

**POLICY COMMITTEE MEETING
AGENDA**

Date: Tuesday, September 11, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Opening Prayer - J. M. Rowe	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes (June 12, 2018)	1 - 3
3. Action Items	
3.1 ~NEW~ Policy I-45 Executive Compensation (P. Marai)	4 - 7
3.2 Policy II-42 Medical Conditions (S. Balogh)	8 - 11
3.3 Policy I-19 Occupational Health and Safety (J. O'Hara)	12 - 15
3.4 Policy III-15 Workplace Violence (J. O'Hara)	16 - 20
4. Discussion Items	
5. Information Items	
5.1 Procedure VI-27 Diabetes (S. Balogh)	21 - 24
5.2 Procedure VI-65 Anaphylaxis (S. Balogh)	25 - 27
5.3 Procedure VI-66 Asthma (S. Balogh)	28 - 31
5.4 Procedure VI-67 Epilepsy Seizure Disorder (S. Balogh)	32 - 34
5.5 Procedure VI-69 Heart Conditions (S. Balogh)	35 - 37
5.6 Procedure VI-92 Roof Access Procedures (S. Balogh)	38 - 39
5.7 Upcoming Agenda Items - October 9, 2018 (S. Balogh)	
5.7.1 Policy I-24 Fraud Management	
5.7.2 Policy I-35 Trustee Honoraria	

5.7.3 Policy II-49 English as a Second Language & English Literacy
Development Programs and Services

5.7.4 Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day
School Students

5.7.5 Policy V-04 School Fundraising Activities

5.8 2017-2018 Policy Committee Work Plan (S. Balogh) 40 - 41

5.9 2018-2019 Policy Committee Work Plan (S. Balogh) 42 - 44

5.10 2018-2019 Policy Working Group Committee Members (S. Balogh) 45 - 45

6. **Miscellaneous Information**

7. **Correspondence**

8. **In Camera**

9. **New Business**

10. **Motion to Excuse Absent Committee Members**

11. **Motion to Adjourn/ Closing Prayer (S. Trites)**

POLICY COMMITTEE MEETING MINUTES

Date: June 12, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko A. Quinn
H. Karabela D. Rabenda
P. Marai J. M. Rowe
J. Michael S. Trites

Regrets: A. Iantomasi

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education, School Services
L. Collimore, Chief Officer, Research and Development
R. Merrick, Superintendent, Facility Management Services
C. McGillicuddy, Superintendent of Education, School Services
R. Negoi, Superintendent, Business Services
J. O'Hara, Executive Officer, Human Resources
T. Pinelli, Superintendent of Education, School Services
A. Prkacin, Superintendent of Education, Curriculum Services
F. Thibeault, Senior Administrator, Planning Services

Recording Secretary: J. Neuman

1. Call to Order

1.1 Opening Prayer (A. Quinn)

The meeting began at 7:00 p.m. with a prayer led by P. Marai.

2. Approvals

2.1 Approval of Agenda

Moved by: J. Michael

Seconded by: S. Trites

That, the agenda be approved.

CARRIED

2.2 Approval of Minutes (May 8, 2018)

Moved by: H. Karabela

Seconded by: A. Quinn

That, the minutes of the Policy Committee Meeting held on May 8, 2018 be approved, as submitted.

CARRIED

3. Action Items

3.1 Policy II-38 Educational Research Surveys and Pilot Projects (L. Collimore)

P#47/18

Moved by: J. Michael

Seconded by: S. Trites

That, the Policy Committee recommends that Policy II-38 Educational Research – Surveys and Pilot Projects name be changed to Policy II -38 – Educational Research, and be forwarded, along with amendments, to the June 19, 2018 Regular Board Meeting for approval.

L. Collimore presented the revised Policy and noted the additions and amendments.

Questions regarding consent were asked and answered. Discussion ensued.

Concerns regarding low response rates when gathering data were raised.

P#48/18

Moved by: A. Quinn

Seconded by: A. Danko

That, “Active consent from parent/guardian required for participation in school climate survey” be added to the third bullet in the requirements section of the policy.

In Favor	Opposed
H. Karabela	J. Michael
S. Trites	D. Rabenda
A. Danko	
J. M. Rowe	
A. Quinn	

The Chair returned to the main motion and called for a vote. **Recommendation P#47/18 UNANIMOUSLY CARRIED**

3.2 Policy IV-04 Loss or Damage to Personal Items (R. Negoi, T. Overholt)

P#49/18

Moved by: H. Karabela

Seconded by: J. Michael

That the Policy Committee recommends that Policy IV-04 Loss or Damage to Personal Items, be forwarded to the June 19, 2018 Regular Board Meeting for approval.

T. Overholt shared the changes to the policy.

Questions regarding compensation were asked and answered.

The Chair called for a vote. **Recommendation P#49/18 UNANIMOUSLY CARRIED**

3.3 Policy I-40 Performance Appraisal of Director of Education (A. Danko, P. Dawson)

P#50/18

Moved by: A. Quinn

Seconded by: H. Karabela

That the Policy Committee recommends that Policy I-40 Performance Appraisal of Director of Education, be forwarded to the June 19, 2018 Regular Board Meeting for approval.

P. Dawson pointed out the minor additions to the policy.

A. Quinn thanked the Director for her input to the policy.

The Chair called for a vote. **Recommendation P#50/18 UNANIMOUSLY CARRIED**

3.4 ~NEW~ Executive Compensation Policy (P. Marai)

P. Marai shared that updates will be made to the draft version of the Policy.

P#51/18

Moved by: A. Quinn

Seconded by: J. M. Rowe

That, the Executive Compensation Policy be moved to the top of the agenda at the next policy committee meeting

The Chair called for a vote. **Recommendation P#51/18 UNANIMOUSLY CARRIED**

4. Discussion Items

4.1 Policy I-09 School Accommodation Review – Consolidation and Closure (F. Thibeault, R. Negoï)

4.2 Administrative Procedure VI-35 School Accommodation Review - Consolidation - Closure (F. Thibeault, R. Negoï)

4.3 Policy I-37 Community Planning and Facility Partnerships (F. Thibeault, R. Negoï)

4.4 Administrative Procedure VI-78 Community Planning and Facilities Partnerships (F. Thibeault, R. Negoï)

R. Negoï commented on the notification from the Ministry regarding the revision to the above documents.

5. Information Items

5.1 Administrative Procedure VI-25 Educational Research (L. Collimore)

5.2 Administrative Procedure VI-40 Request for Promotion and Distribution of Program/Activity Related Materials Through Board School (R. Negoï, A. Lofts, D. Tkalcic)

5.3 Administrative Procedure VI-48 Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals (PPM 149) (B. Browne)

The above items were presented to Trustees as information

6. Miscellaneous Information

There was no miscellaneous information.

7. Correspondence

There was no correspondence

8. In Camera

There was no In Camera session.

9. New Business

There was no new business.

10. Motion to Excuse Absent Committee Members

P#52/18

Moved by: A. Quinn

Seconded by: J. M. Rowe

That Trustee A. Iantomasi be excused.

UNANIMOUSLY CARRIED

11. Motion to Adjourn/ Closing Prayer (D. Rabenda)

P#53/18

Moved by: S. Trites

Seconded by: J. Michael

That the meeting adjourn.

D. Rabenda closed meeting with prayer at 7:35 pm.

Transparency and Accountability in Executive Compensation – I-45	Item 3.1
September 11, 2018	

Purpose

To provide for the consideration of the Policy Committee newly developed *Policy I-45 Transparency and Accountability in Executive Compensation*.

Commentary

The policy committee has reviewed three drafts of this policy to date.
Attached is a policy that integrates the suggestions of Trustees.

Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that Policy I-45 Transparency and Accountability in Executive Compensation, be forwarded, at first reading, to the September 18, 2018 Regular Board Meeting for approval.

Report Prepared by: P. Marai
Chair of the Policy Committee

Report Submitted by: P. Marai
Chair of the Policy Committee

Transparency & Accountability in Executive Compensation	
Adopted:	Last Reviewed/Revised:
Next Scheduled Review:	
Associated Policies & Procedures:	

Purpose

The Halton Catholic District School Board encourages practices that attract, retain, and reward high-performing employees who are effective at implementing the goals set out in the Board's strategic plan.

Application and Scope

The policy applies to all compensation of senior executives of the Board.

References

[Broader Public Sector Executive Compensation Act, 2014](#)

[Executive Compensation Report - HCDSB](#)

Definitions

Cash Compensation: Salaries and bonuses provided by reaching stated goals.

Non-Cash Compensation: health and dental insurance, group life insurance, long term disability.

Principles

The HCDSB is cognizant of our responsibility to set reasonable executive compensation limits that are fiscally responsible and respect ratepayers.

The HCDSB recognizes the necessity of keeping executive compensation transparent.

The HCDSB believes executives must be held accountable for implementing the strategic plan of the Board.

Requirements

Designated Executives

- Director of Education
- All Superintendents (both academic, business & human resources)

Eligible Compensation

Compensation of designated executives include salary, benefits and performance based pay as decided by the board.

Ineligible Types of Compensation

The following types of compensation are ineligible:

- i) Signing bonuses
- ii) Retention bonuses
- iii) Housing allowances
- iv) Car allowances

The Executive Compensation Envelope

Changes to the executive compensation envelope shall go out for public consultation.

Changes to the executive compensation envelope shall be approved by the Board.

The distribution of the executive compensation envelope, shall be approved by the Board before being implemented by the Director of Education.

Approvals of Contracts

Though the Director is solely responsible for the hiring of all superintendents, contracts will be approved by Trustees before being signed.

The contract of the Director of Education shall be approved by Trustees before being signed.

Salary Grids

The HCDSB may implement a salary grid for executives.

The salary grid shall be approved by Trustees before being implemented.

The annual movements on the salary grid shall be reviewed and approved by the Board once a year, only after the completion of the performance appraisal of all executives.

Annual Objectives

The Director will draft objectives for each superintendent on an annual basis, in line with the goals and objectives of the strategic plan. The Director will submit these objectives to the Board at the last meeting of each school year for approval by the Board.

The Board will draft objectives for the Director on an annual basis, in line with the goals and objectives of the strategic plan. The Board will approve these objectives at the last meeting of each school year.

Performance Appraisal

The Director shall review the performance of superintendents, and shall submit a written formal in-camera report to Trustees, that outlines superintendent's performance against their objectives. This will come to Trustees as an action item for approval by the last meeting of each school year.

The Board shall review the performance of the Director that outlines the Director's performance against his/her objectives. This will come to Trustees as an action item for approval by the last meeting of each school year.

Transparency and Public Feedback

The HCDSB will post all executive compensation on the public website by August 31 under a section entitled "Executive Compensation".

Trustees will be given a report on The Public Sector Salary Disclosure List, before it is submitted to the province.

Medical Conditions – Policy II-42	Item 3.1
September 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-42 Medical Conditions* as recommended by staff.

Commentary

Policy II-42 Medical Conditions has been amended to comply with Policy/Program Memorandum No. 161 Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy) in schools, as outlined in PPM 161:

www.edu.gov.on.ca/extra/eng/ppm/ppm161.pdf

Minor changes were also made to the references listed in the policy, ensuring accuracy and electronic access.

Policy II-42 Medical Conditions is attached for review and consideration by the Policy Committee.

Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that Policy II-42 Medical Conditions, be forwarded, be forwarded, along with amendments, to the September 18, 2018 Regular Board Meeting for approval.

Report Prepared by:

S. Balogh
Superintendent of Education, School Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Medical Conditions	
Adopted: December 1, 2009	Last Reviewed/Revised: October 21, 2014
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-13 Pediculosis (Head Lice) Management; VI-27 Diabetes (Type 1 and Type 2); VI-65 Anaphylaxis; VI-66 Asthma; VI-67 Epilepsy – Seizure Disorder; VI-68 Medications – Oral (Prescription, Non-Prescription); VI-69 Heart Conditions: Cardiac Rhythm Disorders, Congenital Heart Disease, Sudden Arrhythmia Death Syndrome (SADS); VI-71 Concussion Protocol; VI-79 Indoor Air Quality Investigation Process	

Purpose

To ensure consistent expectations of a standard of care to provide management, care and emergency procedures, where appropriate, to students and staff who are diagnosed with a medical condition or infestation that requires treatment (e.g. anaphylaxis, asthma, type 1 diabetes, type 2 diabetes, epilepsy-seizure disorder, concussion, heart conditions, pediculosis etc.).

Application and Scope

This policy applies to Halton Catholic District School Board staff that comes in contact on a regular basis with a student and/or staff diagnosed with a medical condition that requires treatment while on school site and/or at all off-site activities sponsored by the school/Board.

References

1. [Education Act 265](#) ~~Duties of Principal: care of pupils and property – to give assiduous attention to the health and comfort of the pupils.~~
2. [Education Act Regulations 298 s20](#) ~~Duties of Teachers: ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible.~~
3. [Policy/Program Memo No. 81](#) ~~July 19, 1984, Provision of Health Support Services in School Setting.~~
4. [Policy/Program Memo No. 150](#) ~~October 4, 2010, School Food and Beveridge Policy.~~
5. [Caring and Safe Schools in Ontario](#), 2010.
6. Bill 3, [Sabrina's Law](#) ~~(Royal Assent June 13, 2005)~~ – an Act to protect anaphylactic students.

7. Bill 20, [Ryan's Law](#) (An Act to protect pupils with asthma).

~~7.8.~~ [Policy/Program Memo. NO. 161](#)

Principles

- The Halton Catholic District School Board has an interest in [ensuring](#) the health and well-being of its students and staff [in a safe, accepting and healthy learning environment](#).
- The safety of students/staff with a medical condition is a shared responsibility with the school, Board, family and community partners working together.
- The Halton Catholic District School Board recognizes that each student/staff diagnosed with a medical condition is unique and requires an individual plan of [action care](#).
- The safety of students/staff with medical conditions in school settings depends on the cooperation of the entire school community.
- School staff must be aware of the recommended plan of action for the individual student/staff diagnosed with a medical condition and the action required should an emergency arise.
- The school principal must provide a supportive environment for students/staff with a medical condition and their families.
- Community partnerships will be encouraged in order to achieve a collaborative approach to the promotion of healthy lifestyles, and the management of medical conditions.
- The goal of the school is for the student/staff to become:
 - i. as independent as possible, as soon as possible, in managing their medical condition,
 - ii. a self-advocate in the management of their medical condition.

Requirements

- a) The Director has the responsibility to ensure the development of Administrative Procedures and protocols to implement this policy and to support the necessary treatment of ongoing medical conditions while on school site and/or off site activities sponsored by the school/Board.
- b) The Superintendent of Schools has the responsibility to ensure all principals and appropriate others are familiar with the requirements and expectations of the applicable HCDSB Medical Condition Administrative Procedures and Protocols.
- c) The principal has the responsibility to coordinate communication of information as necessary and appropriate, about the medical conditions to all school staff, parent/guardian of student with a medical condition, students and school community.
- d) The principal has the responsibility to ensure that all school staff and appropriate others (e.g. [occasional staff](#) noon hour supervisors, volunteers) are familiar with all requirements, [and appropriate training](#) of the Halton Catholic District School Board's Medical Condition Protocols and Responsibility Checklists.

- e) The principal shall ensure the maintenance of a school-wide comprehensive plan and individual student plans, as appropriate, to implement this policy and applicable procedures.
- f) Community partnerships will be encouraged in order to achieve a collaborative approach to health and well-being education, disease and harm-prevention, and intervention.

Occupational Health and Safety – Policy 1-19	Item 3.2
September 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy 1-19 Occupational Health and Safety* as recommended by staff.

Commentary

The Occupational Health and Safety Act Section 25 (j) states that School Boards are required to “prepare and review at least annually a written Occupational Health and Safety Policy” and Section 25 (k) requires the employer to post a copy of the policy in a conspicuous location in the workplace.

The Occupational Health and Safety Policy must include the employer’s commitment to preventing occupational illness and injury in the workplace as well as their responsibility to implement and maintain a safe and healthy work environment. The policy must also include supervisor and worker responsibility statements as they pertain to health and safety in the workplace. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their work areas. Workers have the responsibility to work safely and in accordance with both legislated and employer procedures.

As per legislated requirements, this policy will be reviewed, revised if necessary and dated within a twelve (12) month period. Copies will be provided to each site and supervisors will be responsible for posting the policy annually in a conspicuous location in the workplace.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommends no changes to the policy for the 2018-2019 school year.

Policy 1-19 Occupational Health and Safety is attached for review and consideration by the Policy Committee.

Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:

Seconded by:

That, the Policy Committee recommends that Policy I-19, Occupational Health and Safety be forwarded to the September 18, 2018 Regular Board Meeting for approval.

Report Prepared by:

J. O'Hara
Executive Officer, Human Resources

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Occupational Health & Safety	
Adopted: September 26, 1995	Last Reviewed/Revised: September 19, 2017
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-92 Roof Access Procedures	

Purpose

The Halton Catholic District School Board is dedicated to providing a safe working environment for its workers/employees. All workers/employees of the Board must be committed to an objective of reducing the risk of injury and illness.

Application and Scope

This policy applies to all workers/employees within the jurisdiction of the schools of the Halton Catholic District School Board.

References

VI-92 Roof Access Procedures

Principles

It is in the best interest of all workers/employees to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Halton Catholic District School Board and its workers/employees.

Requirements

- The Halton Catholic District School Board is committed to taking every reasonable precaution for the protection of all workers/employees.
- The Halton Catholic District School Board is responsible for providing adequate training for workers/employees in their specific work tasks to protect their health and safety.

- Supervisors at all levels will be accountable for the health and safety of workers/employees under their supervision.
- Supervisors at all levels are responsible to ensure that machinery, equipment and work methods are safe and that workers/employees perform their duties in compliance with legislation and established safe work practices and procedures.
- Supervisors shall advise a worker/employee of the existence of any potential or actual danger to the health and safety of the worker/employee of which the supervisor is aware.
- Supervisors shall take every reasonable precaution for the protection of workers/employees.
- Workers/supervisors must receive adequate training in their specific work tasks to protect their health and safety.
- Every worker/employee must protect her or his own health and safety by working in compliance with the legislation and with safe work practices and procedures established by the Board.
- Workers/employees are required to report, immediately, unsafe or unhealthy situations to their immediate supervisor or designate.
- This policy will be reviewed on an annual basis and posted in all Board locations in accordance with the Occupational Health and Safety Act.

Workplace Violence – Policy III-15	Item 3.3
September 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy III-15 Workplace Violence* as recommended by staff.

Commentary

The Occupational Health and Safety Act (Bill 168) states that school boards are required to review annually, and revise if necessary, its policy on Workplace Violence and any other related policies or procedures.

The Executive Officer of Human Resources and Human Resources Services Management staff have reviewed the policy and recommends no changes to the policy for the 2018-2019 school year.

Policy III-15 Workplace Violence is attached for review and consideration by the Policy Committee.

Recommendation

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that <i>Policy III-15 Workplace Violence</i> , be forwarded to the September 18, 2018 Regular Board Meeting for approval.

Report Prepared by:

J. O'Hara
Executive Officer, Human Resources Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Workplace Violence	
Adopted: June 29, 2010	Last Reviewed/Revised: September 19, 2017
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-04 Complaints Resolution Process Workplace Harassment/Violence	

Purpose

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free of workplace violence as defined by Bill 168 under the *Occupational Health and Safety Act 2010*.

Application and Scope

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which are proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

References

[*Bill 168, Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\)*](#)

Definitions

1. DEFINITION OF WORKPLACE VIOLENCE

Workplace Violence means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2. DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

Principles

The Halton Catholic District School Board is committed to providing a safe working environment in which all employees are treated with respect and dignity, safe from violence and harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

Requirements

1. INFORMATION AND INSTRUCTION WITH RESPECT TO WORKPLACE VIOLENCE:

- a) The Board will provide an employee with,
 - i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
 - ii. any other prescribed information or instruction.
- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
 - i. the employee can be expected to encounter that person in the course of his or her work; and
 - ii. the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

2. DOMESTIC VIOLENCE:

- a) The Board will take every reasonable precaution to protect an employee from domestic violence, if aware, that is likely to expose an employee to physical injury that may occur in the workplace.

3. ASSESSMENT OF THE RISKS OF WORKPLACE VIOLENCE:

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account:
 - i. circumstances that would be common to similar workplaces;
 - ii. circumstances specific to the workplace; and
 - iii. any other prescribed elements.
- d) Circumstances that would be common to schools of the Board are:
 - i. the existence of potential risks due to interactions with the public, students, parents and employees; and
 - ii. the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
 - i. the school safety plan;
 - ii. the provisions of the lockdown plan of the school;
 - iii. the relationship between the school and the local police.
- f) The Board shall advise the local committee or the local health and safety representative of the results of the assessment and reassessment, and provide a written copy to same.
- g) If there is no local committee or the local health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide written copies on request.

4. PROGRAM TO IMPLEMENT THE POLICY WITH RESPECT TO WORKPLACE VIOLENCE:

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph a) above, the program will;
 - i. include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 3, as likely to expose an employee to physical injury;

- ii. include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
- iii. include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;
- iv. set out how the Board will investigate and deal with incidents or complaints of workplace violence, then subsequently act in a fair and timely manner; and
- v. include any prescribed elements.

5. POSTING OF THE POLICY:

- a) The policy and procedures concerning workplace violence will be posted in a conspicuous place at the workplace.

6. REVIEW OF THE POLICY:

- a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

7. DUTIES OF THE SUPERVISOR:

The supervisor will advise an employee of the existence of any potential or actual danger to the health and safety of the employee of which the supervisor is aware, or ought to be aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

8. DUTIES OF THE BOARD:

The Board will inform and communicate with the appropriate Union leader should a threat or act of serious and/or violent nature be made towards one of its members.

9. DUTIES OF THE EMPLOYEE:

The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

10. REPRISAL:

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

Diabetes (Type 1 and Type 2)	
Adopted: December 16, 2002	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in assisting students in managing their diabetes (type 1- type 2). To provide school staff and appropriate others with strategies of when and how to respond to emergency situations and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks in the school setting for students and others who are diagnosed with diabetes

Application and Scope

The Administrative Procedure for Diabetes management is a guideline to be used by school staff and appropriate others, that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Diabetes) in schools), to assist students in managing their diabetes and respond to an emergency situation on school site and/or at off-site school/Board approved activities.

References

[Policy/Program Memo. 161 \(PPM 161\)](#)

Principles

- Type 2 diabetes and children and youth: Type 2 is presently affecting more of our children and youth and is linked to lifestyle factors such as obesity and sedentary living. Type 2 is a preventable and treatable disease by controlling weight, exercising regularly and eating a healthy diet. Where diet and exercise is not enough to control disease it may be necessary to treat with oral medication or insulin

- The condition of hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar) result from difficulties in managing blood sugar. Both conditions are known to affect a student's learning, behaviour and participation in activities.
- The goal for all diabetic students is to become as independent as possible, as soon as possible, in managing their diabetes. This independence includes the specific management of diet, activity, medication (insulin) and blood sugar testing, as required. Independence of care also includes the development of self-advocacy skills and a circle of support among persons who understand the disease and can provide assistance as needed that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The ultimate responsibility for diabetes management rests with the family and the child.
- The role of the school is to support students with diabetes to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Diabetes Protocol.

All requirements from PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with diabetes to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
 - strategies for supporting inclusion and participation in school
 - recognition of symptoms of a medical incident and medical emergency
 - information on school staff supports, in accordance with board policy
 - medical incident response and medical emergency response
 - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with diabetes, following Board approved procedures, in

consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;

4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition about the contents of the Students Plan of Care.
5. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about diabetes.
6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with diabetes, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Diabetes Intervention
- School staff are **NOT** to:
 - provide insulin injections
 - provide glucagon injections
 - push the button on the insulin pump
 - provide storage for insulin overnight
 - determine procedure for low blood glucose count
 - to assist with student testing of ketone levels
 - provide a supply of fast acting sugar (oral glucose, orange juice, etc.)

Resources

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive diabetes plan:

- Diabetes Protocol
- Medical Conditions School Administrators Forms and Responsibilities Chart
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

All School Staff, are to be familiar with, and use, the following resources to support a student in managing their diabetes

- Diabetes Protocol
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their diabetes.

Procedure No. VI-27 | Diabetes (Type 1 and Type 2)

- Diabetes Protocol
- Medical Conditions Staff Responsibilities Chart
- Diabetes Video

Parent/Guardians

The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Diabetes Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Diabetes)

Anaphylaxis	
Adopted: December 18, 2012	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in managing students diagnosed with anaphylaxis.
- To provide school staff and appropriate others with strategies of when and how to respond to emergency situations and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks (life threatening allergens) for students and others who are diagnosed with anaphylaxis.

Application and Scope

The Administrative Procedure for Anaphylaxis management is a guideline to be used by school staff and appropriate others, that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis) in schools), to assist students in managing their asthma and respond to an emergency situation on school site and/or at off-site school/Board approved activities.

References

[Sabrina's Law \(An Act To Protect Anaphylactic Pupils 2005\)](#)

[Policy/Program Memo. 161 \(PPM 161\)](#)

Principles

- Anaphylaxis is a severe, potentially life threatening allergic reaction to a stimulus (e.g. peanuts, bee sting) having sudden onset symptoms, involving one or more body systems (e.g. skin, respiratory tract, cardio vascular system).

- In general individuals who are having an anaphylactic reaction will need assistance in administering their life saving medication – epinephrine auto injector (Epi Pen). All school staff and appropriate others are to be provided instructions on how to assist the child to properly self administer and/or administer their epinephrine auto injector for them.
- The goal for all anaphylactic students is to become as independent as possible, as soon as possible, in managing their life threatening allergy (anaphylaxis). Independence of care also includes the development of self advocacy skills and a circle of support among persons who understand the disease as well as the entire school community who can provide assistance as needed that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The role of the school is to support students with anaphylaxis to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being.

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Anaphylaxis Protocol.

All requirements from Sabrina's Law (an Act to protect anaphylactic pupils 2005) and PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with anaphylaxis to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
 - strategies for supporting inclusion and participation in school
 - recognition of symptoms of a medical incident and medical emergency
 - information on school staff supports, in accordance with board policy
 - medical incident response and medical emergency response
 - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with anaphylaxis, following Board approved procedures, in

consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;

4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition about the contents of the Students Plan of Care.
5. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about anaphylaxis.
6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with anaphylaxis, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Anaphylaxis Intervention

RESOURCES

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive anaphylaxis plan:

- HCDSB Anaphylaxis Protocol
- HCDSB Medical Conditions School Administrators Forms and Responsibilities Chart
- HCDSB Medical Conditions Staff Responsibilities Chart
- Anaphylaxis Video

All School Staff are to be familiar with, and use, the following resources to support a student in managing their anaphylaxis

- HCDSB Anaphylaxis Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Anaphylaxis Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their anaphylaxis.

- HCDSB Anaphylaxis Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Anaphylaxis Video

Parent/Guardians The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Anaphylaxis Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Anaphylaxis)

Asthma	
Adopted: December 18, 2012	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in managing students diagnosed with asthma.
- To provide school staff and appropriate others with strategies of when and how to respond to an asthma attack and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks (triggers) in the school setting for students and others who are diagnosed with asthma.

Application and Scope

The Administrative Procedure for Asthma Management is a guideline to be used by school staff and appropriate others, that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Asthma) in schools), to assist students in managing their asthma and respond to an emergency situation on school site and/or at off-site school/Board approved activities.

References

[Bill 20, Ryan's Law \(Ensuring Asthma Friendly Schools\), 2015](#)
[Policy/Program Memo. 161 \(PPM 161\)](#)

Principles

- Asthma is a chronic inflammatory disease of the airway. When in the presence of allergens (triggers), the airways to the lungs react by narrowing and/or fill with mucus which makes breathing difficult. If asthma is not treated properly, this can result in a life threatening situation.

Students with asthma must minimize the contact with (allergens) triggers and take a controller medication and a reliever inhaler when appropriate.

- In general students are able to self administer their reliever inhaler. Where a student cannot self administer their inhaler, these students will be identified on the Student's Asthma Management Plan. The classroom teacher and an alternate is to be provided instructions on how to assist the child to properly administer their reliever inhaler, which can be done by the child's parent or health care worker.
- The goal for all asthma students is to become as independent as possible, as soon as possible, in managing their asthma. Independence of care also includes the development of self advocacy skills and a circle of support among persons who understand the disease and can provide assistance as needed that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The role of the school is to support students with asthma to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being.

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Asthma Protocol.

All requirements from Bill 20, Ryan's Law (Ensuring Asthma Friendly Schools), 2015 and PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with asthma to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
- strategies for supporting inclusion and participation in school
- recognition of symptoms of a medical incident and medical emergency
- information on school staff supports, in accordance with board policy
- medical incident response and medical emergency response
- documentation procedures

3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with asthma, following Board approved procedures, in consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;
4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition about the contents of the Students Plan of Care.
5. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about asthma.
6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with asthma, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Asthma Intervention

Resources

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive asthma plan:

- HCDSB Asthma Protocol
- HCDSB Medical Conditions School Administrators Forms and Responsibilities Chart
- HCDSB Medical Conditions Staff Responsibilities Chart
- HCDSB Asthma Protocol - Asthma Avoidance Strategies
- Asthma Video

All School Staff, are to be familiar with, and use, the following resources to support a student in managing their asthma:

- HCDSB Asthma Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- HCDSB Asthma Protocol - Asthma Avoidance Strategies
- Asthma Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their asthma:

- HCDSB Asthma Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- HCDSB Asthma Protocol - Asthma Avoidance Strategies
- Asthma Video

School Custodians are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their asthma:

HCDSB Asthma Protocol - Custodian Checklist

HCDSB Asthma Protocol - Asthma Avoidance Strategies

Parent/Guardians

The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Asthma Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Asthma)

Epilepsy/Seizure Disorder	
Adopted: May 21, 2013	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in managing students diagnosed with Epilepsy and Seizure Disorder.
- To provide school staff and appropriate others with strategies of when and how to respond to emergency situations and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks (triggers) in the school setting for students and others who are diagnosed with Epilepsy and Seizure Disorder.

Application and Scope

The Administrative Procedure for Epilepsy/seizure disorder management is a guideline to be used by school staff and appropriate others, that addresses the components outlined in PPM 161 (Supporting Children and Students with Prevalent Medical Conditions (Epilepsy) in schools), to assist students in managing their asthma and respond to an emergency situation on school site and/or at off-site school/Board approved activities.

Principles

- Epilepsy is a neurological disorder. Seizures are the physical effects of unusual burst of electrical energy in the brain and may include muscle spasms, mental confusion, loss of consciousness, uncontrolled or aimless body movement, incontinence and vomiting. If some seizures are not treated properly, this can result in a life threatening situation.
- Seizure disorders, where appropriate, are usually treated with drugs called anti-epileptics or anti-convulsants that have varying degrees of success in controlling the seizures. About 20% of people have seizures that cannot be brought under control by conventional drug therapy. Those that take drug treatment may experience side effects that affect personality (mood

swings), motor capacity and cognitive abilities. The classroom teacher is to be aware of the side effects and apply strategies to accommodate the student's well being and learning.

- The goal for students with epilepsy and seizure disorder is to become as independent as possible, as soon as possible, in managing their seizures. Independence of care also includes the development of self advocacy skills and a circle of support among persons who understand the disorder and can provide assistance as needed that will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The role of the school is to support students with epilepsy to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Epilepsy/Seizure Disorder Protocol.

All requirements from PPM 161 are to be followed, and include:

1. A communication plan for the dissemination of information on supporting students with epilepsy/seizure disorder to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
 - strategies for supporting inclusion and participation in school
 - recognition of symptoms of a medical incident and medical emergency
 - information on school staff supports, in accordance with board policy
 - medical incident response and medical emergency response
 - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with epilepsy/seizure disorder, following Board approved procedures, in consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;

4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition about the contents of the Students Plan of Care.
5. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about epilepsy/seizure disorder.
6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with epilepsy/seizure disorder, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Epilepsy/Seizure Disorder Intervention
7. School staff are **NOT** to administer medication via rectal suppository or syringe injection

RESOURCES

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive epilepsy/seizure disorder plan:

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Medical Conditions School Administrators Forms and Responsibilities Chart
- HCDSB Medical Conditions Staff Responsibilities Chart
- Epilepsy/Seizure Disorder Video

All School Staff, are to be familiar with, and use, the following resources to support a student in managing their epilepsy/seizure disorder

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Epilepsy/Seizure Disorder Video

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their epilepsy/seizure disorder.

- HCDSB Epilepsy/Seizure Disorder Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Epilepsy/Seizure Disorder Video

Parent/Guardians: The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Epilepsy/Seizure Disorder Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Epilepsy/Seizure Disorder)

Heart Conditions: Cardiac Rhythm Disorders, Congenital Heart Disease, Sudden Arrhythmia Death Syndrome (SADS)	
Adopted: May 21, 2013	Last Reviewed/Revised: August 27, 2018
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: II-42 Medical Conditions	

Purpose

To provide school administrators, school staff, appropriate others (e.g. volunteers) with information, resources and strategies on how to manage students with identified heart conditions and the recognition of the warning signs of a possible Sudden Arrhythmia Death Syndrome and the response to an emergency situation.

To provide school staff and appropriate others with strategies of when and how to respond to emergency situations and when to call for Emergency Medical Services – 911.

To minimize where possible the risks in the school setting for students and others who are diagnosed with Heart Condition.

Application and Scope

The Administrative Procedure for identified Cardiac Rhythm Disorders and Congenital Heart Disease and Sudden Arrhythmia Death Syndrome is a guideline to be used by school administrators, and appropriate others, to assist students in managing their heart condition and to respond to an emergency situation on school site and/or at off site school/board approved activities.

Principles

- The goal for all students with a heart condition is to become as independent as possible, as soon as possible, in managing their heart condition. Independence of care also includes opportunities for students to develop self advocacy skills, being supported by school staff who can provide assistance as needed, which will empower students, as confident and capable learners, to reach their full potential for self management of their medical condition(s) according to their Plan of Care.
- The role of the school is to support students with a heart condition to fully access school in a safe, accepting and healthy learning environment as outlined in their Plan of Care, while being aware of confidentiality and dignity of the student along with their well being.

Requirements

The principal or designate has the responsibility to coordinate communication of information to all school staff and to ensure that appropriate staff and others are familiar with the requirements and expectations of the Halton Catholic District School Board's Heart Conditions: Cardiac Rhythm Disorders – Congenital Heart Disease and Sudden Arrhythmia Death Syndrome (SADS) procedures.

1. A communication plan for the dissemination of information on supporting students with a heart condition to parents, school board staff and others in the community who are in direct contact with students (transportation provider, food service provider, volunteers).
2. Training, at minimum annually and reviewed as appropriate, is to be provided for school staff who have direct contact with student to ensure the safety and well being of the student.

The scope of the training should include the following:

- strategies for preventing risk of student exposure to triggers and causative agents
 - strategies for supporting inclusion and participation in school
 - recognition of symptoms of a medical incident and medical emergency
 - information on school staff supports, in accordance with board policy
 - medical incident response and medical emergency response
 - documentation procedures
3. A requirement that every school administrator/designate will co-create, review, or update, the Plan of Care for a student with a heart condition, following Board approved procedures, in consultation with the parent(s), school staff (as appropriate), and with the student (as appropriate), along with any notes and instructions from the pupil's health care provider;
 4. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has medical condition(s) about the contents of the Students Plan of Care.
 5. A requirement that every school principal ensures that, upon registration, parents/guardians and pupils shall be asked to supply information about a heart condition.
 6. A requirement that every school principal maintain a file of current treatment and other information for each pupil with a heart condition, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.
 - Student Plan of Care
 - Request and Consent for the Administration of Heart Condition Intervention

RESOURCES

School Administrators (or designate) are to be familiar with and use the following resources in developing a school wide comprehensive heart condition plan:

- HCDSB Heart Condition Protocol
- HCDSB Medical Conditions School Administrators Forms and Responsibilities Chart
- HCDSB Medical Conditions Staff Responsibilities Chart
- Heart Condition Video
- Sudden Arrhythmia Death Syndrome Educational Video – www.sads.ca

All School Staff, are to be familiar with, and use, the following resources to support a student in managing their heart condition

- HCDSB Heart Condition Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Heart Condition Video
- Sudden Arrhythmia Death Syndrome Educational Video – www.sads.ca

Occasional Teachers are to make themselves familiar with the content of the following resources to be used when supporting a students when managing their heart condition.

- HCDSB Heart Condition Protocol
- HCDSB Medical Conditions Staff Responsibilities Chart
- Heart Condition Video
- Sudden Arrhythmia Death Syndrome Educational Video – www.sads.ca

Parent/Guardians: The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the parent/guardian and the students:

- Heart condition Parent and Guardian Package (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Heart Condition)
- SADS Protocol (available on the HCDSB website + Parents + Safe, Healthy and Inclusive Schools + Medical Conditions + Sudden Arrhythmia Death Syndrome)

Roof Access Procedures	
Adopted: May 29, 2017	Last Reviewed/Revised: September 4, 2018
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: I-19 Occupational Health & Safety	

Purpose

The Halton Catholic District School Board (HCDSB) recognizes the need for employees and contractors to access the roof. In accordance with Board Policy I-19 – Occupational Health and Safety the HCDSB is committed to providing a safe working environment for all workers/employees.

Application and Scope

All staff members must be aware of the requirements around roof access. This procedure applies to all HCDSB locations, employees and contractors.

Facilities Management Services will inform all contractors and employees who may require access to the roof of this Roof Access Procedure on an annual basis. Facilities Management Services will also inform the contractors of any actual or potential hazards they may be aware of while working on the roof.

Principles

The HCDSB will make every effort to ensure the health and safety of employees and contractors while working on or accessing the roof at any HCDSB facility.

Requirements

Authorized Roof Access:

Access to the school/building roof is for authorized personnel only. Contractors and employees must have approval from Facilities Management Services before accessing the roof (HCDSB Facilities Work Order). Employees will not be granted access to the roof during inclement weather or other conditions that could affect the health or safety of any personnel including high winds, snow/ice, thunder/lightning or limited light (before dawn or after dusk).

Accessing the roof should be limited to the performance of work-related duties only.

Roof Work:

At no time shall an employee or contractor be exposed to a fall hazard (risk of falling greater than 3 m) without a fall protection system in place and Ministry of Labour Approved Working at Heights Training. Suitable fall protection systems include: guardrails, travel restraints and fall arrest systems.

HCDSB employees are not authorized to work within 2 meters (approx. 6 feet) from the roof edge.

HCDSB Health and Safety Worker Representatives are not authorized to inspect the roof. The HCDSB believes that the risk of serious injury to the representative outweighs any benefit.

Appropriate safety footwear must be worn at all times.

Beware of trip hazards, which may exist when accessing the roof.

Communication:

All contractors and Board Office employees must sign-in with the office.

Before accessing the roof, anyone working alone on the roof must establish a means of communication and regular check-in for the safety of the individual(s) working on the roof. This could be in the form of a two-way communication device, cell phone or verbal check in. In case of emergency, outside school hours Facilities Management Services will be responsible for establishing communication with the contractor working on the roof.

Policy Committee Work Plan 2017-2018

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
September 12, 2017													
I-19 Occupational Health and Safety		✓				2017 09/19						2017/09/20	annually
I-38 School Board Trustee Elections Guidelines		✓ (DEFEATED)											2020-2021
~NEW POLICY~ I-44 Strategic Planning Process	✓				2017/09/19			2017/09/21	2017/10/12	2017/11/28		2017/09/20	2020-2021
II-05 Employee Assault		✓				2017 09/19						2017/09/20	annually
III-06 Harassment		✓				2017 09/19						2017/09/20	annually
III-15 Workplace Violence		✓				2017 09/19						2017/09/20	annually
October 10, 2017													
II-09 Opening and Closing Exercises		✓	✓			2017/10/17						2017/10/23	2020-2021
II-34 Participation in Programs and Courses of Study in Catholic Religious Education		✓	✓			2017/10/17						2017/10/23	2020-2021
V-12 Blessing and Official Opening of a New School		✓	✓			2017/10/17						2017/10/23	2020-2021
V-13 Blessing and Rededication of a Major Addition to a School		✓	✓			2017/10/17						2017/10/23	2020-2021
November 28, 2017													
I-22 Admission to Schools, Elementary and Secondary		✓	✓			2017/12/05						2017/12/11	2020-2021
~NEW POLICY~ I-44 Strategic Planning Process		✓									2 nd Reading 2017/12/05		2020-2021
II-06 Lunch Supervision				✓			2017/12/05					2017/12/11	
II-21 Cross Panel Sharing of Student Information				✓			2017/12/05					2017/12/11	
II-41 School Uniform Dress Code - School Dress Code		✓						2017/11/29	2017/12/06	2018/12/12			2020-2021
III-03 Teacher Performance Appraisal		✓				2017/12/05						2017/12/11	2020-2021
December 12, 2017 (Inaugural Policy Committee Meeting)													
~NEW POLICY~ I-44 Strategic Planning Process		✓									3 rd Reading 2017/12/19	2018/01/03	2020-2021
II-16 Curriculum Writing		✓		✓			2017/12/19					2018/01/03	2020-2021
II-41 School Uniform Dress Code - School Dress Code		✓	✓							2018/01/23			2020-2021
III-10 Criminal Reference Check Applicants for Employment		✓	✓			2017/12/19						2018/01/03	2020-2021
January 23, 2018													
I-11 International Student Admission Requirements (Fee Paying Students)		✓	✓ (+name change)			2018/02/06						2018/02/07	2020-2021
I-36 Trustee Code of Conduct		✓	✓			2018/02/06						2018/02/07	2020-2021

Policy Committee Work Plan 2017-2018

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
II-05 Reporting Student Achievement To Parents Guardians		✓	✓ (+name change)			2018/02/06						2018/02/07	2020-2021
II-38 Educational Research – Surveys and Pilot Projects		✓								2018/04/10			2020-2021
II-41 School Uniform Dress Code – School Dress Code		✓	✓			2018/02/06						2018/02/07	2020-2021
V-05 School Accidents - Prevention and Safety		✓	✓ (+name change)			2018/02/06						2018/02/07	2020-2021
February 27, 2018													
II-26 Managing Student Risk in Interschool Sports		✓	✓			2018/03/06						2018/03/18	2020-2021
II-28 Alcohol, Tobacco and Drug Abuse in Schools		✓	✓			2018/03/06						2018/03/18	2020-2021
II-01 Grievance Procedures – Non-Unionized Group Members		✓	✓			2018/03/06						2018/03/18	2020-2021
III-09 Human Immunodeficiency Virus (HIV)		✓		✓			2018/03/06					2018/03/18	2020-2021
April 10, 2018													
II-15 International Languages Elementary Program		✓	✓			2018/05/01						2018/05/03	2020-2021
II-31 Risk Management/First Aid		✓	✓			2018/05/01						2018/05/03	2020-2021
II-33 Safe Arrival at School Program		✓	✓			2018/05/01						2018/05/03	2020-2021
II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students		✓	✓			2018/05/01						2018/05/03	2020-2021
V-04 School Fundraising Activities		✓						2018/04/13	2018/06/01	TBD			2019-2020
May 8, 2018													
II-38 Educational Research – Surveys and Pilot Projects		✓	✓							2018/06/12			2020-2021
II-48 Violent Threat Risk Assessment		✓	✓			2018/05/15						2018/05/17	2020-2021
V-08 School Anniversary Celebrations		✓	✓			2018/05/15						2018/05/17	2020-2021
June 12, 2018													
II-38 Educational Research		✓	✓ (+name change)			2018/06/19						2018/06/20	2020-2021
I-40 Performance Appraisal of Director of Education		✓	✓			2018/06/19						2018/06/20	2020-2021
IV-04 Loss or Damage to Personal Items		✓	✓			2018/06/19						2018/06/20	2020-2021

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
September 11, 2018													
I-19 Occupational Health and Safety													annually
II-42 Medical Conditions													2021-2022
III-15 Workplace Violence													annually
~NEW POLICY~ Executive Compensation													2021-2022
October 9, 2018													
I-24 Fraud Management													2021-2022
I-35 Trustee Honoraria													2021-2022
II-49 English as a Second Language & English Literacy Development Programs and Services													2021-2022
II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students													2021-2022
V-04 School Fundraising Activities													2019-2020
November 13, 2018													
II-11 Daily Teacher Plans													2021-2022
II-23 Child Care Facilities													2021-2022
II-37 Volunteers in Catholic Schools													2021-2022
II-44 Student Mental Health													2021-2022
II-46 Assessment and Evaluation													2021-2022
December 11, 2018 (Inaugural Policy Committee Meeting)													
I-14 Smoking Ban													2021-2022
I-26 Student Trustees on the Halton Catholic District School Board													2021-2022
II-19 Educational Field Trips													2021-2022
V-01 Use of School Grounds and Community Use of School Facilities													2021-2022
V-09 Public Concerns Complaints Process													2021-2022
January 8, 2019													

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
Procedural By-Laws													2021-2022
I-02 Records and Management Information Policy													2021-2022
I-07 Protection of Privacy													2021-2022
II-07 The School Day - Teaching Day - Elementary & Secondary													2021-2022
II-09 Opening and Closing Exercises													2021-2022
V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools													2021-2022
February 12, 2019													
I-43 Use of Technology and Digital Citizenship													2021-2022
II-45 Equity and Inclusive Education													2021-2022
IV-06 School Sites and Facilities Criteria													2021-2022
IV-07 Alternative Arrangements for School Facilities													2021-2022
IV-08 School Sites and Operating Budget													2021-2022
V-03 Photographs, Advertising and Sales Representatives													2021-2022
V-15 Environmental Stewardship													2021-2022
April 9, 2019													
I Governance of Policy													2021-2022
I-13 Appointment of Architect													2021-2022
I-30 Video Surveillance													2021-2022
II-12 Management of Aggressive Student Behaviour Within Our Schools													2021-2022
II-39 Progressive Discipline and Safety in Schools													2021-2022
May 14, 2019													
I-33 Classroom Observations by External Third Party Professionals													2021-2022
II-02 Educational Assistants													2021-2022
II-10 Releasing Pupils from School													2021-2022
II-35 Access to School Premises													2021-2022
June 11, 2019													

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel													2021-2022
II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities													2021-2022
III-05 Employee Assault													2021-2022
III-06 Harassment													
III-14 Employee Code of Conduct													
III-16 Workplace Harassment													
V-16 Copyright, Visual Identity, and Intellectual Property													2021-2022

I-09 School Accommodation Review – Consolidation/Closure

Pending ministry directive

I-37 Community Planning and Facility Partnership

Pending ministry directive



2018-2019 Policy Working Group

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