

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee  
Videoconference Meeting – Marathon, ON

Tuesday, September 4, 2012 @ 7:00 p.m.

## MINUTES

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

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

Note: BPRC Chairperson though present was unable to chair the meeting, whereupon Trustee D. Keenan agreed to attend to this responsibility for the evening's event.

### **1.0 Review and Approval of Minutes: June 5, 2012**

*Mover: C Brown*

*Second: A. Santerre*

*That, the Board Policy Review Committee minutes of June 5, 2012 be approved.*

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

#### **2.1 Deferred see June 5/12 Minutes: Items 3.2 & 6.1**

MG-520 Safe School Code of Conduct Police & Schools Protocol  
This deferral impacts BPRC September Work plan, i.e., the following policies and procedural guidelines must be updated to reflect contents of Police and School Protocol once it is approved by virtue of partnerships/coterminous board signatories to new document.  
**Action:** Awaiting signature to adopt fully under management guidelines. As well the following policies, management guidelines and procedural guidelines must all under revision based on content of Safe School Code of Conduct Police & Schools Protocol document.  
P-532 Bomb Threats  
MG-532 Bomb Threats  
PG Hostile and Violent Incident  
PG School Emergency Evacuation/Civil Emergency Evacuation/School Closures  
PG School Lockdown  
PG Wild Animals on School Property  
PG School Emergency Procedures Plan  
PG Emergency Response Guide Flipchart

#### **2.2 Deferred see June 5/12 Minutes: Item 3.3**

P-527 Voluntary Aboriginal Student Self Identification (*awaiting NEAC approval*)  
**Action:** Contingent on NEAC approval anticipated on September 21, 2012

2.3 Deferred from May 1/12 Minutes: Item 3.5

P-307 Travel, Meals and Hospitality (Attached)

MG-307 Travel, Meals and Hospitality (Attached)

C. Tsubouchi provided a comprehensive report on the changes being made to the policy and guideline. She advised that a major portion of the policy information had been transferred over to the management guideline section. Essentially, these were details which were appropriate to for include as guideline processes. In her report, she referred to facts regarding other northwestern Ontario board directives related to mileage, meal and travel arrangements. As well, these rates as compared to southern Ontario board rates were discussed. In comparison, SGDSB rates were generally higher in most cases; therefore, changes being proposed would bring SGDSB into line with the other boards. BPRC requested that the policy and guideline be put out for stakeholder review, but with a shorter review timeframe. In this way, feedback could be collected with a mind toward gaining full board approval earlier in the school year. In this way, reductions if approved would be reflected earlier on in the school year budget line charges.

**Action:** Post to website for review September 5 through September 26, 2012

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

3.1 Policies for Final Review (public review concluded July 2, 2012)

P-208 Trustee/Student Trustee Attendance at Conference (Attached)

P-216 Advocacy (Attached)

P-304 Surplus Equipment (Attached)

P-718 Footwear (Attached)

C. Tsubouchi advised that one comment from ETFO received wherein the rationale for excluding open-toed shoes for use by teachers was questioned. It was pointed out that since the implementation of this policy, there has been a significant reduction in WSIB premiums payable for lost time injuries. Also pointed out that SGDSB is being sought out by other boards looking to us as an example for best-practice in prevention of WSIB claims.

**Action:** Retain Footwear Policy as is.

P-904 Protection of Privacy (Attached)

3.2 Policies for Final Review (public review concluded August 2, 2012)

P-210 Student Trustee (Attached)

MG-210 Student Trustee (Attached)

P-401 Consumption of Alcohol (Attached)

P-411 Display of Flags (Attached)

MG-411 Display of Flags (Attached)

P-530 Administration of First Aid (Attached)

P-706 Health and Safety (Attached)

P-901 Blood Borne Pathogens (HIV/AIDs/Hepatitis B & C) (Attached)

P-903 Tributes (Attached)

P-609 Prior Learning Assessment Recognition (Attached)

3.3 September 4, 2012 Policies for Review

P 101 Vision Statement (Attached)

P 102 Mission Statement (Attached)

P 103 Goals Statement (Attached)

P 104 Board Motto (Attached)

D. Tamblyn advised that above policies are all related to the Board Strategic Plan as approved in June 2012. The adoption of the Strategic Plan and Priorities, signals the

direction to outline the same directives into policy without the requirement for public input into changes as these are edicts which have undergone full public scrutiny during the Strategic Plan development process.

**Action:** Forward to September 17, 2012 Board for approval.

P 509	Fund Raising	(Attached)
MG 509	Fund Raising	(Attached)
	C. Tsubouchi provided a comprehensive report on all the changes being made to this policy. The extensive changes were reviewed with School Administrators during the August Principal's Forum. She noted that a considerable amount of wording was transferred over from the policy into the management guideline notes as this was the more appropriate document within which to include such details on process.	
	<b>Action:</b> Post for stakeholder review concluding October 31, 2012	
P-522	Scholarships and Trust Funds	(Attached)
MG-522	Scholarships and Trust Funds	(Attached)
	C. Tsubouchi advised that two new scholarship have been added to those listed in policy, while the management guideline includes two new appendices related to the new scholarship implantation.	
	<b>Action:</b> Post for stakeholder review concluding October 31, 2012	
P-528	Parental Involvement Committee	(Attached)
	D. Tamblyn advised that one change incorporates new wording on the Board Vision, while a second changes reflects new legislation that PIC groups now meet four times in each school year.	
	<b>Action:</b> Post for stakeholder review concluding October 31, 2012	
P-529	Announcements and Advertisement in Schools	(Attached)
	No Changes	
	<b>Action:</b> Post for stakeholder review concluding October 31, 2012	
P-902	Accidents	(Attached)
	No Changes	
	<b>Action:</b> Post for stakeholder review concluding October 31, 2012	

#### **4.0 Items to Publish for Stakeholder Review**

4.1	P 509	Fund Raising
	MG 509	Fund Raising
	P-522	Scholarships and Trust Funds
	MG-522	Scholarships and Trust Funds
	P-528	Parental Involvement Committee
	P-529	Announcements and Advertisement in Schools
	P-902	Accidents

#### **5.0 Items Recommended for Board Approval on September 17, 2012**

5.1	P-208	Trustee/Student Trustee Attendance at Conference
	P-216	Advocacy
	P-304	Surplus Equipment
	P-718	Footwear
	P-904	Protection of Privacy
	P-210	Student Trustee
	MG-210	Student Trustee
	P-401	Consumption of Alcohol
	P-411	Display of Flags
	MG-411	Display of Flags
	P-530	Administration of First Aid
	P-706	Health and Safety
	P-901	Blood Borne Pathogens (HIV/AIDs/Hepatitis B & C)

P-903 Tributes  
P-609 Prior Learning Assessment Recognition  
P 101 Vision Statement  
P 102 Mission Statement  
P 103 Goals Statement  
P 106 Board Motto

## **6.0 Work Plan for 2012 Meetings**

### **6.1 October 2, 2012**

P Trustee Honourarium  
**Action:** Review as information item only since appending formula requires change due to current legislative changes, i.e., indexing for inflation is removed  
P-532 Bomb Threats  
MG-532 Bomb Threats  
PG Hostile and Violent Incidents  
PG School Emergency Evacuation / Civil Emergency Evacuation / School Closures  
PG School Lockdown  
PG Wild Animals on School Property  
School Emergency Procedures Plan  
Emergency Response Guide Flipchart  
P-523 Work Education Program Approvals (*Moved from Mar 26/12*)

### **6.2 November 6, 2012**

P-302 Student Transportation by Staff or Other Volunteers  
P-508 Administration of Medication to Students  
P-520 Safe Schools Code of Conduct (re Bill 13 implications)  
P-534 Boil Water Advisory  
P-610 Prior Learning Assessment and Recognition for Mature Student

## **7.0 Adjournment**

*Mover: C Brown                      Second: A. Santerre*  
*That, the Board Policy Review Committee Meeting of September 4, 2012 adjourn*  
*at 7:54 p.m.*

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

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*Section* BUSINESS AND TRANSPORTATION

*Policy Name* TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

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*Board Approved*

October 18, 2011

October 1, 2008

March 31, 2007

*Reviewed:* September 4, 2012

September 26, 2011

September 22, 2008

*Review By:* December 2017

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### ***POLICY***

It is the policy of SGDSB to reimburse trustees, employees and others for costs incurred while on approved Board business.

### ***DEFINITIONS***

“**others**” refers to student trustees, appointed non-trustee members of board committees and school council members.

“**appointed non-trustee members of board committees**” refers to individuals appointed by the Board to the following SGDSB Committees: Audit Committee, Native Advisory Committee (NEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).

### ***RATIONALE:***

The SGDSB recognizes that trustees, employees and others may incur costs while traveling on Board business.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person’s duties, support the board’s overall objectives and maximize the benefits to the organization.

As a designated Broader Public Sector (BPS) organization, the Board will ensure that it complies with specific guidelines or directives designed for the Broader Public Sector.

<b><u>Cross Reference</u></b>	<b><u>Legal/Ministry Reference</u></b>
<ul style="list-style-type: none"><li>Policy 306 – Corporate Credit Cards</li></ul>	<ul style="list-style-type: none"><li>BPS Accountability Act, 2010</li><li>BPS Expenses Directive</li></ul>

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

<i>Section</i>	BUSINESS AND TRANSPORTATION		
<i>Management Guideline</i>	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES		
<i>Applicable Policy</i>	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES		307
<i>Board Approved:</i>	<u>October 18, 2011</u>	<i>Reviewed:</i>	<u>September 26, 2011</u>
		<i>Review by:</i>	<u>December 2017</u>

### **PROCEDURES**

The Board will reimburse trustees, employees, student trustees, appointed non-trustee members of board committees and school council members for expenses incurred in carrying out their duties as follows:

#### **1.0 General**

- 1.1 The most economical and practical mode of transportation (such as sharing vehicles, obtaining reduced air fares, etc.) should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- 1.2 If travel is to be funded by an outside agency, such as the Ministry of Education or EQAO, then travelers must adhere to the published reimbursement guidelines of the outside agency.
- 1.3 Claims for reimbursement of any costs associated with travel on Board Business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

#### **2.0 Use of Personal Vehicle**

- 2.1 The Board does not accept any responsibility for privately owned vehicles other than paying the appropriate kilometer rates when used for approved board business. The Board will not reimburse for insurance deductibles, parking violations, or driving infractions.
- 2.2 All costs for travel between home and the employee's work site are a personal expense which is the responsibility of the employee and are not eligible for reimbursement.
- 2.3 Employees who start an assignment from home without visiting their regular workplace, will claim for the shorter distance of:
  - home to first call
  - regular work place to first callThe same applies when returning from last call.

- 2.4 The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including but not limited to fuel, oil, insurance, deductible, depreciation and repairs.
- 2.5 It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.
- 2.6 Where appropriate the board encourages car pooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- 2.7 The kilometric rates for travel commencing October 1, 2008 are:
  - 52 49 cents per kilometre for the first 5,000 km in a school year
  - 46 43 cents per kilometre for travel in excess of 5,000 km in a school year

### **3.0 Meal Reimbursement**

- 3.1 The board will reimburse the actual meal costs incurred supported by original receipts (including taxes and gratuities) to the maximum limits as follows:
  - \$10.00 for breakfast
  - \$15.00 for lunch
  - \$40.00 for dinner
- 3.2 The meal allowances are not cumulative. For example, you cannot skip breakfast and submit a lunch expense of \$25.00.
- 3.3 The Board acknowledges that gratuities are a valid cost in some restaurants. Meals will be reimbursed based upon actual costs, including a gratuity not to exceed 15%, up to the maximum allowed for the specific meal.
- 3.4 Meals cannot be claimed in situations where the meal is provided at no expense to the traveler.
- 3.5 If using a Corporate Credit Card, claimants will be responsible for reimbursing the Board for overages on meal maximum rates.

### **4.0 Hospitality**

- 4.1 The Board will reimburse the Director of Education, Superintendent of Education or Superintendent of Business for hospitality expenses incurred in carrying out their duties.
- 4.2 Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at board expense to persons not employed by the board.
- 4.3 Claims for hospitality expenses must outline the purpose of the hospitality and be accompanied by the names of the individuals entertained and their role.

## 5.0 Expense Account Submission

- 5.1 Personal expense claims must be submitted using the Board Expense Form F01-003.
- 5.2 When submitting an expense claim, the purpose of the trip must clearly be stated and copy of the itinerary and boarding pass must accompany the claim.
- 5.3 Generally expense account submissions should only cover costs incurred by the person submitting the expense account. However, on occasion it may be more efficient for one person to submit expenses for others, provided they would otherwise be covered by this policy. In these situations the names of all persons must be clearly identified on the receipt.
- 5.4 All claims must be signed by the person submitting the expenses and supported by original receipts (photocopies are not acceptable). Credit/Debit card receipts are not acceptable when they do not contain sufficient detail to meet audit requirements.
- 5.5 With respect to the above requirement for original receipts (section 5.4), where original receipts are not available because they have been submitted to the Ministry of Education or other funding agency, photocopies of receipts will be accepted at the discretion of the Superintendent of Business.
- 5.6 Claims must be submitted on a timely basis. Individuals may not be reimbursed for expenses submitted more than one month after the end of the month in which they were incurred.
- 5.7 Cash advances are available; however, they are to address unusual circumstances and must be approved by the Director of Education or designate.
- 5.8 ~~Consultants and contractors can claim and be reimbursed for allowable expenses only when the contract specifically provides for it.~~

## 6.0 Authorized Travel

- 6.1 Director of Education  
Travel to meeting and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board on the business of the Board within Ontario is deemed to be authorized. The Director of Education will keep the Board informed concerning outside travel.
- 6.2 Superintendents  
Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the Director of Education.
- 6.3 Principals, Vice-Principals, Managers, Coordinators and System Leads  
Travel to meetings and other Board related travel within the jurisdiction of the Board is deemed to be authorized. Travel outside the jurisdiction of the Board must be authorized by the appropriate Superintendent.
- 6.4 Employees Required to Travel Inside System



A number of employees are required to travel within the system on a regular basis to carry out their normal duties (computer technicians, maintenance personnel, special assignment teachers, etc.)

It is the responsibility of the appropriate Superintendent or designate to authorize travel.

**6.5 Other Individuals Not Employed by the Board**

To be eligible for reimbursement, travel by other individuals must be on Board or school business and be preauthorized by the Board, Director of Education, Superintendent, Principal or Manager.

**7.0 Approval Process**

- 7.1 All expense accounts must be approved by the employee's immediate supervisor. This will typically be the person responsible for the budget code the expenses will be charged against.
- 7.2 Trustee and student trustee expenses will be approved by the Chair of the Board or a designated senior official of the Board.
- 7.3 The Chair of the Board's expenses will be approved by a designated senior official of the board other than the Director of Education.
- 7.4 The Director of Education's expenses will be approved by the Chair of the Board.
- 7.5 All other employees will have their immediate supervisor approve expenses.
- 7.6 Appointed non-trustee members' of board committees and school council members' expenses will be approved by a Superintendent of the Board.

**8.0 Expenses Not Covered**

The following is a list of ineligible expenses the board would deem to be inappropriate:

- Movies (in room or theatre)
- Charges for use of recreational facilities
- Alcoholic beverages
- Gifts for staff
- Admission fees for social activities or events
- Traffic violation including parking tickets
- Mini-bar snacks
- Charges incurred by family members
- Travel between home and the employee's work site

**9.0 Expenses Covered**

9.1 The following is a list of eligible expenses the board would deem to be appropriate:

- Hotel room charges (standard room)
- Meals including taxes and gratuities to the maximums outlined
- Business telephone calls
- Taxi costs
- Necessary parking fees
- Airline tickets
- Automobile kilometrage

- Supervisor approved car rentals
- Conference / workshop fees

**9.2** Internet access in hotels will be considered an eligible expense for the Director, Superintendents, Managers, Coordinators, Principals, Vice-principals and Trustees only. All other staff will require the prior approval of the Director or appropriate Superintendent.

## **10.0 Expense Review Process**

- 10.1 The person submitting the expense claim for approval is responsible for ensuring adherence to this policy.
- 10.2 Supervisors that sign off on an expense account are certifying the travel has taken place with the proper authorization. They should satisfy themselves that the receipts are valid and the expense account complies with this policy.
- 10.3 The Accounting Services Department will review the expense receipts prior to processing. Any expense claims that do not follow this policy will be returned in their entirety.
- 10.4 The Manager of Accounting Services or designate will review expense claims prior to payment.
- 10.5 The Superintendent of Business will conduct a periodic review of expense accounts paid. The results of this audit will be reported to the Audit Committee.

## **11.0 Consultants and Other Contractors**

**11.1** Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

**11.2** Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.

<p><b><u>Cross Reference</u></b></p> <ul style="list-style-type: none"> <li>• Policy 306 – Corporate Credit Cards</li> </ul>	<p><b><u>Legal/Ministry Reference</u></b></p> <ul style="list-style-type: none"> <li>• BPS Accountability Act, 2010</li> <li>• BPS Expenses Directive</li> </ul>
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## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	TRUSTEE/STUDENT TRUSTEE ATTENDANCE AT CONFERENCES		208
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review By:</i>	
May 20, 2009	September 4, 2012	December 2017	
December 4, 2007	April 27, 2009		
March 21, 2006	September 4, 2007		
March 12, 1999	January 27, 2006		

### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to encourage all Trustees and Student Trustees to engage in professional development and in-service activities related to their role as school trustees, subject to budget restraints.

### ***PROCEDURES***

#### **1.0 Trustees/Student Trustees**

- 1.1 In each budget year, each Trustee/Student Trustee is encouraged to attend the Ontario Public School Boards' Association (OPSBA) sponsored conferences. It is most desirable to have:
  - a) at least one, if not all Trustees attend at each OPSBA conference offered, including the Annual General Meeting,
  - b) the entire Trustee group attend the Public Education Symposium,
  - c) the entire Trustee/Student Trustee group attend at the OPSBA Northern Regional Conference
- 1.2 In each budget year, each Student Trustee is encouraged to attend the Ontario Student Trustee Association (OSTA) sponsored conferences.
- 1.3 For Trustees, all OPSBA sponsored conferences shall be automatically approved for attendance by any Trustee who makes such a request.

For Student Trustees, all OSTA sponsored conferences shall be automatically approved for attendance by any Student Trustee who makes such a request.
- 1.4 Attendance at and expenses for Trustees/Student Trustees at any conference or workshop which is not related to an OPSBA sponsored event shall require Board approval. Board approval is will be considered upon the submission of a [Trustee Conference/Workshop Application \(Appendix A\)](#) Form.
- 1.5 A [Trustee Conference/Workshop Application \(Appendix A\)](#) Form must be submitted to the Board for approval one (1) week prior to the Regular Board meeting and will be included on the Board agenda for consideration. The Trustee/Student Trustees' primary interest for attending and a list of the keynote speakers is required for review.

Requests not included on the Regular Board agenda will be considered at the following meeting.

- 1.6 Provisions shall be made in each annual budget for Trustee/Student Trustee expenses related to these activities.
- 1.7 The superintendent of Business shall track Trustee/Student Trustees expenses to provide a quick reference and understanding of travel and professional development expenditures incurred to-date.
- 1.8 Approved expenses shall be in accordance with Policy No. 307 Travel, Meals and Hospitality Expenses.
- 1.9 Participation of Trustees/Student Trustees in any out-of province activity shall require prior Board approval.
- 1.10 Upon return from a conference, any Trustee/Student Trustee in attendance will provide a verbal or written report at the next Regular Board meeting.

## **2.0 Student Trustees**

- 2.1 A Parental Consent Form (Appendix B) must be submitted by Student Trustees under the age of 18 (eighteen) on each occasion that they travel to conferences as Student Trustees of the Board.
- 2.2 Travel to conferences shall be contingent upon the availability of supervision by the Student Trustee mentor or staff member as per Student Trustee Policy 210 Management Guideline.
- 2.3 the guidelines for the supervision of the Student Trustees will follow Board policy.

## **3.0 Responsibility of Student Trustees at Conferences**

- 3,1 As ambassadors of the Superior-Greenstone District School Board, Student Trustees shall exhibit exemplary behavior toward their fellow trustees and the public. The Student Trustee shall conduct him/herself in a manner that brings respect to his/her position when representing the Board.



## Appendix A

### Superior-Greenstone District School Board

### TRUSTEE CONFERENCE / WORKSHOP

### APPLICATION FORM

Trustee / Student Trustee Name:

Date of Conference / Workshop:      *Day(s)*      *Month*      *Year*

Location of Conference / Workshop:

Name of Conference / Workshop:

***Provide a brief description of training and the Keynote Speaker(s) for this event.***

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***What are the estimated expenses for this conference / workshop?***

Conference / Workshop Registration:

Transportation:

Meals:

Accommodation:

***What are the benefits to the Superior-Greenstone District School Board?***

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

***PARENT/GUARDIAN CONSENT FOR STUDENT TRUSTEE  
OUT-OF-DISTRICT AND/OR OVERNIGHT EVENTS  
(For students under the age of 18)***

During their term as Student Trustee your son/daughter may be invited to attend out-of-town meetings and conferences organized by associations such as, but not limited to, the Ontario Student Trustee Association (OSTA) and the Ontario Public School Boards Association (OPSBA).

Out-of-town meetings and conferences are normally convened in hotels and supervision of your child during their attendance, as well as travel to and from the event, is not always possible.

***ACKNOWLEDGEMENT***

We have read the above. We understand that by participating in any out-of-district and/or overnight events, we are assuming any risks associated with doing so. We also acknowledge that Student Trustees are expected to behave as ambassadors of the Board and demonstrate appropriate decorum and responsibility during all events attended.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

***PERMISSION***

This will confirm that I consent to \_\_\_\_\_ attending the following  
Name of Student

Activity taking place outside the jurisdiction of the Superior-Greenstone District School Board and to the travel plan in her/his role as student trustee.

\_\_\_\_\_ Activity \_\_\_\_\_ Location

On \_\_\_\_\_  
Date(s)

\_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date

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

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*Section* BOARD AND ADMINISTRATION

*Policy Name* ADVOCACY

216

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*Board Approved:* \_\_\_\_\_  
March 20, 2007

*Reviewed:* September 4, 2012

*Review Prior To:* December 2017

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### ***POLICY***

The Superior-Greenstone District School Board recognizes its responsibilities to:

- a) Focus on ongoing communication between school boards, education partners and governments through established mechanisms and channels.
- b) Avoid basing communications on personal or partisan political agendas.
- c) Maximize resources for student success and achievement.

### ***PROCEDURE***

Suitable and appropriate advocacy expenditures include:

- a) Membership dues and fees to appropriate agencies.

Inappropriate advocacy expenditures include:

- a) Placing content intended to advocate for a particular position with report cards and annual reports.
- b) Using students as vehicles for board or school advocacy to the public, education partners and governments.
- c) Use of board funds to attend events for specific political parties.

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Cross Reference:

Policy 529 – Announcements and Advertisements in Schools

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

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*Section* BUSINESS AND TRANSPORTATION

*Policy Name* SURPLUS EQUIPMENT, FURNITURE & BOOKS

304

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<i>Board Approved:</i>	<i>Reviewed</i>	<i>September 4, 2012</i>	
		<i>February 20, 2007</i>	
		<i>December 3, 2004</i>	<i>Review Prior To: December 2017</i>
<i>March 12, 1999</i>		<i>October 28, 2002</i>	

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to utilize all furniture, equipment and books to the fullest extent. In the event an item is surplus to the needs of the school, obsolete or beyond reasonable repair disposal shall be designed to maximize the return for the Board.

Disposal of surplus or obsolete furniture, equipment and books shall be handled in an economical and environmentally acceptable manner.

### ***PROCEDURES***

#### **1.0 Surplus Furniture, Equipment and Books**

Items declared surplus shall be reported to the Superintendent of Business and serve as the primary source to fulfill Board requirements.

#### **2.0 Obsolete Furniture, Equipment and Books**

Items deemed to be beyond reasonable repair will be declared obsolete and disposed of as outlined below.

#### **3.0 Disposal Process**

Items that have been determined to have no further use in the system shall be approved by the Superintendent of Business for disposal by one of the following methods:

- trade in on new purchase
- public sale
- recycled
- donated to an approved charity
- disposed of in an environmentally acceptable manner

#### **4.0 Non-Preferred Purchasers**

Obsolete items may not be sold to members of the Board or employees unless such sale occurs through a public sale.



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

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*Section* PERSONNEL

*Policy Name* FOOTWEAR

718

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*Board Approved:* \_\_\_\_\_  
December 4, 2007

*Review:* September 4, 2012

*Review By:* December 2017

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## ***POLICY***

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property, and contractors while on Superior-Greenstone District School Board property.

## ***RESPONSIBILITIES***

### **1.0 Senior management, school management and supervisors must:**

- Identify the activities that require protective footwear;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear.
- Ensure that employees wear the appropriate footwear in all areas where a risk exists.

### **2.0 All personnel shall:**

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition.
- Check with their supervisor, when unsure about what might be required.

### **3.0 All personnel shall not:**

- Walk around workplaces in bare feet or in socks;
- Wear open-toed sandals, flip flops, "crocs" or similar footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

### **4.0 Type of footwear that must be worn for general classroom or office duties:**

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel.

### **5.0 Type of footwear that must be worn for Shops, Science labs, and similar risk areas:**

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur.
- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out.

- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered.
- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

#### **6.0 Type of footwear that must be worn by Maintenance and Custodial staff:**

- Outside and Grounds Work: Maintenance and custodial staff shall wear proper footwear when working outside. Footwear must carry a Canadian Standards Association (CSA) protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas.
- Indoor work: When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn.
- Specialized work: Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the CSA that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

#### **7.0 Type of footwear that must be worn by Contractors and others on Board Property:**

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

#### **8.0 Review of this Policy:**

- From time to time, the Board may review this policy and make changes as advisable.

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

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*Section* MISCELLANEOUS

*Policy Name* PROTECTION OF PRIVACY

904

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*Board Approved:* \_\_\_\_\_  
March 12, 1999

*Reviewed:* September 4, 2012  
February 20, 2007

*Review Prior To:* December 2017

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### ***POLICY***

The Superior-Greenstone District School Board recognizes its responsibility to protect the privacy of its employees and students.

### ***PROCEDURES***

#### **1.0 Background**

##### **1.1 Confidentiality**

The Board acknowledges that in its relations with its staff and students it will gain much private and confidential information which must be held in confidence.

##### **1.2 Access**

The Board acknowledges its responsibility not to permit access to any personal information in its possession without the authority of the person concerned unless such access is provided through law.

#### **2.0 Practice**

##### **2.1 Scope**

Marks, personal data, information and records of a student shall not be disclosed to anyone other than to a current teacher or supervisor of the Board, without the consent of the student or his/her parent(s) or unless otherwise provided in regulation.

##### **2.2 Lists**

No lists of staff or students or their addresses shall be provided to any person outside the system without appropriate approval.

##### **2.3 Authority**

This policy shall not be deemed to authorize the Board or any of its employees to:

- a) disobey any lawful duty, subpoena or order of a court, or,
- b) withhold or suppress any statistical data deemed to be in the public domain.

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

<i>Section</i>	BOARD AND ADMINISTRATION		
<i>Policy Name</i>	STUDENT TRUSTEE <i>Management Guideline Applies</i>		210
<i>Board Approved:</i>	<i>Reviewed: September 4, 2012</i>		
	<i>December 4, 2007</i>	<i>March 31, 2007</i>	<i>Review by: December 2017</i>
	<i>March 12, 1999</i>	<i>September 24, 2007</i>	
		<i>February 22, 2005</i>	

### ***POLICY***

It is the policy of the Superior-Greenstone District School Board that there will be, one position for a non-voting Student Trustee on the Board to serve for a term of one year. The inclusion of a Student Trustee enables the perspective of students to be considered in Board decisions and provides students with valuable learning experiences.

#### **1.0      Eligibility**

- 1.1      To be eligible for appointment as a Student Trustee on the Board, an individual must meet all of the following conditions:
- a)      be a full-time student in the senior division attending a secondary school operated by the board, and,
  - b)      be supported in his/her candidacy by formal resolution of the student government of the school attended, and,
  - c)      meet all other conditions as laid out in this policy or elsewhere in Board policy, and,
  - d)      be maintaining at least a passing grade in all courses on his/her timetable.
- 1.2      The Student Trustee will originate from one of the five district high schools.

#### **2.0      Responsibilities of the Student Trustees**

- a) Attend all public meetings of the Board
- b) Participate in discussions on all current business of the Board with the exception of certain in-camera business
- c) Provide reports and make recommendations
- d) Organize and chair a Student Trustee Advisory Committee
- e) Organize and chair the Student Senate
- f) Communicate and represent student matters and interests to the Board
- g) Communicate to the students on matters of the Board

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

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<i>Section</i>	BOARD AND ADMINISTRATION	
<i>Management Guideline</i>	STUDENT TRUSTEE	
<i>Applicable Policy</i>	STUDENT TRUSTEE	210

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| *Board Approved:* \_\_\_\_\_ | *Reviewed:* September 4, 2012 | *Review by:* December 2017 |
| December 4, 2007 | June 5, 2012 |  |

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### **PROCEDURE**

#### **1.0 Purpose**

The purpose in electing a Student Trustee to the Board is two-fold:

- to bring a student perspective to the deliberations of the Board
- to encourage and provide leadership development

#### **2.0 Election and Term of Office**

##### **2.1 Board Resolution**

A Student Trustee shall be confirmed by formal Board resolution and shall have no status until such time as this is accomplished.

##### **2.2 Term**

The Student Trustee's term of office starts on August 1st of the year in which he or she is elected and ends on July 31st of the following year. Each term shall be for one (1) year only. The Student Trustee is permitted to attend the June Regular Board meeting prior to their term to provide continuity and an opportunity for orientation.

##### **2.2 Limit**

A student elected as a Student Trustee shall be elected for a one year term only. In order to serve for a second year, a Student Trustee must be re-elected by his/her peers.

##### **2.3 Rotation of Trustees**

The Student Trustee positions will rotate amongst secondary schools within the Superior-Greenstone District School Board.

##### **2.4 Honoraria**

The Student Trustee will be paid an honorarium up to \$2,500. The honorarium will be pro-rated for the number of months served for a student who does not serve a full term.

## 2.5 Disqualifications

- 2.5.1. A Student Trustee will be disqualified if the student is absent without approval of the Board for three consecutive regular Board meetings which s/he has been designated to attend.
- 2.5.2 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position.
- 2.5.3 If a Student Trustee wishes to resign, the student must notify the Chair of the Board in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

## 3.0 **Student Trustee Advisory Committee (STAC)**

- 3.1 Student Trustee Advisory Committee (STAC) means the organization composed of one student voting member from each of the five area secondary schools and the Student Trustee. STAC membership will be comprised of five students in total.
- 3.2 At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the five area secondary schools to submit the name of one student representative.
- 3.3 It shall be the responsibility of the Student Trustee to provide leadership within STAC to ensure that the mandate, function and scope of the STAC are achieved.
- 3.4 STAC shall also facilitate the annual election of the Student Trustee.
- 3.5 Mandate of the Student Trustee Advisory Committee
  - 3.5.1 To implement a process for the annual election of a Student Trustee to the Board. The STAC members are urged to implement a process that recognizes the presence of diverse populations of the Board including the presence of Aboriginal students.
  - 3.5.2 To advise Student Trustees in matters relating to students and business of the Board.

## 3.6 Meetings and Communications

- 3.6.1 The Student Trustee shall convene at least three (3) annual meetings of STAC.
- 3.6.2 Meetings may be conducted via teleconference or videoconference.
- 3.6.3 STAC will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
- 3.6.4 In a like manner, the Student Trustee will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during STAC meetings.
- 3.6.5 At its first annual meeting, a chair and a recorder shall be selected from members of STAC. The Student Trustee shall report on the activities of STAC and the Student Senate to the Board at the Regular Board meetings.

### **3.7     Budget**

A budget for the operation of STAC will be established annually in the Board's approved expenditure budget.

## **4.0     The Student Senate**

- 4.1     The Student Senate means the organization composed of the members of the STAC as well as one student voting member from each of the eleven area elementary schools. Student Senate membership will be comprised of 16 students in total.
- 4.2     At the beginning of the fall term, the Student Trustee shall invite Students' Councils from each of the eleven area elementary schools to submit the name of one student representative.
- 4.3     It shall be the responsibility of the Student Trustee to provide leadership within Student Senate to ensure that the mandate, function and scope of the Student Senate are achieved.
- 4.4     Mandate of the Student Senate
  - 4.4.1   To advise the Student Trustee in matters relating to students and business of the Board.
- 4.5     Meetings and Communications
  - 4.5.1   The Student Senate shall convene at least four (3) annual meetings of STAC.
  - 4.5.2   Meetings may be conducted via teleconference or videoconference.
  - 4.5.3   The Student Senate will facilitate the opportunity for matters and/or information submitted by students or through its Students' Councils to be brought forward by the Student Trustee during Regular Board meetings each month.
  - 4.5.4   In a like manner, Student Trustees will facilitate the opportunity for matters and/or information it receives during Regular Board meetings to be communicated to students during Student Senate meetings.
  - 4.5.5   At its first annual meeting, a chair and a recorder shall be selected from members of the STAC. The Student Trustee shall report on the activities of the Student Senate to the Board at the Regular Board meetings.

## **5.0     The Student Trustee Elections**

- 5.1     By April 30<sup>th</sup>, under the direction of the outgoing Student Trustees and STAC, there shall be an election of a Student Trustees for the upcoming term of office.
- 5.2     If the board determines that a vacancy shall be filled, it shall be filled by a by-election.
- 5.3     Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and STAC and Student Council Presidents shall jointly elect a replacement through a by-election

## **6.0 Student Trustee Attendance at Board Meetings**

### **6.1 Regular Meetings**

It is expected that the Student Trustees will attend Regular Board meetings on the same basis and with the same expectation and regulation as Trustees.

### **6.2 Electronic Attendance**

It shall be possible for the Student Trustees to attend meetings "electronically" provided this attendance is within the requirements as laid out in Board policy.

### **6.3 Requirements**

The Student Trustees shall conform to the Code of Ethics required of board members. The Student Trustees shall act in accordance with the By Laws and Rules of Order of the Board.

### **6.4 Committee(s)**

Any involvement with Board Committees will be at the discretion of the Chair in consultation with the Director and conditional upon the student's interest and availability.

## **7.0 Responsibilities of Student Trustees**

The Student Trustees will submit one written report on their activities and/or those related to STAC and the Student Senate at the Regular Board meetings. At their final Regular Board meeting of the year, the Student Trustees will be expected to provide an annual report.

## **8.0 Mentorship**

8.1 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.

8.2 A Trustee of the Board assigned to mentor a Student Trustee shall:

- assist the Student Trustee on orientation,
- be available to discuss issues, questions or ideas that the Student Trustee may have,
- guide, coach and mentor the Student Trustee in his/her activities related to STAC and the Student Senate.
- assist the Student Trustee to organize the election of the new student trustees.

8.3 A Trustee or staff member will supervise/chaperone the Student Trustee(s) while performing his/her role at an approved conference or trustee event. The Director will ensure appropriate supervision.

## **9.0 Membership**

Upon election, Student Trustees will have limited membership.

### **9.1 MAY....**

The Student Trustees MAY...

- regularly attend Board meetings and the Committee of the Whole in camera sessions; however, will be excused from discussions related to the "Personnel" section of in-camera agendas and those related to students and/or their parent/guardians),



- b) request items be placed on or added to the agenda, subject to the approval of the Chair and/or the Director,
- c) request that a matter before the board or one of its committees, on which the Student Trustee sits, be put to a recorded vote and in that case there shall be:
  - i) a recorded *non-binding* vote that includes the Student Trustee's vote; and
  - ii) a recorded *binding* vote that DOES NOT include the Student Trustee's vote,
- d) make presentations to the Board, and,
- e) generally provide advice to the Board from the perspective of a student within the system
- f) sit on board committee meetings as other trustees; however, not on a committee that requires one or more "members of the board". When board policy governs committee membership the board could amend its policy to allow a Student Trustee to sit on the committee.

## 9.2 MAY NOT....

The Student Trustees MAY NOT...

- a) move or second a motion; however is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the Student Trustee sits, and if no member of the board or committee, as the case may be moves the suggested motion, the record shall show the suggested motion
- b) vote on a motion, nor,
- c) participate in any committee or subcommittee dealing with employee matters, nor,
- d) serve as Chair or Vice-Chair.

## 10.0 **Miscellaneous**

### 10.1 Expenses

Student Trustees shall be reimbursed allowable expenses associated with their role as a Student Trustee on the Board, subject to the approval of the Board's treasurer.

### 10.2 Resources and Training

Student Trustees shall have the same access to professional development opportunities, conferences, etc as provided other trustees

### 10.3 Academic Performance

The Principals shall monitor the Student Trustee's academic performance to ensure that their involvement on the Board does not jeopardize their school performance.

### 10.4 Recognition for Student Trustee (Credit)

Student Trustees may earn up to two (2) independent study credits. The principal may award the Student Trustee a cooperative education credit, if the student has been enrolled in a Cooperative Education Program throughout his/her term of office and has successfully completed all required components and learning outcomes of the Cooperative Education Program

10.5 Interaction with School Community

The Student Trustee, in consultation with the principal, shall seek ways to interact on a regular basis with the Student Council and School Council of the Student Trustee's school.

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

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*Section* FACILITIES & GROUNDS

*Policy Name* CONSUMPTION OF ALCOHOL

401

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*Board Approved:* \_\_\_\_\_  
March 12, 1999

*Reviewed:* September 4, 2012  
October 26, 2007  
October 28, 2002

*Review By:* December 2017

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### ***POLICY***

The Superior-Greenstone District School Board recognizes the potential adverse effects of the consumption of alcohol.

### ***PROCEDURES***

#### **1.0 Board-Owned Facilities**

Except as authorized by the Board pursuant to section 3.0 of this policy the Board prohibits the serving, consumption, possession and/or sale of alcoholic beverages in any Board-owned facility or on grounds attached thereto.

#### **2.0 Field Trips, Etc.**

The use of alcohol during field trips or any other Board sponsored activity involving students is forbidden.

#### **3.0 Community Schools**

Where a school has been identified by the Board as a “community school”, a community group wishing to use the school for an event may seek permission from the Board to obtain a liquor license for the event at the community school provided no liquor is served to minors during the proposed event. No such license will be obtained and no liquor will be served at the school without the written permission of the Board. Additionally, no liquor will be served at the school during the regular school day. In granting such permission, the Board may impose any restrictions it deems appropriate.

A “community school” is defined as a school in which a Joint Use Agreement was in place from the predecessor board (pre-amalgamation).

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

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*Section* FACILITIES & GROUNDS

*Policy Name* DISPLAY OF FLAGS  
Management Guideline Applies

411

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*Board Approved:* \_\_\_\_\_  
December 4, 2007

*Reviewed:* September 4, 2012

*Review By:* December 2017

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to display the National Flag of Canada at all schools on an external flagpole and to display the National Flag of Canada and the Provincial Flag of Ontario inside schools as per Ontario Regulation 298 with dignity and respect.

#### **Reference:**

Education Act, Regulation 298 Operation of Schools – General, Section 5: Flag  
Government of Canada, Canadian Heritage

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

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<i>Section</i>	FACILITIES & GROUNDS
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<i>Management Guideline</i>	DISPLAY OF FLAGS
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<i>Applicable Policy</i>	DISPLAY OF FLAGS
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411

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<i>Board Approved:</i>	<u>December 4, 2007</u>
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*Review: September 4, 2012*

*Review By: December 2017*

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1. The National Flag of Canada shall be displayed on an exterior flagpole during normal hours of each school or working day. It is not contrary to etiquette to have the Flag flying at night.
2. New buildings shall be equipped with an exterior flagpole at the time of construction. Existing buildings not so equipped shall be provided with an exterior flagpole.
3. The National Flag of Canada and the Provincial Flag of Ontario shall be displayed in a prominent place inside each school.
4. Principals are responsible for monitoring the condition of, requesting the replacement of, and disposing of flags.
5. The National Flag must receive prominence at all times when displayed with other flags.
6. At the discretion of a Principal, a school may also display, on the flagpole or inside the school, the flag of the local municipality or other special purpose flag provided the flag meets acceptable community standards and is not directly connected with any political or religious group or cause.
7. Exterior flags throughout the system shall be lowered half-mast on the death of:
  - a) the Sovereign or member of the Royal Family related in the first degree to the Sovereign (husband or wife, son or daughter, father, mother, brother or sister),
  - b) the Governor-General or former Governor-General,
  - c) the Prime Minister of Canada or a former Prime Minister,
  - d) the Lieutenant-Governor of Ontario or a former Lieutenant-Governor,
  - e) the Premier of Ontario or a former Premier,
  - f) a Member of the Federal or Provincial Electoral Riding, and
  - g) a Trustee of the Board.
8. The Director of Education may order the lowering of flags to half-mast throughout the system or at an individual location, on the death of a person held in special regard in the system.
9. Exterior flags at individual schools shall be lowered to half-mast on the death of a present staff member or student.

10. Principals may lower exterior flags to half-mast on the death of any former staff member or student and non-employee such as volunteers, community resource persons, and soldiers from our board area who are held in special regard in the school or community.
11. Exterior flags shall be lowered at all board sites on Remembrance Day to acknowledge all Canadian soldiers – past, present and future – for their service for our Country.

Reference:

Education Act, Regulation 298 Operation of Schools – General, Section 5: Flag  
Government of Canada, Canadian Heritage

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

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*Section*                      SCHOOLS AND STUDENTS

*Policy Name*            ADMINISTRATION OF FIRST AID

530

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*Board Approved* \_\_\_\_\_:  
December 4, 2007

*Reviewed:* September 4, 2012

*Review By:* December 2017

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### ***POLICY***

To ensure that any person on Campus, or on a school field trip, who is in need of Emergency First Aid Treatment will receive such treatment promptly and efficiently, preferably by a qualified person.

To ensure that schools operated by Superior-Greenstone District School Board supply and maintain First Aid Kits/Stations and has workers who are qualified and trained in First Aid procedures in the school at all times, as required under the Workplace Safety and Insurance Board (WSIB) Regulation 1101 First Aid Regulations.

In this policy “First Aid” means treatment provided by a trained staff member in response to an incident.

### ***PROCEDURE***

- 1.1 For illnesses or accidents during school or work hours, the Principal or designate will ensure that first aid is administered as may be required.
- 1.2 If a student is involved, the parents or guardians of the student will be notified as soon as possible. If a staff person is involved, the next of kin, if known, or other family member will be informed.
- 1.3 All staff accidents will be reported immediately to the School Principal or designate.
- 1.4 Schools will comply with WSIB Regulation 1101 with respect to First Aid Kits/Stations requirements.

#### **References**

Policy 524 – Sabrina’s Law Anaphylaxis  
Anaphylaxis Procedures Handbook  
School Emergency Procedures Plan  
Medical Preparedness and First Aid Procedural Guideline  
School Field Trips – Medical Preparedness and First Aid Procedural Guideline  
Policy and Management Guideline 505 – Field Trips and Excursions

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

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*Section* PERSONNEL

*Policy Name* HEALTH & SAFETY

706

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<i>Board Approved:</i>		<i>Reviewed:</i>	<i>September 4, 2012</i>	<i>Review By: December 2013</i>
			<i>September 26, 2011</i>	
			<i>March 29, 2010</i>	
			<i>October 23, 2009</i>	
			<i>November 18, 2008</i>	
			<i>November 20, 2007</i>	
			<i>November 21, 2006</i>	
			<i>October 19, 2004</i>	

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### ***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.

### ***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, will 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**

All employees, including supervisors, managers, principals and senior management are responsible for the implementation and maintenance of the Board's Health & Safety Procedures.

#### **6.2.1 Trustees and Senior Supervisors**

All Trustees and the Board's 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.

#### **6.2.2 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.

#### **6.2.3 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***

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*Section* MISCELLANEOUS

*Policy Name* Blood-Borne Pathogens (HIV/AIDS/Hepatitis B & C) 901

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*Board Approved:* \_\_\_\_\_  
March 12, 1999

*Reviewed:* September 4, 2012  
June 19, 2007

*Review By:* December 2017

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### ***POLICY***

The Superior-Greenstone District School Board will endeavour to respond to individuals suffering from blood-borne pathogens in a kind, caring and compassionate manner.

### ***DEFINITIONS***

***“blood-borne pathogens”*** - blood carrying virus/micro-organisms causing illness via blood, semen, vaginal secretions and saliva (i.e. HIV/AIDS, Hepatitis B and Hepatitis C).

### ***ACRONYMS***

***HIV*** – Human Immunodeficiency Virus

***AIDS*** – Acquired Immunodeficiency Syndrome

***HBV*** – Hepatitis B

***HBC*** – Hepatitis C

### ***SYSTEM EXPECTATIONS***

1. Ensure confidentiality to any student or staff member that may be affected by blood-borne pathogens in cooperation with the Ministry of Health and Long Term Care (MOHLTC) and the local Medical Officer of Health.  
  
This information must not be disclosed by the Board or by a Board employee to any other person without the prior written consent of the affected person or parent, except where disclosure is otherwise required or authorized by law.
2. Ensure the compliance of the following:  
  
Municipal Freedom of Information and Protection of Privacy Act;  
The Health Protection and Promotion Act, The Ministry of Health;  
Occupational Health & Safety Act, The Ministry of Education;  
Policy/Program Memorandum No. 96, The Ministry of Health
3. Encourage an attitude of compassionate understanding within the school community that recognizes that persons who may be affected by any of the blood-borne pathogen diseases are entitled to full protection of the guarantees of equal treatment in respect of employment, housing, contracts and the provision of goods, services and facilities as set out in Part I of the Human Rights Code.

## ***RESOURCES***

For additional resources such as universal precautions, proper hand washing techniques, and other related information regarding blood-borne pathogens please visit some of the following websites:

Centres for Disease Control and Prevention  
Thunder Bay District Health Unit  
Canadian Liver Foundation  
HIV/AIDS

[www.cdc.gov](http://www.cdc.gov)  
[www.tbdhu.com](http://www.tbdhu.com)  
[www.liver.ca](http://www.liver.ca)  
<http://www.canadian-health-network.ca>

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

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*Section* MISCELLANEOUS

*Policy Name* TRIBUTES

903

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*Board Approved:* \_\_\_\_\_  
March 12, 1999

*Reviewed:* September 4, 2012  
February 20, 2007

*Review By:* December 2017

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### ***POLICY***

The Superior-Greenstone District Board believes that personal or family tragedies of employees require some appropriate response on the part of the Board.

### ***PROCEDURES***

#### **1.0 Notification**

Any employee should notify the Principal or Supervisor or Trustee of events that might fall under this policy.

Such notice can be verbal or written and should include the following details:

- name of person providing information
- name of person(s) affected
- details of event.

#### **2.0 Response**

A senior administrator shall assess the situation and determine the appropriate action, which may include:

- card
- floral tribute
- charitable donation.

#### **3.0 Action**

The senior administrator will, having assessed the situation, make the necessary arrangements for the appropriate recognition, which may involve:

- delivery to hospital
- delivery to funeral home
- delivery to home.

The person carrying out this task should provide notice, when this is appropriate, that the Board has acknowledged the event.

#### **4.0 Other**

Senior administration shall have the latitude to adjust the above criteria to suit a particular situation.

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

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*Section*                      PROGRAM

*Policy Name*            PRIOR LEARNING ASSESSMENT AND RECOGNITION                      609

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*Board Approved:* \_\_\_\_\_ *Reviewed:* September 4, 2012                      *Review By:* December 2017  
December 4, 2007

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### ***POLICY***

1.0      In accordance with provincial Policy/Program Memorandum (PPM) No.129, Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools, students may challenge for credit only Grade 10, 11, and 12 courses in provincial curriculum policy documents, (See Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2011, Section 7.2.5.1)

2.0      Each secondary school course calendar shall contain information regarding challenges for credit and opportunities for challenge. Schools may not charge students any fee for undergoing the challenge process.

Students may earn no more than four credits through the challenge process, including a maximum of two credits in any one discipline.

3.0      Students may use certificates or other records of accomplishment earned outside Ontario classrooms as reasonable evidence of eligibility to challenge for credit for a related course within the Ontario curriculum, if they wish to earn credit for the course without taking the course. Students with music certificates that are accepted for credits in Ontario Schools, Kindergarten to Grade 12 Appendix 4, Music Certificates Accepted for Credits, however, are not required to challenge for credit for the appropriate music courses, but are granted credits in accordance with Ontario Schools, Kindergarten to Grade 12 Policy and Program Requirements, Appendix 4.

4.0      Students may challenge for credit for a course, only, if they can provide reasonable evidence to the school principal that they would likely be successful in the challenge process. The responsibilities of the student include:

- a)      initiating the PLAR challenge by approaching the school principal for information regarding the process;
- b)      completing the application process by gathering “reasonable evidence” to support the application;
- c)      completing the formal tests and other assessments as determined by the school.

5.0      Arrangements may be made with other boards to provide opportunities for eligible students to challenge for credit for courses that are not offered by the Board.

- 6.0 A record of all challenges for credit that were completed – that is, all challenges for which students earned a final percentage grade, whether a passing or a failing grade, shall be included in the Board's September and March Reports to the Ministry.\
- 7.0 The responsibility for PLAR shall be carried out under the direction of the school principal in the school in which the student is registered. A student must obtain permission from the principal of the school in which h/she is registered if h/she intends to apply for a PLAR at any other public school or inspected private school.
- 8.0 In cases where, a student who is an adult or the parent of a student who is not an adult, disagrees with the decision of the principal to allow or disallow the challenge, the parent or adult student may ask the appropriate supervisory officer to review the matter.
- 9.0 The challenge process is an evaluation process and shall not be used as a way for a student to improve a final course mark in a previously earned credit. Nor is it a way to obtain a credit for a course, h/she has failed.
- 10.0 Students who are eligible for equivalency credits are those who transfer to Ontario Secondary schools from non-inspected private schools or schools outside Ontario. Equivalency credits are granted for placement purposes only.
- 10.1 The principal of the receiving school shall, in the process of deciding where the student should be placed, determine as equitably as possible the total credit equivalency of the student's previous learning, and the number of compulsory and optional credits still to be earned.
- 10.2 In cases where, a student who is an adult or the parent of a student who is not an adult disagrees with the principal's placement decision, the adult student or the parent may ask the appropriate supervisory officer to review the matter.
- 10.3 Principals shall ensure that equivalency is recorded in accordance with the Ontario Student Transcript (OST): Manual, 2010.
- 11.0 The Director of Education is authorized to issue such procedures as may be necessary to support this policy.

## **DEFINITIONS**

***“Prior Learning Assessment and Recognition (PLAR)”*** is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. The PLAR process involves two components: “challenge” and “equivalency”.

***“Challenge”*** means the process whereby students' prior learning is assessed for the purpose of granting credit for a Grade 10, 11, or 12 course developed from a provincial curriculum policy document published in 1999 or later.

***“Equivalency”*** is the process of assessing credentials from other jurisdictions.

**“Credits”** Challenge for credit for courses based on provincial curriculum policy documents will be available to students only in courses that are actually taught in schools operated by the Board. All credits granted through the PLAR process – that is, through either the challenge process or the equivalency process – must represent the same standards of achievement as credits granted to students who have taken the courses.

**“Reasonable Evidence”** means documentation that the curriculum expectations of the course have already been achieved and that the student would likely be successful in the challenge process.

**“Mature student”** means a student who is 18 years of age or older and out of day school for a minimum of one full year. Mature students who entered secondary school in September 1999 or after will have their credit status assessed using PLAR for Mature Students. Students who entered an Ontario secondary school after 1984 and prior to 1999 will continue to have their placement determined according to the requirements set out in Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs): Program and Diploma Requirements, 1989, rev. ed. (OSIS), section 6.14: Equivalent Standing for Mature Students.

## **OBJECTIVE**

To provide guidelines for the implementation of the Prior Learning Assessment and Recognition (PLAR) process for students enrolled in secondary schools in the Superior-Greystone District School Board. The guidelines for the implementation of the Prior Learning Assessment and Recognition process for “mature students” is distinct and separate. Please see Prior Learning Assessment and Recognition for Mature Students.

<b>References</b>
Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements 2011



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

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*Section* BOARD PHILOSOPHY

*Policy Name* VISION STATEMENT

101

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*Board Approved:*

*March 21, 2006*

*March 12, 1999*

*Reviewed:*

*September 4, 2012*

*November 28, 2005*

*Review By: December 2017*

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### ***POLICY***

The vision for the Superior-Greenstone District School is:

***“We are leaders in providing quality learning experiences in our small school communities”***

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

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*Section* BOARD PHILOSOPHY

*Policy Name* MISSION STATEMENT

102

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*Board Approved:*

\_\_\_\_\_  
March 21, 2006  
March 12, 1999

*Reviewed:* September 4, 2012  
November 28, 2005

*Review By:* December 2017

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### ***POLICY***

In partnership with the students, the home and the community, Superior-Greenstone District School Board will address individual students' needs by:

***“Inspiring our students to succeed and make a difference”***

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

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*Section* BOARD PHILOSOPHY

*Policy Name* GOAL STATEMENT

103

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*Board Approved:*

*March 21, 2006*  
*March 12, 1999*

*Reviewed: September 4, 2012*  
*November 28, 2005*

*Review By: December 2017*

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### ***POLICY***

To realize our Vision and fulfill our Mission, we will be diligent in putting the following values at the forefront of all we do and pursue the Strategic Priorities as outlined.

- |           |                  |              |
|-----------|------------------|--------------|
| ❖ Caring  | ❖ Fairness       | ❖ Empathy    |
| ❖ Honesty | ❖ Responsibility | ❖ Resiliency |
| ❖ Respect | ❖ Perseverance   | ❖ Innovation |

#### **Student achievement and well being through and with:**

- ❖ Quality Instruction
- ❖ Student Engagement
- ❖ Authentic, Relevant and Meaningful Learning Experiences
- ❖ Equity and Inclusive Education
- ❖ Student Voice
- ❖ Raising Parental Expectations
- ❖ Character Education
- ❖ Global Citizenship
- ❖ Student Supports

#### **Responsible stewardship of resources by and through:**

- ❖ Maximizing Investment in Academic Resources
- ❖ Utilization of Space, Facilities and Services
- ❖ Consolidating Resources
- ❖ Optimizing Human Resources
- ❖ Environmental Stewardship
- ❖ Technology Opportunities for All
- ❖ Aligning Resources with Our Priorities

#### **Building relationships by:**

- ❖ Creating a Culture of Trust
- ❖ Fostering a Climate of Respect and Transparency
- ❖ Celebrating Successes
- ❖ Modeling a Joy of Learning
- ❖ Strengthening Our Understanding of the Communities We Serve
- ❖ Strengthening Partnerships (Parents, Community, Agencies)
- ❖ Developing Leaders

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

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*Section* BOARD PHILOSOPHY

*Policy Name* BOARD MOTTO

104

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*Board Approved:*

*March 21, 2006*

*Reviewed: September 4, 2012*

*Review By: December 2017*

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### ***POLICY***

The recognized motto for the Superior-Greenstone District School is:

***~ Small Schools Make a Difference ~***

- Door-to-door canvassing should be discouraged.
- Soliciting funds by political or commercial agencies is not permitted on the properties of Superior-Greystone District School Board.
- When an event, trip or purchase is cancelled, the proceeds from fund raising cannot be specifically targeted to a student, but must be used to benefit the school.
- Schools are limited to raising funds for:
  - Day field trips
  - Extended field trips
  - Special co-curricular projects, such as graduation etc.
  - Charities
  - Community projects
  - Special school/class projects
  - Costs of travel to sports competitions
  - Cost of travel to co-curricular competition
  - Other activities as approved by the Superintendent
- Fund raising for the purchase of specific classroom resources is not permitted. However, fund raising for purchases which complement items funded by provincial grants and enhance the overall learning environment of the school is permitted.

- All equipment purchased from funds derived from fund raising shall become the property of Superior-Greenstone District School Board and shall be included in the school's equipment inventory list. Such equipment must meet system standards.

Fund raising activities should not result in any person, including school board staff or volunteers, benefitting materially or financially from the activities, except for the winners of lotteries.

### ***RATIONALE***

The Superior-Greenstone District School Board recognizes that involvement in fund raising projects by students and the community support school spirit and promotes student growth and learning. Underlying these efforts is the belief that it is not the responsibility of parents or school communities to raise funds for basic educational requirements but rather that school communities may raise funds to enhance program and support school initiatives.

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

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	FUND RAISING	
<i>Applicable Policy</i>	FUND RAISING	509
<hr/>		
<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review by:</i>
November 18, 2002	September 4, 2012 May 30, 2011	December 2017

It is the policy of the Superior-Greenstone District School Board to permit and to encourage schools to enter into fund raising activities which enhance school programs and support school initiatives, subject to the guiding principles set forth under this policy.

### ***PROCEDURES***

#### **1.0 Approvals and Communication**

All fund raising activities will be approved by the principal.

Annually (no later than October 31 of the following year) the Principal will submit to School Council a School Fund raising Financial Report on actual school fund raising activities which will be prepared as required by section 2.3.

#### **2.0 Accounting System**

##### **2.1 Bank Accounts**

One central bank account , hereafter referred to as the School Fund Raising Bank Account, shall be established for school fund raising, including fund raising activities undertaken by student councils and school councils. However, when a school is required to have a separate account for lottery, as per licensing requirements through the municipal authority or the Alcohol & Gaming Commission of Ontario, a second school account is permitted.

All transactions (receipts and disbursements) shall be made through the School Fund Raising Bank Account.

The Principal plus two other staff members shall be authorized to sign cheques drawn on the School Fund Raising account. The Superintendent of Business will also be set up as a signing officer on the account in order to facilitate access to the account for annual reporting.

For all bank accounts, two signatures shall be required, one being the Principal.

##### **2.2 Bookkeeping Requirements**

All schools must use the common software provided by the Board to create and maintain the school fund raising deposits, cheques, records and reports. The current program in use is the SchoolCash.NET system, licensed from Kev Software Inc.

A standard chart of accounts will be supplied by the Accounting Services Department. Schools may add and delete categories, but may not add or delete

the designated “umbrella categories”.

Receipts and disbursements must be processed in a timely manner.

Cheques must not be pre-signed.

Bank reconciliations must be prepared monthly, as required by the system and are to be reviewed and signed by the principal.

Schools must conform to the practices issued from time to time by the Accounting Services Department.

### **2.3 Reporting Requirements**

In accordance with the Public Sector Accounting Board guidelines and Ministry directive, the results of all school fund raising activities must be included in the Board’s annual consolidated financial statements.

The Year-End Rollover Procedures are to be completed as directed by the Accounting Services Department in accordance with Ministry reporting timelines.

The following reports must be approved and signed by the Principal, and submitted to the Manager of Accounting Services.

- Year End Reports 1, 2, and 3
- Copy of July Bank Reconciliation
- Copy of July Bank Statement

The Chair of the School Council will be granted access to fund raising records upon request and the Principal will make an annual report on school fund raising to the School Council and it will be posted publicly.

### **2.4 Records Retention**

Copies of the year end reports and all supporting documentation (bank, deposit slips, cheque requisitions, invoices, bank statements and paid cheques) must be retained in the school for a period of seven years (current year plus six previous years) as required by the Income Tax Act.

## **3.0 Cancellations**

In the event that an activity for which funds were raised is cancelled or is terminated, or an individual chooses to withdraw from an activity for which funds were raised, the following conditions will apply:

- 3.1 If the arrangements for the activity are under contract to a commercial organization (i.e. travel agency) the terms and conditions of the contract will apply to the school, parent organization, the participants and their parents or guardians.
- 3.2 Advance payments or deposits made by a student or parent toward the individual student’s projected personal cost of participation will be refunded according to the following criteria:
  - 3.2.1 The refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and any other non-recoverable expenses.



- 3.2.2 No refund to a student or parent will be made if the advance payment or deposit is made through the proceeds of fund raising (sale of chocolate bars, oranges, magazines, tag days etc.).
- 3.3 In the event that an activity for which funds were raised through fund raising activities, (sale of chocolate bars, oranges, magazines, tag days, etc.), is cancelled or terminated, or a student who has participated in fund raising activities chooses to withdraw from the event, the proceeds from the fund raising events cannot be specifically targeted to a student but must be used to benefit the school for which the activity was planned.

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

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	SCHOLARSHIP AND TRUST FUNDS <i>Management Guideline Applies</i>	522
<hr/>		
<i>Board Approved:</i>	<u>                                </u> <i>December 4, 2007</i>	<i>Reviewed: September 4, 2012</i>
		<i>Review By: December 2017</i>

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### ***POLICY***

The Superior-Greenstone District School Board endorses the granting of scholarships, bursaries and awards in order to encourage excellence in school performance and the pursuit of further education.

This policy does not cover scholarships, bursaries and awards that are controlled by the donor.

### ***PROCEDURES***

When receiving monies under this policy, there are several procedures that shall be followed.

- 1.0 All donations made in writing with stipulations must be approved by the Superintendent of Business and Treasurer before they are accepted.
- 2.0 Separate trust fund accounts shall be established by the Superintendent of Business or designate for donations greater than \$5,000 that will not be fully disbursed for a period of greater than 2 years from the date of donation. The annual receipts, disbursements and closing balance of such trust funds shall be reported in the Board's annual financial statements until the funds are fully disbursed.
- 3.0 All donations of cash received under \$5,000 received at the school level shall be awarded in a fair and equitable manner, subject to item 4 below.
- 4.0 Each principal, in consultation with school staff, shall establish procedures for awarding scholarships, bursaries and awards.
- 5.0 Where a trust has been established with written stipulations, those stipulations shall be adhered to and are outlined in the Management Guideline of this policy.

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

<i>Section</i>	SCHOOLS & STUDENTS
<i>Management Guideline</i>	SCHOLARSHIP AND TRUST FUND PROCEDURES
<i>Applicable Policy</i>	SCHOLARSHIPS AND TRUST FUNDS
<i>Board Approved:</i>	<i>Reviewed:</i> September 4, 2012 May 26, 2008 December 6, 2005 May 2, 2000
June 24, 2008 April 13, 1999	<i>Review By:</i> December 2017

<b>1.0</b>	<b>A. J. Currie Bursary</b>	<i>(Nipigon-Red Rock District High School)</i>	Appendix A
<b>2.0</b>	<b>Arnold Enders Honour Roll Bursary</b>	<i>(Beardmore Public School)</i>	Appendix B
<b>3.0</b>	<b>Arnold Enders Honour Roll Bursary</b>	<i>(B.A. Parker Public School)</i>	Appendix C
<b>4.0</b>	<b>Arrive in 85 Bursary Award</b>	<i>(Geraldton Composite High School)</i>	Appendix D
<b>5.0</b>	<b>Caribou Artisan Fine Craft Centre Trust</b>	<i>(Lake Superior High School)</i>	Appendix E
<b>6.0</b>	<b>Dr. R. E. Laine Scholarship</b>	<i>(Geraldton Composite High School)</i>	Appendix F
<b>7.0</b>	<b>Geraldton Scholarship Trust Fund</b>	<i>(Geraldton Composite High School)</i>	Appendix G
<b>8.0</b>	<b>Hargraft Trust Fund</b>	<i>(Manitouwadge High School)</i>	Appendix H
<b>9.0</b>	<b>Henri Major Trust Fund</b>	<i>(Marathon High School)</i>	Appendix I
<b>10.0</b>	<b>Longlac Scholarship Trust Fund</b>	<i>(Geraldton Composite High School)</i>	Appendix J
<b>11.0</b>	<b>Ludwika Coljak Scholarship</b>	<i>(Geraldton Composite High School)</i>	Appendix K
<b>12.0</b>	<b>Stephen Peet Memorial Scholarship</b>	<i>(Geraldton Composite High School)</i>	Appendix L
<b>13.0</b>	<b>Superior-Greenstone DSB Bursary</b>	<i>(Nipigon-Red Rock District High School)</i>	Appendix M
<b>14.0</b>	<b>Treena L. Wlasy Memorial Scholarship</b>	<i>(Geraldton Composite High School)</i>	Appendix N
<b>15.0</b>	<b>United Steel Workers of America Bursary</b>	<i>(Manitouwadge High School)</i>	<a href="#">Appendix O</a>
<b>16.0</b>	<b>R.R. Steele Bursary</b>	<i>(Nakina Public School)</i>	<a href="#">Appendix P</a>

**A. J. CURRIE BURSARY (*Nipigon-Red Rock District High School*)**

This award is provided annually by Superior-Greenstone District School Board to a graduate of Nipigon-Red Rock District High School who is proceeding to further studies in business, accounting or related fields.

**Administration**

1. One award shall be made annually to a graduate of Nipigon-Red Rock District High School.  
The amount of the award is \$500.00
2. The award shall be made on the recommendation of the school's Selection Committee.
3. The Guidance Department shall notify the Board Office of the recipient as soon after graduation as possible.
4. Payment of the award shall be made after proof of registration in the second semester of the program has been forwarded to the Manager of Accounting Services from the Registrar.

**ARNOLD ENDERS HONOR ROLL BURSARY (*Beardmore Public School*)**

This fund is capital set up in trust for Grade 8 Honour Roll graduates of Beardmore Public School. The following conditions apply:

1. The bursary is to be divided equally among the Grade 8 Honour Roll graduates of Beardmore Public School (i.e., any Beardmore Public School student who obtains an overall average of 75% or more for that school year).
2. The annual interest earned on the principal investment (\$10,000) shall constitute the amount of the bursary for that year.
3. In the event that there are no bursary winners, then the interest earned in that year will be added to the principal to be invested.

**Administration**

1. The senior grade teachers at Beardmore Public School shall constitute the Selection Committee for the award and determine the recipients of the award.
2. The Selection Committee shall provide a listing of recipients to the Manager of Accounting Services as soon as possible.
3. The Board Office shall produce cheques for distribution at the graduation ceremony.

**ARNOLD ENDERS HONOR ROLL BURSARY (*B. A. Parker Public School*)**

This fund is capital set up in trust for Grade 8 Honour Roll graduates of B. A. Parker Public School. The following conditions apply:

1. The bursary is to be divided equally among the Grade 8 Honour Roll graduates of B. A. Parker Public School (i.e., any B. A. Parker Public School student who obtains an overall average of 80% or more for that school year).
2. The annual interest earned on the principal investment (\$10,000) shall constitute the amount of the bursary for that year.
3. In the event that there are no bursary winners, then the interest earned in that year will be added to the principal to be invested.

**Administration**

1. The senior grade teachers at B. A. Parker Public School shall constitute the Selection Committee for the award and determine the recipients of the award.
2. The Selection Committee shall provide a listing of recipients to the Manager of Accounting Services as soon as possible.
3. The Board Office shall produce cheques for distribution at the graduation ceremony.

**ARRIVE IN 85 BURSARY AWARD (*Geraldton Composite High School*)**

This fund is capital set up in trust for graduates of Geraldton Composite High School. The following conditions apply:

1. This bursary shall be awarded to a financially needy student who has chosen to advance to an institution of higher learning such as a community college or university.
2. His/her peers on the Geraldton Composite High School Student Council shall select the recipient.
3. The selection criteria shall include leadership abilities and is not necessarily based on academic achievement.
4. The principal shall remain intact and only the interest shall be awarded. The maximum amount of the award shall be \$300.00 annually unless the principal accumulates to allow a bursary of \$350.00 or \$400.00.

**Administration**

1. The award will be made available annually to graduates of Geraldton Composite High School.
2. The Guidance Department of the high school shall notify the Board Office of the recipient as soon after graduation as possible.
3. Payment of the award shall be made in two instalments. The first shall be paid after proof of registration has been forwarded to the Manager of Accounting Services and the second shall be paid at the beginning of the second semester.

**CARIBOU ARTISAN FINE CRAFT CENTRE AWARD (*Lake Superior High School*)**

This award is provided annually to a graduate of Lake Superior High School. The following conditions apply:

1. One award shall be made annually to a graduate of Lake Superior High School who is proceeding to post-secondary education as a full-time student in an Art related field. If no student is entering this field, then the bursary will go to the most deserving student who has taken at least 2 Art courses in high school. If a deserving student is not found in a particular year, the award for that year shall be withheld.
2. The annual award shall be \$500 until the fund is depleted.

**Administration**

1. Interested students must complete the Caribou Artisan Centre Award application.
2. The award shall be made on the recommendation of the school's Selection Committee.
3. The Guidance Department shall forward the name of the recipient and the amount of the award to the Manager of Accounting Services.
4. Payment of the award shall be made after proof of registration in the first semester of an accredited post-secondary educational institution has been forwarded to the Manager of Accounting Services from the Registrar.



**DR. R.E. LAINE SCHOLARSHIP (*Geraldton Composite High School*)**

The fund is capital set up in trust for a graduate of post-secondary who is continuing on to be a doctor.

**Administration**

1. The amount of the award is to be determined by Dr. Laine.

**GERALDTON SCHOLARSHIP TRUST FUND (*Geraldton Composite High School*)**

The name of the fund will be the Superior-Greenstone District School Board Geraldton Scholarship Trust Fund.

Funds for the trust shall be solicited and received from individuals, businesses and industry.

Monies received shall be used strictly for the purpose of awarding of scholarships, bursaries and student awards to deserving students in the field of school achievements.

All donations must be made at arm's length. For example, a parent or business cannot donate funds for their child or the criteria cannot be so specific as to only benefit one specific student.

**Administration**

1. The Geraldton Scholarship Trust Fund will be administered by the elected trustees of the Superior-Greenstone District School Board. The Selection Committee will be composed of up to two members of School Council; the two local trustees, if available; one representative from the Geraldton Composite High School Student Services Department; no more than two representatives from the teaching staff of Geraldton Composite High School and the Principal or the Vice Principal.
2. All cash and cheques donated by individuals, organizations, or businesses shall be turned into the Board Office for deposit in a special trust fund account and a letter of acknowledgement mailed to the donor.
3. The Superintendent will act as administrator of the fund and shall issue, on behalf of the Scholarship Trust Fund, official receipts for all monies received.
4. As soon as possible, prior to commencement, the Selection Committee shall present the Board Office with a detailed list of student awards for whom cheques are requested which shows the following information:
  - a) Name of recipient and telephone number;
  - b) Name and amount of award;
  - c) Name of donor.
5. The Board Office shall prepare cheques as per the list submitted by the Selection Committee and in accordance with the terms of the award.
6. Where an award is given contingent upon "going on to post-secondary education" then this means that the student will receive the money provided that he or she registers in post-secondary education no later than fourteen (14) months after graduation and sends proof of registration and S.I.N. to the Superior-Greenstone District School Board Scholarship Administrator.
7. Where a graduate has deferred his/her access to the scholarship/bursary process because he/she had indicated his/her return within the following academic year in order to take additional Grade 12 credits, and where that student withdraws from school prior to completing those credits, then he/she will be eligible to compete for scholarships and bursaries in that academic year only provided that he/she applies to a post-secondary institution, and only provided that he/she meets the guidelines outlined above in this policy.

8. In the event of the dissolution of the fund, any assets remaining will be distributed to one or more charitable organization in Canada as designated by the Board.

### **Role of the Selection Committee**

1. The primary concern of the Committee is that deserving students receive recognition of merit and /or financial assistance to continue their education.
2. The committee shall accept awards for processing and make awards on the following conditions:
  - a) That a high academic standing be achieved by the recipient;
  - b) That recognition of merit or financial assistance to continue their education is within one or more subjects;
  - c) That bursaries make financial need of the recipient a requirement;
  - d) That the Selection Committee may make recommendations to the donors who insist on selecting the recipient only on the conditions of (a), (b), or (c) above.

### **Criteria for Awarding Scholarships, Bursaries and Awards**

1. As soon as the final marks for completed courses and/or mid-term marks for ongoing courses are available, the Student Services Department shall prepare a listing of all graduating students and rank them according to the total of the best four (4), Grade 12 credits. Where a student has less than four (4) Grade 12 credits, then the best credits from Grade 11 will be used to complete the best four (4) credits required.
2. Scholarships, awards and bursaries are awarded according to the following:
  - a) Scholarships: Scholarships are awarded on the basis of marks.
  - b) Bursaries: Bursaries are distributed according to financial need.
  - c) Awards:
    - i) General awards are distributed to students continuing on to post-secondary education according to financial need, scholastic effort and equity;
    - ii) Donor directed awards are distributed according to the criteria determined by the donor.

**HARGRAFT TRUST FUND (*Manitouwadge High School*)**

This fund is capital set up in trust through an estate bequest to assist Manitouwadge High School students pursuing post-secondary education. The following conditions apply:

1. Candidates must have attended Manitouwadge High School.
2. Fund capital shall not be depleted; therefore, only interest and investment income earned by the fund shall be available for awards.

**Administration**

1. Awards will be made available annually to graduates of Manitouwadge High School. The amount available for awards will be determined each June based on interest earned over the past year.
2. A Selection Committee composed of up to two members of School Council; a Trustee, if available; the Principal, Guidance Officer, and one teacher from the staff of Manitouwadge High School will meet to distribute the award.
3. The Selection Committee shall forward the list of recipients and the amount of the award to the Superintendent of Business or the Manager of Accounting Services for approval before graduation.
4. Payment of the award shall be made after proof of registration in the second semester of the program has been forwarded to the Manager of Accounting Services from the Registrar.

**Conditions for Candidates**

1. Candidates must enrol in post-secondary education.
2. Candidates must have attained a B-average.

**HENRI MAJOR TRUST FUND (*Marathon High School*)**

This fund is capital set up in trust through an estate bequest to assist Marathon High School students pursuing post-secondary education. The following conditions apply:

1. Candidates must have attended Marathon High School and are subject to the conditions outlined below.
2. The annual award shall be \$500 until the fund is depleted.

**Administration**

1. The award will be made available annually to a graduate of Marathon High School.
2. A Selection Committee composed of a representative from Marathon High School, the benefactor of the fund, or a representative and at least one member of Henri Major's family will meet to select a recipient.
3. The Selection Committee shall consider the following:
  - a) Financial need;
  - b) Academic performance;
  - c) Career plans;
  - d) Demonstrated community involvement;
  - e) Desire to return to a northern community.
4. The Selection Committee shall forward the name of the recipient and the amount of the award to the Manager of Accounting Services.
5. Payment of the award shall be made after proof of registration in the second semester of an accredited post-secondary educational institution has been forwarded to the Manager of Accounting Services from the Registrar.

**Conditions for Candidates**

1. Candidates must graduate from Marathon High School and be accepted for studies at an accredited Canadian Community College or University, in a trades or technical field. Special consideration will be given to institutions within Ontario, and the Committee will consider schools outside Canada under special circumstances.
2. Candidates must make application on the Henri Major Memorial Bursary Application form by May 15<sup>th</sup>.

**LONGLAC SCHOLARSHIP TRUST FUND (*Geraldton Composite High School*)**

This fund is capital set up in trust through an estate bequest to assist Longlac students pursuing a university education. The stipulations of the bequest are as follows:

1. Candidates must have resided for four (4) or more high school years within the Corporation of the Town of Longlac's boundaries, as were established for the Improvement District of Longlac at August 11, 1969 (date of bequest).
2. Fund capital shall not be depleted; therefore, only interest and investment income earned by the fund shall be available for awards.

**Administration**

1. Four (4) high school years of residency within the Longlac boundaries is deemed to apply to those Longlac students attending an outside secondary school, if the Superior-Greenstone District School Board pays tuition fees on their behalf. In such cases, the immediate family must have resided within the boundaries defined in the bequest and have paid educational taxes for the immediate past four (4) years.
2. The scholarship will be made available annually to graduates of Geraldton Composite High School who meet the stipulations of the bequest as outlined above. The amount of the scholarship will be determined each March and will be calculated as follows: increase in the fund's balance over the immediate past calendar year.
3. Awards will be made on the recommendation of the Selection Committee for the Geraldton Scholarship Trust Fund. Students must achieve an overall average of 75% at the OAC level.
4. In the event that the high school has no qualified applicant, the scholarship amount for that year will be retained by the Longlac Scholarship Fund, with no future claim on such amount.
5. Payments of the scholarship award will be spread over three (3) university years with two (2) instalments per year. The first instalment will be payable on October 1<sup>st</sup> and the second instalment on January 15<sup>th</sup>, after proof of registration and proof of satisfactory performance has been received from the Registrar.

**Conditions for Candidates**

1. Candidates must have attended high school continuously for the immediate past four (4) years and have taken a full OAC program (i.e., six (6) credits) within a reasonable amount of time.
2. Candidates must make application on the Longlac Scholarship Application form by May 15<sup>th</sup> of their graduating year.
3. Candidates must enrol in full-time programs leading to university degrees.
4. Candidates must have achieved an overall percentage of at least 75%.

**LUDWIKA COLJAK SCHOLARSHIP (*Geraldton Composite High School*)**

This fund is capital set up in trust through an estate bequest for a graduate of Geraldton Composite High School continuing on to post-secondary education. The stipulations of the bequest are as follows:

1. Fund capital shall not be depleted; therefore, only interest and investment income earned by the fund shall be available for awards.
2. The Principal of Geraldton Composite High School shall select the recipient who will be a graduating student from Geraldton Composite High School who demonstrates academic ability, has been accepted to a post-secondary institution in Canada and has financial need for assistance.
3. In the event that the Geraldton Composite High School is closed and is not replaced by another high school or secondary school in the Town of Geraldton, then funds shall be divided equally between the Salvation Army, the Heart and Stroke Fund of Ontario and the Canadian Diabetes Association.

**Administration**

1. Payment of the award shall be made in two (2) instalments. The first shall be paid after proof of registration has been forwarded to the Manager of Accounting Services and the second shall be paid at the beginning of the second semester.

**STEPHEN PEET MEMORIAL SCHOLARSHIP (*Geraldton Composite High School*)**

This fund is capital set up in trust through an estate bequest for a graduate of Geraldton Composite High School continuing on to post-secondary education. The following conditions apply:

1. Fund capital shall not be depleted; therefore, only interest and investment income earned by the fund shall be available for awards.
2. The maximum award shall be \$100.00 per year, subject to item 1.
3. When no candidate is acceptable, the scholarship shall be increased to \$200.00 in the following year.

**Administration**

1. The Physical Education and Mathematics Departments select the recipient based on the criteria that follow.
2. The Selection Committee shall forward the name of the recipient to the Board Office.
3. Payment of the award shall be made after proof of registration is forwarded to the Manager of Accounting Services.

**Conditions for Candidates**

1. Candidates must have obtained a 75% or better average.
2. Candidates must have represented the school in sports, must have shown leadership and resistance to peer pressure, must illustrate determination and ability to achieve personal goals and must be going to university.



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD BURSARY (*Nipigon-Red Rock District High School*)**

This award is provided annually by Superior-Greenstone District School Board to a graduate of Nipigon-Red Rock District High School who is proceeding to further education.

**Administration**

1. One award shall be made annually to a graduate of Nipigon-Red Rock District High School. The amount of the award is \$500.00.
2. The award shall be made on the recommendation of a Selection Committee which will be composed of up to two members from School Council; a Trustee, if available; and a representative from the Guidance Department of the high school.
3. The Guidance Department shall notify the Board Office of the recipient as soon after graduation as possible.
4. Payment of the award shall be made after proof of registration in the second semester of the program has been forwarded to the Manager of Accounting Services from the Registrar.

**TREENA L. WLASY MEMORIAL SCHOLARSHIP (*Geraldton Composite High School*)**

This fund is set up in trust through an estate bequest for a Grade 12 or OAC graduate of Geraldton Composite High School continuing on to post-secondary education. The following conditions apply:

1. An annual award of \$200 will be made until the funds are depleted, subject to the conditions below.

**Administration**

1. The Selection Committee for the Geraldton Scholarship Trust fund shall select the recipient based on the criteria that follow.
2. The Selection Committee shall forward the name of the recipient to the Board Office.
3. Payment of the award shall be made after proof of registration is forwarded to the Manager of Accounting Services.

**Conditions for Candidate**

1. The candidate must be a Grade 12 or OAC graduate of Geraldton Composite High School.
2. The candidate must have an average of at least 66% in Grade 11 and 12 English and Math.
3. The candidate must have participated in school activities, demonstrated self-discipline or courage, be interested in fellow students and have a good sense of humour.
4. The candidate must be registered for post-secondary education no later than the second September after graduation.

**UNITED STEEL WORKERS BURSARY (*Manitouwadge High School*)**

This fund is capital set up in trust for Manitouwadge High School. The following conditions apply:

1. The award will be given to a student that will not receive any other form of recognition at graduation.
2. Fund capital shall be depleted; annual award shall be \$600 which can be awarded to either one student or split between several students.
3. In the event that there are no bursary winners, then the award for the following year will remain at \$600.

**Administration**

1. The Principal, Guidance Officer and a teacher shall constitute the Selection Committee for the award and determine the recipients of the award.
2. The Selection Committee shall provide a listing of recipients to the Manager of Accounting Services as soon as possible.
3. The Board Office shall produce cheques for distribution directly to address of recipients.

**R. R. STEELE BURSARY (*Nakina Public School*)**

This award is provided annually by Superior-Greenstone District School Board to graduates of Nakina Public School who puts forth a deserving effort; but may not receive the Academic Excellence award that recognizes highest average. The following conditions apply:

1. Candidates must be the son/daughter of a ratepayer of the former Nakina District School Area Board.
2. Fund capital shall be depleted; annual award shall be \$100.

**Administration**

1. The Grade 8 teacher and the Principal shall constitute the Nakina Selection Committee for the award and determine the recipient of the award.
2. The Nakina Selection Committee shall provide the name of the recipient as well as the date of the graduation to the Board office as soon as possible.
3. The Board Office shall produce the cheque to be awarded at the Grade 8 Graduation ceremony.

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

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*Section*                      SCHOOLS AND STUDENTS

*Policy Name*              PARENTAL INVOLVEMENT COMMITTEE

528

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*Board Approved:* \_\_\_\_\_  
February 20, 2007

*Reviewed:* September 4, 2012

*Review By:* December 2017

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board to value the participation of parents as partners in education and provide a variety of opportunities to encourage parents to become involved in our schools. Together, these avenues create a robust parental involvement program.

The Board is guided by key visions, one of which is a partnership with the students, the home and the community, Superior-Greenstone District School Board will address individual students' needs by *"Inspiring our students to succeed and make a difference"*

The Ontario Parent Involvement Policy outlines the requirements to establish a board-level Parental Involvement Committee with direct link to the Director of Education, Trustees and school councils. This policy recognizes that parents play a vital role in the education of their children and in the success of schools.

## **PARENT INVOLVEMENT COMMITTEE**

### **1.0 Role**

1.1 The role of the Parental Involvement Committee is to:

- 1.1.1 Support and enhance meaningful, inclusive and constructive parental involvement in all of our schools;\
- 1.1.2 Seek out the advice and ideas of school councils, other parents and partners as they plan and implement strategies to involve more parents;
- 1.1.3 Provide advice to the Board on the effectiveness of communications, events and other initiatives that affect relationships with parents; and
- 1.1.4 Approve expenditures for activities or projects funded with the Ministry of Education's Parent Involvement funding.

### **2.0 Structure**

2.1 The structure of the Parental Involvement Committee is as follows:

- 2.1.1 A parent will chair the Committee, which will have a majority of parent members.
- 2.1.2 Each School Council will elect one representative and two alternates (parents or parental school council members) at its first meeting of the year to sit on the Committee.
- 2.1.3 The Parental Involvement Committee may include supplemental appointments to reflect the diversity of parents within the Board.

- 2.1.4 The Parental Involvement Committee will serve as a standing committee of the Board with the Director of Education, Superintendent of Education, three board Trustees who shall be nominated by the board, and the chair of the board as Ex Officio, acting as members in addition to the School Council members outlined in section 2.1.2.
- 2.1.5 The Committee will meet a minimum of 4 (four) times each year.
- 2.1.6 According to the Education Act and Robert's Rules of Order, quorum is defined as a simple majority, more than 50 per cent of committee members. For example, if there are 15 committee members, 8 must be present within 30 minutes of the time appointed for all meetings or committee shall stand adjourned.
- 2.1.7 Parent members shall declare themselves in a conflict of interest and should not vote on expenditure applications from their own school.
- 2.1.8 After each meeting, a Trustee member of the Committee will report back to the Board of Trustees and parent members will report to their respective School Councils. A copy of the Board report will also be posted on the Board's website.

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

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Policy Name</i>	ANNOUNCEMENTS AND ADVERTISEMENTS IN SCHOOLS	529

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<i>Board Approved:</i>	<i>Reviewed:</i>	<i>Review Before:</i>
March 20, 2007	September 4, 2012	December 2017

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### ***POLICY***

It is the policy of Superior-Greenstone District School Board that announcements and advertisements may be permitted in school in accordance with the following procedures. It is a site-based decision as to which announcements/advertisements will be allowed. Schools will base their decisions on the benefit of the announcement to students and the disruption to the school program.

### ***RATIONALE***

Announcements/advertisements may be of benefit to students for a variety of reasons and so may be permitted by the principal when the requests fulfil this mandate. Considering the frequency of requests that are made from organizations outside of the school for announcements/advertisements through or to students, it may be inappropriate for all requests to be approved.

### ***PROCEDURES***

1. An announcement/advertisement that includes multiple schools requires the approval of the Superintendent of Education.
2. Announcements/advertisements, contents, activities must be relevant to Ministry, Board and school curriculum as deemed by the principal or designate.
3. The process of distributing materials must not interfere with the regular school curriculum or timetable and not be commenced without the express consent of the principal or designate.
4. The principal or designate of each school may permit local community or service groups and/or individuals to have their meeting dates and times, registration dates and times, cancelled meeting times and other pertinent information affecting students announced. The principal or designate, where the requests are reasonable and do not interfere unduly with regular school procedures, may permit the posting of notices in the school in designated locations and, if deemed advisable, the distribution of information to the students.

All advertising from local community or service groups, or any other source whether in an announcement or poster, must be approved by the principal or designate in both form and content.

5. Groups and/or individuals may be permitted to address classes or groups of students upon the approval of the principal or designate. This will apply only when, in the opinion of the principal or designate, the presentation directly applies to school programs.

6. No contest sponsored by commercial organizations, however worthy, will be permitted or conducted without the approval of the principal or designate. Principals must carefully select activities giving consideration to curricular merit.
7. All questionnaires on any topic must be approved by the Director of Education or Superintendent of Education. When approval has been granted, notice will be given in writing.
8. Principals and/or supervisors shall remind staff, from time to time, to exercise reasonable care that neither their influence with the students, nor their position on the staff, shall be used for personal advantage or to promote to commercial or partisan interests of any person, business or institution.
9. Principals may involve Student Councils in developing selection criteria for announcement or advertisement in schools.



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

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*Section* MISCELLANEOUS

*Policy Name* ACCIDENTS

902

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*Board Approved:* \_\_\_\_\_  
March 12, 1999

*Reviewed:* September 4, 2012  
February 20, 2007

*Review By:* December 2017

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## ***POLICY***

The Superior-Greenstone District School Board will endeavour to provide appropriate assistance in the instance of accidents on its premises or during activities sponsored by the Board.

## ***PROCEDURES***

### **1.0 First Aid Equipment**

A first aid kit shall be kept in each school and work location for the purpose of treating minor injuries.

### **2.0 Minor Injuries**

In case of minor injury to a pupil or employee, an adult in the employ of the Board may administer first aid.

### **3.0 Injuries Requiring Medical Aid**

#### **3.1 Medical Attention**

In a case of injury to a pupil or employee which requires diagnosis and treatment by a physician, arrangements will be made promptly for such attention and, in the case of a pupil; the parent(s) will be notified.

#### **3.2 Reporting**

An accident report form shall be completed for each accident and record pertinent information for all accidents. One copy of the report shall be kept on file in the school and one copy shall be forwarded forthwith to the Board Office. The record shall indicate when first aid was administered, the aid provided and by whom.

### **4.0 First Aid Courses**

The Board encourages all employees to take recognized First Aid Courses and refresher courses as they are available.

### **5.0 Ambulance**

If in the judgment of the person in charge at the scene of an accident, an ambulance is required, the Board expects that the ambulance will be summoned forthwith.

## **6.0 Workers' Compensation Reports**

The Principal or Supervisor is required to complete and submit a Worker's Compensation Report Form when an accident involves any employee.

## **7.0 OSBIE Reports**

The Principal or Supervisor is required to complete and submit an Accident Report Form for OSBIE when the accident involves a student.