

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## Board Policy Review Committee Videoconference Meeting

Monday, March 30, 2009 @ 6:30 p.m.

### M I N U T E S

<b><u>Members</u></b>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark (Ex-Officio)					X
Fisher, Cindy	X					Simmons, Tina		X			
Keenan, Darlene		X				Sparrow, Julie	X				
<b><u>Resource Members</u></b>											
							OS	TC	VC	A	R
Patti Pella: <i>Director of Education</i>											X
Colleen Kappel: <i>Superintendent of Education</i>							X				
Valerie Newton: <i>Assistant to the Superintendent of Education</i>											X
RM. Joannette: <i>Recorder</i>							X				
Legend: Policy = P Management Guideline = MG Procedural Guideline = PG											

#### 1.0 **Review and Approval of Minutes: February 23, 2009**

Moved by: Cindy Brown      Seconded by: Darlene Keenan

That, the Board Policy Review Committee minutes of February 23, 2009 be approved.

#### 2.0 **Business Arising from Minutes**

There was no business arising from the minutes

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

##### 3.1 **P-408 Loaning of Equipment** [\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format.

##### 3.2 **P-510 Suspected Child Abuse** [\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format.

##### 3.3 **P- 606 Home and Hospital Study** [\(Attached\)](#)

C. Kappel reported that policy was up on rotation for review, however there were no changes apart from renewing the review date and some housekeeping changes to reflect a consistent policy outline format. The words, "home schooling" are replaced by "home instruction". C. Kappel noted that home schooling is an issue governed directly under the Education Act. Home instruction is the appropriate term to describe what is an interim measure which may be taken in the event that a student has a valid reason, such as a short-term medical issue that prevents the students from physically attending daily classes.

##### 3.4 **Policies re Criminal Background Checks:**

##### 3.4.1 **Consolidation of P-714,715 & 716 Criminal Background Checks**

Into one as Policy No. – 714 [\(Attached\)](#)

C. Kappel explained that in their time, P-714 CBC-Employees, P-715 CBC Service Providers and P-716 CBC Volunteers, Trustees and Others were each developed separately as the ministry directed boards to implement the policies at various times. Criminal background check orders evolved to include a widening

group of board personnel involved in service with students. Each policy as developed over time included similar terms, references, definitions and responsibilities. Aspects of all three separate policies have been consolidated to cover the gamut of possible service providers, it is suggested that one all-encompassing policy be posted, and policy 715 and 716 deleted.

In addition, the consolidation under P-714 reflects a consistency in policy outline format.

Given the significant revisions to incorporate under one policy number, C. Kappel advised that a final revision would be presented at the next BPRC, after which stakeholder review period could ensue.

3.5 MG – 715/716 CBC Management Guideline Consolidation as MG-714 [\(Attached\)](#)

C. Kappel noted that just as Policy 714, 715 and 716 are being consolidated, so too it is advisable to consolidate the Management Guidelines to incorporate aspects of all three policies and be renamed as MG-714 Criminal Background Checks. As with the policy portion, the MG 715/716 would be deleted in favour of one consolidation as MG -714. Given the significant revisions to incorporate under one policy number, C. Kappel advised that a final revision would be presented at the next BPRC, after which a stakeholder review period could ensue.

**4.0 Stakeholder Feedback: New /Existing (P's, MG's and/or PG's)**

No Reports

**5.0 Future Agenda Items: April 27, 2009**

- |      |             |   |
|------|-------------|---|
| 5.1  | P-714       | Criminal Background Check (Review consolidation of P-714, 715, & 716) |
| 5.2  | MG-714      | Criminal Background Check (Review consolidation of MG 714, 715 & 716) |
| 5.3  | P-208:      | Trustee Attendance at Conferences                                     |
| 5.4  | New PG:     | School Field Trips / Medical Preparedness and First Aid               |
| 5.5  | New PG-412: | Public Access Defibrillators in Schools                               |
| 5.6  | MG-520:     | Police and Schools Protocol   |
| 5.7  | P-212       | Observer Comments at Board Meeting                                    |
| 5.8  | P-516       | Safe Arrival Program  |
| 5.9  | MG-516      | Safe Arrive Program   |
| 5.10 | P-521       | Community Involvement Activities                                      |
| 5.11 | MG-521      | Community Involvement Activities                                      |
| 5.12 | P-602       | Acceptable Use of the Internet  |
| 5.13 | MG-602      | Acceptable Use of the Internet  |

**6.0 Direction for Stakeholder Reviews to Conclude May 15, 2009**

To be posted on the board website for input by all stakeholders:

- P - 408 Loaning of Equipment
- P - 510 Suspected Child Abuse
- P - 606 Home and Hospital Study

**7.0 Miscellaneous**

7.1 Suggestion to Reformat ALL Policies - Sample Policy [\(Attached\)](#)

C. Kappel advised that all policies and or management guidelines would be review to ensure consistency with the "sample" presented, i.e., content, titles, numbering conventions and levels would be similar for ALL board policies and guidelines. Each BRPC in future would include several policies and guidelines where consistent formatting would be applied. Formal stakeholder review would not necessarily be required as changes would be made to achieve a more concise and organized policy manual.

**8.0 Recommendations to Regular Board: April 20, 2009**

No report to Board

**9.0 Next Meeting Date:**

Monday, April 27, 2009

**10.0 2009 Meeting Dates / Time: 6:30 p.m.**

Monday, May 25/09  
June 2009 (*No Meeting*)  
July 2009 (*No Meeting*)  
August 2009 (*No Meeting*)

Monday, September 28/09  
Monday, November 23/09  
December 2009 (*No Meeting*)

**11.0 Adjournment**

*Moved by Cindy Brown*

*Seconded by: Darlene Keenan*

That, the Board Policy Review Committee meeting be adjourned at 6:46 p.m.

## ***Superior-Greenstone District School Board***

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*Section* FACILITIES & GROUNDS

*Policy Name* LOANING OF EQUIPMENT

408

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*Board Approved:* March 12, 1999

*Reviewed:*

*Review Prior To:* December 2003  
2014

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to authorize the loan, on a short-term basis, of school equipment for use off school premises only under specific circumstance with proper records and monitoring.

### ***PROCEDURES***

#### **1.0 Authority**

The Principal of each school is the only local employee authorized to loan equipment.

Should the Principal feel at any time that the loaning of equipment is not in the best interests of the school, students or the Board, the Principal has the authority to refuse the request.

Should the Principal feel at any time that the loaning of equipment is not in the best interests of the school, students or the Board, then the Principal has the authority to refuse the request.

#### **2.0 Types of Loans**

##### **2.1 Inter-School**

The sharing of equipment between local schools within the Board in a community is to be encouraged, especially in instances where one unit may serve the needs of more than one school.

##### **2.2 "Community" Loans**

Equipment may be loaned to community organizations when its use is for an educational or otherwise beneficial community purpose, as determined by the Principal.

#### **3.0 Responsibility of Borrower**

In all cases, the borrower signing for the loan must assume full responsibility for repair or replacement in the event of damage or loss.

Equipment must be signed for by a responsible adult.

Section **SCHOOLS AND STUDENTS**

*Policy Name* SUSPECTED CHILD ABUSE

510

*Board Approved: March 12, 1999*

*Reviewed: April 2004*

Review Prior To: ~~December 2009~~  
2014

The Superior-Greenstone District School Board is committed to the prevention of and protection against child abuse or neglect. The purpose of this policy is to ensure compliance with the mandatory reporting requirements under the Child and Family Services Act (CFSA) 1990 (as amended) to report suspected cases of child abuse involving students under the age of 16 years to the appropriate Children's Aid Society.

## 1.0 Duty to Report

Every employee and any person, including those performing professional or official duties with respect to children, who has reasonable grounds to suspect that a child is in, or may be, in need of protection must report this information without delay to the appropriate Children's Aid Society.

### 1.1 Person Must Report Directly

A person who has a duty to report a matter shall make the report directly to a Children's Aid Society and shall not rely on any other person to report on his or her behalf.

A person who has additional reasonable grounds to suspect that child abuse or neglect may have occurred, or is likely to occur, shall make a further report even if he/she has made previous reports with respect to the same child.

## 1.2 Individual Making Report

The individual making the report shall inform the Principal immediately.

The duty of a person, including those performing professional or official duties with respect to children, to make a report overrides the provisions of any other provincial statute that would otherwise prohibit the professional or official from disclosing confidential or privileged information.

In all cases of suspected child abuse or neglect, persons making a report shall respect the privacy of all individuals involved and the confidentiality of all discussions and reports.

No action for making a report shall be instituted against a person who acts in accordance with the duty to report unless the person acts maliciously or without reasonable grounds for the suspicion.

A person performing professional or official duties with respect to children, who does not report the suspicion that a child is in need, or may be in need of protection based on information obtained in the course of his/her professional/official duties, and is convicted of the offence, is liable to a fine.

### **1.3 Responsibility to Report to Supervisory Officers**

1.3.1 The Principal shall inform the Superintendent of Education immediately.

1.3.2 The Superintendent of Education shall inform the Director immediately.

### **1.4 Responsibility of the Board**

The Board shall ensure that opportunities exist to educate all students about their right to live without fear of physical, sexual and emotional abuse and neglect and will support disclosure of such abuse.

The Board will educate its employees, volunteers and parents about the issues of abuse and neglect and their duty to maintain safe and abuse-free learning environments.

Where abuse has been reported, the Superior-Greenstone District School Board will cooperate fully with the investigating agency.

### **Reference Documents**

Child and Family Services Act, (Section 72) 1990

Student Protection Act, 2002

Education Act, Regulation 298

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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*Section*                      PROGRAM

*Policy Name*              HOME / HOSPITAL STUDY

606

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*Board Approved:* March 12, 1999

*Reviewed*              January 2003

*Review Prior To:* December ~~2007~~  
2014

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to provide home or hospital instruction for a pupil when:

- a)            medical evidence is provided that the pupil cannot attend school, or,
- b)            the Principal is otherwise satisfied that home instruction is required.

### ***PROCEDURES***

The parents, or pupil where the pupil is an adult, shall provide to the Principal, written information from a licensed medical doctor that the pupil cannot attend school. Such notice should specifically indicate what time interval is covered by the advisory.

The Principal shall consult with a Supervisory Officer, if he/she is recommending home instruction.

Upon the approval of the Supervisory Officer, the Principal shall proceed to arrange for the home or hospital instruction covering the agreed time frame.

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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Section PERSONNEL

CRIMINAL BACKGROUND CHECK - EMPLOYEES

Policy Name - SERVICE PROVIDERS 714  
- VOLUNTEERS, TRUSTEES  
and OTHERS

*Management Guideline Applies*

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Board Approved: May 26, 2003

Reviewed; [REDACTED]

Review Prior To: December 2008

2014

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### ***POLICY***

The Superior-Greenstone District School Board has the responsibility, under *The Education Act*, to provide a safe and secure working and learning environment for students and employees. The board is in a position of trust with regard to students and must strive to protect their intellectual, physical, mental, and emotional well-being.

The Superior-Greenstone District School Board will not employ or continue to employ persons who have criminal records and/or patterns of behaviour that may place students at risk.

In accordance with Ontario Regulation 521/01, the Superior-Greenstone District School Board will not contract with or continue to contract with an individual who has direct and regular contact with students who has a police record, which is judged to potentially place a student or students at risk.

The Superior-Greenstone District School Board will not allow school access to Volunteers, Trustees or Others who have direct and regular contact with students, but who have not provided a Police Record Check, or who have provided a Police Record Check, which when adjudicated has been found to present an unacceptable risk to students and/or staff.

The Board will contract with the Ontario Education Services Corporation (OESC), a non-profit company established by the four School Boards' Associations in Ontario and the Council of Directors of Education, to collect and adjudicate police record checks on all Service Providers and employees of Service Providers who are identified by the Board as potentially coming into direct and regular contact with students.

### ***PROCEDURES***

All current employees, service providers, trustees, volunteers and others will provide a Criminal Background Check in accordance with Regulation 521/01.

All new employees, will be required to provide, at their own expense, an original Vulnerable Sector Screening Check prior to commencing employment, service provisions or volunteer activities that entail direct contact with pupils on a regular basis at a school site of the Board.

All service providers, trustees, volunteers and others will be required to provide, at their own expense, an original Police Record Check prior to September 1, 2005. Fees for trustees will be paid by the Board. As of September 1, 2005 Police Record Checks for volunteers are free. If a change occurs and volunteers are charged for checks then this policy will be reviewed



## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	CRIMINAL BACKGROUND CHECK	
	CRIMINAL BACKGROUND CHECK - EMPLOYEES	714
<i>Applicable Policies</i>	- SERVICE PROVIDERS	715
	- VOLUNTEERS, TRUSTEES and OTHERS	716
<i>Board Approved: March 21, 2005</i>		<i>Reviewed: March 21, 2006</i>

### **1.0 Definitions**

**“criminal background check”** means, in respect of a Board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database within six months before the day the Board collects the document; and
- b) that contains information concerning the individual's Personal Criminal History.

**“identification card”** means a wallet sized card, issued by OESC for a 12-month period (one school year) to an individual Service Provider who has been determined to be an Acceptable Subject who may attend school property and come in direct and regular contact with pupils.

**“offence declaration”** means, in respect of a Board, a written declaration signed by an individual listing all of the individual's convictions for offences, warrants and charges under the Criminal Records Act (Canada) up to the date of the declaration

- a) that was not included in the last Police Record Check, the last Criminal Background Check or the last Offence Declaration collected by OESC under this regulation on behalf of the Board
- b) that are not included in a criminal background check collected by the Ontario College of Teachers (OCT) after December 31, 1998 or in the last criminal background check collected by the Board under this regulation; and
- c) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

**“others”** means trustees or volunteers or others. This group includes but is not limited to placement students from university or college programs, Public Health Departments, V.O.N.'s, Community Care Access Centres, Children's Mental Health Centres, Children's Aid Societies.

**“personal criminal history”** means, in respect of an individual, information on criminal offences of which the individual has been convicted under the Criminal Records Act

(Canada) and for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to the individual.

**“police record check”** means a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) within six months before the day the OESC collects the document on behalf of the Board; and
- b) that contains information concerning the individual's police record including Criminal Code (Canada) convictions, pardoned sexual offences, records of convictions under the Controlled Drugs and Substance Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

**“service provider”** means an individual who is not an employee of the Board and who comes into direct contact with pupils on a regular basis at a school site of the Board in the normal course of:

- a) providing goods or services under contract with the Board,
- b) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board, or
- c) providing services to a person who provides goods or services under contract with the Minister.

**“vulnerable sector screening”** means, in respect of a Board, a document concerning an individual:

- a) that was prepared by a police force or service from national data on the Canadian Police Information Centre (CPIC) database and from local police service records, within six (6) months before the day the Board collects the document; and
- b) that contains information concerning the individual's personal criminal history; and
- c) that contains information resulting from a criminal record search of data maintained by the Royal Canadian Mounted Police for sexual offences for which a pardon has been granted or issued.

## **2.0 Requirements and Responsibilities**

The “*Collection of Personal Information Regulation*” will require the Superior-Greenstone District School Board to do the following:

### Duty of Board Staff

Board staff will by March 31, 2003:

- a) Sign a contract with OESC to provide Police Record Check and Offence Declaration services on behalf of the Board until August 2006, by March 31, 2003.

- b) Identify all Service Providers who will require Police Record Checks and annual Offence Declarations and send a list with contact information to OESC by March 31, 2003.
- c) Notify all Service Providers about the requirements of Regulation 521/01 using the pro forma letter provided by OESC, by March 31, 2003.
- d) Ensure that all Service Providers are in compliance with Regulation 521/01 and contract with OESC by July 31, 2003.
- e) Develop a procedure for regularly, as required updating the Service Provider list, communicating this information to OESC and informing new Service Providers about the requirements.
- f) Develop a procedure for checking Identification Cards (and photo-identification) of Service Providers by school officials on a regular basis.

#### Current Employees

If the employee became a member of the Ontario College of Teachers (OCT) after December 31, 1998 and commenced employment with the Board before April 1, 2002, the Board shall collect an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board after that day, commencing in 2002.

If the employee commenced employment with the Board prior to April 1, 2002 and is not an individual described in the previous paragraph, the Board shall collect:

- a) a Criminal Background Check (CPIC) by July 31, 2003 if the individual continues to be employed by the Board after July 31, 2003.
- b) an Offence Declaration from the individual by September 1 of each year in which the individual is employed by the Board, commencing in 2004.

#### New Employees

If the individual commences employment after March 31, 2002 the Board shall collect an acceptable Criminal Background Check (Vulnerable Sector Screening) before the day the individual commences employment with the Board. All offers of employment with the Board shall be conditional upon the applicant supplying an acceptable criminal background check. The Board shall collect an Offence Declaration from the individual by September 1 of each year in which the Board employs the individual after the year employment was commenced.

The Board shall retain an original or a true copy taken from the original criminal background check by the Board designated contact or designate. Completed criminal reference checks and offence declarations will be filed in a separate and secure location in accordance with Regulation 521/01.

#### Emergency Provision

In exceptional circumstances it may be necessary for an individual to begin employment with a Board before an acceptable criminal background check is collected. In such

circumstances, the Board will require the individual to submit an Offence Declaration, pending submission of the acceptable criminal background check. Before any exception is made, a binding agreement shall be entered into between the Board and the employee or any authorized representative of the employee, and the Board, or the services provider, trustee, volunteer or others to ensure that the verification will be provided without delay. This agreement will shall preserve the Board's right to revoke the offer of employment, and dismiss said persons employee, should the information provided by the employee prove to be false or misleading in any respect, or if the background check is determined to be unacceptable.

### Service Providers

The Superior-Greenstone District School Board has contracted with Ontario Education Services Commission (OESC) to provide Police Record Check and Offence Declaration services on behalf of the Board.

The Human Resource Department will provide an updated Service Provider list to the Principals of each school by September 1<sup>st</sup> of each year.

Principals will notify the Coordinator of Human Resource Services prior to contracting a new Service Provider. The Coordinator of Human Resource Services will decide, or will provide direction for Principals in determining whether or not specific Service Providers contracted directly by the school require a Criminal Background Check and annual Offence Declaration.

The Coordinator of Human Resource Services will notify the Service Provider about the requirements of Regulation 521/01 and advise the Service Provider that they must contact OESC directly.

Principals are responsible for checking OESC Identification cards for all service providers prior to them entering the schools.

### Volunteers

It is the responsibility of the Principal to ensure that a Volunteer provides their police record check prior to them having direct contact with the students. . The Principal shall collect an Offence Declaration from the individual by September 1<sup>st</sup> of each year thereafter.

Principals should advise volunteers to go to their nearest police station to obtain a Police Records Check. Volunteers should advise the police that they are working for the School Board strictly in a volunteer capacity. (At the present time police record checks for volunteers are done free of charge).

Where evidence is received of a criminal conviction the Principal must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Principal of the status of the volunteer.

The volunteer may not be placed in the classroom until after the Adjudication Committee review is complete.

The most recent Offence Declaration will be kept on file with the police record check. Complete Police Record checks and Offence Declarations will be filed in the school in a separate and secure location.

The original or true copy must be kept on file at the school in a secure location

### Others

The Principal is responsible for ensuring that the individual has been approved to be in direct contact with the student on a regular basis

The following organizations have standards and practices in place for collecting police record checks within their organization.

- Public Health Units
- Children's Mental Health Centres
- Day Nurseries
- Children's Aid Societies
- Community Care Access Centres
- Integrated Services for Northern Children
- Ross MacDonald School for the Blind
- Lakehead Regional Family Centre
- Brass Bell Family Resource Centre
- Dilico Ojibway Child and Family Services
- George Jeffrey Children's Treatment Centre

The Principal will be responsible for ensuring the individual is able to produce either a valid OESC ID Card and a piece of photo ID; or a valid business card and a piece of photo ID; or a valid organization issued photo ID card which clearly identifies them as an employee of that organization.

Principals are responsible for ensuring that students from Faculties of Education and Colleges who are on practicum assignments in schools are able to produce an OESC identification card and a valid photo ID. Principals should ensure that a copy is taken for the file.

The original or true copy must be kept on file at the school in a secure location.

### Trustees

The Coordinator of Human Resource Services must obtain a Police Records Check from Trustees prior to them having direct contact with the students. The Coordinator of Human Resource Services shall collect an Offence Declaration from the individual by September 1<sup>st</sup> of each year thereafter. The most recent Offence Declaration will be kept on file with the police record check.

The Coordinator of Human Resource Services should advise Trustees to go to their nearest police station to obtain a Police Records Check. Trustees may submit a receipt for reimbursement to the Human Resource Department.

Where evidence is received of a criminal conviction the Human Resource Department must forward the Police Record Check to the Adjudication Committee in a sealed envelope marked "Private and Confidential".

The Adjudication Committee will review the record and advise the Coordinator of Human Resources of the status of the Trustee.

The Trustee will be denied school access until after the Adjudication Committee Review is complete.

The original or true copy must be kept on file in a separate and secure location..

The Board shall retain an original or true copy taken from the original Police Record check by the Board designated contact or designate. The most recent Offence Declaration will be kept on file with the Police Record check. Complete Police Record checks and Offence Declarations will be filed in a separate and secure location.

#### **4.0 Adjudication**

Where evidence is received of a criminal conviction of an employee, volunteers, trustees or other individuals, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- a) length of time since offence(s);
- b) did the offence(s) involve children and/or sexual activity and/or violence and/or acts of dishonesty;
- c) employment history;
- d) employee's attitude toward offence(s);
- e) treatment, counselling or other services received since offence;
- f) other steps taken to rehabilitate;
- g) likelihood offence(s) will be repeated;
- h) was alcohol or illegal drugs a factor in commission of offence(s);
- i) degree of co-operation with this investigation;
- j) was offence(s) committed while employed by the Board;
- k) if employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- l) if employee is not a teacher, relevance of offence(s) to their employment duties; and
- m) does offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include action up to and including dismissal, and/or withdrawal of offer, and shall be in compliance of other Board policies, collective agreements and legislation.

All decisions of the Adjudication Committee will be final.

Where evidence is received of a criminal conviction of an employee, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

In relation to Service Providers, the OESC will use a panel of senior officials from School Boards to screen those with Service Providers who have Police Records. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication.

All decisions of OESC will be final.

## **5.0 Consequences of Non-Compliance**

Employees who fail to provide a criminal background check by July 31, 2003 in compliance with Regulation 521/01 or who fail to provide a signed Offence Declaration by the prescribed date will be suspended without pay pending submission of the criminal background check.

Employees who fail to provide a signed Offence Declaration form by the date prescribed will be suspended without pay until the form is submitted.

A Service Provider who fails to comply with the Police Record Check requirements of the Board through OESC by July 31, 2003 or in regard to Offence Declarations beginning August 1, 2004 will have their contract suspended by the Board pending compliance.

A Service Provider who fails to comply with the requirements of the Board through OESC regard Offence Declarations beginning August 1, 2004 will have their contract suspended pending compliance.

Any volunteer, trustee or other individual who fails to comply with the Police Record Check requirements of the Board will be denied school access pending compliance.

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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Section FORMATS

Policy Name HOW TO DO IT  
Management Guideline Applies

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Board Approved:

Review Prior To:

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board that all personnel will use the How To Do It policy in developing any new policy. All policy pages should be kept to a minimum of information. Furthermore, all existing policies shall be reviewed and revised to keep the format as ordered by the How To Do It policy. All documents will be compiled using a standardized template with the expectation that elaboration of the subject matter is best served as material to be included in companion documents.

### ***DEFINITIONS***

***“how to do it”*** means that all personnel will adhere to this format for providing text that relates to definitions that someone may require as a quick reference for reading through the document

***“policy”*** means any document that addresses governance issues of the school board

### ***PROCEDURE***

#### **1.0 How To Do It** (1st outline section)

- 1.1 How To Do It with double digits is the only acceptable format to use when making an outline under procedures. (2nd outline section)
- 1.2 More information on how to do it should be included in:
  - 1.2.1 a companion to a policy called a Management Guideline; (3rd outline level)
  - 1.2.2 or in a companion to a policy call a Procedural Guideline. (3rd outline section)
- 1.3 The number of outline levels in any policy or management guideline or procedural guideline should never reduce to more four levels such as the example below.
  - 1.3.1 A three digit reference;
  - 1.3.2 The next outline may be a reference to the alphabet
    - a) Put two spaces indent; (4<sup>th</sup> outline level)
    - b) or it could be a symbol such as a bullet.



- • Like this example
- List as many bullets as required, but if you need another level use:
  - i) Put two space indent; (5<sup>th</sup> outline level)
  - ii) Once the a,b, c's, bullets, or i)'s outline is exhausted in policy documents, companion guides, or protocols guidelines outline should resume with 2-digit numbering option once more.