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## POLICY DEVELOPMENT COMMITTEE MEETING

TUESDAY, OCTOBER 3, 2017

6:30 – 8:30 P.M.

CATHOLIC EDUCATION CENTRE – BOARDROOM

**Chairperson: Linda Ainsworth**

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*Trustees who are unable to attend the meeting are asked to please notify Pam Smith.*

**A. Call to Order:**

1. Opening Prayer, Mrs. Helen McCarthy.
2. Approval of Agenda.
3. Declarations of Conflicts of Interest.
4. Approval of the Minutes of the Policy Committee Meeting held on June 12, 2017.
5. Business Arising from the Minutes.

**B. Presentations/Recommended Actions:**

1. RA: Draft Administrative Procedure – Community Use of School Facilities (New #601).  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services.  
Mr. Kevin Hickey, Manager of Purchasing.
2. RA: Request for the below Administrative Procedures review date to be yearly:
  - a. Administrative Procedure-Workplace Violence Prevention (New #509/Old #413)-AP updated February, 2017.
  - b. Administrative Procedure-Workplace Harassment Prevention (New #508/Old #402)-AP updated February, 2017.Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services.
3. RA: Request to link all Directional Policies and Administrative Procedures to the Board Vision, Mission and Strategic Priorities.  
Mr. Michael Nasello, Director of Education.
4. RA: Draft Directional Policy #1300 (NEW) –Transportation.  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services.
5. RA: Draft Administrative Procedures- Under Directional Policy #1300 Transportation.  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services.
  - a. Draft AP (New # 1301/Old #1001) Student Eligibility.
  - b. Draft AP (New # 1303/Old # 1003) Route Operation.

**C. Information Items:**

1. Tentative 2017-2018 Policy Schedule.  
Mr. Michael Nasello, Director of Education.

**D. Next Meeting:**

2. Date: Tuesday, November 21, 2017 6:30 p.m. – 8:30 p.m.
3. Selection of Member for Opening Prayer.
4. Selection of Member for Closing Prayer.

**E. Conclusion:**

1. Closing Prayer, Mrs. Ruth Ciraulo.
2. Adjournment.



# Minutes

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THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Monday, June 12, 2017 at 6:00 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough

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## PRESENT

Trustees: Mmes. Linda Ainsworth (Chairperson), Ruth Ciraulo, Michelle Griepsma, Helen McCarthy.  
Messrs. Dave Bernier, Zachary Smith (Student Trustee).

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.  
Messrs. Michael Nasello, Timothy Moloney.

Regrets: Mmes. Christine Dunn.  
Messr. Dan Demers.

Recorder: Mrs. Pamela Smith.

### 1. **Call to Order:**

#### 1. Opening Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, called the meeting to order at 6:00 p.m. and asked Mr. Dave Bernier, to lead the Opening Prayer.

#### 2. Approval of the Agenda.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Michelle Griepsma, that the Policy Committee Agenda dated June 12, 2017 be approved as presented.

Carried.

#### 3. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

#### 4. Approval of the Minutes of the Policy Development Committee Meeting held on, May 16, 2017.

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Michelle Griepsma, that the minutes of the May 16, 2017, Policy Development Committee Meeting be approved with the below amendment to Directional Policy #200 Catholic Education that a comma be added after the word live on page 5, Students are responsible for: bullet 3.

**Students are responsible for:**

- becoming *active participants in the process of Catholic education*.
- growing into and developing who they are as created by God and developing the talents they have been given.
- bringing *the best of themselves to the society* in which they **live**, in fulfillment of the Catholic Graduate Expectations.

Carried.

5. Business Arising from the Minutes.  
There was no business arising from the minutes.

**B. Presentations/Recommended Actions:**

1. Draft Administrative Procedure – Mandated Alternate Educational Settings #911 (New)

Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services, presented the draft Directional Policy - Mandated Alternate Educational Settings #911, which is a new Administrative Procedure and answered questions.

Trustees suggested the below amendments to the document:

**ACTION REQUIRED/GUIDELINES:**

The Peterborough, Victoria, Northumberland and Clarington Catholic District School Board believes that effective learning environments must be safe for students, staff, parents, clergy, volunteers and visitors. In some cases the principal may need to prevent ~~individuals~~ **students** from accessing the school or classes to ensure a safe environment for all, while maintaining appropriate programming and supports for all students.

**Behavioural:** Extreme behavioural concerns sometimes stem from needs that require ~~a student to be excluded~~ **exclusion of a student** until more information is collected (e.g., report from a physician or psychologist) in order to plan an educational program that meets the student's needs. Sometimes there needs to be successful intervention from healthcare professionals before the student can return to school.

Excluding students based on behavioural concerns is not to be confused with the disciplinary provisions found in Part XIII of the Education Act. PPM145 (Progressive Discipline and Promoting Positive Student Behaviour) stresses the need to build on strategies to maintain student behaviours that are conducive to learning and that do not place anyone in the school at risk.

When considering exclusion, there must be conditions outlined in an exclusion letter (**Appendix A**) to parents/guardians/adult students to facilitate the student's return to school or another appropriate placement. The conditions need to be reasonable, realistic and in the best interest of the student. In some cases, the conditions can be modified as more information, for example a report from a medical practitioner, is received. The school team, in communication with parents, is encouraged to meet frequently to review the status of the conditions. In some cases, the exclusion may overlap the end of one school year and the beginning of another school year, or may begin prior to entering school.

While the student is excluded from school, the school is still responsible to provide an educational program for that student. Schools will consult with the **student (where appropriate), the parents and the** Family of Schools Superintendent to explore options for alternative programming which could include out of school instruction or e-learning.

In order to appeal the decision to exclude a student, the parent/guardian or adult student must write to the Superintendent of Learning – Safe Schools, to include the specific reasons for the appeal, including why they believe that the exclusion should not have been imposed.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Helen McCarthy, that the new Administrative Procedure – Mandated Alternate Educational Settings #911 that will fall under Directional Policy Safe and Accepting Schools #900 be received and posted  
Carried.

2. By-Law Review re: Open Question Period at Board Meetings.

Mr. Michael Nasello, Director of Education, informed Trustees that Open Question Period at Board Meetings is not required by law.

The Board discussed that public delegations can request to present at Board Meetings as well Trustees are very accessible via telephone and email.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mrs. Helen McCarthy, that the Board Agenda item – Open Question Period, be removed from the Board Agenda and the Board By-Laws be updated to reflect this change and that the revised Board By-Laws be brought to the June 27, 2017 Board Meeting.

Carried.

**C. Information Items:**

1. Policy Development Committee Meeting Dates 2017-2018.

Mr. Michael Nasello, Director of Education, shared the meeting dates for 2017-2018 and indicated that the meetings are scheduled 6:30-8:30 p.m.

**D. Next Meeting:**

1. Tuesday, October 3, 2017 6:30-8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Helen McCarthy.
3. Selection of Member for Closing Prayer – Mrs. Ruth Ciraulo.

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, Mrs. Linda Ainsworth, asked Mrs. Michelle Griepsma to lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Ruth Ciraulo,

that the meeting adjourn at 6:36 p.m.

Carried.

Linda Ainsworth  
Committee Chairperson  
pls

Michael Nasello  
Director of Education

DRAFT

| <b>BOARD ADMINISTRATIVE PROCEDURE</b>   |  |
|---|--|
| <small>ADMINISTRATIVE PROCEDURE</small><br><b>Community Use of Board Facilities</b> | <small>ADMINISTRATIVE PROCEDURE NUMBER</small><br><b>101 (OLD)</b><br><b>601 (NEW)</b> |
| <small>Directional Policy</small><br><b>600 – Stewardship of Facilities</b>         |  |

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Community Use of Board Facilities

**DATE APPROVED:**

**PROJECTED REVIEW DATE**

**DIRECTIONAL POLICY ALIGNMENT:** Stewardship of Facilities - 600

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

In alignment with the Ontario Ministry of Education, Community Use of Schools, Ontario Catholic school facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational, and social development of all who share them. The Board is committed to providing all communities access to school facilities when not being used for school activities. This Administrative Procedure establishes the criteria, procedures, and cost recovery strategies with respect to the use of facilities leased, owned, and operated by the Board.

The Community Use of Board Facilities Administrative Procedure supports our Vision for Achieving Excellence in Catholic Education:

- Learn - Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.
- Lead - Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.
- Serve - Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

**ACTION REQUIRED:****1.1 GENERAL**

All Board facilities and grounds are reserved for school use during weekdays until 6:00 p.m., and as required for tournaments, maintenance, and meetings.

The following shall be exempt from the provisions of this Administrative Procedure:

Board-sponsored events, including:

- (a) activities that are essential to carrying out the normal business of the Board and/or the school(s);
- (b) functions of the Catholic School Council, such as meetings and fund-raising activities that are under the direction of the principal or delegate(s). (Refer to Board Policy 601.)

The Board may enter into joint use agreements with local municipal or educational organizations for the use of specified school facilities and, in such case, the rates established will supersede those specified in Section 1.4 - Rental Rates.

Board facilities and grounds will be made available to the community subject to the guidelines in the following section. Additional information and/or restrictions may be added from time to time, and will form part of the procedures established by the Central Booking Office and available electronically on the Board's website.

**1.2 APPLICATION**

- (a) Formal "Use of Board Facilities" application and approval procedures will be established by the Central Booking Office and will be made available electronically on the Board's web site, and through school offices, for access by user groups.
- (b) Access to school facilities will not be granted without the recommendation of the school principal and approval of the Central Booking Office.
- (c) Organizers of fund-raising events utilizing school facilities for non- Board-sponsored events during non-school hours will be assessed a user fee to cover costs associated with such usage.
- (d) Board facilities will not be used by user groups for overnight accommodation, save and except emergency situations or other



extraordinary circumstances. Prior to an exception being authorized, the appropriate permits must be in place, as per Section 1.2 (m).

- (e) The Board may, from time to time, through the Board's designate, donate the use of its facilities under extraordinary circumstances in support of Catholic education causes and/or the educational enrichment of its students. The principal may forward recommendations in this regard to the Superintendent of Business and Finance for consideration.
- (f) Applications for use of Board facilities will be ranked first by category, then submission date and time, as stated in section 1.4. Order of group consideration will be in order of A, B, C, D & E. (see section 1.3) Where a user group is requesting a significant number of permits resulting in other eligible user groups being placed on a waiting list, restrictions may be placed on the volume of permits approved. Other considerations are the space required vs requested and length of time.
- (g) The Board will make every effort to accommodate the needs of users groups. For incumbent groups, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of the incumbent to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office.
- (h) The Board does not encourage the use of Board-owned equipment, but should equipment be required and the school be willing and able to assist, an additional fee will be assessed for such usage.
- (i) If the use of lighting and/or sound systems are required, permission must be granted by the school principal and a trained operator must be designated by the principal for such use.
- (j) It is understood that, where a custodian has been assigned as the corporate presence, the attending and/or on-duty custodian will be available to assist respective user groups with associated maintenance functions. Custodians will only stay on the premises for the first 30 minutes after the permit start time if no representative from the permitted user group arrives. It is further understood that the respective custodian will continue to perform prescribed duties when not required by the user group. Where a custodian has not been assigned as the corporate presence, the person so designated will protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations, and secure the school at the completion of the program.

- (k) If an application is approved, the specific costs (including applicable taxes), conditions of use, and the payment arrangements, will be established by the Central Booking Office. User groups will be charged a “No Show” fee when groups do not show for their permitted time. Repeated “No Shows” by a user group will result in cancellation of remaining permits.
- (l) Board use of school facilities takes precedence over community use and, as such, Board requirements will supersede any scheduled use by the community. The Central Booking Office will endeavor to provide timely notification to the respective applicant, should a cancellation be warranted (this includes cancellations due to inclement weather). Except in the cases of cancellation due to inclement weather, every effort will be made to find an alternate location for the specific event, whenever possible.
- (m) In all cases, the applicant must be in compliance with the Provincial Fire Code Regulations and any other Provincial/Municipal regulations or by-laws within the respective jurisdictions governing such usage. Costs of any permits and/or licenses required will be the responsibility of the applicant.
- (n) No smoking is permitted in Board buildings or on Board property.
- (o) The consumption and/or sale of alcohol on Board premises will not be allowed.
- (p) The preparation of food using electrical or any other type of cooking appliance is strictly prohibited. Microwave ovens located in secondary school cafeterias may be used if this space has been included on your permit.
- (q) It is the responsibility of the principal to report to the Central Booking Office any failure by the user group to meet the expectations of the Board with regard to Board-owned facilities. If the terms and conditions of the Use of Facilities permit have been breached, the permit will be cancelled immediately and subsequent legal action may be taken by the Board, if applicable.
- (r) Distribution of keys and alarm codes will be restricted to authorized Board personnel or as designated by Plant Services. Any infraction of this trust will result in privileges being withdrawn.
- (s) Organizations or individuals using Board facilities assume full responsibility for the proper adult supervision of all activities and persons. User groups must maintain supervision during the permitted time, and are restricted to those spaces specified on the permit. User Groups that stay past their approved permitted time, use space not permitted, or use

equipment not approved, will be charged the additional cost for the space, equipment and custodial overtime at full rates.

- (t) User groups are solely responsible for any claims arising out of their use, and agree to indemnify and save harmless the Board from all such claims, and the user group shall sign a form stating such. Liability insurance must be provided with the Board added as an additional insured.

In the circumstance where a user group cannot provide proof of liability insurance coverage, the Board will assess a nominal charge to said group at the time of application for the provision of liability insurance coverage through the Board's insurance carrier. The cost of such fee will be pre-determined by the Board through an estimation of the annual usage of various groups and their specific requirements.

- (u) The Board reserves the right to cancel any permit for the use of Board facilities for any reason and, in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage, or expense incurred by the Permit Applicant.

### 1.3 GROUP CLASSIFICATION

For the purposes of handling applications and setting fees, all applicants will be classified into one of the groups listed. All groups set out below will be subject to the provisions of the fee schedules as set out in the Appendices.

#### a) **GROUP A**

Special agreements exist between the Board and the parishes in the following locations:

- Lindsay - St. Mary CES
- Campbellford - St. Mary CES

These parishes have varying degrees of investment in the various Board facilities. The parishes' right to utilize the Board facilities as outlined in the specific agreements is recognized, as is the duty of the Board to maintain the high standards of those facilities and assess a fair maintenance cost.

#### b) **GROUP B (1)**

Covers activities and meetings of non-profit youth organizations and other groups, identified below, that are operated on a volunteer basis: (ages 18 years and under)

(Groups must have a Registered Non-Profit number)

- i. not-for-profit organizations and athletic/recreation groups involving youth, i.e. Scouts, Cubs, Guides, 4-H Clubs;
- ii. meetings/social functions of Catholic church-associated groups, i.e. Parish Councils, Catholic Women's League, Catholic Youth Organizations, Knights of Columbus; that do not belong to Group A.
- iii. meetings of recognized Community Service Clubs.

c) **GROUP B (2)**

Covers activities and meetings of non-profit youth organizations and sport organizations that charge a registration fee and are operated on a volunteer basis: (ages 18 years and under)  
(Groups must have a Registered Non-Profit number)

- i. Not-for-profit youth sports organizations, eg., basketball, volleyball, soccer.

d) **GROUP C**

- i. Non-profit adult activity and recreational groups, athletic groups, games, practices, and tournaments;
- ii. drama groups - non-student sponsored;
- iii. community concerts;
- iv. private, non-profit, and commercial groups offering non-profit events (church groups of other denominations for instruction classes, recreation, groups not sponsored by community services, etc.).

e) **GROUP D**

- i. all other community groups not included in Groups B and C.

f) **GROUP E**

- ii. functions of a commercial or advertising nature under local sponsorship. This category includes commercial enterprises utilizing school facilities for meeting purposes or to promote or celebrate functions to benefit their own enterprise.

#### 1.4 REVIEW AND APPROVAL OF PERMITS

As stated in 1.2(g) above, The Board will make every effort to accommodate the needs of users groups. For incumbent groups, it cannot guarantee existing time allotments will be available in a succeeding school year. It is the responsibility of the incumbent to submit applications for the succeeding school year in accordance with the notifications from the Central Booking Office. Applications will be received in three (3) rounds:

- Round 1: May 1 at 9:00am of each school year, the Central Bookings office will start to accept permit applications for the following School Year based on the following conditions:
  - Only One permit may be submitted per group per school
  - Groups are only permitted to request a maximum of 2 days per week per school in the first round of bookings but the Central Bookings office reserves the right to restrict that further if multiple requests exist for the same space. Preference will be given to non-profit youth groups, who will also be given special consideration for earlier time slots.
  - Only User Groups that belong to Groups A, B (1) or B (2), with the majority of members being students within our Board Boundaries, can be submitted on May 1. ALL other permits applications will be deleted and will need to be re-submitted at a later round.
- Round 2: June 1 at 9:00 am of each school year , the Central Bookings office will start to accept permit applications from Groups that belong to Groups C, D or E and are located within our Board Boundaries
- Round 3: June 15 at 9:00am of each school year, the Central Bookings office will start to accept permit applications for all Groups outside of our board boundaries. Also. User Groups can submit permit requests for extra space/days if available at any school.
- Permits will be approved in accordance with the Board Administrative Procedure 601 1.2 (f) and (g). Permits must be complete with all accurate information in order to process. All incomplete permit applications, permit applications from user groups with outstanding balances and permit applications not submitted within the correct time frame will be deleted. All Permit applications will receive notice of approval by the middle of July.

#### 1.5 RENTAL RATES

Fees for the use of facilities are based on the type of organization, as listed in 1.3. Fee structures will be maintained by the Central Booking Office and updated annually. The rates will be posted on the Board's web site and as an appendix to this Policy.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Ensuring alignment of the administrative procedure Community Use of Board Facilities with the Stewardship of Resources Directional Policy.

**The Director of Education is responsible for:**

- Ensuring compliance with the administrative procedure and board policy
- Designating resources to implement this Administrative Procedure.

**The Superintendent of Business is responsible for:**

- Assigning resources to ensure the implementation of and compliance with this Administrative Procedure.

**Principals are responsible for:**

- Review and support permits.

**Manager of Purchasing/Planning and Facilities Administration is responsible for:**

- Receive, review and edit applications, schedule available space, approve applications, invoice groups for fees, collect proof of or sell insurance, managing scheduling changes, ongoing inquiry support to groups.

**Supervisor of Plant Operations is responsible for:**

- Assigning Custodian resources to support this Administrative Procedure.

**PROGRESS INDICATORS:**

- PVNC will continue to provide communities the use of Board facilities when available.

**DEFINITIONS:**

**Applicant** - The applicant is the individual(s) who assumes responsibility for a group or association using a school.

**Application Fee** - The application fee is a fee, charged to the applicant, to cover the costs of administering and processing an application for use of Board facilities. Additional fees may also be applicable for cancellation, NSF incidences, credit card decline fees and as security deposits.

**Central Booking Office** - The central booking office is the unit and/or individual within Business and Finance responsible for the administration and co-ordination of applications for the use of Peterborough Victoria Northumberland and Clarington Catholic District School Board facilities.

**Corporate Presence** - Where school facilities are permitted for use, corporate presence refers to assigning a custodian, staff member, or responsible person acceptable to the Superintendent of Business and Finance to protect the interests of the Board.

**Maintenance Fee** - The maintenance fee includes custodian labour costs for opening and closing of the school; coverage during the event and clean-up after the event; administrative costs; normal wear and tear; as well as energy costs.

**Revision/Modification Fee** - The revision/modification fee is an additional fee, charged to the applicant, for each revision and/or modification to the initial application for use of Board facilities. This fee will cover the additional costs of administration and processing of the application incurred as a result of changes implemented by the applicant. Any costs arising from revisions and/or modifications through any Board action shall be the responsibility of the Board.

**Season** - For the purposes of this Policy, "Season" shall be the period between September 1 of the current year and June 30th of the following year.

**User Group** - The user group is the specific community group or association using a school.

#### REFERENCES:

[Education Act, Regulation 298, Section 11](#)

[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)

[The Ontario Fire Code O. Reg. 388/97](#)

[Ontario Ministry of Education, Community Use of Schools](#)

[On Line Permit Applications and Correspondence](#)

[PVNCCDSB Rental Fees](#)

[PVNCCDSB Terms & Conditions](#)



| BOARD ADMINISTRATIVE PROCEDURE                                   |   |
|--|---|
| ADMINISTRATIVE PROCEDURE<br><b>Workplace Violence Prevention</b> | ADMINISTRATIVE PROCEDURE NUMBER<br><b>AP - 413 (old)</b><br><b>AP - 509 (new)</b> |
| <i>Directional Policy</i><br><b>Employee Relations - 500</b>     |   |

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Workplace Violence Prevention

**DATE APPROVED:** February 21, 2017

**PROJECTED REVIEW DATE:** February 21, 2021

**DIRECTIONAL POLICY ALIGNMENT:** Employee Relations

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Workplace Violence Prevention Administrative Procedure supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. The Board is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Board will take whatever steps are reasonable to protect workers from workplace violence. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to promote our Vision.



**ACTION REQUIRED:**

## 1.0 Initiating Complaints:

- 1.1 Individuals who are victims of workplace violence, including threats of violence, may initiate a complaint. In addition, those who have witnessed workplace violence directly, have received reports of workplace violence, or have reasonable grounds to suspect that workplace violence may occur, can initiate a complaint.
- 1.2 It is the expectation of the Board that all complaints of workplace violence will be brought forward in a timely manner, and all incidents or threats of workplace violence will be investigated in a prompt, fair, consistent, thorough, and confidential manner.
- 1.3 Anonymous reports will not be entertained for dispute resolution under these Procedures. Third party disclosures will only go forward (to the formal stage) after the alleged victim is notified.
- 1.4 When workplace violence occurs or is likely to occur, employees are encouraged to act immediately and summon assistance. For threats of violence, assaults, or other violent incidents, employees should contact their supervisory or managerial personnel, if possible, or, if necessary CALL 9-1-1 immediately.
- 1.5 Where an incident or threat of workplace violence requires employees to summon immediate assistance and/or to implement any of the Emergency Plan, Emergency Response Plan, hold and secure Procedures and/or the Lockdown Plan, the complaint process will be thereafter initiated as soon as possible.
- 1.6 After requesting police involvement, and once the emergency situation is under the proper control, the particulars of the event must be detailed on the Workplace Violent Incident Report Form (Appendix B) and submitted to the principal/supervisor in a timely manner.
- 1.7 Where police have been contacted, the Board may halt its review of the incident until the police investigation is complete. There is a concern that, if the Board persists in reviewing the incident, the supervisor or manager's actions in interviewing certain witnesses or seizing property could hamper or prejudice the police investigation. In these circumstances, the Board will defer to the police and allow them to carry out their investigation before the Board completes its investigation of the incident.

- 1.8 In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records. In cases where the complaint is found to be trivial, vexatious, or an abuse of the process, the complainant may be subject to disciplinary action.
- 1.9 The Superintendent of Schools/Human Resource Services will have the discretion to refer a complaint to the appropriate supervisor if he or she is of the belief that reasonable efforts may be made to resolve the dispute informally.
- 1.10 If there is need to restore a positive learning or working environment, or if the complainant and/or respondent require counselling, appropriate steps will be taken to meet such needs.
- 1.11 If the supervisor is the party alleged to be responsible for the objectionable behaviour or alleged to condone the objectionable behaviour, the complaint should be reported to the appropriate manager above the supervisor.
- 1.12 In all cases, where the Superintendent of Schools/Human Resource Services has determined that the parties have made reasonable efforts to resolve the dispute informally, and has conducted a threshold assessment to determine that a complaint should proceed, he or she will direct the appropriate supervisory and managerial personnel to take action to resolve the complaint under this Policy.

## 2.0 Confidentiality:

- 2.1 All complainants, respondents, and other persons involved with the complaint processes under these procedures will ensure that all matters remain confidential. Witnesses should be informed that supervisory and managerial personnel, in obtaining a statement, will maintain such statement in strict confidence, subject to their ability to conduct a full and thorough investigation.
- 2.2 Notwithstanding, procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. This may require the disclosure of witness names and statements to the parties. Employees who are named as respondents in a complaint have a right to know in a timely manner that they are the subject of a complaint, who the complainant is, what the allegations are, and what approach to a resolution is being considered. In particular, an employee respondent has a right to know the specifics of an allegation, including times, dates, and alleged conduct. Employee respondents will be given a copy of the complaint and given time to prepare a full and complete response to the allegations.

2.3 The Board may be required to provide information obtained during an investigation to an outside agency, such as police services, court, or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

2.4 All correspondence and other documents generated under these Procedures must be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resource Services. These files will be retained for a minimum of three years.

### 3.0 Misuse of Complaint Process and Reprisals:

3.1 If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.

3.2 Reprisals against individuals because they have reported a complaint in good faith are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment.

### 4.0 Rights of Complainants, Respondents and Witnesses:

4.1 Nothing in these Procedures denies or limits access to other avenues of redress available under the law or the filing of a grievance. Where there is such an occurrence, this process and the procedures will cease until the parties and their respective representatives have met with the Superintendent of Schools/Human Resource Services to determine whether a formal investigation will proceed or whether the complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently, although informal dispute resolution attempts will be permitted at any time with the agreement of the Board and the parties.

4.2 The complainant is free to commence the complaint procedure at any stage outlined herein. The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action. Subject to the Ontario Human Rights Code, and to ensure the integrity of the Board's Policy, action may be pursued in the absence of a formal complaint received from employees.

4.3 Each employee has the right and is encouraged to contact his or her union/federation for assistance and advice throughout this process. Non-unionized employees are encouraged to consult with the Manager of Human Resource Services, the Superintendent of Schools/Human Resource Services, or the Director of Education.

4.4 Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:

- parent/guardian/family member
- professional support staff
- trained resource person
- union/federation/association representative
- translator/interpreter (if necessary).

4.5 In the event that an employee requires assistance in completing the Workplace Violent Incident Report Form, another individual such as a union, federation, or association representative may assist in completing the Workplace Violent Incident Report Form. In such instances, the employee complainant shall sign the form to indicate their agreement with the statements made.

#### 5.0 Domestic Violence:

If the Board becomes aware or ought reasonably to be aware that domestic violence is likely to expose an employee to physical injury in the workplace, the Board will take every reasonable precaution to protect the employee.

#### 6.0 Formal Investigation and Resolution:

6.1 Formal complaints require an investigation of the complainant's allegations. Investigators will most often be the supervisory staff of the complainant and/or respondent unless such person(s) have a conflict of interest or require additional assistance, in which case the Superintendent of Schools/Human Resource Services, third party, or designate may be involved. Where the complainant and the respondent have different reporting structures, supervisory and managerial personnel involved will determine who the appropriate person is to take responsibility for the investigation.

6.2 In a Formal Investigation, supervisory or managerial personnel who conduct the investigation will ensure that the following steps are taken as soon as possible:

- take appropriate measures to ensure the safety of the complainant;
- notify the complainant(s), the respondent(s), and witness(es) that they are entitled to support and assistance throughout the process;
- ensure that the respondent(s) have a copy of the complaint;

- interview the complainant(s) and/or the third party reporting the complaint;
- inform the respondent(s) of the allegations and provide an opportunity for response;
- interview the respondent(s);
- interview witness(es);
- come to conclusions about whether a specific incident did or did not occur based on a balance of probabilities (The question of whether behaviour is objectionable will be assessed using objective standards.);
- provide a written summary of the findings and conclusions to the complainant and to the respondent and give them an opportunity to respond to same; and
- take appropriate action(s) to resolve the situation.
- If the respondent declines to participate in the formal investigative process, the investigation will still proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

6.3 All formal reports filed under the Workplace Violence Prevention Policy will be subject to an immediate threshold assessment to be conducted by the Superintendent of Schools/Human Resource Services, or designate. This assessment will determine whether the alleged conduct would, if proven, meet the definition of workplace violence.

6.4 The complainant will be advised and no further action will be taken, if the Board, following this threshold assessment, determines that the report filed:

- would not, if true, meet the definition of workplace violence;
- does not provide sufficient details of the alleged incident or threat of workplace violence, provided the complainant is given notice that insufficient details have been provided and given reasonable time to provide sufficient details; or
- is vexatious, frivolous, or trivial, has not been made in good faith or would, if investigated, constitute an abuse of the Workplace Violence Prevention Policy.

#### 7.0 Mediated Resolution:

7.1 Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agrees to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between the parties.

7.2 Where there is already a formal complaint being investigated under these procedures, at any time during the investigation, the parties may agree to

hold the investigation in abeyance and attempt to achieve a mediated resolution.

7.3 Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. The investigator will request approval to mediate or attain a mediator when the parties have expressed an interest in a mediated resolution. (In cases where mediation is sought, Human Resource Services will provide trained mediators who are acceptable to both parties.)

7.4 Meetings required for mediation sessions will be scheduled as soon as possible and, where practical, in a time and place convenient for the complainant, the respondent, and the mediator.

7.5 When matters are resolved through mediation, the complainant and the respondent will sign a memorandum of agreement outlining the terms to which they have agreed. Supervisory and managerial personnel will ensure that the terms that the parties have agreed to have been met.

7.6 Mediation is voluntary and the complainant or the respondent may choose to withdraw at any time.

#### 8.0 Disciplinary Actions for Employee Respondents:

8.1 The appropriate supervisor or manager may impose discipline as appropriate and consistent with the circumstances.

8.2 The principles of progressive discipline will be applied in dealing with disciplinary actions under this Policy. These would include the following possibilities:

- verbal warning;
- written reprimand;
- suspension with pay;
- suspension without pay; or
- dismissal from employment with the Board.

#### 9.0 Disciplinary Actions for Other User Respondents:

Actions must be determined as appropriate for the individual situation and may include such responses as a letter of disapproval and caution or warning, a revoking of permits or contracts, an issuing of a trespass warning, or other remedies as provided by the common law and/or the appropriate legislation. The involvement of the Superintendent of Schools/Human Resource Services is recommended in these cases.

## 10.0 Review:

10.1 A request may be made to the Director of Education to convene a Review if a complainant or respondent has one or both of the following concerns:

- the investigators did not comply with the procedures; or
- new evidence has become known after the final decision but before the expiry of a ten working days limitation period for requesting a review,

10.2 The reviewer will be appointed by the Director of Education.

10.3 No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect.

10.4 The reviewer will report his or her findings to the Director of Education who will affirm or amend a final decision or require that a new investigation be undertaken.

## 11.0 Measures and Procedures to Protect Employees from Workplace Violence:

11.1 For matters arising from the Workplace Violence Prevention Policy, where possible, supervisory and managerial personnel will convene an emergency meeting.

11.2 Supervisory and managerial personnel will liaise with the Superintendent of Schools/Human Resource Services. The Superintendent of Schools/Human Resource Services will collect all pertinent information relating to the behaviours and the reported circumstances. If required, the specific employees may be contacted.

11.3 Supervisory and managerial personnel will evaluate the circumstances of a person's history of violent behaviour. Factors to consider include:

- Was the history of violence associated with the workplace or work?
- Was the history of violence directed at a particular worker or workers in general?
- How long ago did the incident(s) of violence occur?
- What measures and procedures are in place in the existing workplace violence program?

11.4 Supervisory and managerial personnel and the Superintendent of Schools/Human Resource Services will ensure that the relevant employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, 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.

The supervisor will not disclose more personal information than is necessary to protect the employee from physical injury.

11.5 Measures and procedures that the Board may implement to protect employees from workplace violence include:

- contacting the police;
- encouraging employees to work and travel in groups;
- rescheduling work hours to avoid working late nights or very early mornings;
- training employees in conflict resolution and mediation strategies;
- developing a safety plan for an individual employee;
- separation of individuals in the workplace;
- monitoring a person's behaviour in the workplace; and/or
- reporting the violent incident or risk of violence and undertaking an investigation.

11.6 Incidents that involve violence or the imminent threat to the safety or security of a person will require a police response. Occurrences that require a police response include:

- physical assault causing bodily harm;
- sexual assault;
- robbery;
- extortion;
- criminal harassment;
- drug offences, including possession and trafficking in drugs;
- weapons offences;
- explosive substance;
- hate-motivated incidents; and
- threats of serious physical injury.

11.7 Where police have been contacted, the Board may halt its review of the incident until the police investigation is complete. There is a concern that, if the Board persists in reviewing the incident, the supervisor or manager's actions in interviewing certain witnesses or seizing property could hamper or prejudice the police investigation. In these circumstances, the Board will



defer to the police and allow them to carry out their investigation before the Board completes its investigation of the incident.

#### 12.0 Risk Assessment:

12.1 On a periodic basis, through an employee survey, the Board will conduct a risk assessment and determine the degree of risk for all Board employees for the following groupings:

- Staff on staff
- General Public (including parents) on staff
- Domestic Violence in the workplace

12.2 In an effort to mitigate these identifiable risks, the Board will maintain and implement the following measures and procedures:

- Emergency Response Manual
- Emergency Preparedness Policy and Administrative Procedure

#### **RESPONSIBILITIES:**

##### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Employee Relations Directional Policy.
- Reviewing risk assessment reports.

##### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Reviewing the Policy with respect to workplace violence as often as necessary, but at least annually.
- Appointing a reviewer where required and affirm or amend a final decision or require that a new investigation be undertaken.

##### **Superintendents are responsible for:**

- Conducting immediate threshold assessment for all formal reports.
- Collecting all pertinent information relating to the behaviours and the reported circumstances.
- Ensuring that the relevant employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:
  - the employee can be expected to encounter that person in the course of his or her work; and
  - the risk of workplace violence is likely to expose the employee to physical injury.

##### **Principals, Vice-Principals, Managers and Supervisors are responsible for:**

- Notifying Human Resource Services of workplace violent incident complaints.

- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.
- Imposing discipline as appropriate and consistent with the circumstances.

**Joint Health and Safety Committee is responsible for:**

- Completing periodic risk assessments, reviewing the results and provide input to administration to support mitigation of risks.
- Submitting a summary report of risk assessments to the Board of Trustees.

**All Board employees are responsible for:**

- Initiating a complaint if they are victims of workplace violence, including threats of violence.
- Initiating a complaint if they have witnessed workplace violence directly, have received reports of workplace violence, or have reasonable grounds to suspect that workplace violence may occur.

**PROGRESS INDICATORS:**

- PVNCCDSB will continue to provide a respectful working and learning environment, free from violence or threats of violence.
- Workplace violence complaints will be addressed and resolved in a timely fashion.

**DEFINITIONS:**

**Other Users** – Non PVNCCDSB employees.

**Reprisal** - any act of retaliation, either direct or indirect.

**Supervisory And Managerial Personnel** - include principals, vice-principals, managers, supervisors, superintendents, and directors.

**Time Limits** - set out in the Board's Policy. Can be extended if, upon the determination of the Board and/or Superintendent of Human Resource Services, or designate, there is an appropriate reason for doing so, or if both parties agree.

**Timely** - acting in an expeditious manner as soon as is possible following the occurrence of the event in question.

**Violent or Threatening Behaviours** - the following are examples of violent or threatening behaviour, or warning signs of such behaviour:

- a) oral, written, or non-verbal threats – or intimidation, explicit or subtle;
- b) fascination with weaponry and/or acts of violence;
- c) disrupting or obstructing any Board activities or other authorized activities;
- d) expression of a plan to hurt self/others;

- e) extreme feelings of persecution, expressed distrust, especially with those in authority;
- f) expression of extreme desperation over family, financial or personal problems;
- g) frequent and unusual interpersonal conflicts;
- h) unusual reaction to criticism of work performance;
- i) displays of unwarranted anger;
- j) violence toward inanimate objects;
- k) sabotaging projects, computer programs or equipment;
- l) holding a grudge against a specific person; verbalizing a hope that something negative will happen to him or her;
- m) knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person;
- n) coercing, enticing, or inciting a person to commit an act that is humiliating or demeaning to that person or to others;
- o) distribution of hate material and/or hate-motivated violence;
- p) any physical assault, including physical assault causing bodily harm;
- q) misappropriation, damage, defacement, and/or destruction of premises or property of the Board, or the property of others; and/or
- r) storage, possession, or use of a firearm, explosive substance, or other weapon, flammable solvents, bio-hazardous, volatile, or poisonous materials.

**Workplace** - 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 ambit of this Policy.

**Workplace Violence** - as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it 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.

#### **RELATED DOCUMENTS:**

APPENDIX A: Workplace Violence Prevention Flow Chart  
APPENDIX B - Workplace Violent Incident Report Form

#### **REFERENCES:**

[Canadian Charter of Rights and Freedoms](#)  
[Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)  
[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)  
[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)  
[Teaching Profession Act, R.S.O. 1990, c.T.2](#)  
[Ontario College of Teachers Act, S.O. 1996, c.12](#)

[The Early Childhood Educators Act, S.O. 2007, c.7, Schedule 8](#)

Code of Ethics for Catholic School Trustees

[Social Work and Social Service Work Act, S.O. 1998, c.31](#)

[Psychology Act, S.O. 1991, c.38](#)

PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace

[Bill 132, Sexual Violence and Harassment Action Plan Act \(Supporting Survivors and Challenging Sexual Violence and Harassment\), 2016](#)

[PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)

[Education Act, RSO 1990, c. E.2](#)



| BOARD ADMINISTRATIVE PROCEDURE   |  |
|--|--|
| ADMINISTRATIVE PROCEDURE<br><b>Workplace<br/>Harassment<br/>Prevention</b> | ADMINISTRATIVE PROCEDURE<br>NUMBER<br><b>AP- 402 (old)<br/>AP- 508 (new)</b> |
| <i>Directional Policy</i><br><b>Employee Relations - 500</b>               |  |

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Workplace Harassment Prevention

**DATE APPROVED:** February 21, 2017

**PROJECTED REVIEW DATE:** February, 2021

**DIRECTIONAL POLICY ALIGNMENT:** Employee Relations

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Workplace Harassment Prevention Administrative Procedure supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service. The Board is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace and all complaints will be taken seriously. This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to promote our Vision.

**ACTION REQUIRED:**

## 1.0 Initiating Complaints:

- 1.1 Complaints may be initiated on an informal basis (see Appendix A) or by following the Formal Complaint Process (see Appendix B).
- 1.2 It is the expectation of the Board that all complaints will be brought forward in a timely manner and must be reported within one year of the most recent alleged harassing behaviour. A complaint outside this time frame may be considered by consulting the Superintendent of Schools/Human Resource Services.
- 1.3 Anonymous reports will not be entertained for dispute resolution under this Procedure.
- 1.4 The complainant is free to discontinue a complaint at any time. The Board may deem the circumstances worthy of further investigation and initiate its own action.
- 1.5 Subject to the Ontario Human Rights Code, and to ensure the integrity of the Board's Policy, action may be pursued in the absence of a formal complaint.

## 2.0 Confidentiality:

- 2.1 Procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to respond to the allegations. A copy of the Workplace Harassment Formal Complaint Form will be shared with employee respondents to a complaint. The disclosure of witness names and statements to the parties may also be necessary.
- 2.2 All correspondence and other documents generated under these Procedures must, subject to the Municipal Freedom of Information and Protection of Privacy Act, be marked "PRIVATE AND CONFIDENTIAL" and be stored in a locked and secure file in Human Resource Services.
- 2.3 The Board may be required to provide information obtained during an investigation to an outside agency such as, but not limited to, police services, court or tribunal that has the right to require information otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act.

### 3.0 Misuse of Complaint Process and Reprisals:

- 3.1 If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.
- 3.2 Reprisals against individuals because they have reported a complaint are strictly forbidden. Alleged reprisals will be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints of harassment.

### 4.0 Rights of Complainants, Respondents and Witnesses:

- 4.1 Nothing in this Procedure denies or limits access to other avenues of redress available under the law or through the filing of a grievance or through progressive discipline. Where there is such an occurrence, this process will cease until the parties and their respective representatives have met with the Superintendent of Schools/Human Resource Services to determine whether a formal investigation will proceed or whether the complainant wishes to proceed under another process. Multiple processes will not be permitted to proceed concurrently, although informal dispute resolution attempts will be permitted at any time with the agreement of the Board and the parties.
- 4.2 Prior to initiating any complaint and throughout the complaint process, complainants have a right to assistance and support. Individuals who are named as respondents in a complaint, as well as witnesses, also have a right to assistance and support throughout the complaint process. The following people may provide support:
  - parent/guardian/family member
  - professional support staff
  - employee or colleague
  - trained resource person
  - union/federation/association representative
  - religious advisor
  - translator/interpreter (if necessary)
- 4.3 Each employee has the right and is encouraged to contact his or her union/federation for assistance and advice throughout this process. Non-unionized employees are encouraged to consult with the Manager of Human Resource Services, the Superintendent of Schools/Human Resource Services, or the Director of Education.
- 4.4 'Other user' complainants should report the complaint to the appropriate supervisory or managerial personnel at the Board or, if they require assistance in reporting.

4.5 'Other user' respondents may also want to contact other appropriate personnel; for example, an employee of another organization may want to seek assistance and support from within that organization. For assistance and representation throughout the complaint process, both other user complainants and other user respondents are referred to the suggested support people listed in section 4.2.

4.6 The complainant is free to commence the complaint procedure at the formal or informal stage outlined herein (see Appendices A and B). The complainant is also free to discontinue a complaint at any time. The Board, however, may deem the circumstances worthy of further investigation and initiate its own action.

## **RESPONSIBILITIES:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Employee Relations Directional Policy.

### **Director of Education:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Reviewing the Policy with respect to workplace harassment as often as necessary, but at least annually.

### **Superintendents are responsible for:**

- Collecting all pertinent information relating to the behaviours and the reported circumstances.

### **Human Resource Services is responsible for:**

- Ensuring that employees are informed of this Administrative Procedure and how it can be accessed.
- Reviewing this Administrative Procedure at orientations for all employees.

### **Principals, Vice-Principals, Managers and Supervisors are responsible for:**

- Notifying Human Resource Services of workplace violent incident complaints.
- Posting this Administrative Procedure at a conspicuous place in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.
- Informing witnesses while obtaining a statement, such statement will be maintained in strict confidence, subject to their ability to conduct a full and thorough investigation.

### **Board employees are responsible for:**

- Initiating complaints if the employee believes he/she is the target of harassment or has witnessed harassment directly, have received reports of harassment incidents, or have reasonable grounds to suspect that harassment is occurring.



- Ensuring all matters are confidential, whether employee is complainant, respondent, or any other way involved with the complaint, unless legally required to report.

**PROGRESS INDICATORS:**

- PVNCCDSB will continue to provide a work environment in which all workers are treated with respect and dignity.
- Workplace harassment complaints will be addressed and resolved in a timely fashion.

**DEFINITIONS:**

**Other Users** - Non PVNCCDSB employees.

**Reprisal** - any act of retaliation, either direct or indirect.

**Supervisory and Managerial Personnel** - include principals, vice-principals, managers, supervisors, superintendents, and directors.

**Time Limits** - set out in the Board's Policy; can be extended if, upon the determination of the Board and/or Superintendent of Human Resource Services, or designate, there is an appropriate reason for doing so, or if both parties agree. The Board adopts the one year time frame prescribed by the Human Rights Code and the Board may, at its discretion, decide not to deal with the complaint when the facts upon which the complaint is based occurred more than six months before the complaint was filed.

**Workplace** - 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 ambit of this Policy.

**Workplace Harassment** -

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment; ("harcèlement au travail")

Reasonable action taken by the Board or Manager relating to the Management and direction of employees or the workplace is not workplace harassment.

**Workplace Sexual Harassment** -

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; ("harcèlement sexuel au travail")

**RELATED DOCUMENTS:**

APPENDIX A – Informal Complaint Resolution Process  
APPENDIX B – Formal Resolution Process  
APPENDIX C – Workplace Harassment Formal Complaint Form  
APPENDIX D – Workplace Harassment Complaint Process Flow Chart

**REFERENCES:**

[Canadian Charter of Rights and Freedoms](#)  
[Ontario Human Rights Code, R.S.O. 1990, c.H.19](#)  
[Ontario Occupational Health and Safety Act, R.S.O. 1990, c.O.1](#)  
[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)  
[Teaching Profession Act, R.S.O. 1990, c.T.2](#)  
[Ontario College of Teachers Act, S.O. 1996, c.12](#)  
[The Early Childhood Educators Act, S.O. 2007, c.7, Schedule 8](#)  
Code of Ethics for Catholic School Trustees  
[Social Work and Social Service Work Act, S.O. 1998, c.31](#)  
[Psychology Act, S.O. 1991, c.38](#)  
PVNCCDSB Joint Protocol for Enhancing Positive Relationships in the Workplace  
[Bill 132, Sexual Violence and Harassment Action Plan Act \(Supporting Survivors and Challenging Sexual Violence and Harassment\), 2016](#)  
[PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)  
[Education Act, RSO 1990, c. E.2](#)

| BOARD DIRECTIONAL POLICY |                           |
|--------------------------|---------------------------|
| DIRECTIONAL POLICY TITLE | DIRECTIONAL POLICY NUMBER |
| <b>TRANSPORTATION</b>    | <b>1300</b>               |

**TITLE OF DIRECTIONAL POLICY:**

TRANSPORTATION

**DATE APPROVED:**

**PROJECTED REVIEW DATE:**

**POLICY:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school and places the highest priority on the transportation of students in a safe and courteous manner.

**PURPOSE:**

The Education Act states that a Board may provide transportation services for students to and from the school the student attends; therefore such service is not the right of every student, but rather a privilege to be accorded to those students who qualify based on the parameters of this Policy. The Board of Trustees is responsible for setting the parameters for eligibility of transportation and other transportation related matters. The policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of transportation services that adhere to relevant legislation and regulations, and ensures the safe, efficient and effective transportation of eligible students.

The administrative procedures and practices that emerge from this policy will clearly identify the Board's procedural requirements regarding eligibility for transportation, appeal processes, student safety, route operation, safety and conduct on school buses, reporting on bus accidents and other transportation matters.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The *Transportation Policy* supports our Vision for Achieving Excellence in Catholic Education.

This Vision calls the Board to these Strategic Priorities:

[Link to current Strategic Priorities](#)

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan
- setting direction and policy that governs the PVNC Catholic District School Board
- assigning responsibility to the Director of Education for operationalizing and managing the *Transportation Policy* and associated administrative procedures.
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the *Transportation Policy*.
- establishing the parameters to which the implementation of the *Transportation Policy* and resulting Administrative Procedures will apply.

**The Director of Education is responsible for:**

- providing leadership regarding adherence, implementation and operational details in the *Transportation Policy* and associated administrative procedures.
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the *Transportation Policy*.
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

**Superintendent of Business and Finance is responsible for:**

- collaboratively leading the development of the administrative procedures and practices aligned with the *Transportation Policy*.
- managing and providing leadership in developing the supports and resources to ensure the implementation of the *Transportation Policy*.

- working collaboratively with the Director and Superintendents, Principals and Vice-Principals, and the Transportation Authority to build capacity of staff in their knowledge and understanding of the *Transportation Policy* and associated administrative procedures.

**Superintendents are responsible for:**

- providing leadership and supports for Principal/Vice-Principals, Executive/Administrative Assistants and staff in their knowledge, understanding, implementation and adherence to the *Transportation Policy* and associated administrative procedures.

**Principals, Vice-Principals are responsible for:**

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the *Transportation Policy* and associated administrative procedures.

**Staff are responsible for:**

- working collaboratively with colleagues to successfully implement the *Transportation Policy*.
- adhering to the administrative procedures that support the *Transportation Policy*.
- being proactive and self-directed in building their knowledge and understanding.

**Transportation Authority are responsible for:**

- implementing the parameters of the *Transportation Policy* and the administrative procedures that support the *Transportation Policy*.
- working collaboratively with parents, schools and administration in implementing the administrative procedures.

**PROGRESS INDICATORS:**

- achieving compliance with the Education Act and various regulations with respect to accountability measures
- approval of annual budgets in compliance with the Education Act
- sound application and management of financial systems and internal controls
- meeting regular timelines for financial and operational reporting

**DEFINITIONS:**

Transportation Authority: for the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Office. For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor.

**REFERENCES:**

- Education Act and Regulations

DRAFT

## PARAMETERS

### Eligibility Distances for Transportation

Students will be transported if their primary residence is more than the eligibility distance by direct walking route as measured by the Transportation Authority, by publicly maintained road and/or walkway, from the school that the primary residence is within the catchment area for:

|             |        |
|-------------|--------|
| Grades JK-3 | 1.0 km |
| Grades 4-8  | 1.6 km |
| Grades 9-12 | 3.2 km |

Effective September 1, 2018

|              |        |
|--------------|--------|
| Grades JK-SK | 1.0 km |
| Grades 1-8   | 1.6 km |
| Grades 9-12  | 3.2 km |

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter, including method of measurement, and provide for specific circumstances outlining exceptions/exemptions to this parameter

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following bus stop location distance guidelines, as measured by the Transportation Authority:

|             |        |
|-------------|--------|
| Grades JK-3 | 1.0 km |
| Grades 4-8  | 1.0 km |
| Grades 9-12 | 1.6 km |

Students eligible for transportation may be assigned to an existing stop regardless of the distance if a safe bus stop location cannot be established within the distances applicable to bus stop locations as noted above.

Notwithstanding the distances outlined above, transportation may be provided for students requiring specialized programs. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board administration.

**Out-of Boundary Students**

Each school shall have a defined attendance boundary and transportation for out-of-boundary/out-of-board students is ultimately the responsibility of the parent(s) or guardian(s).

Notwithstanding the above, Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter.

**Transportation To and From School from a Child Care Facility or Babysitter Address**

Transportation service may be provided to and from school from a child care facility or a babysitter address provided the service can be accommodated using an existing single bus route both morning and afternoon within the current route network.

The child care facility or the babysitter address must be within the school catchment boundary of the school to which the student attends.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter

**Transportation for Medical Reasons**

Transportation may be provided for students that would not otherwise be eligible for transportation services where there is a medical condition or a short-term disability that precludes the student from walking and where the parent/guardian is unable to transport the student.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific procedures.

**Length of Time on Buses**

It is expected that the Transportation Authority will design bus routes such that the length of time a student would spend riding the bus from their home or pick up point to the school in which attendance area they reside, would not be longer than the following:

Junior Kindergarten to Grade six (6): one hour

Grade Seven (7) to Grade Twelve (12): one hour and thirty minutes.

There may, however, be exceptions should the student opt to attend a school outside of their regular attendance area, if there is no school in the immediate area and students must travel to the nearest school facility, or if the attendance area is a significant geographic area.



## BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**Student Eligibility**

ADMINISTRATIVE PROCEDURE  
NUMBER

**1301 (NEW)**

**1001 (OLD)**

Directional Policy

**Transportation #1300**

Rev. October 2, 2017

### TITLE OF ADMINISTRATIVE PROCEDURE:

Student Eligibility

### DATE APPROVED:

### PROJECTED REVIEW DATE:

**DIRECTIONAL POLICY ALIGNMENT:** Transportation #1300

### ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN and CATHOLIC GRADUATE EXPECTATIONS:

The Student Eligibility Administrative Procedures support our Vision for achieving excellence in Catholic Education.

This Vision calls the Board to these Strategic Priorities:

[Link to current Strategic Priorities](#)

### ACTION REQUIRED/GUIDELINES:

Eligibility for transportation services may be granted to students as per the approved parameters in the Transportation Policy.

This Procedure provides guidance with respect to:

- Transportation to Specialized Programs
- Transportation for students enrolled in French Immersion Programs
- Transportation to and from Childcare

## AP- STUDENT ELIGIBILITY (NEW #1301/OLD #1001)

- Temporary Transportation due to Medical Reasons
- Compassionate Family Medical
- Variable Transportation for Joint Custody Arrangements
- ~~Empty Seat (Seat Availability) Provision~~
- Request for Review of Distance Determination
- Requests for Reconsideration of Transportation Arrangements

### Transportation to Specialized Programs

Notwithstanding the approved parameters in the Transportation Policy, transportation may be provided for students requiring specialized programs, i.e. Special Education services located in regional sites. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board Administration.

### Transportation for students enrolled in French Immersion Programs

French Immersion programs are offered in various regional sites within the school board jurisdiction, and transportation services are provided to students who are eligible with regards to distance parameters under the following circumstances:

- French Immersion programs have established boundaries/catchment areas, which may be different than a student's 'home' school. Students may be provided with transportation to the French Immersion program that their primary residence is within the catchment for.
- Transportation to the location of the French Immersion program shall only be provided while the student is enrolled in the French Immersion program.
- Should a student cease to attend a French Immersion program, it is expected that the student will transfer to the appropriate English track program situated at the home school.

### Transportation to and from Childcare

Transportation may be provided between school and a childcare centre/babysitter address (referred to as childcare) in accordance with the following guidelines and procedures:

- ~~i) The student's home (primary) residence entitles them to transportation services~~
- ii) The childcare is within the same school boundary/catchment as the child's primary residence and
- iii) The childcare is beyond the walking distance of the home school which the student is registered to attend.
- iv) A student may have only one alternate pick/up and/or drop/off stop

## **AP- STUDENT ELIGIBILITY (NEW #1301/OLD #1001)**

- v) The alternate transportation follows the same schedule five days per week;
- vi) The parent/guardian applies annually on the prescribed form for this type of alternate address pick-up and drop-off by May 30<sup>th</sup> for transportation for the following school year.

### **Temporary Transportation for Medical Reasons**

Transportation may be provided for students temporarily incapacitated with medical conditions that significantly interfere with their safe conveyance to school in accordance with the following guidelines and procedures:

- i) Parents/guardians must provide a Request for Special Transportation – Medical, which has been completed by a qualified medical practitioner that is appropriately aware of the specific medical condition and can verify the student's limitations, and the date of anticipated recovery.
- ii) Parents/guardians will submit the form to the school principal for acknowledgement.
- iii) The school principal will submit the form to the Transportation Authority for review and approval. In the event that insufficient information is provided by the medical practitioner, the form will be returned to the parent/guardian for further clarification and implementation will be deferred until clarification has been received.
- iv) The Transportation Authority will arrange transportation and advise the parent/guardian accordingly when the transportation service has been approved.

Siblings of students transported under this provision will not qualify for transportation solely as a result of another family member being transported.

### **Compassionate Family Medical**

Consideration will be given to special circumstances by the Transportation Authority when a parent is critically ill/or injured and transportation is requested. The parent must make the request in writing and provide sufficient/appropriate detailed information to the Superintendent responsible for Transportation. All other reasonable options such as walking buddies, walking school bus or riding with neighbours must be explored by the school Principal before transportation is granted. Transportation will only be granted for a limited time period of up to three months or until the end of term/year depending on when the request is received and is intended to be a onetime event only. During this period the family will work on making alternative permanent arrangements.

### **Transportation for Students in a Joint Custody Arrangement and Having Two Homes**

A 'joint custody arrangement' refers to a student whose two parents and/or guardians are legally responsible for the care of the student and who share equal access to the

## AP- STUDENT ELIGIBILITY (NEW #1301/OLD #1001)

student. Joint custody need not be specified in a court order. Parent/guardians who sign an application for variable transportation are claiming to have 'joint custody' of the student.

In joint custody family arrangements, variable/alternate pick-up/drop-off points may be approved on a one-week rotating schedule (week being defined as Monday to Friday) i.e. pick-up and drop-off from the residence of one (1) parent for one (1) week and pick-up and drop-off from the residence of the other parent for the alternate week under the following conditions:

- i) Both residences must be within the attendance boundary for the student's board-designated school and within the transportation boundary for said school.
- ii) ~~Signed legal separation agreement or court order on file at the school~~
- iii) ~~Both residences must be on existing bus routes~~
- iv) ~~Existing bus stops will be used if possible~~
- v) Only two (2) residences will be considered
- vi) Students must be nine (9) years of age by 1 September and able to determine the correct bus that they are to embark to their appropriate residence each day.
- vii) Completion of prescribed form, signed by both parents, and submission of the form to the Transportation Authority. For safety concerns and to ensure that both parents/guardians are aware of the variable transportation arrangements, both parents/guardians signatures are required for consideration. Separate forms may be completed and signed by each party. A single form signed by both parties is not necessary providing the information on separate forms is identical.

Exceptions, including for emergencies, must be approved by the school principal and superintendent.

### Transportation for Out-of-Boundary Students

Each school shall have a defined attendance boundary. Where permission has been granted to a student to attend a school outside of their attendance boundary, transportation services are not provided. Transportation for out-of-boundary/out-of-Board students is ultimately the responsibility of the parent/guardian.

Transportation may be considered, upon written request, where there is

- (1) an existing route,
- (2) there is adequate space on the existing route,
- (3) no route adjustments are necessary, and
- (4) there will be no additional costs incurred by the Board or Transportation Authority.

## **AP- STUDENT ELIGIBILITY (NEW #1301/OLD #1001)**

Requests for transportation may be submitted by 30 May to the school principal (or completion of an electronic form where available) and decisions on out-of-boundary/out-of-board arrangements will be at the sole discretion of the Transportation Authority, following consultation with Board administration.

When approved, permission will be given for one school year only and, should space cease to be available or should a change in route be deemed necessary, such service will be discontinued effective the start of the subsequent school year.

Should there be space available, approval by the Transportation Authority is based on knowledge of the family situation as well as consideration of the following criteria:

- Grade level (priority given to younger students)
- Child care/ daycare provider needs
- Date of the application

### **Request for Review of Distance Calculation**

Geometrics planning software programs are used for all students within the service area. This software determines distance eligibility. This software measures the distance between the residence and the school property based on approved distances set in the Transportation Policy.

Distance is measured from the closest perimeter edge of the residential property to the closest perimeter edge of the school property based on the shortest route on the road network and including municipal walkways.

If a parent wishes to dispute the distance calculation, they may do so, noting that the Transportation Authority and the School Board have agreed upon the planning software, as expected by the Ministry of Education, to avoid discrepancies which can occur in varying web based mapping technologies.

The submission will be reviewed and the decision communicated to the parent/guardian either verbally, or in writing. The Transportation Authority decision is final and not subject to further review.

### **Request for Reconsideration of Transportation Arrangements**

It is possible to request a reconsideration of the decision made by the Transportation Authority in cases where a parent or guardian disagrees with the way in which policies and administrative procedures have been applied.

Reconsideration Procedure:

1. Requests for reconsideration must be made in writing by a parent or guardian directed to the Chief Administrative Officer of STSCO, or the Transportation Supervisor of Trillium Lakelands DSB depending on the service area.

## AP- STUDENT ELIGIBILITY (NEW #1301/OLD #1001)

2. Staff members of the Transportation Authority will prepare all information regarding the situation along with an explanation for their decision based on policy and procedures.
3. The CAO/Transportation Supervisor will assess the documentation provided by the parent and guardian. A written reply will be prepared within 15 days or receipt.
4. If the parent or guardian is not satisfied with the response from the Chief Administrative Officer, he or she may request reconsideration of the decision in writing to the Director of Education, or delegate.
5. The Director of Education, or delegate, will then render a decision in writing within 30 working days. The parent or guardian will be notified in writing of the decision.
6. If a parent/guardian disagrees with any of the Board Transportation Policy and Procedures, they may petition in writing the Board of Trustees to request the opportunity to make a delegation to the Board.

No request for reconsideration will be processed between the dates of September 1<sup>st</sup> through October 15<sup>th</sup> because of the Transportation Authority school year start up for transportation.

At any time during the process, the local School Board Trustee may be contacted to assist with the process and the request submission.

### **RESPONSIBILITIES:**

**The Board of Trustees is responsible for:**

**The Director of Education is responsible for:**

**Superintendents are responsible for:**

**Principals, Vice-Principals and Managers are responsible for:**

**School and Departmental Staff are responsible for:**

**Students are responsible for:**

**Parents are responsible for:**

- the safe conveyance of the student(s) to and from school where the student(s) is ineligible for transportation
- the safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off, and
- the safe conduct of the student(s) prior to pick-up and drop-off at bus stop locations

**PROGRESS INDICATORS:**

**DEFINITIONS:**

**Transportation Authority:** for the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario (STSCO), through its Chief Administrative Office. For the City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor.

**REFERENCES:**

DRAFT

| BOARD ADMINISTRATIVE PROCEDURE                     |  |
|--|--|
| ADMINISTRATIVE PROCEDURE<br><b>Route Operation</b> | ADMINISTRATIVE PROCEDURE<br>NUMBER<br><b>1303 (NEW)</b><br><b>1003 (OLD)</b> |
| Directional Policy<br><b>Transportation #1300</b>  |  |

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Route Operation

**DATE APPROVED:**

**PROJECTED REVIEW DATE:**

**DIRECTIONAL POLICY ALIGNMENT:** Transportation #1300

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN and CATHOLIC GRADUATE EXPECTATIONS:**

The Route Operation Administrative Procedures support our Vision for achieving excellence in Catholic Education through an unwavering focus on learning, leadership and service.

This Vision calls the Board to these Strategic Priorities:

[Link to current Strategic Priorities](#)

**ACTION REQUIRED/GUIDELINES:**

This Procedure provides guidance with respect to:

- Late Bussing
- Summer School Bussing
- Inclement Weather
- Use of Public Transportation
- Bus Pick-up/Drop Off Locations
- Request for Review of a Bus Stop Location



## **GENERAL**

Bus routes, including Board approved late bus runs, summer school bussing, and board approved shared bussing, is to be established by the Transportation Authority prior to the school year beginning in September, and no changes may be made by service providers without prior consultation with the Transportation Authority.

Except in special circumstances, bus routes will be arranged so that students are not transported for a length of time greater than that set out in the parameters of the Transportation Policy. As well, transportation may be provided within the defined walking distances, as set out in the parameters of the Transportation Policy, where the Transportation Authority has determined there is a hazard zone within the defined walking distance.

The Board will work cooperatively with its coterminous school boards in sharing routes and vehicles between students of the coterminous Boards where it can be demonstrated that the resulting routes are safe and financially efficient.

Buses operating on a single route basis should be timetabled to arrive not earlier than fifteen (15) minutes before school commencement. Buses operating on a double route basis should be timetabled to arrive not earlier than necessary.

Where feasible, the Board will utilize staggered start/finish times to facilitate transportation cost efficiencies. School communities affected by a proposed change, where the change is greater than 10 minutes, will be offered an opportunity to comment and provide feedback in advance of a proposed change. Changes to hours must be mutually approved by the Director of Education, or designate, and the Transportation Authority. In the case of shared bus runs, the Transportation Authority will serve as intermediary in coordinating staggered school hours between the Board and other boards involved.

## **LATE BUSSING**

Late bussing is an optional service for the Board and, where feasible, will be shared among coterminous Boards where there is shared bussing. The intent of late bussing is to provide a service, primarily to rural secondary students, to assist students that are participating in after school academic or extra-curricular activities. The parent/guardian is ultimately responsible for transporting students from school to home beyond the regularly scheduled bus route times.

Secondary principals, with the approval of the Superintendent of Business & Finance, wishing to establish a limited number of late bus routes should submit their requests to the Transportation Authority in advance of the school year beginning. Secondary principals will consult with the Transportation Authority to determine:

- i) When the buses will run and/or
- ii) The routes to be traveled – designed to get students as close as possible to home (generally within 7 to 10 km)

- iii) Whether there are sufficient students to warrant late bussing (a minimum of one-third of a regular school bus)

### **SUMMER SCHOOL BUSSING**

The provision of summer school bussing will be at the discretion of the Board. When it is deemed necessary, appropriate routes and a corresponding budget will be determined by the appropriate superintendent responsible for summer school and the Transportation authority.

### **INCLEMENT WEATHER**

Schools are open and operational on all instructional days, regardless of weather conditions, unless otherwise approved by the Director of Education or designate. Parent/guardians will use their discretion in addressing student attendance during inclement weather, as it is expected that transportation services will be impacted during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and a parent/guardian delivers their child(ren) to the school, the parent/guardian is responsible for the return transportation of the child(ren).

Where transportation services are impacted by inclement weather, the following applies:

- i) In the case of localized, individual route cancellations, the decision to cancel an individual morning bus run is the responsibility of the bus operator. The operator will inform the appropriate ration station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- ii) In the case of area-wide or single-school cancellation of routes, the bus operator or operators can elect to cancel all the routes. The operator will inform the appropriate ration station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- iii) In the case of regional cancellation of routes (i.e. county) all routes may be cancelled by the Superintendent of Business & Finance, or designate. The Transportation Authority, on behalf of the Superintendent of Business & Finance, shall ensure that radio stations are notified of such cancellations and that the cancellations are posted on the Transportation Authority's webpage.
- iv) In the case of a system-wide cancellation of buses, the Director of Education, or designate, shall approve and direct that radio stations shall be notified of these cancellations and the information be posted on the Transportation Authority webpage.

### **PUBLIC TRANSPORTATION**

Wherever feasible and practical, the Board may utilize municipal public transportation to transport secondary students that are eligible for transportation services in place of contracted school bus providers.

## **BUS PICK-UP/DROP-OFF LOCATIONS**

Pick-up/drop-off locations are designated by the Transportation Authority at safe and appropriate locations, with consideration for the number of students assigned to a stop, and are not to be changed, added, or deleted by bus operators without authorization from the Transportation Authority. Pick-up/drop-off locations will be established within the parameters established in the Transportation Policy, and shall not normally be designed to provide door-to-door services.

Each student is to have a consistent pick-up and drop-off point, within the student's school attendance boundary. Consistent student pick-up/drop-off transportation service shall be defined at one (1) fixed location for all school days for the school year. The location for pick-up for all school days for the school year may be different from the location for drop-off for all school days for the school year.

For further clarification, the pick-up/drop-off must be consistent five days a week for the school year.

The bus operator's responsibility for the supervision of students transported on contracted vehicles will commence with the students' entrance onto the school bus/vehicle and will end with the students' exit from the vehicle at the designated stop location.

Parents/guardians are responsible for:

- i) ensuring the safe conveyance of students on their way to the stop location
- ii) ensuring the safety and security of students while waiting at the stop location until boarding the vehicle
- iii) ensuring the safety and security of students after disembarking the vehicle at the drop-off location when returning from school; and

Students will not be allowed to disembark from a school bus at a stop that is not their regular drop-off point. Exceptions to this procedure may occur where written authorization from the Transportation Authority or the school principal has been provided to the bus driver in advance.

Primary students will not be allowed to disembark at their designated stop if a parent/guardian is not there to meet them. The bus driver will contact the operator for assistance. The operator and/or, where contacted the school, will attempt to locate the parent/guardian. If there is a considerable delay, the driver shall hold the student and complete the route. The Transportation Authority is to be notified at this time. If the operator and/or the school are unable to contact the parent/guardian by the time the driver has completed all other stops, then the police shall be contacted and arrangements made for the safe transfer of the student.

## **REQUEST FOR REVIEW OF A BUS STOP LOCATION**

The Transportation Authority is responsible for selecting bus stop locations within the service area in accordance with walk-to-stop distance parameters. Door to door service is not typically provided. Whenever possible, community collector stops are used.

Community collector stops are located in areas accessible by a number of students. Students are assigned to the closest community stop based on their primary address. The distance is calculated on the geometrics planning software between the place of residence and the bus stop based on the shortest distance on a road network and may include municipal walkways.

Generally, school bus stops will not be located in areas such as cul-de-sacs or dead end streets. Nor do school buses enter private property and roads, such as long rural driveways, gated communities and townhouse/apartment complexes.

The Transportation Authority reserves the right to determine if the roadway is suitable for travel, given road conditions and necessary space requirements factoring in turning radius of large school vehicles.

Parents/guardians are responsible for the safe conveyance of their children to and from their designated pick-up/drop-off location. Parents/guardians may submit a written appeal regarding the pick-up/drop off location established for their child under the following circumstances:

- i) Where special needs or medical circumstances for the student interfere with the student's ability to get to, or safely remain at, a designated stop.
- ii) Where the Transportation Authority may not be aware of a hazard zone in the area of the designated stop.
- iii) Where the Transportation Authority may not be aware of a hazard along the walking route to the designated stop

When submitting an request for a review of a bus stop location to the Transportation Authority, parents/guardians must provide specific safety concerns. The appeal will be reviewed by the Transportation Authority, which may consult with various agencies (local police force, Ontario Provincial Police, municipal officials, etc.). A review may also include a site inspection of the bus stop location and the walking route by the Transportation Authority with the parent/guardian if available. The Transportation Authority decision is final and not subject to further review.

### **RESPONSIBILITIES:**

**The Board of Trustees is responsible for:**

**The Director of Education is responsible for:**

**Superintendents are responsible for:**

**Principals, Vice-Principals and Managers are responsible for:**

**School and Departmental Staff are responsible for:**

**Students are responsible for:**

**Parents are responsible for:**

- the safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off, and
- the safe conduct of the student(s) prior to pick-up and drop-off at bus stop locations

**PROGRESS INDICATORS:**

**DEFINITIONS:**

**Hazard Zone:**

It is the responsibility of the Transportation Authority to service identified hazard zones. Factors contributing to a hazard designation include but are not limited to the following:

- Railway crossings
- Congested traffic at shopping and/or business areas
- Requirement to cross multi-lane highway
- Requirement to cross a municipal bridge that is deemed hazardous
- Expected heavy traffic conditions at various times during the day
- Presence or absence of traffic control signals
- An uncontrolled intersections and areas with no sidewalks or shoulders.

**Transportation Authority:** for the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario (STSCO), through its Chief Administrative Office. For the City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor

**REFERENCES:**

## Tentative Policy Review Schedule 2017-2018

### Policy Dates:

Oct. 3, 2017 (per Agenda)

### Nov. 21/17

905 Bomb Threat

301 Effective Instructional Practices

302 Assessment, Evaluation & Reporting

804 Staff Safety - Special Needs Students

907 Physical Intervention Procedures

### Jan. 30/18

815 Anaphylaxis

507 Disability Management

504 Attendance Support

205 Environmental Stewardship

206 Admission to Catholic Schools

### Apr. 3/18

511 & 807 Student/Employee Acceptable use

703 Indigenous Education

1203 OSR

1101 Municipal FOI and PofP

### May 29/18

505 Performance Appraisal

1104 Confidential Communication Students Staff

614 Video Surveillance Systems

2017-09-28