can I contribute to planning goals for my child?

An IEP outlines the special education programs and services your child will receive. There are five phases in the development of an IEP:

1. Gather information
2. Set the direction
3. Develop the plan
4. Carry out the planned activities
5. Review and update the IEP, including the transition plan and safety plan

Who develops a Students IEP?

Creating an IEP is a process that involves the classroom teachers with whom the student interacts, the student, where appropriate, the students parents, the Special Educational Teacher (SET), other professionals involved with the student, other school personnel/support staff, and staff from community agencies.

A students IEP should be developed, implemented, and monitored in collaborative manner. The IEP reflects the school board's and the principal's commitment to provide the special education program and services, within the resources available to the school board, needed to meet the identified strengths and needs of the student.

As the parent, what role do I play?

Parents play a powerful supporting role in the IEP process and transition planning. It is important to understand and participate in the five phases of the IEP process. As well, be sure to ask for a copy of your child's IEP within 30 school days, so that you can support the planned activities at home.

You know things about your child's approach to learning that no one else knows.

Be sure to tell the teachers about your child's:

- Likes, dislikes and interests
- Talents and abilities
- Interest in extra-curricular activities
- Family and peer relationships and dynamics (extended family, pets)
- Family routines and schedules
- Hopes and dreams for the future, including any short and/or long term goals
- How your child learns best (e.g. by doing, through demonstration, etc.)

Setting the direction: *How do I work as an effective IEP team member?*

Students are most successful when all team members work together towards achievable goals. As a parent

- Keep the focus on your child at all times;
- Tell the teachers the hopes you have for your child's learning;
- Bring ideas and information
- Ask questions
- Value everyone's input

What is a transition plan?

A written plan which outlines the daily, short term and long term changes to programs/pathways. Transitions may include:

- Entry to school, between grades, from elementary to secondary school
- Activity to activity, class to class, school to school
- Secondary school to education, career, community, and life pathway

Contained within the transition plan are:

- Individual goals
- Actions required to achieve those goals
- Identified individuals responsible for the actions required
- Specific timelines for completion

A transition plan is developed in collaboration with students and their families, the school, community agencies and post secondary partners as appropriate and is reviewed and updated as part of the IEP review process.

See [School to Community Transition Information](#) for more

SGDSB SEAC (Special Education Advisory Committee) Members

SGDSB Trustees, members at large, one or two persons to represent the interests of First Nations students, and representatives and alternates from up to 12 local associations.

The local associations must be affiliated with associations or organizations that are:

- Incorporated
- Operate throughout Ontario
- Further the interests and well-being of one or more groups of exceptional children or adults
- Do not represent professional educators

See the [SEAC Guide](#) for more info

Notes:

1. To receive this guide in Braille, large print, or audiocassette format, please contact the board office.
2. When used in this guide, the word parent includes guardian.

www.sgdsb.on.ca

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Individual Education Plan

IEP

REASON FOR DEVELOPING THE IEP

- Student identified as exceptional by IPRC
 Student not formally identified but requires special education program/services, including modified/alternative learning expectations and/or accommodations

STUDENT PROFILE

Name: _____ Gender: _____ Date of Birth: _____
 School: _____
 Student OEN/MIN: _____ Principal: _____
 Current Grade/Special Class: _____ School Year: _____
 Most Recent IPRC Date: _____ Date Annual Review Waived by Parent/Guardian: _____
 Exceptionality: _____

IPRC Placement Decision (check one)

- Regular class with indirect support
 Special education class with partial integration
 Regular class with resource assistance
 Special education class full-time
 Regular class with withdrawal assistance

ASSESSMENT DATA

List relevant educational, medical/health (hearing, vision, physical, neurological), psychological, speech/language, occupational, physiotherapy, and behavioural assessments.

Information Source	Date	Summary of Results

STUDENT'S STRENGTH AND NEEDS

Areas of Strength	Areas of Need

Health Support Service/Personal Support Required Yes (list below) No

ure

SUBJECTS, COURSES, OR ALTERNATIVE PROGRAMS TO WHICH THE IEP APPLIES

Identify each as Modified (MOD), Accommodated only (AC), or Alternative (ALT)

- | | | | | | | | |
|----------|------------------------------|--|---|-----------|------------------------------|-----------------------------|------------------------------|
| 1. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input checked="" type="checkbox"/> ALT | 6. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 2. _____ | <input type="checkbox"/> MOD | <input checked="" type="checkbox"/> AC | <input type="checkbox"/> ALT | 7. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 3. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT | 8. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 4. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT | 9. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 5. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT | 10. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |

Elementary Program Exemptions or Secondary School Compulsory Course Substitutions

Yes (provide educational rationale) No

GLE Course(s) will replace the French diploma requirement to support the student's exceptionality

Complete for secondary students only:

Student is currently working towards attainment of the:

Ontario Secondary School Diploma Ontario Secondary School Certificate Certificate of Accomplishment

ACCOMMODATIONS

(Accommodations are assumed to be the same for all subjects, unless otherwise indicated)

Instructional Accommodations	Environmental Accommodations	Assessment Accommodations

Individualized Equipment Yes (list below) No

PROVINCIAL ASSESSMENTS (accommodations and exemptions)

Provincial assessments applicable to the student in the current school year: _____

Accommodations: Yes (list below) No

Exemptions: Yes (provide explanatory statement from relevant EQAO document) No

Special Education Program

To be completed for each subject/course with modified expectations and/or each alternative program with alternative expectations

Student OENMIN:	Subject/Course/Alternative Program:
Current Level of Achievement:	Current Level of Achievement for Alternative Program:
Prerequisite course (if applicable) _____	
Letter grade/Mark _____	
Curriculum grade level _____	

Annual Program Goal(s): A goal statement describing what the student can reasonably be expected to accomplish by the end of the school year in a particular subject, course, or alternative program.

Learning Expectations (List modified/alternative expectations outlining knowledge and/or skills to be assessed, by reporting period. Identify grade level, where appropriate.)	Teaching Strategies (List only those that are particular to the student and specific to the learning expectations)	Assessment Methods (Identify the assessment method to be used for each learning expectation)

Appendix C: Specialized Health Support Services

Specialized Health Support Service	Agency or position of person who performs the service (e.g., CCAC, board staff, parent/guardian, student)	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Nursing	NWLHIN Public Health	Procedure that is needed on a daily basis in order for the student to attend school	Medical Practitioner	The procedure is no longer required for the student to attend school	
Occupational therapy	GJCC	Cross referral from other services or O.T. teacher checklist. Assessment by the Occupational Therapist	Community Care Coordinator and the Occupational Therapist	An assessment by the Occupational Therapist indicating that services are no longer required.	Case conference with the Community Care Coordinator, Occupational Therapist, parent/guardian and school.
Physiotherapy (Maintenance)	GGJC Educational Assistant	Cross referral from other services or O.T. teacher checklist. Assessment by the Physiotherapist	Community Care Coordinator and the Physiotherapist	An assessment by the Physiotherapist indicating that services are no longer required	Case conference with the Community Care Coordinator, physiotherapist, parent/guardian and school.
Nutrition	NWLHIN Public Health	Procedure that is needed on a daily basis in order for the student to attend school.	Ministry of Health	The procedure is o longer required for the student to attend school.	Parent/guardian, Ministry of Health and School
Speech and language therapy	GJCC	Referral from the parent/guardian or school to GJCC. GJCC then determine if the student is eligible.	Speech Therapist or Speech Pathologist from GJCC	Speech Therapist or Speech Pathologist determines the problem has been solved.	A meeting with GJCC and/or parent/guardian and school.
Speech correction and remediation	GJCC	Referral from the parent/guardian or school to GJCC. GJCC then determine if the student is eligible.	Speech Therapist or Speech Pathologist GGJC	Speech Therapist or Speech Pathologist determines the problem has been solved.	A meeting with GJCC, parent/guardian and school.
Administering of prescribed medications	Educational Assistants Board Staff Pupil as authorized Parent/guardian as authorized	Letter from the doctor and the board policy documents completed.	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardian
Catheterization	Trained Educational Assistants or Health Professional or Parent/guardian	Letter from the Medical Practitioner	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.
Suctioning	Educational Assistants	Letter from the Medical Practitioner	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.
Lifting & positioning	Educational Assistants	Letter from the Medical Practitioner	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.
Assistance with mobility	Educational Assistants	Letter from the Medical Practitioner	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.

Feeding	Educational Assistants	Letter from the Medical Practitioner	Medical Practitioner	Regular Board Meeting Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.
Toileting	Educational Assistants	Letter from the Medical Practitioner	Medical Practitioner	Letter from Medical Practitioner	Meeting with the medical practitioner, school and parent/guardians.

Appendix D: Exceptionalities – Categories and Definitions

According to Subsection 8 (3) of the Education Act of the Minister of Education and Training is required to define exceptionalities of pupils, prescribe categories of exceptional pupils and to require school boards to employ such definitions. An Identification, Placement and Review Committee of a school uses the categories and definitions to identify the specific needs of a pupil in order to ensure that an effective individual education plan may be developed. Regulation 181/98 which governs Identification, Placement and Review Committee processes, requires that the IPRC include the category and definition of any exceptionality in its statement of decision when a pupil is identified as exceptional.

The following **approved** categories of exceptionalities are to be used:

BEHAVIOUR

COMMUNICATION

- Autism
- Deaf and Hard of Hearing
- Language Impairment
- Speech Impairment
- Learning Disability

INTELLECTUAL

- Giftedness
- Mild Intellectual Disability
- Developmental Disability

PHYSICAL

- Physical Disability
- Blind and Low Vision

MULTIPLE

- Multiple exceptionalities

BEHAVIOUR

MINISTRY DEFINITION

A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree, and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- An inability to build or to maintain interpersonal relationships
- Excessive fears or anxieties
- A tendency to compulsive reaction
- An inability to learn that cannot be traced to intellectual, sensory, or other health factors, or any combination thereof

IDENTIFICATION CRITERIA: Behaviour

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a behaviour exceptionality:

- An educational assessment
- An individual assessment conducted by a psychologist, psychiatrist or other qualified personnel

The assessment results would indicate either a social or emotional problem, which is a deterrent to learning.

The Committee MAY require any of the following:

- A health history presented by the Public Health Nurse or qualified medical practitioner
- An intellectual assessment as determined on a recognized intelligence test

OBSERVABLE CHARACTERISTICS

None of these characteristics, by themselves, indicate emotional disturbance or social maladjustment, so one should look for clusters of behaviour which occur more frequently than in most people of the same mental age.

EMOTIONAL DISTURBANCE (internalizing disorders)

Nervous disorders characterized by:

- Low self-esteem, self-deprecating remarks, withdrawn, uncommunicative, aloof, anxious, excessively nervous and depressed, inattentive, distractible, restless, helpless/hopeless attitude, unhappy, tearful, chronic absence, academic underachievement, phobias, obsessions
- Withdrawn into fantasy, a daydreamer
- Fears failure and criticism, may become a perfectionist
- Exhibits nervous reactions such as nail biting, thumb or finger sucking, stuttering, extreme restlessness, muscle twitching, hair twisting
- Irrational or silly maneuvers
- Seems to be unhappier than most, easily depressed
- Un-socialized aggression, defiance of all authority figures and of peers, striking, fighting, abusive language, anger, temper tantrums
- Jealous or over competitive
- Absent from school frequently or dislikes school intensely
- Absent from school frequently for physical symptoms (often girls)
- Preoccupation with death
- Frequent trouble with the law
- Marked change of usual behaviour

SOCIAL MALADJUSTMENT (externalizing disorders)

Habit disorders characterized by:

- Tiredness, poor appetite, poor hygiene, stammers, habits and mannerisms such as nail biting or twitching, soiling

Behaviour disorders characterized by:

- Attention-seeking, insecurity in or negative peer relationships, acting out in aggressive and sometimes violent behaviour, destruction of clothing and property

Antisocial/attentionnel-impulsive disorders:

- Works in an impulsive and uncritical manner
- Is inattentive, indifferent, apparent/guardianly lazy

COMMUNICATION: Autism**MINISTRY DEFINITION**

A severe learning disorder that is characterized by:

- a. Disturbance in:
 - Rate of educational development
 - Ability to relate to the environment
 - Mobility
 - Perception, speech and language
- b. Lack of representational-symbolic behaviour that precedes language

IDENTIFICATION CRITERIA: Autism

An Identification, Placement and Review Committee SHALL REQUIRE the following date or information when considering a student with a communication exceptionality due to autism:

- A behavioural assessment which reveals an indifference about social attachment and a profound withdrawal from contact with people
- and/or***
- A developmental assessment which reveals an indifference about social attachment and a profound withdrawal from contact with people
- A letter from a legally qualified medical practitioner, which identifies the child as autistic. The severity of the autism must be given.

The Committee MAY require the following:

- A health history provided by the public health nurse or a child development worker or a legally qualified medical practitioner

AUTISM

Autism is a pattern of behaviour which manifests itself during the first three (3) years of life and is characterized by severe withdrawal from social interaction, delay in language development, obsession with sameness, negligible responses to external stimuli and in most cases, requires lifelong planning.

Pupils demonstrate severe disturbances in the rate of development often characterized by profound withdrawal from contact with people, including parent/guardians; the inability to relate to the environment; and an obsessive desire for the preservation of sameness stereotyped by ritualistic behaviour; and poor language development.

OBSERVABLE CHARACTERISTICS: Autism

QUALITATIVE IMPAIRMENTS IN VERBAL/NON-VERBAL COMMUNICATION

- Mute
- No urge to communicate
- No pointing
- Lack of non-verbal communication
- No gestures
- No babble
- Unusual intonation

- Use of speech without meaning or communication
- Little/no conversation, “small talk”
- Echolalia (parrot-like repetition of sounds/words without any understanding of the meaning)
- Idiosyncratic use of speech (nonsense words and phrases)

QUALITATIVE IMPAIRMENTS IN RECIPROCAL SOCIAL INTERACTON

- | | |
|---|---|
| <ul style="list-style-type: none">• Lack of affectionate behaviour• Lack of comfort seeking• Lack of awareness of others• Lack of social play• Lack of stranger anxiety• Inappropriate responses to others | <ul style="list-style-type: none">• Unusual social overtures• Disinhibited• Lack of sharing of pleasure/enjoyment• No friendships• Little interest in peers |
|---|---|

REPETITIVE, STEREOTYPIC INTERESTS

- | | |
|--|---|
| <ul style="list-style-type: none">• Preoccupation with parts of objects/toys• Unusual sensory interests• Unusual sensory reactions• Fixations | <ul style="list-style-type: none">• Attachments to unusual objects• Rituals• Resistance to change• Circumscribed |
|--|---|

COMMUNICATION: Deaf and Hard of Hearing

MINISTRY DEFINITION

An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

HARD OF HEARING

Deaf people are those who do not have any hearing ability. Hard of hearing or hearing impaired people are those who have a hearing problem but who can hear to varying extents.

IDENTIFICATION CRITERIA: Deaf and Hard of Hearing

The Identification, Placement and Review Committee SHALL REQUIRE the following data or information when considering a student with a communication exceptionality due to deafness or impaired hearing:

- An audio logical report documenting a moderate to severe hearing loss (pure tone averages), in conjunction with
- An audio logical report, which indicates that the configuration of the hearing loss impinges on the student's ability to hear speech and to acquire language.

The Committee MAY require the following:

- An educational assessment
- A health history from the public health nurse or legally qualified medical practitioner

OBSERVABLE CHARACTERISTICS: Deaf and Hard of Hearing

HEARING AND COMPREHENSION OF SPEECH

- | | |
|---|---|
| <ul style="list-style-type: none"> • General indifference to sounds • Lack of response to spoken words if visual contact is not made • “Hears” better when watching the speaker’s face | <ul style="list-style-type: none"> • Often asks the speaker to repeat words or sentences • Recognition of some sound frequencies and not others |
|---|---|

VOCALIZATION AND SOUND PRODUCTION

- | | |
|--|--|
| <ul style="list-style-type: none"> • Monotonic quality • Volume control difficulty • Lessened laughter • Vocal play for vibratory sensation • Head movements, foot stomping for sensation | <ul style="list-style-type: none"> • Yelling, screeching to express pleasure • Fails to articulate correctly certain speech sounds or omits certain consonant sounds • Fails to discriminate between words with similar vowels but different consonants |
|--|--|

VISUAL ATTENTION AND RECIPROCAL COMPREHENSION

- | | |
|--|---|
| <ul style="list-style-type: none"> • Extreme visual vigilance and attentiveness • Alertness to gesture and movement • Inappropriate response to questions | <ul style="list-style-type: none"> • Fails to respond when casually spoken to • Seeks visual cues |
|--|---|

SCHOOL BEHAVIOUR

- | | |
|--|--|
| <ul style="list-style-type: none"> • May be functioning below potential ability | <ul style="list-style-type: none"> • Daydreams excessively ignores or confuses directions |
|--|--|

SOCIAL RAPPORT AND ADAPTATIONS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Tardy and difficult rapport in vocal nursery games • Constant alertness • Fear of new situations and people | <ul style="list-style-type: none"> • Inquiring, confused facial expression • Puzzled and unhappy episode • Forced humour |
|---|---|

GENERAL BEHAVIOUR

- | | |
|---|--|
| <ul style="list-style-type: none"> • Easily frustrated to tears or tantrums • Irritability at not making self-understood • Explosions due to self-vexation | <ul style="list-style-type: none"> • Very sensitive • Avoidance of new situations and people |
|---|--|

- Reluctant to express needs and difficulties associated with hearing loss
- Serious and intent but may appear angry

- Have developed quite significant coping skills

HEALTH

- Frequent earaches, running ears, colds
- Upper respiratory infections like sinusitis and tonsillitis
- Allergies similar to hay fever
- Frequent headaches
- Eyestrain
- Tire rapidly
- Drained emotionally

COMMUNICATION: Language Impairment

MINISTRY DEFINITION

A learning disorder characterized by an impairment in comprehension and/or use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- a. Involve one or more of the form, content, and function of language in communication
- b. Include one or more the following:
 - Language delay
 - Dysfluency
 - Voice and articulation development, which may or may not be organically or functionally based

IDENTIFICATION CRITERIA: Language Impairment

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a communication exceptionality due to language impairment:

- An educational assessment
- A language assessment from qualified personnel which indicates that the student has weakness in syntactical skills and/or written expression which interfere with the student's communication and the ability to be understood

The Committee MAY require the following:

- A health history provided by the public health nurse or legally qualified medical practitioner

OBSERVABLE CHARACTERISTICS: Language Impairment

FORM

- Omit word endings
- Do not develop forms such as plurals, past tense verbs, complex verb forms, or other

Grammar forms at the age most other children do

CONTENT

- Substitute one word for another word with a similar meaning, or for a word that sounds familiar

- Use vocabulary typical of a younger child

- Have difficulty understanding or using concept words that describe:
- Position (in, at, under)

- Time (when, first, before, later)
- Quality (big, hot, pretty)
- Quantity (more, some, none, one, two)

FUNCTION OR USE

- Relies on non-verbal or limited means of communicating
- Do not take turns in a conversation
- Let adults do most of the talking
- In conversations, usually only answer questions

COMMUNICATION: Speech Impairment

MINISTRY DEFINITION

A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.

IDENTIFICATION CRITERIA: Speech Impairment

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a communication exceptionality due to speech impairment:

- An educational assessment
- An assessment by a qualified speech-language pathologist which indicates a moderate to severe articulation, voice or fluency delay or disorder which impedes the child's intelligibility

The Committee MAY require the following:

- A health history provided by the public health nurse or legally qualified medical practitioner

SPEECH DISORDERS

Speech disorders include:

Articulation Disorders include distortions, omissions, and substitutions of speech sounds, which the child should be able to produce for their age.

Voice Disorders are characterized by one or more of the following "stuttering"-type behaviours: repetitions of syllables, words, or phrases; prolongations of sounds; and "blocks" of struggle and tension.

ARTICULATION MILESTONES

The following list represents the average age at which specific sounds are acquired:

- 3 years p, b, m, n, h, w
- 4 years d, k, g, f, y
- 5 years t
- 6 years l
- 7 years sh, ch, j, r
- 8 years s, z, v, th

Typically, a child would not be seen for speech therapy unless he/she could not produce those sounds expected for their age, i.e. a seven year old who cannot produce "f" and "l". However, the child who is difficult to understand due to multiple articulation errors on sounds not expected for their age or the deletion of sounds would also be a candidate for speech therapy, i.e. a five year old who cannot produce "r", "l", "sh", "ch", "j", and "th".

COMMUNICATION: Learning Disability**MINISTRY DEFINITION**

Learning Disability: One of a number of neurodevelopmental disorders that persistently and significantly has an impact on the ability to learn and use academic and other skills and that:

- Affects the ability to perceive or process verbal or non-verbal information in an effective and accurate manner in students who have assessed intellectual abilities that are at least in the average range;
- Results in (a) academic underachievement that is inconsistent with the intellectual abilities of the student (which are at least in the average range), and/or (b) academic achievement that can be maintained by the student only with extremely high levels of effort and/or with additional support;
- Results in difficulties in the development and use of skills in one or more of the following areas: reading, writing, mathematics, and work habits and learning skills;
- May typically be associated with difficulties in one or more cognitive processes, such as phonological processing; memory and attention; processing speed; perceptual/motor processing; visual-spatial processing; executive functions (e.g., self-regulation of behaviour and emotions, planning, organizing of thoughts and activities, prioritizing, decision making);
- May be associated with difficulties in social interaction (e.g., difficulty in understanding social norms or the point of view of others); with various other conditions or disorders, diagnosed or undiagnosed; or with other exceptionalities;
- Is not the result of a lack of acuity in hearing and/or vision that has not been corrected; intellectual disabilities; socio-economic factors; cultural differences; lack of proficiency in the language of instruction; lack of motivation or effort; gaps in school attendance or inadequate opportunity to benefit from instruction.

LEARNING DISABILITY

A learning-disabled student displays a marked difference between ability level and performance level. The student possesses average ability or above but also exhibits weakness in one or more modes of learning.

The learning disabled student will demonstrate weakness in perceptual or processing skills that manifest themselves in one or more of the following areas: reading, writing, listening, speaking, computation, or math reasoning.

IDENTIFICATION CRITERIA: Learning Disability

The Identification, Placement and Review Committee SHALL REQUIRE the following data and information when considering a student with a communication exceptionality due to a learning disability:

- A diagnosis of a Learning Disability by a member of the College of Psychologists
 - Or all of the following
 - An educational assessment
 - An intellectual assessment which indicates that the student has average or above average intellectual potential as determined by a recognized intelligence test
 - A statement in a report indicating a process deficit or disorder that appears to affect the student's ability to learn
 - An indication of a significant discrepancy between expected and actual academic achievement that is not a result of chronic absenteeism and/or a lack of effort
 - A detailed health assessment (hearing, vision, physical and perhaps neurological) from qualified personnel
 - A speech language assessment
 - A health history provided by a public health nurse or legally qualified medical practitioner

OBSERVABLE CHARACTERISTICS: Learning Disability

ACADEMIC

- | | |
|---|--|
| <ul style="list-style-type: none"> • Gaps in skills apparent/guardian • Achievement low in some areas, high in others • Erratic memory • Weak memory skills • Forgetful • Easily overloaded with info presented at a regular pace • Unable to retain facts and tables • Communicates well orally • Difficulty with sequence • Difficulty decoding and comprehending | <ul style="list-style-type: none"> • Reversing letters, numbers • Leaves out words when reading or writing • Extreme difficulty learning to spell • Spells with no seeming order or rule • Nearly illiterate in writing assignments • Sloppy writing • Poor pencil position • Mirror writing • Right/left confusion • Prefers print to cursive writing • Preservation with some tasks |
|---|--|

SOCIAL

- | | |
|--|--|
| <ul style="list-style-type: none"> • Socially immature • Awkward social habits • Needs to be taught social skills • Very literal | <ul style="list-style-type: none"> • Inability to follow instructions • Low frustration level • Low self-esteem |
|--|--|

BEHAVIOUR

- | | |
|---|--|
| <ul style="list-style-type: none"> • Hyperactive • Distractible • Inconsistent behaviour • Can exhibit destructive, aggressive behaviour • Efficient with avoidance strategies | <ul style="list-style-type: none"> • Appears lazy • Says “I can’t do this” or “I’m stupid” • Reluctant to try new things • Overreacts • Highly disorganized |
|---|--|

INTELLECTUAL: Giftedness

MINISTRY DEFINITION

An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a depth and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.

GIFTEDNESS

Gifted children’s intellectual needs differ from their chronological peers to such a degree that they require individualized academic and affective programming. Giftedness may also be found in combination with other exceptionalities.

IDENTIFICATION CRITERIA: Giftedness

The Identification, Placement and Review Committee SHALL REQUIRE the following data and information when considering a student with an intellectual exceptionality due to giftedness:

- An educational assessment
- An intellectual assessment with a full scale score measurement in the very superior range on a specified age appropriate intelligence test

OBSERVABLE CHARACTERISTICS: Giftedness

ACADEMIC ABILITY

- | | |
|--|--|
| <ul style="list-style-type: none"> • High rate of success in subjects of interest • Pursue certain areas with vigor • Good memory • Comprehends well | <ul style="list-style-type: none"> • Acquires knowledge quickly • Widely read in special areas • Very task oriented |
|--|--|

INTELLECTUAL

- | | |
|---|---|
| <ul style="list-style-type: none"> • Observant • Gets excited about new ideas • Inquisitive • Learns rapidly, easily • Independent learner | <ul style="list-style-type: none"> • Has a large vocabulary compared to others of same age • Thinks abstractly • Enjoys hypothesizing • Intense |
|---|---|

LEADERSHIP

- | | |
|---|---|
| <ul style="list-style-type: none"> • Likes structure • Self-confident • May be well-accepted by peers • Shows good judgment, common sense | <ul style="list-style-type: none"> • Responsible • Articulate, verbally fluent • Foresees the consequences of things |
|---|---|

CREATIVE

- Independent thinker
 - Expressive (oral or written)
 - Keen sense of humour
 - Is resourceful
- Doesn't mind being different
 - Is original, unconventional, imaginative

VISUAL/PERFORMING ARTS

- Ability for expressing feelings, thoughts and moods through art, dance, drama or music
 - Good coordination
- Exhibits creativity, imagination
 - Observant
 - Likes to produce original products
 - Flexible

GIFTED UNDERACHIEVEMENT

- Barely passes or does not pass tests
 - Fluctuating performance levels
 - Performance drops when presented with repetitive material
- Lack of self-motivation
 - Not interested in peers
 - Doesn't have social graces
 - Very sensitive to perceived attitudes

INTELLECTUAL: Mild Intellectual Disability

MINISTRY DEFINITION

A severe learning disorder characterized by:

- a) An ability to profit from a special education program for the mildly intellectually disabled because of slow intellectual development
- b) An ability to profit from a special education program that is designed to accommodate slow intellectual development
- c) A limited potential for academic learning, independent social adjustment, and economic self-support

IDENTIFICATION CRITERIA: Mild Intellectual Disability

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data when considering a student with an intellectual exceptionality due to a mild intellectual disability:

- An educational assessment that indicates that the student is achieving significantly below grade/age level for their chronological age and /or
- An adaptive behaviour assessment indicating serious delays or deficits in social maturity and adaptive behaviour
- An intellectual assessment by a psychologist, which indicates a full scale potential in the borderline to moderately mentally deficit range (IQ 70-55)

The Committee MAY also require the following:

- A health history provided by the public health nurse or a legally qualified medical doctor
- A recent health assessment
- A social history or development history report from a public health nurse or Developmental Services Worker

INTELLECTUAL: Developmental Disability

MINISTRY DEFINITION

A learning disorder characterized by:

- a) An ability to profit educationally within a regular class with the aid of considerable curriculum modification and supportive service
- b) An inability to profit educationally within a regular class because of slow intellectual development
- c) A potential for academic learning, independent social adjustment, and economic self-support

IDENTIFICATION CRITERIA: Developmental Disability

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data when considering a student with an intellectual exceptionality due to a developmental disability:

- A developmental assessment by a Developmental Services Worker
- An adaptive behaviour assessment indicating serious delays or deficits in social maturity and adaptive behaviour
- An intellectual assessment completed by a psychologist which indicates a full scale potential no higher than the moderately deficient range of ability (IQ Range 55 and below)

OBSERVABLE CHARACTERISTICS: Developmental Disability

FOR THE MORE ABLE STUDENT

- Learn through experience
- Slower rate of learning
- Learn less than average students
- Apply processes of imitation, reasoning, generalization
- Acquire concepts and develop value systems consistent with social living to the degree possible
- Could experience over aggressiveness, self-devaluation, short attention span, poor memory, delayed language development, low tolerance for frustration

- Slow in acquisition of motor and language skills
- Weakness in retention, reaction time, creativity, transfer of learning
- Below average intellectual functioning
- Can conform to social customs
- Function at $\frac{1}{2}$ to $\frac{3}{4}$ rate of speed of normal children
- Can achieve 2-6 grade level of academic achievement
- Culturally disadvantaged
- Often avoided by peers

FOR THE LESS ABLE STUDENT

- Capable of kindergarten through third grade achievement
- Typically not able to read or write
- Inability to solve day-to-day problems
- Poor physical health

- Deviations in personality, behaviour, emotional reactions
- Ineptness in self-help skills
- Capable of unskilled occupations with supervision

PHYSICAL: Physical Disability

MINISTRY DEFINITION

A condition of such severe physical limitation or deficiency as to require special assistance in learning situations to provide the opportunity for educational achievement equivalent to that of pupils without exceptionalities who are of the same age or developmental level.

IDENTIFICATION CRITERIA: Physical Disability

The Identification, Placement and Review Committee SHALL REQUIRE the following data or information for a student being considered as having a physical exceptionality due to orthopedic and/or physical handicap:

- A letter from a legally qualified medical practitioner or medical agency stating the nature and severity of the student's physical handicap and the necessity for special needs or programming

The Committee MAY require the following:

- A recent health assessment conducted by a legally qualified medical examiner
- A health history provided by the public health nurse or a legally qualified medical practitioner

PHYSICAL: Blind and Low Vision**MINISTRY DEFINITION**

A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

BLIND AND LOW VISION

Visual impairment refers to the loss of part of or all of useful vision, which after correction adversely affects educational performance. Blindness is designated by an uncorrected visual acuity of 20/200 or less (about 10% or less of average vision). Low vision is designated by an uncorrected visual acuity of 20/70 or less (about 25% or less of average vision).

IDENTIFICATION CRITERIA: Blind and Low Vision

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data for a student being considered as having a physical exceptionality due to visual impairment:

A report from a qualified ophthalmologist indicating one of the following:

- For low vision, a visual acuity of 20/70 or less
- For legal blindness, a visual acuity of 20/200 or less
- A functional visual loss equated with either low vision or blindness which, after correction, adversely affects educational performance

The Committee MAY require the following:

- A health history provided by the public health nurse or a legally qualified medical practitioner

OBSERVABLE CHARACTERISTICS: Blind and Low Vision

- | | |
|--|--|
| <ul style="list-style-type: none"> • Complain of aches or pains in the eyes • Tired eyes • Prolonged reading of print material is difficult • Excessive headaches • Dizziness or nausea after close work • Squinting, blinking, facial distortion • Rubbing of eyes • Tilt head to see • Realign total body posture to see • Changing distance from reading material • Hold reading material very close or very far away • Constant loss of place in sentence or page • Problems with spacing in written work • Stumble over objects on floor or ground • Need large print material to be able to read • Be a Braille user | <ul style="list-style-type: none"> • May follow a pattern in missing or misreading parts of words |
|--|--|

MULTIPLE: More Than One Exceptionality

MINISTRY DEFINITION

A combination of learning or other disorders, impairments, or physical disabilities that is of such a nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for the disorders, impairments or disabilities.

IDENTIFICATION CRITERIA: Multiple

The Identification, Placement and Review Committee SHALL REQUIRE compulsory data or information that is listed in this document for each exceptionality considered. In order to be identified as a multi-handicapped student, it is expected that documentation be provided in TWO OR MORE areas of exceptionality.

The specific exceptionalities being designated shall be clearly noted in writing on all appropriate documentation/lists.

Appendix E: Provincial Schools Contacts

Teachers may obtain additional information from the Resource Services Departments of the Provincial Schools and the groups listed below.

Provincial Schools Branch, Ministry of Education:

Provincial Schools Branch
255 Ontario Street South
Milton, Ontario L9T 2M5
Tel.: 905-878-2851
Fax : 905-878-5405
TTY: 905-878-7195
Toll Free 1-866-906-1192
Toll Free TTY:1-866-906-1193

Schools for the Deaf:

Ernest C. Drury School
255 Ontario Street South
Milton, Ontario L9T 2M5
Tel.: 905 878-2851
Fax: 905 878-9261 (Elementary School)
Fax: 905-878-9390 (Secondary School)
TTY: 905-878-7195

The Robarts School
1090 Highbury Avenue, PO Box 7360, Stn E.
London, Ontario N5Y 4V9
Tel. and TTY: 519-453-4400
Fax: 519-453-7943

Sir James Whitney Provincial School
350 Dundas Street West
Belleville, Ontario K8P 1B2
Tel. and TTY: 613-967-2823
Fax: 613-967-2857

School for the Blind and Deaf-Blind:

W. Ross Macdonald School
350 Brant Avenue
Brantford, Ontario N3T 3J9
Tel.: 519-759-0730
Fax: 519-759-4741

School for the Deaf, Blind, and Deaf-Blind:

Centre Jules-Léger
281 rue Lanark
Ottawa, Ontario K1Z 6R8
Tel.: 613-761-9300
Fax: 613-761-9301

Provincial Demonstration Schools:

The Ministry of Education provides the services of four provincial Demonstration Schools for Ontario children with severe learning disabilities. These schools are the following:

Amethyst School
1090 Highbury Avenue
London, Ontario N5Y 4V9
Tel.: 519-453-4408
Fax: 519-453-2160

Centre Jules-Léger
281 rue Lanark
Ottawa, Ontario K1Z 6R8
Tel.: 613-761-9300
Fax: 613-761-9301

Sagonaska Demonstration School
350 Dundas Street West
Belleville, Ontario K8P 1B2
Tel.: 613-967-2830
Fax: 613-967-2482

Trillium School
347 Ontario Street South
Milton, Ontario L9T 3X9
Tel.: 905-878-8428
Fax: 905-878-7540

Appendix F: Superior-Greenstone District School Board SEAC Contact List

Special Education Advisory Committee as of April 4, 2023

Voting Members

<p>Brandy Brake Weldon <i>Dilico (Chair)</i> Work: 807-887-2514 Email: BrandyBrakeWeldon@dilico.com</p>	<p>Sheila Zappitelli <i>Superior Greenstone Association for Community Living Representative (Vice Chair)</i> Work: 807-633-2300 Email: sheila.zappitelli@sgacl.ca</p>
<p>Dr. Paul Cormier <i>Indigenous Trustee</i> Email: pcormier@sgdsb.on.ca</p>	<p>Andrea Stach <i>George Jeffrey's Children's Centre</i> Email:</p>
<p>Julie Michano <i>Trustee</i> Email: jmichano@sgdsb.on.ca</p>	<p>Megen Brunskill <i>Trustee</i> Email: mbrunskill@sgdsb.on.ca</p>
<p>Bobby Jo Smith <i>North Of Superior Programs Representative</i> Work: 807-887-2632 Fax: 807-887-2764 Email: bobbyjo.smith@nosp.on.ca</p>	<p>Allison Jarvis <i>Trustee (Alternate)</i> Email: ajarvis@sgdsb.on.ca</p>
<p>Pat Liscombe <i>Trustee (alternate)</i> Email: pliscombe@sgdsb.on.ca</p>	<p>Bronwyn Nuttall <i>Superior Greenstone Association for Community Living Representative (Alternate)</i> Work: 807-854-0775 Fax: 807-854-1047 Email: bronwyn.nuttall@sgacl.ca</p>
<p>Jennifer Moore <i>Dilico (alternate)</i> Work: 807-887-2514 Email: jennifermoore@dilico.com</p>	

Resource Members

<p>Nicole Morden-Cormier <i>Director of Education</i> Work: 807-229-0436, ext 232 or 807-886- 2253 Fax: 807-229-1471 Email: nmordencormier@sgdsb.on.ca</p>	<p>Will Goodman <i>Superintendent of Education</i> Work: 807-886-2253 ext 104 Fax: 807-229-1471 Email: wgoodman@sgdsb.on.ca</p>
<p>Eric Frederickson <i>Superintendent of Education</i> Work: 807-886-2253 ext Fax: 807-229-1471 Email: efrederickson@sgdsb.on.ca</p>	<p>Pinky McRae <i>Board Chair (Ex-Officio)</i> Home: 807-229-3417 Email: pmcrae@sgdsb.on.ca</p>
<p>Grace Molinski <i>Student Trustee</i> Email: gracmoli@Student.sgdsb.on.ca</p>	<p>Deana Renaud <i>Mental Health Manager</i> Work: 807-228-0196 Email: drenaud@sgdsb.on.ca</p>
<p>Emeraude Hunter <i>Student Trustee</i> Email: emerhunt@Student.sgdsb.on.ca</p>	<p>Annick Brewster <i>System Principal of Special Education/Multi-Disciplinary Team Lead</i> Work: 807-826-3241 Email: abrewster@sgdsb.on.ca</p>
<p>Sara Curtis <i>Principal, Terrace Bay & Schreiber Public Schools</i> Work: 807-825-3253 Email: scurtis@sgdsb.on.ca</p>	<p>Melissa Bianco <i>Positive Behaviour Support Consultant</i> Work: 807-889-1327 Email: mebianco@sgdsb.on.ca</p>
<p>Erik Leroux <i>Vice-Principal, Dorion Public School</i> Work: 807-857-2313 Email: eleroux@sgdsb.on.ca</p>	<p>Candice Dumonski <i>Secretary, Dorion Public School</i> Work: 807-857-2313 Email: cdumonski@sgdsb.on.ca</p>

Meetings are held on the second Tuesday of every month unless adverse weather or technical difficulties exist. Most meetings are held by electronic means due to distance.

Appendix G: Special Education Staff

Elementary Panel

Special Education Staff	FTEs	Staff Qualifications
1. Teachers of students with exceptionalities		
1.1 Teachers for indirect and resource program support	4.622	University Degree, Bachelor of Education and Special Education Part I, II, or Specialist.
1.2 Teachers for self-contained classes	0	
2. Other special education teachers		
2.1 Itinerant teachers	0	
2.2 Teacher diagnosticians	0	
2.3 Coordinators	TBD	Masters Degree, Bachelor of Education and Special Education Qualifications, PQP, SOQP
2.4 Consultants	0	
3. Educational assistants and Child and Youth Workers		
3.1 Educational assistants	Not Yet Approved	Preferably a two-year College diploma in Teacher Aide, Early Childhood Education, Developmental Service Worker, or Child and Youth Worker
3.2 Child and Youth Workers	Not Yet Approved	
4. Other professional resource staff		
4.1 Psychologists	0	
4.2 Psychometrists	0	
4.3 Psychiatrists	0	
4.4 Speech-language pathologists	0	
4.5 Audiologists	0	
4.6 Occupational therapists	0	
4.7 Physiotherapists	0	
4.8 Social workers	0	
4.9 Behaviour Expertise Consultant	Not Yet Approved	
4.10 Subtotal		
5. Paraprofessional resource staff		
5.1 Orientation and mobility personnel	0	
5.2 Oral interpreters (for deaf students)	0	
5.3 Sign interpreters (for deaf students)	0	
5.4 Transcribers (for blind students)	0	
5.5 Interveners (for deaf-blind students)	0	
5.6 Auditory-verbal therapists	0	
5.7 Subtotal	0	

Secondary Panel

Special Education Staff	FTEs	Staff Qualifications
1. Teachers of students with exceptionalities		
1.1 Teachers for indirect and resource support program	5.0	University Degree, Bachelor of Education and Special Education Part I, II, or Specialist.
1.2 Teachers for self-contained classes	0	
2. Other special education teachers		
2.1 Itinerant teachers	0	
2.2 Teacher diagnosticians	0	
2.3 Coordinators	Not Yet Approved	University Degree, Bachelor of Education, Masters of Education and Special Education Qualifications for Administrators, PQP, SOQP
2.4 Consultants	0	
3. Educational assistants and Child and Youth Workers		
3.1 Educational assistants	Not Yet Approved	Preferably two-year College diploma in Teacher Aide, Early Childhood Education, Developmental Service Worker, or Child and Youth Worker
3.2 Child and Youth Workers	TBD	
4. Other professional resource staff		
4.1 Psychologists	0	
4.2 Psychometrists	0	
4.3 Psychiatrists	0	
4.4 Speech-language pathologists	0	
4.5 Audiologists	0	
4.6 Occupational therapists	0	
4.7 Physiotherapists	0	
4.8 Social workers	0	
4.9 Behaviour Expertise Consultant	.5	
4.10 Subtotal		
5. Paraprofessional resource staff		
5.1 Orientation and mobility personnel	0	
5.2 Oral interpreters (for deaf students)	0	
5.3 Sign interpreters (for deaf students)	0	
5.4 Transcribers (for blind students)	0	
5.5 Interveners (for deaf-blind students)	0	
5.6 Auditory-verbal therapists	0	
5.7 Subtotal	0	

Appendix H: Policy 517, Early Identification

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD		
<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	EARLY IDENTIFICATION	517
<i>Board Approved:</i>	September 24, 2019 October 27, 2015 February 17, 2010 August 10, 2002	<i>Reviewed:</i> June 4, 2019 October 5, 2015 October 26, 2009 April 2004 <i>Review By:</i> December 2024
POLICY		
<p>It is the policy of the Superior-Greenstone District School Board that the Early Identification procedure will occur in each elementary school. As required by Policy/Program Memorandum No. 11, Early Identification of Children's Learning Needs, School Boards must define "procedures to identify levels of development, learning abilities, and needs" and must "ensure that educational programs are designed to accommodate these needs and to facilitate each child's growth and development. "These procedures are a part of a continuous assessment and program planning process which should be initiated when a child is first enrolled in school or no later than the beginning of a program of studies immediately following Kindergarten and should continue throughout a child's school life".]</p> <p>The Early Identification procedures are done by the Kindergarten educators to assist them in assessing the child's learning needs in order that appropriate programming may take place. Special Education Resource Personnel may assist in ensuring that any necessary referrals for additional support are completed.</p>		
PROCEDURES		
1.0	Early Identification Procedures Shall Include the Following	
1.1	Confidential information in the form of a health and/or social history to be filed in the Ontario Student Record, in keeping with the Ontario Government Statutes and Regulations and Superior-Greenstone District School Board procedures.	
1.2	Each Kindergarten educator will complete the appropriate checklist(s)/screen(s)/assessment(s) for each student following registration and continuing throughout the school year in keeping with Superior-Greenstone District School Board procedures.	
1.3	Opportunities for information sharing between parent(s) and educators must be made available. Communication will take place during the transition to Kindergarten, while the child is in Kindergarten as well as during the transition to the next year's teacher.	
1.4	Documentation of learning takes place in an ongoing basis and is shared with families through learning stories and regular updates.	
1.5	To streamline the transition process for children with special education needs as they enter school and provide the school system with appropriate time to have the necessary supports in place for the child, schools will follow the procedures outlined in the <i>Thunder Bay & District Transition for Children with Special Education Needs</i> document.	

2.0 Time Line

<i>Action</i>	<i>Involved</i>	<i>Timeline</i>
Kindergarten Registration	Principal, Kindergarten Teacher/Educator Team	January/February
Communication of Information re: Transition to Kindergarten Planning	Principal, EY Lead, Kindergarten Teacher/Educator Team	February/June
Communication and Planning: Children with Special Needs re: Kindergarten Intake Procedures	Principal, EY Lead, Kindergarten Teacher/Educator Team, SET, Parents, Agencies	March
Transition to Kindergarten Season	Principal/ Kindergarten Teacher/Educator Team	February/June
Completion of Initial Screen(s)/Checklist(s)/Assessment(s)	Kindergarten Teacher/Educator Team, Special Education Teacher	March/Ongoing
Kindergarten Parent/Teacher Interviews and Student Led Conference	Kindergarten Teacher/Educator Team & Parents	Ongoing

3.0 Programs that Support Early Identification

Educators use professional judgement in the tools and assessments they would like to use to monitor growth, development and learning of children in the Early Years programs. The approved Standardized Diagnostic Assessment Tools is an exhaustive list of approved diagnostics which is updated yearly.

Appendix I: Transition to Kindergarten Support Documents

School Attending in September: _____

Beginning KINDERGARTEN Intake Process for Students with Special Education Needs

Student Demographics	
Student Name:	Gender: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
D.O.B. ___/___/___ <small>Day Month Year</small>	Known Diagnosis:
Physician:	
Address:	Language spoken at home: English
Student Lives with:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Foster <input type="checkbox"/> Group Home <input type="checkbox"/> Other (specify):
Custody Information	<input type="checkbox"/> Joint Custody <input type="checkbox"/> Sole Custody <input type="checkbox"/> No Agreement <input type="checkbox"/> Formal Agreement <input type="checkbox"/> Dilico <input type="checkbox"/> CAS <input type="checkbox"/> Kinship Agreement <input type="checkbox"/> Other:
Preferred Contact Person:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other (specify):

Parent / Legal Guardian Information		Best
Name:	Phone (home):	<input type="checkbox"/>
Relationship: Father	Phone (cell):	<input type="checkbox"/>
Legal Guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No	Email:	<input type="checkbox"/>
Address (if different than child's):		
Other Parent / Legal Guardian Information		Best
Name:	Phone (home):	<input type="checkbox"/>
Relationship:	Phone (cell):	<input type="checkbox"/>
Legal Guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No	Email:	<input type="checkbox"/>
Address (if different than child):		

Check All That Apply:		
Healthcare Plan:	<input type="checkbox"/>	School Transportation Required: <input type="checkbox"/>
ELSP (Early Learning Support Plan):	<input type="checkbox"/>	ASQ Completed: <input type="checkbox"/>
BSP (Behaviour Success Plan):	<input type="checkbox"/>	Other Assessments Completed (ASQ not required): <input type="checkbox"/>

Childcare Centre Information	
Centre:	CCTB Resource Consultant:
Phone:	Email:

What is the best time to visit the child at the centre? Mon Tues Wed Thurs Fri Time: _____

Number of children in the room the child is attending? _____

Is this child a flight risk? Yes No

If yes, please provide details: _____

Is this child attending day care over the summer? Yes No

School Attending in September: _____

COMMUNITY AGENCIES / SERVICE PROVIDERS:

<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> Speech/Language	<input type="checkbox"/> Other (ie: SBRS, CCTB, Dilico, CCR, CAS)
<input type="checkbox"/> GJCC <input type="checkbox"/> Active <input type="checkbox"/> Waitlist <input type="checkbox"/> Private Therapist: Contact:	<input type="checkbox"/> GJCC <input type="checkbox"/> Active <input type="checkbox"/> Waitlist <input type="checkbox"/> Private Therapist: Contact:	<input type="checkbox"/> CCTB <input type="checkbox"/> GJCC <input type="checkbox"/> Private <input type="checkbox"/> Attachment Therapist: Contact:	

Strengths	Needs	Interests
- Articulate -		

A) HEALTH CARE:

B) PHYSICAL / MOBILITY:

School Attending in September: _____

<p>Allergies:</p> <p>Dietary Needs:</p> <p>Seizures:</p> <p>Medication:</p> <p>Nursing Required:</p> <p>Vision/Hearing:</p>	<p>Equipment:</p> <p>Other:</p>
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C) PERSONAL CARE:

Toileting:

Independent? Yes No Equipment Required

If no, please describe: _____

Is the use of visuals required? Yes No

If yes, are they general or child specific (with their own picture)? _____

Dressing:

Independent? Yes No

If no, please describe: _____

Is the use of visuals required? Yes No

Eating:

Independent? Yes No

Please describe: _____

D) COMMUNICATION:

<input type="checkbox"/> Receptive Language	<input type="checkbox"/> Expressive Language	<input type="checkbox"/> Articulation

E) TRANSITIONS:

School Attending in September: _____

F) SOCIAL / EMOTIONAL BEHAVIOUR:

SELF REGULATION:

- Taking Direction: _____
- Responding to Limits: _____
- Sensory: _____
- Describe the child's behaviour when upset: _____
- How does this child calm down? (Describe) _____

SOCIAL:

- Turn Taking: _____
- Sharing: _____

G) Atypical Behaviour:

H) Other Pertinent Information:

Parent/Guardian Signature:

School Attending in September: _____

X _____

Date: _____

This KINDERGARTEN Intake Package was completed by:

X _____

Date: _____



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD
Trustee Evaluation: Regular Board Meetings
RESPONSE SUMMARY FOR
April 24, 2023 REGULAR BOARD MEETING

Reflection	Yes	No	N/A	Total Responses out of 11
Do you feel that the information in the agenda package adequately prepared you for the meeting?	0	0	0	0
The presentations were relevant to the governance work of the Board – (e.g. relating to student achievement, well-being and the budget).	0	0	0	0
The Board Chair effectively moderated the meeting (e.g. kept it moving, facilitated questions, provides reminders of bylaws when necessary, etc.)	0	0	0	0
The information provided in the agenda package and through the presentations was sufficient in order to make an informed decision.	0	0	0	0
The meeting was successful in carrying out the aims of the Board’s Multi-Year Strategic Plan.	0	0	0	0
The presentations and board reports were clearly connected to the implementation of the Strategic Plan and this evidence helped me to gain confidence in its effective implementation.	0	0	0	0
<p>Optional: Based upon the role of the trustee, what items from this meeting allowed you to gain confidence in your role and what needs to be improved to allow you to fulfill your role in a more effective way?</p> <p>Responses:</p> <ul style="list-style-type: none"> • 				
<p>Optional Comments:</p> <ul style="list-style-type: none"> • 				