



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, April 26, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

		Page #
I	In-Camera Meeting – 6:00 p.m.	
II	Regular Meeting of the Board - 7:00 p.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Questions Pertaining to Agenda	
6.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
7.	Presentations:	
	a. Principal’s Report - St. Joseph Catholic Secondary School (C. Geml)	--
	b. International Student Exchange Program (M. DiMenna)	--
8.	Delegations:	
	a. Delegation Regarding Items <u>Not</u> on the Agenda	
	<i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be no longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i>	--
	b. Delegations Regarding Items <u>On</u> the Agenda	
	<i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i>	--
9.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, April 12, 2011	--
	ii) Minutes of Regular Board Meeting, April 12, 2011	1-7

- b. Items from the re-convened In-Camera meeting of April 12, 2011 and the In-Camera meeting of April 26, 2011 --

- 10. Communications:
 - a. External (Associations, OCSTA, Ministry)
 - i) Ontario Catholic School Trustees' Association Coalition for Children and Youth Mental Health (C. Geml) 8-13
 - b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report (J. Bumbacco) 14-15

- 11. Unfinished Business: *None*

- 12. New Business:
 - a. Field Trips:
 - i) Report: Assumption College Catholic School field trip to Cedar Point May 23, 2011 (C. Geml) 16-18
 - ii) Report: Catholic Central Secondary School field trip to Cedar Point, May 23, 2011 (C. Geml) 19-21
 - iii) Report: St. Joseph Catholic Secondary School field trip to New Jersey, New York, May 11-15, 2011 (C. Geml) 22-33
 - iv) Report: W. J. Langlois Catholic Elementary School field trip to Camp Cedarwin June 22-24, 2011 (C. Geml) 34-39
 - v) Report: St. Rose Catholic Elementary School field trip to Gesstwood Camp May 12 -13, 2011 (C. Geml) 40-42
 - b. Report: Board Policy Review (*final approval*) Amended Policy ST:11 Student Health Support (Including Medication Administered at School) (C. Geml) 43-60
 - c. Report: Board Policy Review (*final approval*) Amended Policy ST:11A Anaphylaxis Policy (C. Geml) 61-96
 - d. Report: Regular Board Meetings for the Months of July and August 2011 and the 2011-12 School Year (P. Picard) 97-99

- 13. Committee Reports:
 - a. Report: High School Council Meeting of February 10, 2011 (C. Geml) 100-105
 - b. Report: Special Education Advisory Committee (SEAC) Minutes of February 17, 2011 (C. Geml) 106-110

- 14. Notice of Motion

- 15. Remarks and Announcements:
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain

- 16. Remarks/Questions by Trustees

- 17. Pending Items
 - a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --

18. Continuation of In-Camera, if required.
19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
 - Tuesday, May 10, 2011
 - Tuesday, May 24, 2011
 - Tuesday, June 14, 2011
 - **Monday**, June 27, 2011
20. Closing Prayer
21. Adjournment

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



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CHAIRPERSON: Fred Alexander
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**REGULAR BOARD MEETING
Tuesday, April 12, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	J. Macri
J. Courtney (<i>participated electronically</i>)	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahon
F. Favot	L. Soulliere
B. Holland	
M. Colman, Student Trustee	
L. Limarzi, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:

P. Picard (Resource)	E. Byrne
J. Bumbacco	P. Murray
C. Geml	S. O'Hagan-Wong
M. Iatonna	J. Shea
J. Braido	M. Seguin
	J. Ulicny

Recorder:

B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:32 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Courtney participated electronically.
4. Approval of Agenda

Moved by Trustee DiMenna and seconded by Trustee Macri that the April 12, 2011 Regular Board meeting agenda be approved as distributed. *Carried*

5. Questions Pertaining to Agenda: *None*

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*

7. Presentations:

a. Principal's Report - St. Bernard Catholic Elementary School (Amherstburg)

Principal Rita Raniwsky and Vice Principal Bob Flanagan presented the St. Bernard Catholic Elementary School *Literacy Journey* program. Through an innovative approach, the program encourages and promotes literacy.

b. Commissioning Ceremony of the 2011-12 Student Trustee Designates

Student Trustee Mackenzie Colman and Student Trustee Laura Limarzi introduced Nilo Tavares from F. J. Brennan Catholic Secondary School and Joseph Najem from Cardinal Carter Catholic Secondary School as the 2011-12 Student Trustee Designates.

8. Delegations: *None*a. Delegation Regarding Items Not on the Agendab. Delegations Regarding Items On the Agenda

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, March 29, 2011

Moved by Trustee McMahon and seconded by Trustee Favot that the minutes of the Committee of the Whole Board In-Camera meeting of March 29, 2011 be adopted as amended. Carried

ii) Minutes of Regular Board Meeting, March 29, 2011

Moved by Trustee Soulliere and seconded by Trustee Macri that the minutes of the Regular Board meeting of March 29, 2011 be adopted as distributed. Carried

b. Items from the re-convened In-Camera meeting of March 29, 2011 and the In-Camera meeting of April 12, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on March 29, 2011 pursuant to the Education Act - Section 207, to consider other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Favot, Macri, Mastromattei and McMahon declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 12, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, labour relations matters, potential litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Macri declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its re-convened in-camera meeting of March 29, 2011 and the Committee of the Whole Board in-camera meeting of April 12, 2011 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the April 12, 2011 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated April 12, 2011
- A summary of the Elementary and Secondary Principal and Vice Principal placements effective September 1, 2011 as follows:
 - **Sean Schulert**, Principal at St. William School to Principal at Holy Name Elementary School
 - **Ester Wilson**, Principal at Our Lady of the Annunciation School to Principal at St. Bernard School (Amherstburg)
 - **Greg Jolicoeur**, Principal at St. Theresa School to Principal at St. Jules School
 - **Carl Bull**, Principal at St. John Vianney School to Principal at St. Anthony School
 - **Joni Ouellette**, Principal at Holy Name Elementary School to Principal at Notre Dame School
 - **Pam Prsa**, Principal at Notre Dame School to Principal at St. John the Evangelist School
 - **Elise Daragon**, Principal at St. Jules School to Principal at St. John Vianney School
 - **Ian Drago**, Acting Principal at St. Gabriel School to Principal at Our Lady of the Annunciation School
 - **Mike Pannunzio**, Principal at St. John the Evangelist School to Principal at St. Theresa School
 - **Joe Bachetti**, Principal at St. Anthony School to Principal at St. William School
 - **Donna Savage**, Vice Principal at St. Anthony to Vice Principal at Holy Name Elementary School
 - **Dave Bishop**, Vice Principal at St Gregory School to Vice Principal at H. J. Lassaline School
 - **Jackie O'Bright**, Vice Principal at Holy Cross School to Vice Principal at Our Lady of Lourdes School
 - **Lee Ann Poisson**, Vice Principal at St. Pius X School to Vice Principal at St. Angela School
 - **Tony Gebrail** Vice Principal at St. Louis School to Vice Principal at St. Gregory School
 - **Mary Reynolds**, Vice Principal at St. John Vianney to Vice Principal at St. John the Baptist School
 - **Fred Macapagal**, Vice Principal at H. J. Lassaline to Vice Principal at St. John Vianney School
 - **Tina Tuer**, Vice Principal at St. Angela School to Vice Principal at St. John Vianney School
 - **Bob Flanagan**, Vice Principal at St. Bernard School (Amherstburg) to Vice Principal at St. Louis School
 - **Dean Favero**, Vice Principal at St. John the Baptist School to Vice Principal at St. Pius X School
 - **Tara Clarke**, Teacher at St. Angela to Vice Principal at Holy Cross School
 - **Anne Blain**, Teacher at St. James School to Vice Principal at Notre Dame School

A summary of Catholic Secondary Principal and Vice Principal placements, effective September 1, 2011, is as follows:

- **Joe Ibrahim**, Principal at St. Michael Alternative Secondary School to Principal at Assumption Secondary School
- **Sherrilynn Colley-Vegh**, Principal at Assumption Secondary School to Principal at St. Anne Secondary School
- **Joe Charron**, Vice Principal at Cardinal Carter Secondary School to Acting Principal at St. Michael Alternative Secondary School

- **Marisa Lipari**, Vice Principal at St. Anne Secondary School to Vice Principal at Assumption Secondary School
- **Aldo Bertucci**, Vice Principal at St. Joseph Secondary School to Vice Principal at Cardinal Carter Secondary School
- **Luigi Baggio**, Vice Principal at Assumption Secondary School to Vice Principal at Holy Names Secondary School
- **Sam Sleiman**, Vice Principal at Holy Names Secondary School to Vice Principal at St. Anne Secondary School
- **Doug Sadler**, Vice Principal at St. Michael Alternative Secondary School to Vice Principal at St. Joseph Secondary School
- **Kim Larsen**, Vice Principal at St. Thomas of Villanova Secondary School to Vice Principal at St. Michael Alternative Secondary School
- **Jeff Rivard**, from Acting Administrator at F. J. Brennan to Vice Principal at F. J. Brennan Secondary School
- **Susan Friedl**, Coordinator at the Catholic Education Centre to Acting Administrator at St. Thomas of Villanova Secondary School

10. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
- b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated April 12, 2011 as information. Carried

- ii) Deferred Report: Ontario Catholic School Trustees' Association – 2011 Annual General Meeting and Conference Resolutions

Trustees submit a letter to OCSTA indicating their disapproval of the conference committee's recommendation to not approve Resolution 22-11 – OCSTA Transparency. The letter should indicate the board is in a favour of the resolution.

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive, under separate cover, the Ontario Catholic School Trustees' Association 2011 Annual General Meeting and Conference Resolutions as information. Carried

Moved by Trustee Holland and seconded by Trustee Soulliere that the board send a letter of disapproval to OCSTA regarding the resolution committee recommendation not to approve Resolution 22-11 – That OCSTA provide annually to its trustee members the annual compensation provided to executive staff at OCSTA. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Field Trips:
 - i) Report: Rescind March 8, 2011 Board Approved Assumption College Catholic Secondary School field trip to Europe August 1-16, 2011

Moved by Trustee Soulliere and seconded by Trustee McMahon that the Board rescind the March 8, 2011 board approved Assumption College Catholic School field trip to Europe from Monday, August 1 to Tuesday, August 16, 2011. Carried

- b. Report: Board Policy Review (*approval in principle*) Amended Policy ST:11 Student Health Support (Including Medication Administered at School)

Moved by Trustee Holland and seconded by Trustee Macri that the Board approve, in principle, Draft Amended Board Policy ST:11 Student Health Support (Including Medication Administration at School). Carried

- c. Report: Board Policy Review (*approval in principle*) Amended Policy ST:11A Anaphylaxis Policy

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve, in principle, Draft Amended Board Policy ST:11A Anaphylaxis Policy. Carried

13. Committee Reports: *None*

14. Notice of Motion - None

15. Remarks and Announcements:

- a. Chairperson Alexander wished all a blessed and happy Easter.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Students and staff continue to prepare for Easter celebration; Acknowledged Social Science Art Consultant Elaine Carr and Religion Consultant Betty Brush for their commitment and contributions to Faith Formation.
Community Engagement and Partnerships: Ontario Catholic Supervisory Officers Association Conference begins tomorrow at Caesars Windsor; Thank you to the Riverside Community Group for once again generously donating to our Day of Champions; Attended with Executive Superintendent Iatonna, the University of Windsor's Evening of Excellence, Athletic Awards ceremony.
Celebrating Achievements: The Grade 8 Elementary Music Competition (Phil Gignac Awards) took place on Friday, April 8th at St. Thomas of Villanova Catholic Secondary School. The awards will be presented formally at the upcoming board wide elementary Grade 7/8 AllStar Band Performance May 12; Congratulations to our students and teachers who participated in the 2011 Windsor Regional Science, Technology and Engineering Fair. Also, congratulations to Assumption College and St. Thomas of Villanova Catholic Secondary schools that were recognized with an *Excellence in High School Participation Bursary*; Congratulations to St. Thomas of Villanova's Dance teams who were very successful at the recent Annual Dance Fest; St. Joseph's Catholic High School French Immersion program students are proud to receive an award for second place in the Sexual Assault Crisis Centre Violence Prevention French contest. This "Concours d'Arts" was called "Je m'implique dans la Lutte contre la Violence faite aux Femmes". The French Immersion students submitted a five minute movie/video by Madame Saad's grade 12 religion class. The video was the winning entry and has been chosen to be viewed in French elementary schools as an awareness tool of violence against women and how to prevent or extend help in some of these situations.

Miscellaneous: A reminder to trustees, the Support Staff Leadership Graduation is May 2nd. Please let Beth know whether you will be attending; This year's Elementary Day of Champions will be held May 19th at St. Thomas of Villanova Catholic Secondary school and Secondary Day of Champions will be held on June 9 at Cardinal Carter Catholic Secondary School.

- c. Board Chaplain Brunet commented on the meaning of Lent and asked to support a Catholic organization, Development and Peace. He also wished everyone a blessed Easter.

16. Remarks/Questions by Trustees

Trustee McMahon wished everyone a blessed, happy and holy Easter.

Trustee Favot updated trustees on the Parent Involvement Committees recent meeting.

Trustee DiMenna also wished everyone a happy and blessed Easter.

Trustee Mastromattei wished everyone a happy Easter and requested a report on the French Immersion Advisory Committee.

Trustee Courtney also wished everyone a happy and holy Easter.

Student Trustee Colman mentioned F. J. Brennan Catholic Secondary school *Holy Thursday* community services and commented on the Student Senate involvement in Catholic Education Week.

Student Trustee Limarzi congratulated the Assumption College Catholic school drama department, Holy Names Catholic Secondary school successful challenges and her attendance at the Ontario Catholic Student Leadership conference in Niagara Falls.

17. Pending Items

- a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required. - The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.

19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday, June 27, 2011**

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of April 12, 2011 adjourned at 8:26 p.m.

Not Approved

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



Ontario Catholic School
Trustees' Association

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Nancy Kirby, *President*
Marino Gazzola, *Vice President*
Kevin Kobus, *Executive Director*

April 5, 2011

TO: Chairpersons & Directors of Education
FROM: Kevin Kobus, Executive Director
RE: **Coalition for Children and Youth Mental Health - Update**

In a memo to you dated February 14, 2011, you were informed of OCSTA's involvement in a coalition of various associations and health care groups, all concerned for the health and well-being of children and youth.

Today's update is to make a request of all Catholic school boards as well as to inform you of an upcoming Summit on Children and Youth Mental Health.

Request for Board Motion

Each school board is being asked to pass a formal Board motion to “*support in principle the Coalition's Statement of Intent and to formally join the Coalition for Children and Youth Mental Health.*” A copy of the Statement of Intent is attached.

Notification to me of your board's approval of the motion would be very helpful.

Summit on Children and Youth Mental Health

This will be a unique event that will unite the voices of many sectors in a common purpose. These voices include educators, professional student services personnel, mental health and health professionals, children's services agencies, children's services advocates, parents and students. This Summit is designed as an event where the power of our collective voices, commitment and efforts can bring a sense of urgency and action to the vital issue of mental health. Our goal is to work for equitable and timely access to the full continuum of mental health services and supports for children and youth in Ontario.

[On-line Registration](#)

Preliminary Flyer <http://opsba.org/files/2011SummitCYMH.pdf>

Your support of this initiative, by passing a motion as suggested as well as by having representation at the June Summit is greatly appreciated.

Attachment

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CHILDREN AND YOUTH MENTAL HEALTH STATEMENT OF INTENT

The Coalition for Children and Youth Mental Health believes that fostering social and emotional health as a part of healthy child development must be a priority in Ontario schools and a priority for integrated public policy in the province. Nurturing the whole child promotes children's rights. It involves engaging with the entire community of caring adults to provide a full continuum of services that includes mental health literacy, promotion of positive social-emotional development, prevention of mental health problems, intervention services and clear pathways to care. The Coalition advocates for the conditions that promote student success in school and in life and recognizes that this is strongly linked with student mental health and well-being. It is vital to recognize that investing in mental health and well-being of children and youth is an investment in Ontario's future sustainability and prosperity.

The Coalition's work in this area will focus on:

- **Mental Health Literacy and Wellness:** Advocating for funding and support for an effective mental health literacy program for all staff working directly with children and youth in schools as well as promoting mental health literacy and wellness in children and youth themselves
- **Integration, not Fragmentation:** Promoting inter-ministerial collaboration and a multi-sectoral approach to ensure facilitated access to timely, integrated, responsive and equitable mental health services for children and youth across Ontario
- **Integrated Public Policy:** Contributing to the development and implementation of strategic and integrated public policy that will positively transform mental health for children and youth through action that takes into account the impact of the social determinants of health*
- **Partnerships:** Building a network of provincial partners dedicated to children and youth mental health to ensure an alignment of priorities and consolidation of effort for sustained change to mental health services, supports and promotion
- **Student and Parent Voice:** Ensuring that the wisdom and lived experiences of students and parents provide a vital voice in the work of the Coalition.

*Social determinants of health are: "the conditions in which people are born, grow, live, work and age, including the health system." (World Health Organization)



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Nancy Kirby, *President*
Marino Gazzola, *Vice President*
Kevin Kobus, *Executive Director*

April 11, 2011

TO: Chairpersons & Directors of Education
FROM: Kevin Kobus, Executive Director
RE: **Coalition for Children and Youth Mental Health**
– Further Information

My previous memo on this topic, dated April 5th, provided information on a summit to be held on June 2, 2011. In addition, it indicated a request for each school board to pass a motion to support in principle the Coalition's Statement of Intent. In response to the most recent memo, a few inquiries have been received seeking additional information. I am pleased to provide the following responses as a result of the enquiries.

1. Has OCSTA endorsed the participation in the Coalition?
Yes. The project was initiated by OPSBA with the intent that they would seek the support of many groups, including all trustee associations. There are also many groups and institutions from the health sector as well as other groups from education.
2. Who are the other members of the Coalition?
Participation in the Coalition continues to grow. The attached list reflects membership as of April 4, 2011.
3. Exactly what are we joining and for what purpose?
Please refer to the Coalition's Statement of Intent. This was included in the April 5th memo and is attached for your reference. To clarify further, there is a sense that efforts geared to responding to the mental health needs of children and youth are fragmented. The Coalition is advocating for the immediate needs and priorities that emphasize integration and collaboration. Because there are several Ministries involved in the delivery of services, the coalition can be effective in providing a co-ordinated response to the pertinent issues, including the method of allocation of resources to meet the needs of children and youth. Although OCSTA, as a Provincial Association has endorsed the participation in the Coalition, there is merit in having each school board indicate its support.

2/2

4. Who is the Executive and is this an incorporated body?

There is no executive and it is not an incorporated body. The co-ordination of meetings and the setting of the agendas is being done by Judith Nyman and meetings thus far have been held at the OPSBA office.

5. Are School Boards required to pay fees?

There are no fees associated with the Coalition. OCSTA is not paying a fee nor is there a charge to individual school boards for their endorsement of the Coalition. It is hoped, however, that each school board will support the initiative by having one or more representatives at the June 2nd Summit. There will be a registration fee for the Summit.

6. Is there any relationship between the formation of the Coalition and the recent budget announcement of an increase in funding to address mental health needs of children and youth?

There is no direct relationship but there had been lobbying by individual associations prior to the date of the provincial budget. The recent announcement of an increase in funding in the provincial budget contained no details. It is hoped that the Coalition will be in a position to advise the Province on the best use of the funds.

I trust that the responses to the questions contained herein will allow boards to have an informed discussion on the motion as outlined in my previous memo. Please feel free to contact me if further information is required.

As always, your co-operation and support are greatly appreciated.

Attachments (2)

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**Coalition for Children & Youth Mental Health
April 4, 2011**

Nancy Baldree	Elementary Teachers Federation of Ontario
Sarah Cannon	Parents for Children's Mental Health
Patrick Carney	Association of Chief Psychologists
Suzette Clark	Ontario Secondary School Teachers' Federation
Susan Cook	Ontario Public School Boards' Association
Joe Czaczkowski	Catholic Principals' Council of Ontario
Rose D'Alimonte	Ontario Association of Social Workers
Kathleen Devlin	Ontario Teachers Federation
Carole Drouin	Association franco-ontarienne des conseils scolaires catholiques
Bruce Ferguson	Hospital for Sick Children
Catherine Fife	Ontario Public School Boards' Association
Rory Gleeson	Ontario Children's Aid Societies
Sabrina Gonsalves	Ontario Association of Social Workers
Wendy Heffernan	Mental Health Commission of Canada
Ian Manion	Ontario Centre of Excellence for Children and Youth Mental Health at CHEO
Judith Nyman	Ontario Public School Boards' Association
Louise Pinet	Association des conseils scolaires des écoles publiques de l'Ontario
Camille Quenneville	Children's Mental Health Ontario
Vicki Shannon	Ontario Principals' Council
Joanne Shenfeld	Centre for Addiction and Mental Health
Kathy Short	Consortium
Jeff Sprang	Ontario Public School Boards' Association
Ken Thurston	Council of Ontario Directors of Education
Gaby Wass	Parents for Children's Mental Health
Marilyn Booth	Provincial Council for Maternal and Child Health
David Hoy	Ontario Association of School Board Chief Social Workers
Kevin Kobus	Ontario Catholic School Trustees Association
Rejean LaRoche	Association des enseignantes et des enseignants franco-ontariens

CHILDREN AND YOUTH MENTAL HEALTH

STATEMENT OF INTENT

The Coalition for Children and Youth Mental Health believes that fostering social and emotional health as a part of healthy child development must be a priority in Ontario schools and a priority for integrated public policy in the province. Nurturing the whole child promotes children's rights. It involves engaging with the entire community of caring adults to provide a full continuum of services that includes mental health literacy, promotion of positive social-emotional development, prevention of mental health problems, intervention services and clear pathways to care. The Coalition advocates for the conditions that promote student success in school and in life and recognizes that this is strongly linked with student mental health and well-being. It is vital to recognize that investing in mental health and well-being of children and youth is an investment in Ontario's future sustainability and prosperity.

The Coalition's work in this area will focus on:

- **Mental Health Literacy and Wellness:** Advocating for funding and support for an effective mental health literacy program for all staff working directly with children and youth in schools as well as promoting mental health literacy and wellness in children and youth themselves
- **Integration, not Fragmentation:** Promoting inter-ministerial collaboration and a multi-sectoral approach to ensure facilitated access to timely, integrated, responsive and equitable mental health services for children and youth across Ontario
- **Integrated Public Policy:** Contributing to the development and implementation of strategic and integrated public policy that will positively transform mental health for children and youth through action that takes into account the impact of the social determinants of health*
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- **Student and Parent Voice:** Ensuring that the wisdom and lived experiences of students and parents provide a vital voice in the work of the Coalition.

*Social determinants of health are: "the conditions in which people are born, grow, live, work and age, including the health system." (World Health Organization)



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Jamie Bumbacco, Executive Superintendent of Human Resources
 Patrick Murray, Superintendent, Human Resources
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated April 26, 2011 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated April 26, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 2011

April 26, 2011

**Windsor-Essex Catholic District School Board
Administrative Staff Report
Public**

Employee Name	Position	Date
---------------	----------	------

HIRING

RETIREMENT:	Bedard, Richard	Secondary Teacher	St. Joseph	June 30, 2011
	Dumouchelle, Liliana	Secondary Teacher	Assumption	June 30, 2011
	Fantetti, John	Secondary Teacher	St. Joseph	June 30, 2011
	Lachine, Jeanne Marie	Elementary Teacher	St. Pius X	June 30, 2011
	Spinarsky, Carl	Secondary Teacher	St. Anne	June 30, 2011

RESIGNATION:



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director – Student Achievement K-12
 Sharon O’Hagan-Wong, Superintendent of Education

SUBJECT: **ASSUMPTION COLLEGE CATHOLIC SCHOOL
 FIELD TRIP TO CEDAR POINT**

RECOMMENDATION:

That the Board approve the Assumption College Catholic School field trip to Cedar Point, Sandusky, Ohio May 23, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for approximately (150) one hundred and fifty students to attend a day-trip to Sandusky, Ohio.

BACKGROUND COMMENTS: The trip is a culminating curriculum activity in the grades 9-12 Physics and Business Curriculum.

FINANCIAL IMPACT: Approximately \$75 per student.

TIMELINES: Monday, May 23, 2011

APPENDICES:

- Request for Approval of Field Trip – SC:04 form a
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 19, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

Wednesday, April 13, 2011 1:12:21 PM

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: Sharon O'Hagan-Wong

To: Terri Maitre

Sherrilynn Colley-Vegh
Jamie Frias
Steven Bauer

Teacher: Steven Bauer, Joseph Nuic

School: Assumption

Destination Name: Cedar Point

Name of Carrier: Badder Bus

Mode of Transportation: Bus

Travel Company Involved: None

Departure Date: Mon, May 23, 2011

Return Date: Mon, May 23, 2011

Time of Departure from School: 7:00am

Approximate Time of Return to School: 10:00pm

Number of Male Students: 75

Number of Female Students: 75

Total Cost Per Student: 75.00

Personal Cost Per Student: 75.00

Grade of Students: 9-12

Number of Supervisors: Male: 5 Female: 5

Purpose of Trip/Excursion: Business and Physics Field trip

Relationship to Students' Program/Course: *Maximum 200 characters.*

This trip will be a culmination of topics learned in the business and physics courses. Relationships to programs are discussed in attachment

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Pre-trip assignments and discussions at the teachers' discretion

Follow-up Activities Planned: *Maximum 200 characters.*

Material to be presented on assignments or tests

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Thu, Apr 07, 2011

Teacher: Steven Bauer/Joe Nuic

Approval Date: Wed, Apr 13, 2011

Principal: S. Vegh

Approval Date:

Superintendent:

Approval Date:

Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

Relationship to Curriculum:

Business:

May 23-27 is *Amusement Park 101 Week*

Students learn what it takes to run the business at the World's Best Amusement Park. They can hear about how Cedar Point does business in Accounting, Finance, Hotels, Foods, Retail, Human Resources, Marketing and Park Operations.

Physics:

Students will enjoy a hands-on experience while investigating several topics covered in the Physics curriculum: Energy and Momentum, Kinematics, Unbalanced forces, Gravity, and Newton's Laws of Motion. Students will also get the opportunity to experience a variety of careers related to the fields of science under study.

Trip Itinerary

May 23, 2011

7:00am Students board the bus at Assumption High School

9:30am Arrival at Cedar Point. Students receive day passes from chaperones

Students will be responsible for lunch on their own

7:00pm Students board the bus to return home

9:30pm Arrival at Assumption High School

Logistics

Transportation: Badder Bus Company 519-776-4358

Out-of-Country Insurance: CAA 519-255-1212



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director - Student Achievement K - 12
Michael Seguin, Superintendent of Education

SUBJECT: **FIELD TRIP: CATHOLIC CENTRAL SECONDARY SCHOOL
- Cedar Point, Sandusky, Ohio**

RECOMMENDATION:

That the Board approve the Catholic Central Secondary field trip to Cedar Point scheduled for Monday, May 23, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 100 secondary students to attend a day-trip to Sandusky, Ohio.

BACKGROUND COMMENTS: This trip is a culminating curriculum activity in Physical Education and allows students to celebrate the achievement of completing and other academic school year.

FINANCIAL IMPACT: Cost per student is approximately \$70.00. Fundraising projects will assist in funding the trip.

TIMELINES: May 23, 2011

APPENDICES:

- Request for approval of Field Trip – Form A
- Rationale

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 19, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

Monday, April 11, 2011 2:04:25 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

 To: **Beth Marshall**
Mike Seguin (Superintendent)
Amy Lofaso
 Mike McKittrick

Teacher: mike mckittrick

School: catholic central

Destination Name: cedar point amusement park

Name of Carrier: badder bus lines

Mode of Transportation: highway coach

Travel Company Involved: none

Departure Date: Mon, May 23, 2011



Return Date: Mon, May 23, 2011



Time of Departure from School: 7am

Approximate Time of Return to School: 10pm

Number of Male Students: 50

Number of Female Students: 50

Total Cost Per Student: 70.00

Personal Cost Per Student: 68.00

Grade of Students: 9-12

Number of Supervisors: Male: 4 Female: 4

Purpose of Trip/Excursion: culminating activity for the h.a.l.e course-healthy active living

Relationship to Students' Program/Course: *Maximum 200 characters.*

Participate regularly in physical activities, choosing a wide range of activities.

Demonstrate positive, responsible personal and social behaviour.

Apply guidelines & procedures related to safety

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

meetings will be held to inform the students of the requirements with regard to food, sunscreen, american money, meeting places, and times.

Follow-up Activities Planned: *Maximum 200 characters.*

none

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Mon, Apr 04, 2011



Teacher: Mr. Mckittrick

Approval Date: Fri, Apr 08, 2011



Principal: Amy Lofaso

Approval Date: Mon, Apr 11, 2011



Superintendent: Mike Seguin

Approval Date:




Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

From:  Amy Lofaso
Mike McKittrick

Friday, April 08, 2011 2:20:15 PM 

Subject: Fwd: Re(2): CEDAR POINT MONIES

To:  Celeste DiPonio

Hi Celeste - here are some details to accompany the field trip request!

Amy

----- Original Message -----

We will have 100 students going 50 of each. This activity is the culminating activity for the healthy active living course allowing the students to spend a day in the outdoors with there friends. They will be involved in social skills and spend the day walking to and from a number of outdoor activities. They will also use the safety skills taught in class so far their day is an enjoyable active event. The will centre around fitness, social interaction in a group dynamic, resposibility, and safety.

the break down of the Cedar Point Funds.

TICKET INTO PARK= 31.00 U.S

BUS RIDE= 34.00/ STUDENT

HEALTH INSURANCE FOR THE DAY= 3.00/ DAY

TOTAL COST PER STUDENT=68.00

PRICE CHARGED=70.00

THE REMAINING 2.00 IS USED AS DISCRETIONARY FUNDS FOR KIDS WHO FORGET LUNCH MONEY OR DO NOT HAVE MONEY FOR LUNCH,WATER.

Anything left goes back into activity fee for next event.

Mike McKittrick
Phys.Ed.Head
Catholic Central High School
mike-mckittrick@wecdsb.on.ca

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1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director - Student Achievement K - 12
Mike Seguin, Superintendent of Education

SUBJECT: ST. JOSEPH CATHOLIC SECONDARY SCHOOL
Field Trip to New Jersey, New York

RECOMMENDATION:

That the Board approve the St. Joseph Catholic Secondary Schools' Field Trip to New Jersey, New York from Wednesday, May 11, 2011 – Sunday, May 15, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 21 students in Grades 9 to 12 the opportunity to attend live performances, tour concert halls, tour UN and meet representatives. Students will acquire a variety of learning opportunities with respect to their curriculum in Religion (Social Justice), Music, History, Politics, Law, Art and Model United Nations Debating (world Politics and World Issues). Students will also attend a Eucharistic celebration at Saint Patrick's Cathedral on Saturday, May 14th at 5:30 p.m.

BACKGROUND COMMENTS: This field trip is in relation to the students' Grade 9 to 12 courses of study.

FINANCIAL IMPACT: Approximately \$642 per student

TIMELINES: Wednesday, May 11, 2011 – Sunday, May 15, 2011

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Itinerary/Schedule

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Beth Marshall

Mike Seguin (Superintendent)
Tish Hedderson
Annie Touma

Teacher: Marielle Bisnaire, Sherrie Masse School: St. Joseph's Catholic High School
Destination Name: Marriott Teaneck New Jersey Name of Carrier: Great Canadian Coaches
Mode of Transportation: Bus Travel Company Involved: BrightSpark
Departure Date: Wed, May 11, 2011 Return Date: Sun, May 15, 2011
Time of Departure from School: 5:00am Approximate Time of Return to School: 1:00 pm
Number of Male Students: 4 Number of Female Students: 17
Total Cost Per Student: \$642.00 Personal Cost Per Student: \$642.00
Grade of Students: 9-12 Number of Supervisors: Male: 1 Female: 4

Purpose of Trip/Excursion: Opportunity to attend live performances,tour concert halls,tour UN meet rep

Relationship to Students' Program/Course: *Maximum 200 characters.*

Religion (Social Justice), Music, History, Politics, Law, Art and Model United Nations Debating (World Politics and World Issues.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Weekly meetings, fund raising, class information relating to music and art.students involved in debates.

Follow-up Activities Planned: *Maximum 200 characters.*

Meeting and review of information and activities.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Students returning on Sunday at 1:00pm will be able to attend evening mass at their own parishes.

Date Submitted: Fri, Apr 01, 2011 Teacher: Marielle Bisnaire
Approval Date: Fri, Apr 01, 2011 Principal: Tish Hedderson
Approval Date: Tue, Apr 12, 2011 Superintendent: Mike Seguin
Approval Date: Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

New York Trip May 11-15, 2011

St. Joseph's Catholic High School

We are traveling with a school from the York Region District School Board

Name of School: Richmond Hill

Address of School From Richmond Hill: 201 Yorkland St
Richmond Hill, ON
L4S 1A2
905-884-2131

Name of teacher from Richmond Hill: Vivian Chan
Vivian.Chansimao@yrdsb.edu.on.ca
Visual Arts Teacher

Their number of Chaperones: 2 female:
Vivian Chan
Marlene Fogel
1 male:
Not yet confirmed!

Their numbers traveling: 8 boys and 19 girls on the trip
(they range from grade 9 - 12)

Day One - Wednesday May 11, 2011

5:00am Arrival at St. Joseph's High School of a Great Canadian Coaches washroom equipped, climate controlled highway motor coach. Load your luggage and prepare for departure.
Total # of coaches: 1 x 56 passenger
Charter #: 88409
Dispatch #: 519-896-8687

5:30am Board your motor coach and depart for New York City!

A stop will be made at the Walmart parking lot in Burlington where Richmond Hill High School will join the trip!

Your Tour Leader will arrive at Richmond Hill High School.

7:30am Arrival at Richmond Hill High School of a Coach Canada school bus. Load your luggage and prepare for departure.
Total # of coaches: 1 x 48 passenger
Charter #: 815960
Dispatch #: 416-961-9666

8:00am Board your school bus and depart for the Walmart parking lot in Burlington, where you will board your motorcoach and join St. Joseph's High School for your trip to New York City!

9:30am Once both schools are on board the coach, depart for New York City! You should bring a lunch from home (please no fresh fruits or vegetables).

PASSENGERS ARE RESPONSIBLE FOR BRINGING APPROPRIATE IDENTIFICATION TO CROSS THE BORDER.

**** NOTE:** Foreign Affairs Canada recommends a passport as form of identification for all passengers travelling to USA by land. A passport is **MANDATORY** for all passengers 19 years and older. Canadian citizens under the age of 19, travelling with a school group, may present a birth certificate, consular report of birth abroad, Canadian citizenship card, or a naturalization certificate.**

Dinner as a group enroute.

8:30pm **Marriott Teaneck NJ - Check in**
Approximate time of arrival at your accommodation. LOCATION: 100 Frank W Burr Blvd. Teaneck, NJ. TELEPHONE: 201-836-0600
Address: 100 Frank W Burr Blvd, Teaneck, NJ, 07666
Phone: 201-836-0600

Your driver is off duty until tomorrow morning upon arrival at your accommodations,

Day Two - Thursday May 12, 2011

7:00am **Continental Breakfast at the Marriott Teaneck**
MENU: toast, bagels, muffins, cold cereals with milk, eggs, juice, coffee and tea.
Address: 100 Frank W Burr Blvd, Teaneck, NJ, 07666
Phone: 201-836-0600

8:00am Board your motor coach and depart for Manhattan.

9:00am **Levys' Guided Driving Tour of Manhattan**
Board your motor coach for a city tour of New York with a local New Yorker from Levys' Unique New York--a unique opportunity to see many homes and buildings made famous by TV, movies and historical events. Stops may include Fifth Avenue, Rockefeller Center, St. Patrick's Cathedral, Times Square, Empire State Building, Greenwich Village, SoHo, TriBeCa, Canal Street, Chinatown & Little Italy and the Brooklyn Bridge. **SPECIAL INSTRUCTIONS:** Meet your guide at Hilton Garden Inn at 48th Street and 8th Avenue. Group Leader to call your local guide at around 6:00 p.m. the night before to confirm details.
Duration: 180 minutes
Phone: N/A

12:00pm **Chinatown and Little Italy**
Lunch as a group as you Immerse yourself in the unique atmosphere of Chinatown and Little Italy. Whether you barter for souvenirs in Chinatown or indulge in delectable gelato, these neighbourhoods offer an eye-opening experience.



Day Two - Thursday May 12, 2011

- 1:00pm **Greenwich Village & SoHo**
Richmond Hill: Continue on to explore Greenwich Village, SoHo and Chelsea. These bohemian districts are much loved by artists, writers, actors and fashionistas alike. Explore Washington Square Park, New York University, the East Village and Broome Street. There is also some great souvenir and window shopping to be done.
- 2:30pm St. Joseph's: Board your coach in Chinatown, then proceed to Greenwich Village to pick up Richmond Hill students at a predetermined location and depart for the United Nations together.
- 3:15pm **Security at the United Nations Headquarters**
Arrive at the United Nations Building 45 minutes prior to the scheduled tour time to go through security. There may be a slight wait of 5-15 minutes before your group is sent on tour.
Duration: 45 minutes
Address: 760 United Nations Plaza, New York, NY, 10017
Phone: 212-963-4440
- 4:00pm **Audio Tour at the United Nations**
Duration: 60 minutes
Address: 760 United Nations Plaza, New York, NY, 10017
Phone: 212-963-4440
- 5:00pm Enjoy a quick dinner as a group on the way to Pier 83 to drop off Richmond Hill students. Whether you grab a slice of pizza or a New York hot dog from a street vendor, the food selection in New York is second to none!
- 6:30pm Arrive at Pier 83.

St. Joseph's students continues on to Whitehall Terminal to board the Staten Island Ferry.

7:00pm **Harbour Lights Cruise by Circle Line Sightseeing**

Richmond Hill: Bask in the glow of the setting sun and be dazzled by millions of glistening lights. Experience the grandeur of mid and lower Manhattan. Students enjoy magnificent views of the world's premier skyline and a close-up view of the Statue of Liberty. **SPECIAL INSTRUCTIONS:** Boarding is 30 minutes prior to sailing from Pier 83 at 42nd Street & 12th Avenue.

Duration: 120 minutes

Address: Pier 83, West 42nd Street, New York, NY, 10036

Phone: 212-630-8885

7:30pm **Staten Island Ferry**

St. Joseph's: The Staten Island Ferry provides 20 million people a year with ferry service between St. George on Staten Island and Whitehall Street in lower Manhattan. This free shuttle service offers one of the best views of New York City from the front deck of the ship. **LOCATION: MANHATTAN Docks: Whitehall Ferry Terminal, 1 Whitehall Street**

Duration: 60 minutes

- 8:45pm St. Joseph's: Board your motor coach and return to Pier 83 to pick up Richmond Hill and continue on together to your accommodations for the evening.

Day Three - Friday May 13, 2011

- 8:00am **Continental Breakfast at the Marriott Teaneck**
MENU: toast, bagels, muffins, cold cereals with milk, eggs, juice, coffee and tea.
Address: 100 Frank W Burr Blvd, Teaneck, NJ, 07666
Phone: 201-836-0600
- 9:00am Board your motor coach and depart for Manhattan.



Day Three - Friday May 13, 2011

10:00am **Visit The Frick Collection and Art References Library**

Richmond Hill: Housed in the New York mansion built by Henry Clay Frick, each of the sixteen galleries offers a unique presentation of art mostly arranged without regard to period or national origin in the same spirit Mr. Frick enjoyed his beloved art before he bequeathed it to the public.

Duration:60 minutes

Address: 1 East 70th Street, New York, NY,
10021-4967

Phone: 212-288-0700

10:15am **Rockefeller Center and 5th Avenue**

St. Joseph's: Shop and browse along 5th Avenue and Rockefeller Center. Don't miss Trump Tower, FAO Schwartz, and St. Patrick's Cathedral.

11:30am Lunch as a group.

12:30pm Board your motor coach and depart for the Guggenheim.

1:00pm **Visit the Solomon R. Guggenheim Museum**

The Guggenheim Museum is home to one of the world's finest collections of modern and contemporary art, the building itself is perhaps the museum's greatest masterpiece.

Duration:90 minutes

Address: 1071 5th Avenue (at 89th Street), New
York, NY, 10128-0173

Phone: 212-423-3500

3:00pm **Guided Tour of the Apollo Theater**

The Apollo has maintained its position as the nation's most popular venue for emerging and established black and Latino performers. The Apollo's Amateur Night was where legends such as Ella Fitzgerald, James Brown and Michael Jackson were discovered.

Duration:60 minutes

Address: Apollo Theater Foundation, Inc., 253
West 125th Street, Harlem, NY, 10027

Phone: 212-531-5300

4:30pm **Times Square**

A trip to New York is not complete without a stop in Times Square! Be captivated by the massive screens, lights and hustle and bustle of this historic square.

5:30pm **St. Joseph's: As a group, walk to Ripley's Believe it or Not.**

Richmond Hill: Board your motor coach and depart for the Whitney Museum.

6:00pm **Pay What You Can Fridays at the Whitney Museum**

Richmond Hill: Experience the creativity and pioneering spirit that the U.S.A. is known for as you walk through the world's pre-eminent collection of American masterpieces.

SPECIAL INSTRUCTIONS: Please pay what you can.

HOURS: 6:00-9:00 p.m.

Duration:75 minutes

Address: 945 Madison Avenue, (at 75th Street),
New York, NY, 10021

Phone: 212-570-7721

6:00pm **Visit Ripley's Believe It or Not!**

St. Joseph's: Arrive at Ripley's Believe it or Not Museum and experience the strange, the odd and the unbelievable. There are over 500 genuine artifacts in 20 thoughtfully themed galleries.

Duration:60 minutes

Address: 234 West 42nd Street, New York, NY,
10036

Phone: 212-398-3133

7:15pm Dinner as a group. Whether you grab a slice of pizza or relax at an authentic Italian restaurant, the food selection in New York is second to none!

8:00pm Both groups board your motor coach at a pre determined location and depart for the Empire State Building.



Day Three - Friday May 13, 2011

8:30pm **Visit the Empire State Building Observatory**
Visit the Empire State Building where groups can soar a quarter of a mile into the atmosphere to get one of the best views of the city.
Duration:90 minutes
Address: 350 Fifth Avenue, Room 300, New York, NY, 10118
Phone: 212-736-3100

10:00pm Board your motor coach and return to your accommodations for the evening.

Day Four - Saturday May 14, 2011

7:00am **Continental Breakfast at the Marriott Teaneck**
MENU: toast, bagels, muffins, cold cereals with milk, eggs, juice, coffee and tea.
Address: 100 Frank W Burr Blvd, Teaneck, NJ, 07666
Phone: 201-836-0600

8:00am **Marriott Teaneck NJ - Check out**
Address: 100 Frank W Burr Blvd, Teaneck, NJ, 07666
Phone: 201-836-0600

8:30am Board your motor coach and depart for Lower Manhattan.

9:45am **Brooklyn Bridge Walk**
With your Tour Leader, walk to the centre of the Brooklyn Bridge. Marvel at this engineering masterpiece and experience great views of Manhattan.

11:15am **Explore South Street Seaport**
Explore the many shops and boutiques in South Street Seaport. Enjoy the funky street performers and the great views of the Brooklyn Bridge.
Duration:90 minutes
Address: 19 Fulton Street, New York, NY, 10038
Phone: 212-732-8257

12:00pm Lunch as a group at South Street Seaport. Explore the many shops and boutiques and take the time to enjoy the funky street performers and the great views of the Brooklyn Bridge.
Duration:60 minutes
Address: 19 Fulton Street, New York, NY, 10038
Phone: 212-732-8257

1:00pm Board your motor coach and depart for Central Park.

2:00pm **Central Park Orientation Tour**
Your Tour Leader will lead the group on a stroll through Central Park, the first landscaped public park in the United States. It is one of the urban wonders of the world: a green oasis in the great concrete, high-rise landscape of New York City.

3:30pm **Self-Guided Visit at The Metropolitan Museum of Art**
Established in 1870, the Museum's collection now contains more than two million works of art from ancient through modern times. It is one of the largest and most prestigious art museums in the world and New York's most visited attraction.
Duration:120 minutes
Address: 1000 Fifth Avenue at 82nd Street, New York, NY, 10028-0198
Phone: 212-535-7710

5:30pm **Mass at Saint Patrick's Cathedral**
St. Joseph's: This Cathedral is the seat of the Roman Catholic archbishop of New York and the largest gothic-style Catholic Cathedral in the United States. NOTE: Donations accepted. SPECIAL INSTRUCTIONS: No reservations can be made. Arrive early to sit together.
Duration:45 minutes
Address: 623 5th Avenue, New York, NY, 10022
Phone: 212-355-2749

6:15pm Dinner as a group. Whether you grab a slice of pizza or relax at an authentic Italian restaurant, the food selection in New York is second to none!



Day Four - Saturday May 14, 2011

7:30pm **Broadway Show**
St. Joseph's High School:
Enjoy the Broadway show "Billy Elliott" at the Imperial Theatre. SPECIAL INSTRUCTIONS: Pick up your tickets at the box office.
Duration: 165 minutes
Address: 249 West 45th Street
Phone: 212-541-8457

8:00pm **Broadway Show**
Richmond Hill High School:
Enjoy the Broadway show "The Addams Family" at the Lunt Fontanne Theatre
SPECIAL INSTRUCTIONS: Pick up your tickets at the box office.
Duration: 155 minutes
Address: 205 West 46th Street, New York
Phone: 212-541-8457

11:30pm Board your motor coach and depart for home. Appropriate rest and meal stops will be made en route.

Day Five - Sunday May 15, 2011

9:00am Richmond Hill High School will be met by a Coach Canada School Bus at the Walmart parking lot in Burlington to transfer you back to your school. Charter #815962 Tour Leader to call Coach Canada to confirm pick up time once arrival time in Burlington has been established. Dispatch: 416-961-9666

St. Joseph's High School will continue on to Windsor on the coach.

10:30am Welcome Home Richmond Hill High School! Approximate time of arrival at your school. Don't forget to post your comments and pictures on your school's online Tour Centre!

1:00pm Welcome Home St. Joseph's High School! Approximate time of arrival at your school. Don't forget to post your comments and pictures on your school's online Tour Centre!

Emergency Phone Numbers:
416-486-6440 or 1-800-267-6425 (Mon.-Fri. 8:30am-5:00pm)
After Hours (Emergency Only): Dial the number above and listen for the emergency extension number listed in the message.

PLEASE NOTE: It is critical that you read, understand, and approve this itinerary. This is the way we intend to deliver your tour. We require your requests for changes or your approval within one week. A nil response will be deemed as your approval. In signing this itinerary, you are agreeing to all its components. Should you request any changes after signing, you will be charged a \$25.00 administration fee for each change.

Unfortunately we cannot accept changes to the itinerary or fluctuation in the number of people travelling on the tour within 30 days of your departure date.

Itinerary Accepted By:

Date:





2425 Clover Avenue, Windsor, Ontario N8P 2A3

Main Office: 519-735-3326

Fax: 519-735-5322

Attendance Office: 519-735-7883



Mrs. T. Hedderson
Principal

Mr. A. Bertucci
Vice Principal

Mr. B. Roberts
Vice Principal

Ms. C. Facchinato
Vice Principal

Friday April 1, 2011

I _____ as parent /guardian of _____
First and last name First and last name

A student at St. Joseph's Catholic High School hereby grant my permission for them to travel across the USA and Canadian border to New Jersey and New York City from May 11 -15, 2011. I understand that my son/daughter will be staying in a hotel in New Jersey and traveling daily into New York City for daily tours and shows as part of their trip.

Signature: _____ Date Signed: _____

Primary Student Contact Person in Case of Emergency

Parent/Guardian: _____ Relationship to student: _____

Address: _____

Home Phone: _____ Work Phone: _____

Secondary Contact Person in Case of Emergency

Parent / Guardian: _____ Relationship to Student: _____

Address: _____

Home Phone: _____ Work Phone: _____

Medical Conditions: (Alergies etc.)

Medication(s)

Medical Insurance Information

OHIP # _____

Coverage for USA _____

Relationship to Students' Program Course

Each of the religion courses in the Catholic Studies Department share in common the social justice strand. Students are expected to relate the gospel values to their daily lives and to become cognizant of the way their lives can touch and change the lives of others. Responsible citizenship on a local, national, federal and international level is emphasized.

Grade 9 Be With Me: Program Goals

Students are expected to develop their skills as collaborative contributors who find meaning, dignity, and vocation in work which respects the rights of all and contributes to the common good.

Students are expected to become reflective, creative, and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good. Their intent is to be focused on participating in the transformation of society.

Grade 10 Christ and Culture: Program Goals

Students are called to identify justice as an essential ingredient in the liberation of human person and a key expression of Christian love.

Students are called to be caring family members and responsible citizens who respect and understand the history, cultural heritage and pluralism of today's contemporary society.

Grade 11 World Religion: Program Goals

Students will become responsible citizen who gives witness to Catholic Social Teaching by promoting peace, justice, and the sacredness of human life.

Students will be reflective, creative thinkers who listen actively, think critically and understand and relate to others in our world today.

Students will act morally and witness Catholic Social Teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society.

Students will affirm diversity and interdependence of the world's people and cultures.

Grade 12 Church and Culture: Program Goals

Students will be able to explain the Christian responsibility to respond effectively to social, political, and economic injustice based on gospel values and Church's social teaching.

Students will acknowledge that the love of God for all people demand justice and recognize the responsibility of Christians to work for justice an peace.

Students will critique social, political, and economic structures in light of the Church's social teachings.



2425 Clover Avenue, Windsor, Ontario N8P 2A3

Main Office: 519-735-3326

Fax: 519-735-5322

Attendance Office: 519-735-7883



Mrs. T. Hedderson
Principal

Mr. A. Bertucci
Vice Principal

Mr. B. Roberts
Vice Principal

Ms. C. Facchinato
Vice Principal

Friday April 1, 2011

Students were involved in three fund raising events to help cover the cost of their trip to New York City this year. They were able to do any or all three of these fund raising activities for themselves; World's Finest Chocolates Sales, Ernie Walkerton Popcorn Sales, and Windsor's Best Seller Coupon Books. All three fund raising events went well and many students who chose to fund raise earned \$25.00 to \$100.00 or more to help pay for their trips.

Talent show performances were held March 10 -11, 2011 with money going to help pay expenses thus reducing the cost of the trip for the students (ie. supply teacher cost).



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date: April 26, 2011
--

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director - Student Achievement K - 12
 Mike Seguin, Superintendent of Education

SUBJECT: **FIELD TRIP: W. J. LANGLOIS CATHOLIC ELEMENTARY SCHOOL**
 - Camp Cedarwin – Wednesday, June 22 to Friday, June 24, 2011

RECOMMENDATION:

That the Board approve the W. J. Langlois Catholic Elementary School
Field trip to Camp Cedarwin scheduled for Wednesday, June 22 to
Friday, June 24, 2011

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 26 elementary students to experience the Scouting Camp Program.

BACKGROUND COMMENTS: This trip is a culminating curriculum activity in relation to the students Healthy Active Living Program, Religion, Social Studies and Science.

FINANCIAL IMPACT: Cost per student is approximately \$93.00.

TIMELINES: Wednesday, June 22 – Friday, June 24, 2011

APPENDICES:

- Request for approval of Field Trip – Form A
- Additional information

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 19, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Beth Marshall

Joan Schell

Teacher: Marija Kulas

School: W.J. Langlois

Destination Name: Camp Cedarwin

Name of Carrier: Sharp Bus Lines

Mode of Transportation: Bus

Travel Company Involved: N/A

Departure Date: Wed, Jun 22, 2011

Return Date: Fri, Jun 24, 2011

Time of Departure from School: 9:00 a.m.

Approximate Time of Return to School: 12:30

Number of Male Students: 12

Number of Female Students: 14

Total Cost Per Student: \$93.

Personal Cost Per Student: \$93.

Grade of Students: Grade 6

Number of Supervisors: Male: 1 Female: 2

Purpose of Trip/Excursion: Schools and Scouting Camp Program

Relationship to Students' Program/Course: *Maximum 200 characters.*

Healthy Active Living, Religion, Social Studies, Science

Ropes, Fire-making activity, survival activities, archery, orienteering, cooking, canoeing, separate sleeping arrangements for boys and girls

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

6 in class sessions on Thursdays from May 12 to June 16th from 1:40 - 2:30 pm

Follow-up Activities Planned: *Maximum 200 characters.*

Integration of skills learned and continued leadership activities for students

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Sun, Mar 21, 2010

Teacher: Marija Kulas

Approval Date: Thu, Apr 07, 2011

Principal: Joan Schell

Approval Date: Tue, Apr 12, 2011

Superintendent: Mike Seguin

Approval Date:

Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

Why Schools and Scouting, Partners in Education?

Because...

- ✓ We offer curriculum matched outdoor programs that are really fun
- ✓ We provide in-class camp preparation sessions
- ✓ We will organize and run the camp program
- ✓ We make it easy!



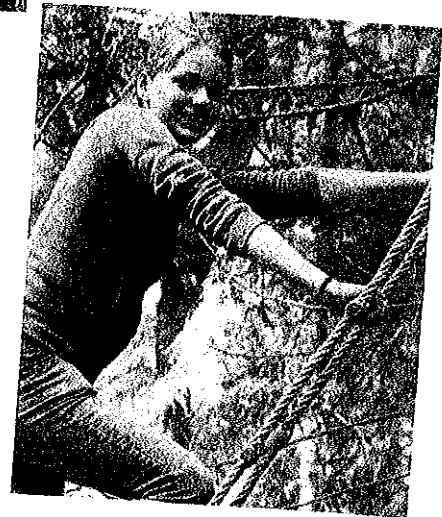
Schools and Scouting



Partners in Education

Here are even more reasons:

- ✓ We're outside! The outdoors is an excellent alternative learning environment and classroom.
- ✓ Our trained, screened and specialized staff provides the program, allowing teachers to play a role providing support and encouragement to students.
- ✓ **Schools and Scouting** programs focus on self development-enhancing your students' self esteem and motivation.
- ✓ **And always—we have fun doing it!** We create those cherished "at camp" memories for everyone.



What do your children do at camp?

- ✓ **Team Building**
- ✓ **Camp Cooking and Fire-Building**
- ✓ **Pioneering and Shelter Building**
- ✓ **Map Reading and Orienteering**
- ✓ **Hike Planning**
- ✓ **Outdoor Safety**
- ✓ **Songs, Skits and Campfires**



"Dear Camp Byng,

We miss everyone! You guys were **AWESOME** leaders, but it wasn't nice to make us dance for our food. You guys have great taste in games. You really know how to cheer us up! Archery was fun, but we really stunk at it. We especially enjoyed the last night because we got to know everyone and everything. We had an amazing time at Camp Byng and we hope that you did too! We also want to thank you for everything you did to get us smiling."

—Kathy & Khushboo (students),
Prince Charles Elementary School



Scouts Canada - Creating a Better World



Canada

This publication was funded by the Government of Canada's Social Development Partnerships Program. "The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada."

Schools and Scouting



Partnership Agreement

Name of School: W.J. Langlois Catholic School School District: WECDSB
 Address of School: 3110 Rivard Phone Number: 519-948-9122
Windsor, Ont. N8T 2J2 Fax Number: 519-974-7907
 School Teachers: Joan Schell, Principal
Marija Kulas & Michelle Bedore
 Spring Camp Dates: _____

TERMS AND CONDITIONS:

- 1) A **non-refundable deposit of \$300** for camp is due with the initial application. All remaining student fees (based on \$85/student) are due one week before camp.
- 2) You must complete Scouts Canada's Organizational Hold Harmless and Indemnity Agreement (attached) and provide a Certificate of Insurance in the amount of \$2,000,000, naming Scouts Canada as an additional insured.
- 3) The following forms (found in "Teacher's Package") must be submitted, with full and final payment, one week prior to camp:
 - Youth Program Participation Enrollment Form (Students)
 - Adult Photo/Video Release Form (Teachers and Adult Volunteers)
 - Physical Fitness Forms for Non-Members for Adults (Teachers and Adult Volunteers)
 - Individual Release and Hold-Harmless Agreement (Teachers and Adult Volunteers)
 - Copy of the School's Certificate of Insurance naming Scouts Canada as an additional insured
- 4) While participating in the Scout Camp, which runs from **7:30 AM to 10:00 PM**, students are under the care and responsibility of Scouts Canada. From **10:00 PM to 7:30 AM**, students are under the care and responsibility of the School.
- 5) There shall be no alcohol or recreational drug/substance consumed or made available on any Scout property. Smoking is only permitted in designated areas.

I, _____, as the duly designated contact on behalf of the _____
 _____ School, hereby indicate that I have read and understand the terms and conditions of the
 Agreement and clearly understand my responsibility to the school I represent and Scouts Canada.

 Signature

 Date

**SCOUTS CANADA
ORGANIZATIONAL HOLD-HARMLESS
AND INDEMNITY AGREEMENT**

_____, hereinafter referred to as the "Organization", shall indemnify, hold free and harmless, assume liability for, and defend the Scouts Canada, its chartered councils, groups, agents, servants, employees, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which the Scouts Canada, its chartered councils, groups, agents, servants, employees, officers and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the Organization's use of real or personal property belonging to the Scouts Canada, its chartered councils, groups, agents, servants, employees, officers, and directors, on _____ (date) or by any action or omission by the Organization, its members, agents, servants, employees, officers, or directors.

Further, the Organization agrees to provide a Certificate of Insurance (attached) naming Scouts Canada as additional insured on a comprehensive general liability insurance policy in force during the period of use in an amount of not less than \$2,000,000, such Certificate to specifically show any exclusions contained in the policy.

Property and period to be used:

(Organization):

By: _____
A member of the Organization who has authority to sign this document

Date:


Attach Certificate of Insurance

Note: Please forward completed copies of this form to your Council Offices.

Printed by: **Celeste DiPonio**
Title: **Camp Cedarwin : Windsor-Essex CDSB**

Tuesday, April 12, 2011 1:17:37 PM
Page 1 of 1

From:  **Joan Schell**
Subject: Camp Cedarwin
To:  **Celeste DiPonio**
Cc:  **Mike Seguin (Superintendent)**

Thursday, April 07, 2011 3:20:07 PM 

Celeste

In my meeting with Amy Pinsonneault and Pam Emery on March 3 and my phone conversation with Amy today there will be 20 adult scouters there from 7:30 am to 10:00 pm and approx 15 of those will stay overnight. They are all screened, have police clearances (vulnerable sector) and at least one will be first aid trained

For the canoeing activity all students wear personal flotation devices during this activity

Sleeping arrangements - separate wing for boys and girls

School is required to send 3 adult supervisors who will be at each station the students are at and these are run by a scouter

Students are trained in the six sessions before the field trip in classes here at school

Thanks for your help

Joan Schell
W.J. Langlois School
Principal

The information in this e-mail is intended solely for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message and any attachments.



Windsor-Essex Catholic District School Board Field Trip Approval Form

Thursday, April 07, 2011 7:01:22 AM

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: John Ulicny

To: Simone Lira

 Kelly Rilley
 Christina Murphy

Teacher: Mrs. Capaldi/Mrs. Murphy

School: St. Rose

Destination Name: Gesstwood Camp

Name of Carrier: Student First

Mode of Transportation: Bus

Travel Company Involved:

Departure Date: Thu, May 12, 2011 Return Date: Fri, May 13, 2011

Time of Departure from School: 9:00 AM

Approximate Time of Return to School: 4:15 PM

Number of Male Students: 21

Number of Female Students: 9

Total Cost Per Student: \$80.00

Personal Cost Per Student: \$0.00

Grade of Students: 7

Number of Supervisors: Male: 1 Female: 5

Purpose of Trip/Excursion: Leadership

Relationship to Students' Program/Course: *Maximum 200 characters.*

To build and instil leadership skills and promote Catholic Leadership values within the Grade 7 student body. Also, a preparation for Grade 8 leadership activities.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Journal writing and group discussions based on team building and leadership tasks presented during Leadership Lounge classes throughout the year.

Follow-up Activities Planned: *Maximum 200 characters.*

Reflection journal tracing their experiences during the Field Trip. Continued discussions to prepare for their Grade 8 year.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Wed, Apr 06, 2011

 Teacher: Mrs. Capaldi/Mrs. Murphy

Approval Date: Wed, Apr 06, 2011

 Principal: Ms. Kelly Rilley

Approval Date:

 Superintendent:

Approval Date:

 Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

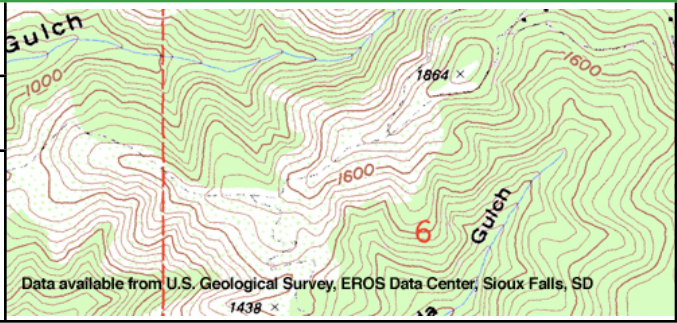




Gesstwood Leadership Trip

St. Rose Catholic Elementary

871 St. Rose Ave.

Windsor, ont

519-945-7501

Day 1 , Thursday, May 12, 2011	
9:00 am - Departure from St. Rose	 <p>Data available from U.S. Geological Survey, EROS Data Center, Sioux Falls, SD</p>
9:40am - Arrival at Gesstwood Campground	
10:00am - 12:00pm Get assembled into activity groups and begin leadership games & activities	
Day 1, Thursday, May 12, 2011 (Afternoon/Evening Program)	
12:00pm - Lunch (Hot dogs, fruit, salad, drink)	
12:40pm-1:00pm (Cabin Set up)	
1:00pm - 4:00pm Continue with activity group rotations	
4:00pm -5:30pm Clean up, Dinner Time	
5:30pm -7:30pm Night Time Group Activity	
7:30pm - 10:00pm Bonfire and Storytelling	
Day 2, Friday, May 13, 2011 (Morning/Afternoon Program)	
8:30am - 9:30am - Wake up and Breakfast	
9:30am - 12:00pm - Ropes Course	
12:00pm-12:40pm - Lunch	
1:00pm - 3:00pm - Continue with Ropes Course	
Day 2, Friday, May 13, 2011	
Pack up & Clean Cabins - 3:00 to 3:30pm	 
Depart Gesstwood Camp - 3:30pm	
Arrive at St. Rose approximately 4:15pm	



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director - Student Achievement K-12
Gary McKenzie, Risk Assessment Manager
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW**
– **AMENDED POLICY ST:11 STUDENT HEALTH SUPPORT**
(Including Medication Administration at School)

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy ST:11 STUDENT HEALTH SUPPORT (Including Medication Administration at School).

and, that the Board receive Administrative Procedure Pr ST:11 STUDENT HEALTH SUPPORT (Including Medication Administration at School) as information.

SYNOPSIS: Final approval is requested of Draft *Policy ST:11 Student Health Support (Including Medication Administration at School)*, as previously approved in principle by the Board of Trustees on April 12, 2011.

BACKGROUND COMMENTS: The draft policy represents a revision to existing Board Policy *ST:11 Medication Administration At School (Including Epi-Pen)* and includes amendments that are intended to recognize and provide for those occasions when employees of the Windsor-Essex Catholic District School Board may be required to provide health support (including the administration of prescribed medication) for students who have diabetes and other chronic diseases. On February 22, 2011, the draft policy and draft administrative procedure were forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to union and association representatives, trustees, student trustees, Catholic Education Centre staff, the Windsor-Essex Student Transportation Services, the Windsor Essex County Health Unit and posted to the Board's website for public input.

Valuable input was received from the community and incorporated, where appropriate, into both the draft policy and administrative procedures. The Policy Working Committee reviewed this policy in conjunction with board policy *ST:11A Anaphylaxis Policy* with a view to consolidate all directives pertaining to the emergency administration of epinephrine auto-injectors (e.g., Epi-Pen®, Epi-Pen Jr.®, Twinject®) for the emergency treatment of severe allergic reactions including anaphylaxis, within Policy/Procedure ST:11A.

The full text of the draft policy *ST:11 Student Health Support (Including Medication Administration at School)* was presented to the Board and approved in principle on April 12, 2011. There have been no proposed amendments to the draft policy as approved in principle, and the draft policy is recommended for final approval.

The attached supporting administrative procedure is presented as information and will be implemented upon final approval of the amended policy. The procedure reflects changes in current practice and complies with the principles and directives within the amended Board Policy.

FINANCIAL IMPACT: N/A

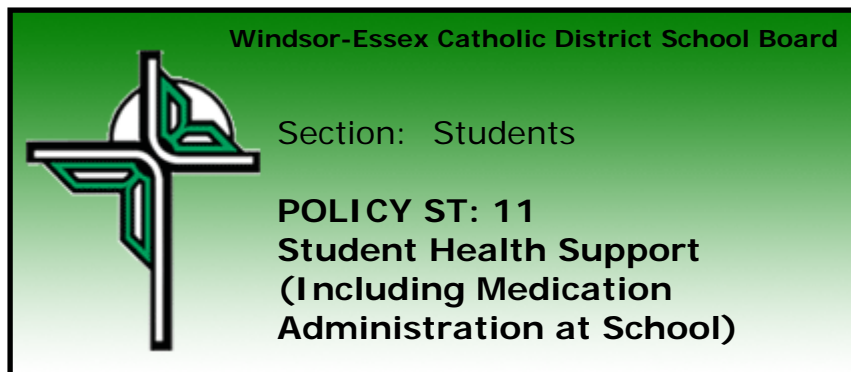
TIMELINES: Immediate implementation upon final Board approval. The policy and administrative procedures will be forwarded to Principals/Vice-Principals and union representatives for communication to Board employees and school councils, and made available on the Board's public website. Copies will also be provided to the Windsor-Essex Student Transportation Services.

APPENDICES:

- Draft Policy ST:11 Student Health Support (Including Medication Administration at School), as previously approved in principle
- Administrative Procedure Pr ST:11 Student Health Support (Including Medication Administration at School)

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2011



NUMBER:	ST: 11
EFFECTIVE:	Oct. 26, 1999
AMENDED:	Oct. 24, 2000 June 12, 2007 Sept. 25, 2007 DRAFT
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

NOTE: PLEASE SEE POLICY/PROCEDURE ST:11A ANAPHYLAXIS FOR THE DEVELOPMENT OF A PLAN FOR A STUDENT WITH A LIFE-THREATENING ALLERGY.

1.0 OBJECTIVE:

- 1.1 To recognize and provide for those occasions when employees of the Windsor-Essex Catholic District School Board may be required to provide health support (including the administration of prescribed medication) for students who are diagnosed with a medical condition, to support their immediate safety, long term well-being, and optimal academic performance.

2.0 GUIDING PRINCIPLES:

- 2.1 The Windsor-Essex Catholic District School Board (the Board) believes that parents/guardians are primarily responsible for the administration of medication to their children.
- 2.2 The Board recognizes that a designated staff member(s) appointed by the Principal, shall be entitled to administer prescription medication when necessary and on an on-going basis according to applicable administrative procedures.
- 2.3 The Board believes that parents/guardians of a student, in conjunction with trained medical personnel, have the primary responsibility for the administration of health support procedures.
- 2.4 The Board recognizes that there are students with serious medical conditions (including, but not limited to, diabetes (i.e., Type 1, Type 2 and Gestational), asthma, epilepsy, haemophilia, heart conditions) who are at high risk with respect to life-threatening situations and is committed to supporting those students through the development of health support accommodations that consider their well-being and dignity.
- 2.5 The Board recognizes that each student diagnosed with a medical condition is unique and requires an individual plan of action.
- 2.6 This Policy shall be administered in conjunction with the objectives and guiding principles of A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

**POLICY ST: 11 Student Health Support (Including Medication Administration at School)
DRAFT**

3.0 SPECIFIC DIRECTIVES:

- 3.1 Administration shall establish procedures to be followed by Principals in the development of individual plans of action for students with diagnosed conditions who require health support. The procedures shall include provision for the updating of the plans and for communication of information to the appropriate staff as necessary.
- 3.2 Administration shall maintain a section on the Board's public website containing links to various health care organizations/associations that may provide up-to-date and relevant information on various health conditions affecting students.
- 3.3 Administration shall establish procedures to be followed for administration of prescribed medication to students where it is necessary during the school day.

4.0 RESPONSIBILITY :

- 4.1 Parents/guardians have the primary responsibility for administration of medication to their children.
- 4.2 Parents/guardians of a student, in conjunction with trained medical personnel, have the primary responsibility for the administration of health support procedures.
- 4.3 Parents/guardians are responsible:
 - i. for notifying the Principal of their child's diagnosed condition and prescribed health support needs;
 - ii. for completing and updating an individual health support plan in conjunction with their child's family physician and with input from the principal;
 - iii. for providing the necessary supplies/equipment to support the plan.
- 4.4 The Principal (or designate) is responsible for assisting the parents/guardians in preparing and maintaining a health support plan, including an emergency action plan, for those students with a diagnosed condition who require health care support at school. Action plans are to be consistent with the roles and responsibilities outlined in Ministry of Education policy addressing health support services and the *Education Act*.
- 4.5 The Principal has the responsibility to communicate the plan as necessary to appropriate staff, including transportation services, itinerant and occasional staff, educational assistants and those working directly with the student on a regular basis.
- 4.6 Staff working directly with the student must be aware of and follow the health support plan to the best of their ability.
- 4.7 A designated staff member appointed by the Principal may administer prescription medication to students provided all Board policies, procedures and regulations are followed.

POLICY ST: 11 Student Health Support (Including Medication Administration at School)
DRAFT

5.0 REVIEW AND EVALUATION:


- 5.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 5.2 This policy will be reviewed during the 2014-2015 policy review cycle.

6.0 REFERENCES:

Sabrina's Law, 2005
Education Act and its Regulations
Ministry of Education PPM 81 Provision of Health Support Services in School Settings
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)
Ontario Student Record (OSR) Guidelines

Procedure ST:11 Student Health Support (Including Medication Administration at School)
Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
Policy A:30 Privacy
Procedure PR H06A Procedure for the Disposal of Sharps
Policy SC:04 Field Trips
Policy SC:13 Release of Student Information
Policy ST: 11A Anaphylaxis Policy
Procedure ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication)
Policy ST: 15 Accidents/Students
Policy ST:20 Collection of Personal Information

Windsor-Essex Catholic District School Board



Section: Students

**PROCEDURE Pr ST: 11
Student Health Support
(Including Medication
Administration at School)**

NUMBER:	Pr ST: 11
EFFECTIVE:	Oct. 26, 1999
AMENDED:	Oct. 24, 2000 June 12, 2007 Sept. 25/07 (App. A) DRAFT
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT as at: Apr. 14/11

Note: For administration of emergency epinephrine auto-injectors (Epi-Pen®/Epi-Pen Jr. ®/Twinject®) for students experiencing anaphylaxis/severe allergic shock, please refer to: **ADMINISTRATIVE PROCEDURE PR ST:11A ANAPHYLAXIS (INCLUDING ADMINISTRATION OF EMERGENCY MEDICATION)**

1.0 OBJECTIVE:

- 1.1 To provide guidelines for medication administration to students while at school.
- 1.2 To provide guidelines to support students with serious/life threatening chronic conditions.

PART I MEDICATION ADMINISTRATION

2.0 DEFINITIONS:

- 2.1 “Administration” for the purpose of this policy means:
 - actual administration of the medication if appropriate or necessary;
 - visual supervision and observation of the taking of the medication;
 - safe storage and handling of the medication;
 - recording of the administration of medication on the approved form.

3.0 SPECIFIC DIRECTIVES:

- 3.1 Non-prescription drugs shall not be administered to students. The Principal shall, at the beginning of each school year/semester or upon admission, inform all parents that the school will not administer non-prescription drugs to students. (See Appendix A - *Explanatory Letter to Parents/Guardians Regarding the Administration of Medication* attached.)
- 3.2 Prescription drugs shall be administered to students under the following conditions:
 - i. **Short Term Illness—less than six weeks**
Specific written and signed directions from the parent/guardian shall be acceptable. Additionally, the parents must sign the Acknowledgement on Part 1 of Form A. (See Form A - *Request and Authorization for the Administration of Medication at School* attached).

PROCEDURE Pr ST: 11 Student Health Support (Including Medication Administration at School) DRAFT

- ii. **Long Term Illness—six weeks or more**
Receipt of prior written authorization from the parents/guardians (Part 1 of Form A) and attending physician shall be required (Part 2 of Form A - *Request and Authorization for the Administration of Medication at School* attached).
- 3.3 For either short term or long-term illness, prescription drugs shall be hand delivered by the parent/guardian to the Principal or his/her designate who shall inform the Principal as soon as possible.
- 3.4 The prescription drugs must be packaged in the original container as supplied by a pharmacist. The package must be clearly labelled with:
- i. The child's name
 - ii. The name of the drug
 - iii. The date of purchase
 - iv. Instructions for storage
 - v. Specific directions for administration (Do **not** administer if the instructions are "administer as required")
 - vi. Prescribing physician's name
- 3.5 All consent forms, including the attending physician's written instructions in the case of a Long Term Illness, shall be maintained in the Principal's office as well as provided to the person responsible for supervising and administering the medication. **In the case of student who has an anaphylactic allergy**, the forms, with the physician's instructions, shall be placed in the student's individual file, which shall be maintained by the Principal pursuant to Board Policy ST: 11A Anaphylaxis.
- 3.6 For every child receiving medication, the telephone numbers of the parents and physician in the case of a Long Term Illness, must be readily available at school. **Note: It is the parents' responsibility to ensure that the school has the correct telephone numbers.**
- 3.7 Upon receipt of a completed form, including the signature of the prescribing physician in the case of a Long Term Illness, the Principal shall:
- a. Store the medication in a secured, but accessible school office as required;
 - b. Establish and carry out a procedure for the administration of medication in a manner which allows for sensitivity and privacy and which encourages the student to take as much responsibility for his/her own medication as is appropriate and desirable. Staff may not refuse to administer potentially life-saving medication, as with an Epi-Pen®.
 - c. Ensure that appropriate records are maintained. Specifically, **in the case of a student who has an anaphylactic allergy**, ensure that the required records as set out in Policy ST: 11A Anaphylaxis and Administrative Procedure Pr ST: 11A Anaphylaxis Procedure (Including Administration of Emergency) are maintained.
 - d. Return any medication to the parent/guardian at the end of the school year or at the end of the prescription period. If unable to return to the parent/guardian, the Principal shall request a local pharmacist to dispose of the remaining prescription.

PROCEDURE Pr ST: 11 Student Health Support (Including Medication Administration at School) DRAFT

- 3.8 Students **diagnosed with having Asthma** should be expected to be properly instructed by a physician and/or parent/guardian in the use of inhaled medication at the appropriate age determined by their physician and/or parent.

Students, as determined by their physician/parent, who are able to self-administer, should carry their own medication on their person at all times. The appropriate medical form still must be completed (See Form A - *Request and Authorization for the Administration of Medication at School* attached). The physician and parent/ guardian should indicate on the medical form that the student is competent to carry and self-administer this medication.

For those students who are unable to carry or self-administer their own medication, as determined by their physician and/or parent guardian, an Individual Health Support Plan (see Form B - *Student Health Support Plan* attached) should be completed by the student's parent/guardian and physician, and shared with the school.

- 3.9 Notification for the administration of **pumped or injected insulin** requires the completion of Form A. (See Form A - *Request and Authorization for the Administration of Medication at School* attached). If students are of an age, as determined by a physician, to self-administer insulin by injection or through an infused pump, the physician and parent/guardian should indicate on the medical form that the student is competent to self-administer his/her medication.

Schools may supervise students during their blood sugar checks, record the findings and also provide a secure storage area for the insulin and syringes. Sharps shall be disposed of in accordance with *Administrative Procedure Pr H:06A Procedure for the Disposal of Sharps*.

Board staff will not be expected to administer insulin or conduct blood sugar checks. For students with diabetes who require assistance with the administration of insulin either through injections or an infused pump, or who require assistance in conducting blood sugar checks, the parents/guardian shall request their physician to contact the Community Care Access Centre and make arrangements for a nurse to come to the school on a scheduled time and administer insulin/conduct blood sugar tests as pre-arranged by the physician and/or parents/guardian.

An individual Student Health Support Plan (see Form B - *Student Health Support Plan* attached) shall be completed by the student's parent/guardian and physician, and shared with appropriate staff as directed within this Procedure.

- 3.10 An individual "Record of Medication Administration at School" (see Form C attached) shall be maintained for each student to record the administration of medication at school.

PROCEDURE Pr ST: 11 Student Health Support (Including Medication Administration at School) DRAFT

PART II PROCEDURES FOR THE DEVELOPMENT OF THE STUDENT HEALTH SUPPORT PLAN**4.0 PRE-AMBLE:**

- 4.1 Students with serious medical conditions (including but not limited to diabetes (i.e., Type 1, Type 2, and Gestational), asthma, epilepsy, haemophilia, heart conditions) who are at high risk with respect to life-threatening situations, have unique medical needs which must be managed to assure their good health and ability to learn. Special accommodations may be required that allow the student to monitor and or manage his/her medical condition while in school, while involved in extracurricular activities and while on field trips/school excursions.

Through a collaborative effort with the student, parent/guardian, and physician, school personnel, equipped with a comprehensive Plan, can provide a student with a supportive environment for health and learning in the school setting.

- 4.2 An effective Student Health Support Plan at school can help:

- Provide a supportive learning environment for students
- Reduce absences
- Reduce disruption in the classroom
- Provide the necessary support in the event of an emergency
- Achieve full participation in physical activities
- Foster self esteem

- 4.3 A Student Health Support Plan should contain:

- A plan for communicating with parents and the student's medical providers
- Indicators and procedures for administering medications
- Specific actions for parents/guardians, pupil and school personnel to perform in the management program
- An emergency action plan individualized to the student's needs

5.0 SPECIFIC DIRECTIVES:

- 5.1 A Student Health Support Plan shall be completed by the parent/guardians and physician for each student who is considered to have a serious/life threatening condition, and shall be shared with the school. (see Form B - *Student Health Support Plan* attached).
- 5.2 The Plan will be communicated to appropriate staff; including bus operators, itinerant and occasional teachers, educational assistants and other authorized personnel.

PROCEDURE Pr ST: 11 Student Health Support (Including Medication Administration at School) DRAFT

- 5.3 The parent/guardian of a student with a serious/life threatening condition is strongly encouraged to have the proper identification on the student at all times (i.e. MedicAlert Bracelet).
- 5.4 The parent/guardian is responsible for providing, in advance, supplies or equipment necessary to support the Plan.
- 5.5 When supplies or equipment are entrusted to the Principal, they shall not be used until clear instructions have been received in writing from the parent/guardian and/or qualified medical authority.
- 5.6 When a Student Health Support Plan is referred to in the student's file and medical equipment/supplies have not been provided, or when updated documentation has not been provided, the Principal shall make a request in writing, as set out in Appendix B - *Letter to Parents Requesting Information or Medical Equipment/Supplies*, with a request for acknowledgment of receipt of the letter. A copy of the letter shall be kept in the file. If the acknowledgment, medication, or required documentation is not received by the date specified within the request, the Principal shall contact the parents/guardians with a verbal request and document the date of that request within the student's file.
- 5.7 Parents/guardians must update the Student Health Support Plan as required, and at least prior to the start of each school year.

6.0 RESPONSIBILITY:

- 6.1 Staff must be aware of and follow the Student Health Support Plan to the best of their ability.
- 6.2 In consultation with the parents/guardians, where it has been determined it is necessary to implement a particular Student Health Support Plan, the principal shall contact a community health care organization to provide staff information sessions (e.g., a nurse from the Diabetes Wellness Centre (Diabetes Programme) Windsor-Essex Community Health Centre or the Windsor-Essex Health Unit. Annual sessions may be necessary (as with a student with Type 1 Diabetes.)

PART III GENERAL

- 7.0 7.1 In emergency situations, the principal shall follow the procedure as outlined in the Student Health Support Plan when calling ambulance services to transport the student to the nearest medical facility.

In emergency situations where no Student Health Support Plan is in place, the principal is to use his/her judgement in authorizing accredited ambulance services to transport the pupil to the nearest medical facility.

PROCEDURE Pr ST: 11 Student Health Support (Including Medication Administration at School) DRAFT

7.2 When acting under this policy, staff is covered by the Board's liability insurance.

PART VI APPENDICES

8.0 Appendix A – Explanatory Letter to Parents/Guardians Regarding the Administration of Medication

Appendix B - Letter to Parents/Guardians Requesting Information or Medical Supplies

Form A – Request and Authorization for Administration of Medication at School

Form B – Student Health Support Plan

Form C - Record of Medication Administration at School

PART VII RESOURCE

Diabetes Resource Package, Windsor Essex County Health Unit



Pr ST:11 Appendix A

Windsor-Essex Catholic District School Board

Explanatory Letter Regarding the Administration of Medication

Dear Parent(s) or Guardian(s):

The Windsor-Essex Catholic District School Board has adopted a comprehensive policy for the administration of medication. The purpose of this policy is to ensure that prescription drugs are administered correctly to those pupils who, as a result of proper physician and parental authorization, are deemed to require such medication.

The school will not administer non-prescription drugs to pupils at any time.

The school will administer prescribed medication provided all requirements of the policy are met. This policy includes, in part, a requirement that the medication be administered from the original container as supplied by the pharmacist, which shall include:

- 1 The child's name
- 2 The name of the drug
- 3 The date of purchase
- 4 Instructions for storage and administration
- 5 Prescribing physician's name

In addition, written authorization from the parent (**for Short Term Illness**) and physician (**for Long Term Illness**) should include:

- 1 Name of medication
- 2 Dosage
- 3 Frequency and method of administration
- 4 Dates for which the authorization applies—the form is valid until the prescription expires or is altered by the physician, whichever comes first. It is the responsibility of the parent/guardian/student to ensure that a new form is completed when required and returned to the school. Any cost associated with the completion of this medical request is the sole responsibility of the parent/guardian.
- 5 Possible side effects, if any.
- 6 **Request for administration of the Epi-Pen®/Epi-Pen Jr.®/Twinject® must be made in accordance with Board Policy ST:11A Anaphylaxis.**

Finally, the Board and its employees assume no liability as a result of the implementation of this practice.

Parents or guardians should call their school Principal if they have any questions regarding this policy.



Pr ST:11 Appendix B

Windsor-Essex Catholic District School Board

SAMPLE

**Letter to Parents/Guardians Requesting Updated Information
or Medical Equipment/Supplies to Implement the Student Health Support Plan
(on School Letterhead)**

Dear Parent(s) or Guardian(s):

Our files indicate that (student's name) has a Student Health Support Plan to assist with the in-school management of a diagnosed medical condition that may result in a serious/life threatening situation.

We require the following in order to provide for the safety of your child:

1. A complete and updated Request & Authorization Form for the Administration of Medication at School. (If not already completed.)
2. A completed and updated Student Health Support Plan. (If not already completed.)
3. The following medical equipment and supplies required to implement the actions noted in the student's (Emergency Action Plan/In-School Student Health Support Plan/Daily Management Plan.)

Your prompt attention to the above is appreciated. We would welcome an opportunity to meet with you to discuss your child's Student Health Support Plan. Please provide this information/medication by (date).

Yours sincerely,

Principal

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL

We, the parents/guardians of (name of student) have received and read the letter requesting documentation and/or medical supplies/equipment required by the school to effectively implement our child's Student Health Support Plan.

Signature of Parents/Guardians

Date



Windsor-Essex Catholic District School Board

Pr ST:11 FORM A

Request & Authorization for the ADMINISTRATION OF MEDICATION at School

THIS FORM IS TO BE RETURNED TO THE SCHOOL

DRAFT as at: Apr. 14/11

PART 1 TO BE COMPLETED BY THE PARENT/GUARDIAN/STUDENT – if not a minor

I request the _____ to ensure that _____
School Name of Student D.O.B.

receive the medication prescribed by _____ as attached.

- Notes:
1. The medication provided must be supplied in the original prescription container, labeled with the name of the medicine, the physician's name, the amount to be taken and the time(s) to be taken, expiration date and the student's name.
 2. Authorization must be signed by the student or, in the case of a minor, by the parent or legal guardian, whichever is the appropriate legal authority. In the case of a person who is disabled to such a degree as to be incapable to give consent, the next of kin may authorize the administration of medicine.
 3. It is understood that the request is being made for school staff to undertake the administration of medicine, and that such staff are not medical professionals. The staff will make every effort to ensure that medication is administered in an appropriate manner, and at the times requested.

ACKNOWLEDGEMENT:

I acknowledge that non-medical personnel are being asked to undertake the administration of medication or medical procedures to my son/daughter _____. I understand that there is some inherent risk in having non-medical personnel undertake the administration of medications and procedures, and accept the risks associated with this request.

Date: _____ Signed: _____
(parent/guardian/student – if not a minor)

Address: _____

PART 2 TO BE COMPLETED BY THE PRESCRIBING PHYSICIAN (Long Term Illness)

The following medication has been prescribed. It is necessary for this medication to be administered during school hours by personnel other than the parent/legal guardian:

Medication/Dosage/Method of Administration:	
Indications for Administration :	
Other Instructions:	
Cautions/Notable Side Effects:	
Period of Authorization: From:	To:
Prescribing Physician's Name: (Please print)	
Address:	Telephone Number:
Date:	Prescribing Physician's Signature

Authorization for the collection of this information is in the Education Act. The information will be used to assist the WECD SB in implementing health support services to students, including the administration of prescribed medication. Users of this information may be principals, teachers, support staff, volunteers, bus operators and drivers. This form will be kept for a minimum period of one school year and then shredded. Contact person concerning this collection is the school principal.
NOTE: This form is valid until the prescription expires or is altered by the physician, whichever comes first. It is the responsibility of the parent/guardian/student to ensure that a new form is completed when required and returned to the school. Any cost associated with the completion of this medical request is the sole responsibility of the parent/guardian.

**Pr ST:11 FORM B**

1325 California Avenue
Windsor, ON N9B 3Y6
Telephone: (519) 253-2481

STUDENT HEALTH SUPPORT PLAN
(CHRONIC AND HIGH RISK MEDICAL CONDITIONS)

Authorization for the collection of this information is in the Education Act. The purpose is to develop an individualized in-school student health support plan, and, in emergency situations, to administer medication as prescribed and/or obtain medical treatment. Users of this information may be principals, teachers, support staff, volunteers, bus operators and drivers. This form will be kept for a minimum period of one school year and then shredded. Contact person concerning this collection is the school principal.

STUDENT INFORMATION (to be completed by Parent(s)/Legal Guardian(s)/Student - if not a minor)				
Name of Student:				STUDENT PHOTOGRAPH
Birth Date: (dd/mm/yy)		Medic Alert I.D.:		
School Name:				
Home Address:				
Home Telephone:		Emergency Telephone:		
Name of Father:		Business Telephone:		
Name of Mother:		Business Telephone:		
Name of Legal Guardian:		Business Telephone:		
MEDICAL INFORMATION - CHRONIC / HIGH RISK MEDICAL CONDITION (to be completed by Family Physician)				
Chronic/High Risk Medical Condition:				
Possible Signs of Acute Symptoms:				
Recommended Response:				
Medication:		Dosage:		
Medication:		Dosage:		
Additional Instructions or Information:				
Name of Physician: (PLEASE PRINT)		Physician's Telephone:		
Signature of Physician:		Date:		

STUDENT INFORMATION <i>(to be completed by Parent(s)/Legal Guardian(s)/Student - if not a minor)</i>			
Name of Student:			
Birth Date: (dd/mm/yy)		Medic Alert I.D.:	Date of Health Support Plan:

PARENT / GUARDIAN COMMITMENTS
<p>At School</p> <p><input type="checkbox"/> Complete STUDENT HEALTH SUPPORT PLAN in conjunction with Principal or Designate</p> <p><input type="checkbox"/> Provide appropriate medication/supplies and consent for administration</p> <p><input type="checkbox"/> Provide up-to-date photos if necessary</p> <p>On Field Trip/Excursion</p> <p><input type="checkbox"/> Fill out appropriate area on Field Trip/Excursion Information form and provide special instructions</p>

EMERGENCY ACTION PLAN
<i>(to be completed by Parent(s)/Legal Guardian(s)/Student (if not a minor) with school personnel input as necessary)</i>

IN-SCHOOL STUDENT HEALTH SUPPORT PLAN / DAILY MANAGEMENT PLAN
<i>(to be completed by Parent(s)/Legal Guardian(s)/Student (if not a minor) with school personnel input as necessary)</i>

Note for students with Type 1 diabetes: An in-school student health support/daily management plan shall be developed so that students can safely manage their diabetes. The following must be adhered to as part of the Plan: while in-school the student has the right to do blood sugar checks in the location the child is in when the need arises; treat hypoglycemia with emergency sugar, inject insulin; eat snacks when necessary at any location inside or outside the building; eat lunch at an appropriate time and have enough time to finish the meal; have free and unrestricted access to water and the bathroom; participate fully in physical education classes, gym classes and other extracurricular activities, including field trips; and other accommodations as necessary to carry out all aspects of his/her daily management in a safe and supportive environment. A blood glucose chart, specific to the student, should be attached to the Plan identifying symptoms and action to be taken at various blood glucose levels.

STUDENT INFORMATION <i>(to be completed by Parent(s)/Legal Guardian(s)/Student - if not a minor)</i>			
Name of Student:			
Birth Date: (dd/mm/yy)		Medic Alert I.D.:	Date of Health Support Plan:

PARENT / GUARDIAN AGREEMENT	
<p>I, _____, acknowledge my participation in the development of the preceding Student Health Support Plan and agree to execute reliably the parent/guardian commitments listed within them.</p> <p>I give my consent for the staff of _____ School to execute the Plan. I understand that this Plan will be reviewed annually (prior to the beginning of each school year) and I will update the school if circumstances change before the review.</p> <p>I/We acknowledge that it is neither the objective nor purpose of the school to administer medication to students and understand that the school is prepared to undertake this activity as a last resort. In the event of an emergency, I authorize the school staff identified in the Plan to administer the designated medication and obtain suitable medical assistance. I agree to assume responsibility for all costs associated with medical treatment and absolve the Windsor-Essex Catholic District School Board and its employees of responsibility for any adverse reactions resulting from administration of the medication.</p> <p>I/We the parents/guardians of _____ give permission for this individual Student Health Support Plan to be displayed in the school office, staff room, homeroom, school bus, cafeteria, food service office, and for other parents and concerned individuals to be advised of our child's condition.</p>	
Signature Parent/Guardian/Student (if not a minor)	Date

School Principal will direct copies to: Parent, Teacher(s), Student's Ontario Student Record, General Manager of Student Transportation, other staff working directly with the student on a daily basis, and post as appropriate.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director - Student Achievement K-12
Gary McKenzie, Risk Assessment Manager
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW**

- **AMENDED POLICY ST:11A ANAPHYLAXIS POLICY**
- **AMENDED ADMINISTRATIVE PROCEDURE Pr ST:11A ANAPHYLAXIS PROCEDURE (including Administration of Emergency Medication)**

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy ST:11A ANAPHYLAXIS POLICY.

and, that the Board receive amended Administrative Procedure Pr ST:11A ANAPHYLAXIS PROCEDURE (including Administration of Emergency Medication) as information.

SYNOPSIS: Final approval is requested of Draft *Policy ST:11A Anaphylaxis Policy*, as previously approved in principle by the Board of Trustees on April 12, 2011.

BACKGROUND COMMENTS: The draft policy represents a revision to existing Board Policy *ST:11A Anaphylaxis Policy*. The policy review was conducted in conjunction with a review of board policy *ST:11* with a view to consolidate all directives pertaining to the emergency administration of epinephrine auto-injectors (e.g., Epi-Pen®, Epi-Pen Jr.®, Twinject®) for the emergency treatment of severe allergic reactions including anaphylaxis, within Policy/Procedure *ST:11A Anaphylaxis Policy*. The consolidation of policy and directives pertaining to the emergency administration of epinephrine auto-injectors into one policy/procedure will provide easier access to specific procedures should the need for the emergency treatment of severe allergic reactions occur.

Administrative Procedure Pr ST:11A Anaphylaxis Procedure (including Administration of Emergency Medication) has been amended to include the auto-injector injections procedures that were removed from ST:11. As well, specific procedures for the Epi-Pen®, Epi-Pen Jr.® and Twinject® have been delineated. Associated forms have been updated accordingly. The list of resources contained in Appendix M has been expanded and has broader reference as specifically identified items quickly become obsolete.

On February 22, 2011, the draft policy and draft administrative procedure were forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to union and association representatives, trustees, student trustees, Catholic Education Centre staff, the Windsor-Essex Student Transportation Services, the Windsor Essex County Health Unit and posted to the Board's website for public input. Valuable input was received from the Windsor Essex County Health Unit and incorporated, where appropriate, into both the draft policy and administrative procedures.

The full text of the draft policy *ST:11A Anaphylaxis Policy* was presented to the Board and approved in principle on April 12, 2011. There have been no proposed amendments to the draft policy as approved in principle, and the draft policy is recommended for final approval.

The attached supporting administrative procedure is presented as information and will be implemented upon final approval of the amended policy. The procedure reflects changes in current practice and complies with the principles and directives within the amended Board Policy.

FINANCIAL IMPACT: N/A

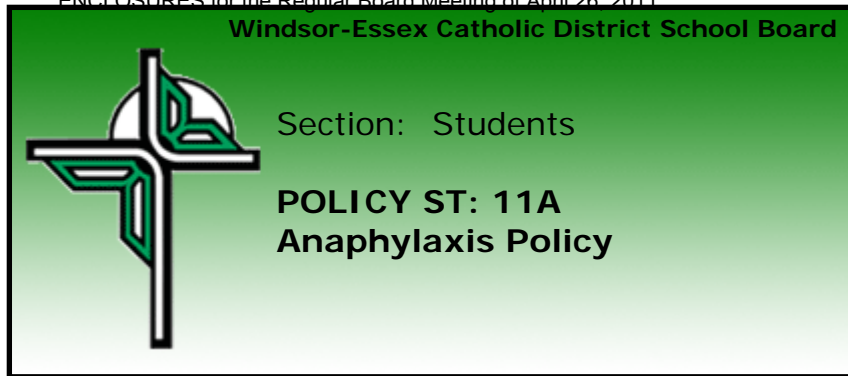
TIMELINES: Immediate implementation upon final Board approval. The policy and administrative procedures will be forwarded to Principals/Vice-Principals and union representatives for communication to Board employees and school councils, and made available on the Board's public website. Copies will also be provided to the Windsor-Essex Student Transportation Services.

APPENDICES:

- Draft Policy ST:11A Anaphylaxis Policy, as previously approved in principle
- Administrative Procedure Pr ST:11A Anaphylaxis Procedure (*including Administration of Emergency Medication*)

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2011



NUMBER:	ST: 11A
EFFECTIVE:	June 12, 2007
AMENDED:	DRAFT
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

1.0 OBJECTIVE:

- 1.1 In keeping with the Windsor-Essex Catholic District School Board's (the Board's) mission of providing a safe and nurturing learning environment, the Board wishes to adopt a policy, which creates allergen-aware environments in its schools. The Board will adopt policy and procedure that will assist in protecting students who have potentially life threatening allergies.

2.0 DEFINITIONS:

- 2.1 **Anaphylaxis** – means a severe systemic allergic reaction, which can be fatal, resulting in circulatory collapse or shock and “anaphylactic” has a corresponding meaning. Sabrina's Law, 2005, S.O.,c. 7,s.1.
- 2.2 **Epinephrine Auto-Injectors** - for the purposes of clarification, one dose epinephrine auto-injectors, for example the EpiPen® or EpiPen Jr.®, and the first dose of a two dose epinephrine auto-injector, for example the Twinject®, are acceptable. Employees of the Board do not administer the second dose (needle) of the two dose epinephrine auto-injector.

3.0 GUIDING PRINCIPLES:

- 3.1 The Anaphylaxis Policy and Procedure are intended to reduce the risk of exposure to allergens and to ensure school staff and others in contact with students who have an anaphylactic allergy are prepared to handle an emergency situation.

Neither the Board nor the school can be expected to create an allergen-free environment, but they are, with the cooperation of parents/guardians, responsible for reducing risk, and having a plan in place that allows the school community to react appropriately when an emergency occurs.

- 3.2 This Policy shall be administered in conjunction with the objectives and guiding principles of A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

4.0 SPECIFIC DIRECTIVES:

- 4.1 The Director of Education will develop procedures to meet this policy's objectives that include the following:
- a) Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas.
 - b) A communication plan for the dissemination of information on life-threatening allergies to parents, students and employees as may be directed through Administrative Procedure.
 - c) Annual training on dealing with life-threatening allergies for all employees and others who are in direct contact with students on a regular basis.
 - d) A requirement that every school principal develop an individual plan for each student who has an anaphylactic allergy.
 - e) A requirement that every school principal ensure that, upon registration, parents, guardians and students shall be asked to supply information on life-threatening allergies.
 - f) A requirement that every school principal maintain a file for each student having an anaphylactic allergy of current treatment and other information, including a copy of any prescriptions and instructions from the student's physician or nurse and a current emergency contact list.
- 4.2 An individual plan for a student with an anaphylactic allergy shall be consistent with the Board's policy and shall include:
- a) Details informing employees and others who are in direct contact with the student on a regular basis of the type of allergy, monitoring and avoidance strategies and appropriate treatment.
 - b) A readily accessible emergency procedure for the student, including emergency contact information.
 - c) Storage for epinephrine auto-injectors, where necessary.
- 4.3 Employees of the Board may be preauthorized to administer medication or supervise a student while he or she takes medication in response to an anaphylactic reaction (provided the student is able to self-administer and understanding that often a student suffering from an anaphylactic reaction will not have the ability to self-administer), provided the school has treatment information that is updated at least once yearly and the consent of the parent, guardian, or student, as applicable.
- 4.4 It is the obligation of the student's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the student is taking.
- 4.5 If an employee has reason to believe that a student is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication prescribed to the student for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.

5.0 RESPONSIBILITY:

- 5.1 All Board employees and others in regular contact with students should be familiar with the School Board's Anaphylaxis Policy and Procedure and abide by their provisions.
- 5.2 Students who have an anaphylactic allergy and parents/guardians are responsible for ensuring the information in the student's file is updated at least once yearly.
- 5.3 Students and parents/guardians in the school community are asked to cooperate in abiding by the Board's policies and procedures as well as the school's anaphylactic plan.

6.0 REVIEW AND EVALUATION:

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 The policy will be reviewed during the 2014 - 2015 policy review cycle.

7.0 REFERENCES:

Sabrina's Law, 2005

Municipal Freedom of Information and Protection of Privacy Act

Ontario Student Record (OSR) Guidelines

Ministry of Education PPM 81 Provision of Health Support Services in School Settings

Anaphylaxis: A Handbook for School Boards - Canadian School Boards Association, 2001

Anaphylaxis in Schools and other settings © 2005, 2009

Canadian Society of Allergy and Clinical Immunology

Procedure ST:11A Anaphylaxis Procedure (Including Administration of Emergency Medication)

Policy ST:11 Student Health Support (Including Medication Administration at School)

Procedure ST:11 Student Health Support (Including Medication Administration at School)

Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community

Policy A:30 Privacy

Procedure PR H:06A Procedure for the Disposal of Sharps


Policy SC:04 Field Trips

Policy SC:13 Release of Student Information

Policy ST: 15 Accidents/Students

Policy ST:20 Collection of Personal Information

Windsor-Essex Catholic District School Board



Section: Students

**Procedure Pr ST: 11A
Anaphylaxis Procedure
(Including Administration of
Emergency Medication)**

PROCEDURE:	Pr ST: 11A
EFFECTIVE:	June 12, 2007
AMENDED:	
RELATED POLICIES:	ST: 11A, ST: 11, ST: 15, SC: 04
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT as at Apr. 14/11

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 <u>Schedules</u>	
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 <u>Forms</u>	
<ul style="list-style-type: none"> • Form A – Individual Anaphylactic Plan (With Plan for Emergency Treatment) • Form B – Request and Authorization for Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®. and Twinject®) (with Fact Sheet) • Form C – Anaphylaxis Education Training – Attendance Record 	

ST:11 A ANAPHYLAXIS PROCEDURE (Including Administration of Emergency Medication)

1.0 OBJECTIVE:

The Windsor-Essex Catholic District School Board (the Board) and its employees strive to provide the students entrusted in their care with a safe environment. The Board recognizes the different needs of its students and endeavors to address those needs.

As more and more individuals develop different allergies, the school environment becomes even more complex in meeting the needs of its student body.

The primary concern of educators is to prevent anaphylaxis and resulting serious injury or death.

Food consumption, insect stings, medication, strenuous exercise, environment, and exposure to latex rubber can trigger a life-threatening allergic reaction. The most common allergens are peanuts, tree nuts, seafood, egg, milk, soy, wheat and stinging insects.

It is the Board's intent to recognize these potentially life threatening allergies; to develop awareness throughout the school community; to establish risk reduction strategies; and to develop emergency response procedures in the case of accidental exposure.

This procedure supports Board Policy ST: 11 Student Health Support (Including Medication Administration at School) and Board Policy ST: 11A Anaphylaxis Policy.

2.0 ADMINISTRATION OF EMERGENCY MEDICATION:

- 2.1 Epinephrine Auto-Injectors - for the purposes of clarification, one dose epinephrine auto-injectors, for example the EpiPen® or EpiPen Jr.®, and the first dose of a two dose epinephrine auto-injector, for example the Twinject®, are acceptable. Employees of the Board do not administer the second dose (needle) of the two dose epinephrine auto-injector.
- 2.2 Consistent with Board Policy ST: 11 Student Health Support (Including Medication Administration at School), non-prescription drugs shall not be administered to students by staff.
- 2.3 Situations may arise which require staff to administer prescribed emergency medication. As with any administration of Medication, staff shall abide by the provisions of Board Policy ST: 11 Student Health Support (Including Medication Administration at School).
- 2.4 Request to administer emergency epinephrine by injection for a potentially life threatening allergy shall be made on **Form B - Request and Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr.®, and Twinject®)** attached.

- 2.5 Administration of epinephrine by injection is restricted to the Epi-Pen® or Epi-Pen Jr.® Auto-injectors or Twinject® Auto-injector (Stage One only). **Employees of the Board do not administer the second dose (needle) of the Twinject®, two dose epinephrine auto-injector.**
- 2.6 If students are of an age, as determined by a physician, to self-administer these injections, they would be expected to carry this medication on their person. The appropriate medical form still must be completed. (see **Form B - Request and Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®, and Twinject®)** attached.)

The physician and parent/guardian should indicate on the medical form that the student is competent to carry and self-administer his/her medication. (It is highly recommended that each anaphylactic student carry their prescribed emergency medication at all times and that an extra be kept in the office.)

- Note 1: **All conditions and requirements stated in the FACT SHEET: USE OF EPINEPHRINE AUTO-INJECTORS IN THE SCHOOL (including EPI-PEN®/EPI-PEN JR.®/TWINJECT®) must be followed.**
- Note 2: **If EPI-PEN®/EPI-PEN JR.®/TWINJECT® is given, an ambulance must be called to transport the child to the hospital.**
- Note 3: **If Form B *Request and Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®, and Twinject®)* has not been executed, but staff has reason to believe that a student is experiencing an anaphylactic reaction, the staff member may administer an epinephrine auto-injector prescribed to the student.**
- Note 4: **It is the Principal's responsibility to initiate contact with the Public Health Nurse and to ensure training sessions for all teachers and school personnel are provided.**
- Note 5: **It is the Principal's responsibility to provide the Windsor-Essex Student Transportation Services with the information specified in their Medication Policy and Procedures.**
- Note 6: **A copy of Procedure ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication) shall be available in all schools to assist staff who care for students with severe allergies.**

3.0 RESPONSIBILITY OF PARENTS/GUARDIANS OF CHILDREN WITH LIFE-THREATENING ALLERGIES:

- 3.1 To provide information to the principal with respect to the student's medical condition, including all necessary forms as found in the Board's policy and procedure, and the school's anaphylaxis plan. This would include completion of the following:
 - i. Form A, Individual Anaphylactic Plan (With Plan for Emergency Treatment)
 - ii. Form B, *Request & Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®, and Twinject®)*
- 3.2 To meet with the principal to assist with the preparation of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A) for the student prior to or immediately after the beginning of the school year.
- 3.3 Complete Form B - *Request & Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®, and Twinject®)* prior to or immediately after the beginning of the school year.
- 3.4 Provide a minimum of two (2) prescribed Epinephrine Auto-Injectors (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors) as recommended by Anaphylaxis Canada.
- 3.5 Ensure that the prescribed Epinephrine Auto-Injector is carried by the anaphylactic student in an identified location during transport by school bus.
- 3.6 Ensure that an prescribed Epinephrine Auto-Injector is carried by the student at all times, if the student has been deemed competent to administer the prescribed emergency medication. A second prescribed Epinephrine Auto-Injector would be required for the office.
- 3.7 Strongly encourage the child to wear a MEDIC ALERT BRACELET or similar medic alert accessory (e.g. bracelet, pendant, watch)
- 3.8 To ensure that the information in the student's file is kept up-to-date with the medication that the pupil is taking.

4.0 RESPONSIBILITY OF PRINCIPAL:

- 4.1 It is the responsibility of the Principal to develop a school anaphylaxis plan. A plan shall be put in place in each school whether or not there are students present at the school who have been diagnosed as anaphylactic.

- 4.2 The Principal shall ensure the following through the development and maintenance of the school's anaphylaxis plan:
- i. Strategies are in place to reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas including:
 - Strategies set out in the attached Schedule "A" entitled *Students With Allergies to Bee Stings*.
 - Strategies set out in the attached Schedule "B" entitled *Guidelines for Creating Safe and Healthy Schools for Students Who Have Anaphylactic Allergies*.
 - A parent/guardian, or an adult designated by the parent/guardian or staff, who is acquainted with the individual plan and emergency procedure and who has been trained in the administration of Epi-pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors, shall accompany the student on all out-of-school activities. Students shall not take part in the activity if this is not in place.
 - A copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule "K" Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule "L" Twinject® Injection Procedure), and the prescribed epinephrine auto-injector shall accompany the student on all out-of-school activities. Students shall not take part in the activity if this is not in place.
 - ii. That a communication plan be established for the dissemination of information on life-threatening allergies to parents, students and employees. That communication plan shall include:
 - Placing the Individual Plan (With Emergency Treatment Plan) (Form A), in the staff room, all classrooms where the anaphylactic pupil will take instruction, and the main office, and providing a copy to transportation providers and food service providers. **NOTE: Each copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), must include the relevant injection procedure as an attachment to the Individual Anaphylactic Plan (see attached Schedule "K" Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule "L" Twinject® Injection Procedure.**
 - Directing the teacher(s) to place the Plan in the 'STUDENT INFORMATION FILE' or Daily Plan Book and file an ACTION PLAN in the Ontario School Record Folder (OSR).
 - Ensuring that staff members and all others who may come in contact with students with life-threatening allergies, including educational assistants, occasional teachers, transportation providers (school bus driver/taxi operator and bus company), lunchroom supervisors, foodservice staff, volunteers, etc.) are fully briefed on the Boards Anaphylactic Policy and Procedure, as well as the school's anaphylaxis plan. This shall be done at the beginning of each school year and when new staff is hired or other individuals who may have contact with anaphylactic students first come into the school.

- Reviewing with those in direct contact with anaphylactic students, the Individual Plan (With Emergency Treatment Plan) (Form A) for each student with whom they will have contact (this would include staff, educational assistants, occasional teachers (answering service), lunchroom supervisors, foodservice staff, volunteers, school bus driver / taxi operator, school bus company), provided Form A Individual Anaphylactic Plan (With Plan For Emergency Treatment) has been completed and signed by the parent/guardian.
 - A communication in September of each year to students, parents, and school council similar to that set out in Schedule “C”, to create a general awareness of life-threatening allergies within the school. Reminders as set out in Schedules “D” - “H” should be forwarded each semester or periodically through the school year.
 - Ensure that a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule “K” Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule “L” Twinject® Injection Procedure), and the prescribed epinephrine auto-injector accompany the student on all out-of-school activities. Students shall not take part in the activity if this is not in place.
 - Encourage the child to wear a MEDIC ALERT BRACELET or similar medic alert accessory at all times.
- iii. The student has the required number of prescribed Epinephrine Auto-Injectors (**Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors**) and that they are clearly marked with the student’s name and known allergen. The location as to where the epinephrine auto-injectors are stored should be clearly communicated.
- iv. The epinephrine auto-injectors are stored in a secure but accessible location where there is regular staff supervision.
- v. Regular training on dealing with life-threatening allergies is provided to all staff and others who are in direct contact with pupils on a regular basis.

The Public Health Nurse shall be contacted to provide training on administering Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors to all staff and others in direct contact with students on a regular basis at the beginning of each school year. Should the staff change at any time throughout the year, the Principal shall ensure training is provided to the new staff members.

The Principal shall maintain a log as set out in Form C - *Anaphylaxis Education Training – Attendance Record* that details the names of those who have completed the training.

- vi. Within the school registration process, parents, guardians and students are asked whether any life threatening allergies exist and if they do, parents, guardians and students are asked to provide information on those allergies.

- vii. Together with the parents/guardians, develop and maintain an individual plan for a student with an anaphylactic allergy as set out in Form A that is consistent with the Board's policy and protocol and that includes the following:
 - Details informing employees and others who are in direct contact with the student on a regular basis of the type of allergy, monitoring and avoidance strategies, and appropriate treatment.
 - A readily accessible emergency plan, including emergency contact information.
 - Storage of epinephrine auto-injectors and clear communication to staff and others as to the storage location.
- viii. Maintain a file in the office for each anaphylactic student of current treatment and other information, including a copy of any prescriptions, instructions from the student's physician, and a current emergency contact list. This file would include the individual plan set up by the parents with the school.
- ix. When a prescribed medication is referred to in the student's file and that medication has not been provided, or when updated documentation has not been provided, the Principal shall make a request in writing, as set out in Schedule "J", with a request for acknowledgment of receipt of the letter. A copy of the letter shall be kept in the file. If the acknowledgment, medication, or required documentation is not received by the date specified within the request, the Principal shall contact the parents/guardians with a verbal request and document the date of that request within the student's file.

5.0 RESPONSIBILITY OF TEACHER:

- 5.1 Be familiar with and follow the Board's Anaphylactic Policy and Procedure, as well as the school's anaphylaxis plan.
- 5.2 Participate in regular training on dealing with life-threatening allergies.
- 5.3 Ensure that the student has the prescribed Epinephrine Auto-Injectors (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors) with the name of the student and allergen fully outlined.
- 5.4 Educate students on how to respond to students with life-threatening allergic reactions.
- 5.5 Post a sign on the classroom door advising everyone of the allergen and the caution to be followed.
- 5.6 Send a personal note to the parents/guardians advising them of the allergen and the life-threatening reactions to this allergen.
- 5.7 Encourage the students, parents/guardians to avoid sending food to school containing these allergens and when any food is sent to the class to be shared, to ensure that a complete list of the ingredients is provided.

- 5.8 Establish a no sharing of food, drinks or eating utensils rule during lunch and snack times.
- 5.9 Ensure that the prescribed Epinephrine Auto-Injector(s) and the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule “K” Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule “L” Twinject® Injection Procedure), accompany each anaphylactic student on out-of-school activities.
- 5.10 Encourage all students to wash their hands with soap and water after handling food.
- 5.11 Provide clear information for occasional teachers, including:
- Leaving a message with the answering service for the occasional teacher indicating that there is an anaphylactic student in the class and directing the occasional teacher to seek more information from the Principal or administration upon arrival at the school;
 - Leaving a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule “K” Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule “L” Twinject® Injection Procedure) for all students in their class with anaphylaxis at the teacher’s desk at all times;
 - Keeping a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) with the teacher’s day plan.
- 5.12 Ensure that desks or eating surfaces are kept clean.
- 5.13 Ensure that volunteers or older students who may supervise students have appropriate information/training.

6.0 RESPONSIBILITY OF THE STUDENT HAVING LIFE THREATENING ALLERGIES:

- 6.1 Take as much responsibility as possible to avoid allergens.
- 6.2 Adhere to the “no sharing of food or drinks rule”.
- 6.3 Eat only foods brought from home.
- 6.4 Wash hands before and after eating.
- 6.5 Learn to recognize the symptoms of an anaphylactic reaction.
- 6.6 Promptly inform an adult as soon as possible as symptoms appear.
- 6.7 Keep a prescribed Epinephrine Auto-Injector(s) handy at all times.

- 6.8 Know how to use their prescribed Epinephrine Auto-Injector.
- 6.9 Wear a MEDIC ALERT BRACELET or other medic alert accessory.

7.0 RESPONSIBILITY OF ALL PARENTS:

- 7.1 Be aware of and comply with the school's anaphylactic plan.
- 7.2 Respond co-operatively to requests from the school to eliminate allergens from packed lunches and snacks.
- 7.3 Participate in parent information sessions.
- 7.4 Encourage students to respect the needs of the anaphylactic student and school policies and procedures.
- 7.5 Educate students to refrain from 'bullying' or 'testing' a student with a food allergy.
- 7.6 Respond cooperatively to requests from the school to refrain from sending in food-based treats for holidays or special events.

8.0 RESPONSIBILITY OF WINDSOR-ESSEX STUDENT TRANSPORTATION SERVICES:

- 8.1 Ensure that all school bus contractors, transportation officials provide annual training sessions to their dispatchers, regular and replacement drivers as to:
 - recognize the symptoms of an anaphylactic attack and how to respond to life threatening allergic reactions, including the need to administer an Epinephrine Auto-Injector (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors)
 - proper method of administering an Epinephrine Auto-Injector (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors)
 - determining the need for a second injection, in the case of Epi-Pen® or Epi-Pen Jr.® Auto-injectors. (Do not administer the second dose (needle) of the two dose epinephrine Twinject® auto-injector.)
 - activation of 911 system
- 8.2 Ensure that the driver has a copy of the student's Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule "K" Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule "L" Twinject® Injection Procedure).
- 8.3 Mandate that the identified anaphylactic student (up to and including grade 6) be assigned priority seating on a daily basis.

- 8.4 Recommend, rather than mandate, that students in grade 7 to grade 12 have priority seating.
- 8.5 Maintain a current list of anaphylactic students.
- 8.6 Ensure that the driver of a bus that is carrying an anaphylactic student post allergy aware notices which include the prohibition against eating on the bus, and a recommendation that students not bring nuts or nut products on to the bus.
- 8.7 Ensure that the driver of a bus carrying an anaphylactic student enforces the rule against eating on the bus.

9.0 RESPONSIBILITY OF FOOD SERVICES (SECONDARY):

- 9.1 Ensure that the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule "K" Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule "L" Twinject® Injection Procedure) received from the Principal is available in the food service provider's office.
- 9.2 Ensure that all food service personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food.
- 9.3 Ensure that the contents of all foods served in school cafeterias and brought in for special events are clearly identified.
- 9.4 Participate in the school's anaphylaxis training on how to recognize the symptoms of an anaphylactic attack and how to respond to life threatening allergic reactions, including the administration of Epinephrine Auto-Injectors (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors).

10.0 PROCEDURES FOR OCCASIONAL TEACHERS:

- 10.1 It shall be a condition of employment with the Board that all occasional teachers complete the training offered by the Board with respect to allergen avoidance strategies, identifying the symptoms of an anaphylactic reaction and the administration of Epinephrine Auto-Injectors (Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors).
- 10.2 The Board shall offer the training in August of each year. Should the Occasional Teacher begin employment after that time, he or she shall make arrangements to obtain training with the Public Health Nurse before being placed on the supply list.
- 10.3 A teacher calling the answering service shall leave a message for the occasional teacher indicating that there is an anaphylactic student in the class and direct the occasional teacher to seek more information from the Principal or administration upon arrival at the

school.

- 10.4 The regular teacher, who has a student with anaphylaxis, will leave a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) (Form A), including relevant injection procedures for the prescribed Epinephrine Auto-Injector (see Schedule “K” Epi-Pen® /Epi Pen Jr.® Injection Procedure and Schedule “L” Twinject® Injection Procedure) at his/her desk at all times.
- 10.5 A copy of the Plan shall be kept with the teacher’s day plan.
- 10.6 The Principal or designate shall brief the occasional teacher about any anaphylactic students in the class.

11.0 REFERENCES:

Board Policy ST: 11A Anaphylaxis Policy
Policy ST:11 Student Health Support (Including Medication Administration at School)
Procedure ST:11 Student Health Support (Including Medication Administration at School)
Board Policy SC:04 Field Trips
Board Policy ST15 Accidents/Students
Policy A14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
Procedure PR H06A Procedure for the Disposal of Sharps

Sabrina’s Law, 2005
Municipal Freedom of Information and Protection of Privacy Act
Ontario Student Record Guidelines
Ministry of Education PPM 81 Provision of Health Support Services in School Settings
Anaphylaxis: A Handbook for School Boards - Canadian School Boards Association, 2001



SCHEDULE "A"

STUDENTS WITH ALLERGIES TO BEE STINGS Strategies For Reducing Risk of Exposure

Students allergic to insect venom may have severe allergic reactions and must be attended to immediately.

Have insect nests found on school property professionally relocated or destroyed, as appropriate.

Students are to be removed from the room if a wasp or bee enters the room.

Ensure that garbage or receptacles are properly closed as to not attract bees or wasps.

Review proper procedures to anaphylactic reactions whenever the student attends field trips.

Have a "buddy system" in place on the playground and on field trips.

Ensure that the Windsor-Essex Student Transportation Services and the school carriers are informed if a student has allergic reactions to bee stings.

Students allergic to stinging insects should:

- Carry their prescribed Epinephrine Auto-Injectors (**Epi-Pen® or Epi-Pen Jr.® Auto-injectors, or Twinject® Auto-injectors**) with them during insect season
- Stay away from areas where stinging insects gather such as gardens, hedges, fruit trees, and garbage cans
- Wear light colours and avoid loose flowing garments or hair that could entrap an insect (tie hair back)
- Wear shoes instead of sandals during the warm weather; do not go barefoot
- Avoid highly fragrant varieties of products such as perfumes, colognes, suntan lotions, cosmetics, hair sprays or deodorants which attract insects
- Drink from cups rather than beverage cans or bottles where insects can hide. Use a straw if drinking beverages outdoors.



SCHEDULE "B"

GUIDELINES FOR CREATING SAFE AND HEALTHY SCHOOLS FOR STUDENTS WHO HAVE ANAPHYLACTIC ALLERGIES

School staff and parents are responsible for creating a safe and healthy environment for students. This is an additional challenge for schools attended by students with anaphylaxis. For some students, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell. This has an implication for the whole school not just individual classrooms.

Medications, insect stings, latex products, exercise or foods may induce anaphylaxis; however, the greatest danger is from allergenic foods.

Principals and School Councils are encouraged to consider items other than food as the focus of special events or fund-raising activities.

Although the risk to students cannot be eliminated entirely, schools can be made safer for the anaphylactic student if the following checklist is followed:

CHECKLIST FOR A SAFER SCHOOL ENVIRONMENT

- Ensure that instructions from the student's physician are received and reviewed annually with proper changes, if necessary.
- Ensure that information within the student's file is updated at least once yearly.
- Ensure that emergency medication is labeled with the student's name and expiry date and kept in a safe place that is accessible to all staff.
- Obtain necessary information concerning identified students at the time of registration.
- Generate a list of identified students with anaphylactic allergies and post the list for all staff personnel.
- Post the Life-threatening Allergy Protocols in locations accessible to staff.
- Inform the answering service of anaphylaxis in the school and name the allergen.
- Forward appropriate information of identified anaphylactic students to the Windsor-Essex Student Transportation Services to be shared with the school bus carriers
- Ensure proper training for staff.
- Include pertinent information in a School Newsletter.
- Forward letters home to all students and individual classes in order to minimize the risk of bringing food allergens to school.

- Teacher plan books should provide clear instructions for Occasional Teachers, and the procedures for Occasional Teachers as set out in Section 10.0 of Pr ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication) should be strictly followed.
- Advise anaphylactic students that they must eat only the foods they bring to school.
- No one trades or shares food, cups or straws with anaphylactic students.
- Efforts should be made to choose allergen-free foods for classroom events and activities.
- Extra precautions should be taken around holidays including reminder notices going home and attempts to encourage plans and activities that are not food oriented.
- Remind cafeteria staff of the risks of cross contamination of foods.
- Encourage hand washing before and after eating.
- Keep desks or other eating surfaces clean.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.
- Parents/guardians should provide a detailed labeling of foods they send into the classroom for student consumption.
- Older students or volunteers who assist in the classroom should be informed and trained to handle anaphylactic students.
- Ensure that plans are in place for field trips or activities in another classroom, the schoolyard, the gymnasium, or other common areas in the school.
- Review emergency plans with teachers/volunteers before a field trip.
- Anaphylactic students should not be allowed to participate in garbage clean-ups.
- A “buddy system” is established in the classroom, playground, on the school bus and on field trips.
- Staff must refrain from eating foods containing allergens and proper steps should be taken to neutralize the effect, if this happens.

SCHEDULE "C"

Sample Letter

September letter declaring school an Allergen-Aware Facility

(On school letter –head)

Dear Parents/Guardians,

As we begin this new school year we would like to remind you that
_____ School is an allergen aware school.

There are students attending our school who have severe, potentially life threatening allergies. Exposure of these students to certain allergens can cause reactions affecting airway and circulation.

Although we can never guarantee an "allergy free" school, we ask that you join us in our commitment to create as safe an environment as possible for these students.

The most common allergens are peanuts, tree nuts, seafood, egg, milk, soy, wheat and stinging insects. Reactions to peanuts, tree nuts and shellfish tend to be the most serious. Peanut allergies are the leading cause of food-induced anaphylaxis death.

We have a school anaphylaxis plan in place, which includes strategies for reducing risks for these students. Could you please join us in that endeavour and refrain from sending any lunches or snacks that contain peanuts, peanut butter, nuts or nut products.

Your understanding and support would be appreciated.

Yours truly,

Principal

SCHEDULE "D"

SAMPLE LETTER TO PARENTS

After Health Nurse has been in

(Use school letterhead)

Dear Parent/Guardians,

We had the pleasure of having a nurse from the Windsor Essex Health Unit speak to the students regarding allergies, including one of the most deadly, an allergy to peanuts.

From her presentation we learned that:

- ✓ The deaths that occur are generally caused by cross-contamination, i.e., a trace of peanut butter that is left on a hand, a knife, a desk or another object – the student who is allergic could inadvertently touch this trace amount and a reaction (or even death) could occur
- ✓ After eating peanut butter at home, students and parents should wash thoroughly with soap and water before coming to school
- ✓ We have just a few minutes to administer emergency medication (an injection used for severe allergic reactions such as hives, swelling, difficulty breathing, wheezing)
- ✓ Children with severe allergies should be able to feel as confident and safe as possible knowing that all precautions have been taken

The number of students allergic to peanut butter and nut products in our school is growing, and this year we have a student in grade (level) at the very highest risk level.

Since our goal is to establish as safe an environment as possible when a child is at stake, we are asking for your help and understanding in having (name of teacher)'s classroom free from peanut butter and all nut bi-products.

Your understanding and support would be appreciated.

Yours sincerely,

Principal

SCHEDULE "E"

SAMPLE LETTER TO PARENTS

re: Medical Danger
(Use school Letterhead)

Dear Parent/guardians,

Re: Medical Danger

One of our grade (level) students has a life-threatening allergy to all nuts. The only way to ensure a safe environment for this child is to make our classroom nut-free. To do this we need everyone's co-operation.

Please check the ingredients of all foods your children bring to school. Coconut is not a risk factor for students with nut allergies but only for students with specific coconut allergies.

In a classroom setting, cross-contamination is the greatest risk from this type of allergy. Cross-contamination is when a few crumbs from one child's snack are dropped and then picked up by an allergic child. Even a small amount can kill.

It is difficult, at the best of times, to get children to eat healthy snacks. However, I hope you will appreciate the seriousness of this condition and that you will assist us at the school in our efforts to create as safe an environment as possible. With your co-operation, we can minimize the risk of an allergic reaction.

Anyone wishing further information about this type of allergy might contact the school.

Yours sincerely,

Principal

SCHEDULE "F"

ACKNOWLEDGEMENT OF RECEIPT OF LETTER

Please return this form to the school

We, the parents/guardians of _____
Name of Student

Have received and read the letter regarding the student with a life-threatening allergy.

Signature of Parents/Guardian

Date

SCHEDULE "G"

SAMPLE LETTER TO PARENTS

Simple Reminder/Thank You

(Use school Letterhead)

Dear Parent/Guardians,

Re: Peanut and Nut Allergies

The children in our school with severe peanut and nut product allergies and their families would like to join me in thanking you for your understanding and co-operation as a result of the request to avoid sending peanut and nut products to school. There has been a reduction in the number of peanut and nut products brought to school in snacks and lunches, and we would like to thank you for continuing not to send these products to school with your child.

Since even a minute amount of the allergic substance can cause a life-threatening reaction, keeping it out of the classroom is our best method of preventing a serious reaction at school.

Please refrain from sending any foods containing peanuts or nut by-products.

Thank you again for your co-operation in this important issue.

Yours sincerely,

Principal

SCHEDULE "H"

SAMPLE LETTER TO PARENTS

Reminder at Holidays

(Use school Letterhead)

Dear Parents/Guardians,

As (Halloween, Christmas, Easter) approaches we would like to remind you that there are children with life threatening allergies in our school. Could we ask for your continued cooperation in not sending to school any food products that contain peanuts or nut by-products?

We appreciate your endeavours to make this special time more enjoyable for the students and we would ask you to consider non-food treats such as pencils, stickers, or inexpensive toys. Your child's teacher may be able to assist you with some ideas.

Thank you for your continued support. Wishing you and your family a safe and happy (Christmas, Halloween, Easter).

Yours truly,

Principal

SCHEDULE "T"
Example – Signage

**THIS IS AN
ALLERGEN – AWARE
SCHOOL**

**THERE ARE INDIVIDUALS IN OUR
SCHOOL WHO HAVE LIFE-
THREATENING ALLERGIES**

**PLEASE CONTACT THE OFFICE FOR FURTHER
DETAILS.**

SCHEDULE "J"

REQUEST FOR INFORMATION OR MEDICATION

(On School Letterhead)

Dear Parent/Guardian:

Our files indicate that **(student's name)** has a potentially life-threatening allergy to **(state allergy)**.

We require the following in order to provide for the safety of your child:

1. A complete and updated Individual Anaphylactic Plan (with Emergency Treatment Plan) Form.
2. A completed Request & Authorization for the Administration of Epinephrine Auto-Injectors at School (including Epi-Pen®, Epi-Pen Jr®, and Twinject®), if not already completed.
3. Receiving a minimum of two (2) prescribed Epinephrine Auto-Injectors to be kept at the office or confirmation that one or both Epinephrine Auto-Injectors will be carried at all times with the student. If the student intends on keeping one with him/her the other must be kept at the office.

Your prompt attention to the above is appreciated. We would welcome an opportunity to meet with you to discuss you child's allergy. Please provide this information/medication by **(date)**.

Yours sincerely,

Principal

.....

PLEASE RETURN THIS FORM TO THE SCHOOL

We, the parents/guardians of **(name of student)** have received and read the letter requesting documentation and medication relating to our child's allergy.

Signature of Parents/Guardians

Date

SCHEDULE "K"

Epi-Pen® / Epi-Pen Jr® Auto-Injector Injection Procedure

- Remove Epi-Pen® / Epi-Pen® (Epi-Pen) from case
- Pull off grey safety cap
- Jab into OUTER MID THIGH of child's leg with the black tip end of the needle (may be done through light or a single layer of clothing if necessary but no thicker than jeans)
- A click will be heard
- Wait for fluid to enter the body (10 seconds – counting: One-one thousand, two-one thousand, etc.)
- Child should be rushed to the hospital after administration of Epi-Pen
- Additional Epi-Pens should accompany the child in case a second injection is required
- A maximum of 3 injections are to be administered
- Note the time of the first injection
- Second injection of the Epi-Pen can be administered 10 to 20 minutes after the first injection
- Place the used Epi-Pen in a strong, puncture proof plastic container and send it to the hospital with the child
- Do NOT put it back in the original case as the needle will go through the container and cause injury

NOTE: THIS SCHEDULE MUST BE ATTACHED TO THE COMPLETED FORM A "INDIVIDUAL ANAPHYLACTIC PLAN" IF THIS IS THE STUDENT'S PRESCRIBED EMERGENCY MEDICATION.

SCHEDULE "L"

TWINJECT® AUTO-INJECTOR

FIRST DOSE ONLY INJECTION PROCEDURE

- Remove Twinject® Auto-Injector from the carrying case. (First dose directions are printed on the side of the auto-injector.)
- Remove the green cap labeled "1", then remove the green cap labeled "2". While preparing Twinject® be careful not to place your hand, finger or thumb over the RED injection tip.
- Place the RED tip of the Twinject® against the OUTER MID THIGH of child's leg (may be done through light or a single layer of clothing if necessary but no thicker than jeans).
- A click will be heard. Press down firmly until the needle penetrates the skin of the thigh. Wait for fluid to enter the body (10 seconds – counting: One-one thousand, two-one thousand, etc.) - It is important that the Twinject® be administered for the full 10 seconds as failure to do this can result in an inadequate first treatment response.
- Remove the Twinject® from the child's thigh and look to see if the needle is exposed. If it is exposed the child has received the full dose of epinephrine, **IF THE NEEDLE IS NOT VISIBLE REPEAT THE FIRST DOSE.**
- Call 9-1-1 immediately. The child should be rushed to the hospital after administration of the Twinject®.
- Return the Twinject® to its carrying case. The Twinject® Auto-Injector should accompany the child to the hospital in case a second injection is required.
- Note the time of the first injection.
- The Twinject® Auto-Injector has a second dose that can ONLY be administered by a qualified medical professional or the patient (student) themselves if they are able and have been judged capable of using the device by their physician/medical personnel.

NOTE: THIS SCHEDULE MUST BE ATTACHED TO THE COMPLETED FORM A "INDIVIDUAL ANAPHYLACTIC PLAN" IF THIS IS THE STUDENT'S PRESCRIBED EMERGENCY MEDICATION.

<http://www.twinject.ca/how.php?lang=en>

SCHEDULE "M"

Suggested Information Sources for Resources and Reference Materials

The following are suggested information sources for the school community to access. Many resources may sometimes be borrowed from the Public Library.

1. **On-Line Anaphylaxis Training** (Government of Ontario):
PREVENTION FIRST - for the protection of pupils with life-threatening allergies
www.eworkshop.on.ca/edu/anaphylaxis/index.cfm
2. **Ministry of Education**
<http://www.edu.gov.on.ca/eng/healthyschools/anaphylaxis.html>
3. **Canadian Food Inspection Agency** (Government of Canada)
FOOD ALLERGENS
<http://www.inspection.gc.ca/english/fssa/labeti/allerg/allerge.shtml>
4. **Health Canada** (Government of Canada)
FOOD ALLERGIES AND INTOLERANCES
<http://www.hc-sc.gc.ca/fn-an/securit/allerg/index-eng.php>
5. **Windsor-Essex County Health Unit** (WECHU) www.wechealthunit.org
The local health unit provides a School Resource Package and links to resources pertaining to allergies and anaphylaxis.
 - WECHU Resource - A Checklist for Elementary Schools
 - WECHU Resource - A Checklist for Secondary Schools
6. **Allergy/Asthma Information Association (AAIA)** www.aaia.ca
The AAIA's mission is to create safer environments and improve quality of life for Canadians affected by allergy, asthma, and anaphylaxis by empowering individuals and providing education, leadership, and a national voice. The AAIA provides a variety of products and publications of interest to people who live with allergies, asthma and anaphylaxis, including educational kits, cookbooks, books, storybooks for children, videos, and awareness posters.
7. **Anaphylaxis Canada** www.anaphylaxis.ca
Anaphylaxis Canada is a non-profit organization created by and for people with anaphylaxis. Anaphylaxis Canada's mission is to inform, support, educate, and advocate for the needs of individuals and families living with anaphylaxis and to conduct and support research related to anaphylaxis. Anaphylaxis Canada provides a variety of products and publications of interest to people who live with allergies, asthma and anaphylaxis, including educational kits, cookbooks, books, storybooks for children and teens, videos, and awareness posters.

8. **Why Risk It?** www.whyriskit.ca
A site for Canadian young adults or teens with food allergies and/or at risk for anaphylaxis with information intended to help manage allergies while living normally. Resources include videos, e-magazines and podcasts.
(This website is maintained and operated by Anaphylaxis Canada).
9. **Allergy Safe Communities** www.allergysafecommunities.ca
The intent of this website is to provide information and resources to help non-medical people better manage anaphylaxis. It provides resources such as sample policies, best practices and tips, and the Anaphylaxis Emergency Plan for individuals will help schools, organizations, and individuals develop effective management strategies
10. **Food Allergy & Anaphylaxis Network (FAAN)** www.foodallergy.org/
FAAN is a source of information, programs, and resources related to food allergy and anaphylaxis. Its membership now stands at approximately 25,000 worldwide and includes families, dietitians, nurses, physicians, school staff, and representatives from government agencies and the food and pharmaceutical industries.
11. **FaaNTeen - Food Allergies in the Real World** www.faanteen.org
This website is designed for young adults who want to take a more active role in managing their food allergies. The goal of the FAAN teen website, Food Allergies in the Real World, is to provide accurate and clear information about food allergies for teens and young adults. *(This website is maintained by The Food Allergy & Anaphylaxis Network (FAAN)).*
12. **Ottawa Anaphylaxis Support Group** www.ottawaasg.com/
This volunteer group is dedicated to individuals or families affected by allergies and anaphylaxis - a life-threatening allergic reaction. Their mandate is to share anaphylaxis-related information and promote allergy awareness in and around the greater Ottawa area. They provide many resources intended for schools, daycares and workplaces.
13. **Allergic Living Magazine (ALM)** www.allergicliving.com/
ALM Schools and Allergies Resource Hub
<http://allergicliving.com/index.php/2010/07/02/schools-and-allergies-resource-hub/>
14. **Anaphylaxis: A Handbook for School Boards** (2001 Edition)
(Canadian School Boards Association publication)
Available at: www.safe4kids.ca/content/schools/anaphylaxis_eng.pdf
15. **Anaphylaxis in Schools & Other Settings** (2nd Edition)
Developed by five leading Canadian allergy associations, this booklet provides key recommendations for the management and treatment of anaphylaxis in the community. The guidelines also include user-friendly tools and resources in non-medical terminology for people at risk, parents, educators and caregivers. Available for sale at: www.anaphylaxis.org

INDIVIDUAL ANAPHYLACTIC PLAN (with Plan for Emergency Treatment)

STUDENT INFORMATION: (Please print)				STUDENT PHOTOGRAPH
Name of Student:				
Birth Date: (dd/mm/yy)		Medic Alert I.D.:		
Grade:		Room #:		
Name of Teacher:				
ALLERGY-DESCRIPTION: This child has a dangerous, life-threatening allergy to the following items and to all foods containing them in any form and in any amount/environmental allergens/conditions:				
AVOIDANCE STRATEGIES: Food, events, conditions to be avoided, including any eating restrictions:				
POSSIBLE SIGNS AND SYMPTOMS:				
Possibility of face swelling		Pale, cold, and clammy skin		
Rapid, thready pulse		Feeling of constriction of the throat and chest with difficulty breathing		
Fall in blood pressure		Extreme weakness		
Abdominal cramps, vomiting and diarrhea		Cyanosis (turning blue), coma		
EMERGENCY PLAN: At any sign of difficulty, enact the following procedure.				
DON'T HESITATE. IT CAN BE LIFE-SAVING.				
Take _____ to _____ and advise another trained person to provide assistance. (child's name) (room)				
<u>EMERGENCY PROCEDURE - PERSON ONE</u>			<u>EMERGENCY PROCEDURE - PERSON TWO</u>	
<ol style="list-style-type: none"> 1. PRESCRIBED AUTO-INJECTOR: _____ (The relevant emergency procedure - either Schedule "K" or Schedule "L" of this procedure MUST be attached to this form.) 2. Obtain prescribed Auto-Injector from: _____ Envelope must be marked clearly with child's name and picture. 3. Administer the prescribed Auto-Injector following the attached emergency injection procedure. 4. An adult MUST stay with the child at all times. Do not send the child to the office. 5. Place child on side in case of vomiting. . The child should rest quietly. Help student to remain calm and to breathe normally. 6. Observe and monitor the student until the ambulance arrives. 7. Administer a second auto-injector if needed approximately 10 to 15 minutes after the first. <u>DO NOT ADMINISTER THE SECOND DOSE (NEEDLE) OF THE TWO DOSE TWINJECT® AUTO-INJECTOR.</u> 8. Return auto-injector to container and give to ambulance personnel along with any additional auto-injectors. 9. Accompany child to the hospital 			<ol style="list-style-type: none"> 1. Call ambulance (dial 911). Tell them a student has had an anaphylactic reaction and that an auto-injector has been administered. Give 911 operator the address and telephone number of the school. Provide the exact location of the emergency. 2. Call Dr. _____ at _____ 3. Call the parent's/guardian's emergency number: Home Phone: _____ Mother's Work: _____ Father's Work: _____ 4. Note and record here: Time of Incident: _____ Time of Administration of Auto-Injector: _____ Circumstances: (where) (what <u>allergen</u> was eaten/<u>contacted</u>) _____ 5. Obtain the student's health record. Note below location and colour of the folder/binder: _____ 6. Give student health record and this form to the teacher accompanying the child in the ambulance. 	

INDIVIDUAL ANAPHYLACTIC PLAN
(with Plan for Emergency Treatment)
Page 2

We, the parents/guardians of: _____ give permission for this Individual Anaphylactic Plan to be displayed in the school office, staff room, homeroom, school bus, cafeteria, food service office, and for other parents and concerned individuals to be advised of our child's anaphylactic allergy.

Signature of Principal:

Signature of Parent/Guardian:

Signature of Teacher:

Date:

Date:

Authorization for the collection of this information is in the Education Act. The purpose is to develop an individualized anaphylactic plan, and, in emergency situations, a plan to administer medication as prescribed and/or obtain medical treatment. Users of this information may be principals, teachers, support staff, volunteers, bus operators and drivers. This form will be kept for a minimum period of one school year and then shredded. Contact person concerning this collection is the school principal.

PART 1 TO BE COMPLETED BY THE PARENT/GUARDIAN/STUDENT – if not a minor

I request the _____ to ensure that _____

School Name of Student D.O.B.

receive the medication prescribed by _____ as attached.

- Notes:
1. The medication provided must be supplied in the original prescription container, labeled with the name of the medicine, the physician's name, the amount to be taken and the time(s) to be taken, expiration date, and the student's name.
 2. Authorization must be signed by the student or, in the case of a minor, by the parent or legal guardian, whichever is the appropriate legal authority. In the case of a person who is disabled to such a degree as to be incapable to give consent, the next of kin may authorize the administration of medicine.
 3. It is understood that the request is being made for school staff to undertake the administration of medicine, and that such staff are not medical professionals. The staff will make every effort to ensure that medication is administered in an appropriate manner, and at the times requested.

Is the child competent to administer the Auto-Injector? Yes ____ No ____ Should the child carry the Auto-Injector? Yes ____ No ____

ACKNOWLEDGEMENT:

I acknowledge that non-medical personnel are being asked to undertake the administration of medication or medical procedures to my son/daughter _____. I understand that there is some inherent risk in having non-medical personnel undertake the administration of medications and procedures, and accept the risks associated with this request.

Date: _____ Signed: _____
(parent/guardian/student – if not a minor)

Address: _____

PART 2 TO BE COMPLETED BY THE PRESCRIBING PHYSICIAN
--

The following medication has been prescribed. It is necessary for this medication to be administered during school hours by personnel other than the parent/legal guardian.

Medication/Dosage/Method of Administration:	
Indications for Administration :	
Other Instructions:	
Cautions/Notable Side Effects:	
Period of Authorization: From:	To:
Prescribing Physician's Name: (Please print)	
Address:	Telephone Number:
Date:	Prescribing Physician's Signature

Authorization for the collection of this information is in the Education Act. The information will be used to assist the WECDSB in implementing health support services to students, including emergency administration of prescribed medication. Users of this information may be principals, teachers, support staff, volunteers, bus operators and drivers. This form will be kept for a minimum period of one school year and then shredded. Contact person concerning this collection is the school principal. **This form is valid until the prescription expires or is altered by the physician, whichever comes first. It is the responsibility of the parent/guardian/student to ensure that a new form is completed when required and returned to the school. Any cost associated with the completion of this medical request is the sole responsibility of the parent/guardian.**

FACT SHEET

Use of EPINEPHRINE AUTO-INJECTORS in the School (including EPI-PEN®, EPI-PEN Jr.®, and TWINJECT®)

(Page 2 Form B Request & Authorization for the ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS at School)

NOTE: SCHOOL STAFF ARE ADVISED BY THE HEALTH UNIT TO ADMINISTER ~~EPI-PEN®~~ EPINEPHRINE AUTO-INJECTORS **IMMEDIATELY** UPON EXPOSURE OF THE CHILD TO THE IDENTIFIED ALLERGEN AND THERE IS ANY SIGN OF DIFFICULTY. AN AMBULANCE IS CALLED AND THE CHILD IS TRANSPORTED TO THE HOSPITAL. THE INDIVIDUAL ANAPHYLACTIC PLAN (WITH PLAN FOR EMERGENCY TREATMENT) MUST BE FOLLOWED. THIS PROCEDURE **CANNOT** BE VARIED.

PHYSICIAN: Please complete the physician section of the Request & Authorization for the Administration of EPINEPHRINE AUTO-INJECTORS at School (including EPI-PEN®, EPI-PEN Jr.®, and Twinject®) form. The specific ALLERGEN that causes the anaphylactic reaction must be identified. The Health Unit cannot instruct the school staff in the use of the Epinephrine Auto-Injector until all of the information is complete. **Employees of the Board do not administer the second dose (needle) of the two dose Twinject® epinephrine auto-injector.**

PARENT: In order for your child to have an Epi-Pen® or Epi-Pen Jr.® or Twinject® in the school, your School Board's Medication Administration and Anaphylactic policies and procedures must be followed. Prior to, or at the beginning of every school year, contact the school principal for information about the policies and all the necessary forms.

Once completed forms are at the school, the Health Unit can assist the staff by holding teaching sessions on allergic reactions, proper use of the epinephrine auto-injector, and by working with staff, develop an individual plan and emergency procedure for your child. It is suggested that the school have at least two photographs of your child for this purpose.

PARENTS HAVE RESPONSIBILITIES TOO!

As a parent, it is **your responsibility** to:

1. Supply the school with the required number of Epi-Pen® or Epi-Pen Jr. ® or Twinject® (minimum of two) with the original containers and prescription labels or advise the school of its presence if your child is carrying the medication with them.
2. To be aware of the expiry dates and supply new medication to the school as needed.
3. To check the Epi-Pen® or Epi-Pen Jr.® or Twinject® once a month for signs which would indicate the need for replacement. e.g. in the case of Epi-Pen®, discoloration in the clear plastic area.

We also **strongly** recommend that your child wear a medic alert bracelet, or similar medic alert accessory at all times.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date: April 26, 2011
--

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
SUBJECT: **REGULAR BOARD MEETINGS FOR THE MONTHS OF JULY/AUGUST 2011 AND FOR THE 2011 – 2012 SCHOOL YEAR**

RECOMMENDATION:

That any additional meetings of the Board of Trustees for the months of July and August be held at the call of the Chair;

and, that the Board adopt the attached schedule of Regular Board meetings for the 2011 – 2012 School Year as presented.

SYNOPSIS: The first recommendation provides for the calling of special or emergency board meetings during the summer recess in the event that meetings are necessary for trustees to address critical matters. The second recommendation is intended to establish the Regular Board Meeting Schedule for the 2011-12 School Year.

BACKGROUND COMMENTS: In the past, Board meetings over the summer school break have been held at the call of the Chair. Typically, Regularly Scheduled Board meetings resume prior to the start of the new school year, usually beginning on the last Tuesday in August. For the remainder of the school year, the Board By-Laws stipulate that regularly scheduled meetings will occur on the second and fourth Tuesdays of each month.

As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board. The following variances to the Regular Board meeting schedule as prescribed within the By-laws are proposed:

January 2012: For the 2011-2012 school year, the regularly scheduled Board meetings in January fall on the 10th and 24th. The agenda and supporting documentation is normally prepared the week preceding Board meetings. Several staff will be away during the Christmas break, which ends January 6th. Since there are five Tuesdays in January, it is recommended that the meetings be rescheduled to Tuesday, January 17th and Tuesday, January 31st.

March 2012: The first meeting in March falls during the March Break. At this time, it is recommended the Board indicate this is a *tentative* date and leave the March 27th meeting as scheduled.

June 2012: It is proposed that: the second Regular meeting in June be scheduled for Monday, June 25th in order to avoid scheduling conflicts with several secondary school graduation exercises.

FINANCIAL IMPACT: None

TIMELINES: July 2011 through June 2012

APPENDICES:

- Proposed Regularly Scheduled Board Meetings – 2011 – 2012 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2011
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2011



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

PROPOSED
REGULARLY SCHEDULED BOARD MEETINGS
2011 – 2012 School Year
As of: April 26, 2011

Tuesday, August 30, 2011
Tuesday, September 13, 2011
Tuesday, September 27, 2011
Tuesday, October 11, 2011
Tuesday, October 25, 2011
Tuesday, November 8, 2011
Tuesday, November 22, 2011
Tuesday, December 6, 2011 (Organizational Meeting – 7:30 p.m.)
Tuesday, December 13, 2011
Tuesday, January 17, 2012
Tuesday, January 31, 2012
Tuesday, February 14, 2012
Tuesday, February 28, 2012
Tuesday, March 13, 2012 (***Tentative - March Break***)
Tuesday, March 27, 2012
Tuesday, April 10, 2012
Tuesday, April 24, 2012
Tuesday, May 8, 2012
Tuesday, May 22, 2012
Tuesday, June 12, 2012
MONDAY, June 25, 2012

Unless indicated otherwise, all Regularly Scheduled meetings will be held in the John Paul II Board Room at the Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor, Ontario.

Closed Session: 6:00 p.m.
Public Session: 7:00 p.m.

The agenda and supporting documentation will be available electronically on the Board's website the Friday preceding the scheduled meeting at: www.catholicboard.ca



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
April 26, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: High School Council Trustee Representative – F. Favot

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director – Student Achievement K-12
JoAnne Shea, Superintendent of Education

SUBJECT: **HIGH SCHOOL COUNCIL MEETING OF FEBRUARY 10, 2011**

RECOMMENDATION:

That the Board receive the report for the February 10, 2011 High School Council meeting as information.

SYNOPSIS: The High School Council meets several times during each school year. In accordance with Board By-Laws, as a committee of the Board, all reports of High School Council meetings are to be received by the Board.

BACKGROUND COMMENTS: Every school in the Windsor-Essex Catholic School Board has a Catholic School Council; a group made up of parents, school staff and community representatives to offer advice to principals and the board on various topics. In addition, the board has a regional *High School Council* that includes school council representation from all of the board's secondary schools and provides an opportunity for secondary Catholic School Council members and principals to discuss matters of regional concern or interest with each other and their area superintendent. These meetings also offer the chance to share successes, experiences and "best practices" implemented at their schools.

FINANCIAL IMPACT: n/a

TIMELINES: High School Council meetings are tentatively scheduled for 7:00 p.m. on the second Thursday of each month during the school year with the exception of December and March. The last meeting occurred on January 13; for which the report will be presented to the Board following approval by the High School Council at its next meeting. Upcoming meetings are scheduled as follows:

- May 5, 2011 - Hosted by Cardinal Carter Catholic Secondary School
- June 9, 2011 - Hosted by Assumption College Catholic High School

APPENDICES:

- High School Council Report of February 10, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2011



1325 California Avenue
 Windsor, ON N9B 3Y6
 BOARD CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

HIGH SCHOOL COUNCIL MEETING

NOTES

Thursday, February 10, 2011 at 7:00 p.m.

Host: F. J. Brennan High School

HIGH SCHOOL COUNCIL MEMBERS PRESENT:

Catholic School Council Parent Representatives:

Assumption College: S. Boglitch	Holy Names: S. Zorzit
Cardinal Carter: Regrets	St. Anne: C. McCarthy-Romanick
Catholic Central: J. Bennett	St. Joseph's: Regrets
F. J. Brennan: R. Dunn / D. Turner	St. Thomas of Villanova: G. Farrah (Chair)

Community Representative: S. Porcellini

Board of Trustees Representative: F. Favot

Student Trustee Representative: Regrets

ADMINISTRATIVE RESOURCE PRESENT:

Superintendent of Education:	M. Seguin
School Administrator Representative(s):	J. Rivard, Acting Administrator - F. J. Brennan HS T. Hedderson, Principal - St. Joseph's HS

GUEST PRESENTER:

D. Petro, Mathematics Department Head/Member Ontario Association for Mathematics Education

Recording Secretary: D. Steffens

1. Call To Order and Opening Prayer - Chair Farrah called the meeting to order at 7:10 p.m. and led the group in prayer.
2. Introduction of Members and Roll Call
3. Approval of Agenda
 - Addition to agenda: New Agenda Item 4(a): Update – Ontario Association for Mathematics (OAME) 2011 Annual Conference (D. Petro)
 - Correction to agenda: Agenda Item 7d should read Proposed "2011-12" School Year Calendar

Moved by: S. Zorzit Seconded by: J. Bennett
THAT the agenda be approved as amended. Carried.

4. Presentation:

- a) (Walk-On Item) Update – Ontario Association for Mathematics (OAME) 2011 Annual Conference– D. Petro provided a brief update to the information presented at the November 11, 2010 meeting. The OAME 2011 Annual Conference will include a special parent workshop series that will take place the morning of Saturday, May 14. The morning will begin with featured speaker “Mathemagician” Arthur Benjamin. Following the speaker, parents are invited to attend their choice of two workshops focussing on technology to manipulatives in grade levels ranging from pre-kindergarten to senior. The tentative participant cost is \$10. More information will be available at www.oame2011.ca
- b) Implementation Update re Promoting and Supporting Equity & Inclusion Within a Catholic Community (HANDOUT Board Equity and Inclusive Education Implementation Plan) – M. Seguin provided an overview of the Board’s Equity and Inclusive Education Implementation Plan, including implementation of the Board Policy and accompanying Religious Accommodation Guidelines.

5. Approval of and Business Arising from the January 13, 2011 Report

Discussion on action items: M. Seguin provided clarification on restrictions concerning the sale of food and beverages by outside organizations that may subsequently provide a donation back to the school.

Moved by: R. Dunn Seconded by: S. Zorzit

THAT the Report of January 13, 2011 be approved as distributed. *Carried.*

6. New Business:

- a) Interim Parent Involvement Committee - Verbal Update – An update on the membership of the Interim Parent Involvement Committee was provided. The Board of Trustees approved the membership of the Interim Parent Involvement Committee (PIC) at its January 25 Board Meeting. In addition to the two members from the High School Council, the membership will consist of two elementary parents, a trustee, a delegate from the Diocese of London and a delegate(s) for the Director of Education. It is anticipated that the initial meeting of the Interim PIC will be set up in the near future.

7. Superintendent of Education’s Report: Superintendent M. Seguin provided a brief update on the following faith development and student achievement initiatives:

- a) Update on Faith Development Initiatives – M. Seguin provided an overview of the handout entitled Faith Formation Report that included updates on faith formation initiatives for both students and employees. Employee initiatives included: OECTA/OCSTA Religious Education Part III Course, employee retreats, church mission experience in partnership with St. John the Baptist Church, and the Diocesan Day of Reconciliation that will take place during the day on April 6 at all churches for both staff and students. Other student initiatives include: upcoming Social Justice Forums for both elementary and secondary students, a Eucharistic Adoration Pilot Project taking place at four elementary schools, and the upcoming Student Trustee/Student Senate Retreat. A handout providing 2011 Education Week was provided. A Matt Maher concert has been scheduled for students, in partnership with Assumption University Campus Minister Fr. C. Valka.
- b) Update on Catholic Leadership Training and Mentorship – M. Seguin provided summary of employee leadership and mentoring programs at the Board. Many of the programs are offered in conjunction with the Ontario Leadership Strategy.

- c) Draft Board Policies Vetted for Public Consultation - It was noted that the following draft Board Policy is currently posted to the Board's public website for consultation and feedback (www.catholicboard.ca): Draft Amended Policy H:07 Selection Process - Principals and Vice-Principals

The board is in the preliminary process of reviewing policy and procedures related to Student Health Support (including medication administration at school) and anaphylaxis. It is anticipated the draft documents will be posted for consultation/feedback by month's end.

- d) Proposed 2011-12 School Year Calendar - An outline of the proposed 2011-12 school year calendar was received. It was noted that the proposed calendar is modified from the traditional calendar, with the school year beginning prior to Labour Day (for staff only) and the Christmas break December 26 - January 6. Since the Board will have to submit the proposed calendar to the Ministry for approval by March 1st, feedback on the proposed calendar is due back to the Board by Friday, February 11, 2011.
- e) Ministry of Education's Healthy Schools Recognition Program – Ministry correspondence dated January 14, 2011 was provided as information. The Healthy Schools Recognition Program promotes and celebrates healthy behaviours and practices in Ontario's schools. Schools pledge to take on a healthy activity in their school and receive recognition for it. The deadline for schools to submit an application to the Ministry is April 8. Additional information can be found at: <http://www.edu.gov.on.ca/eng/healthyschools/challenge.html>
- f) Director's Annual Report to the Community -2010: A copy of the annual report was circulated to those present. The annual report highlights the school community's achievements and accomplishments during the 2010 year. A copy will be provided to School Councils via the school principal. Copies can also be obtained on the Board's website at: www.catholicboard.ca

8. Board of Trustees Report - Trustee Favot, newly appointed trustee to the High School Council, provided a brief history on his previous involvement with the High School Council and the Assumption College School Advisory Council, and highlighted several items stemming from the February 8 Regular Board Meeting.
9. Student Senate Report and Students Helping Students Update - Student Trustees Limarzi and Colman sent regrets due to a scheduling conflict. Superintendent Seguin provided a brief update on the Students Helping Students Committee activities, indicating there is approximately \$5000 in funds to be distributed. The next Student Helping Students committee meeting is scheduled for February 17.

Student Senate Update – M. Seguin provided an overview of the United Way Youth Initiative that the Student Senate will be participating in this year.

10. Chairperson Report/Comments - Chair Farrah, provided comment on the following:
- By-Laws Update – Chair Farrah indicated the High School Council needs to review its Constitution. The current Constitution, dated October 2004, needs to be reviewed to reflect current practices of the Council. **ACTION: The current High School Council Constitution will be provided electronically to members so that a consultation process can begin at the local School Advisory Council level. Feedback and draft amendments to be discussed at the next High School Council meeting on April 14, 2011.**
11. Round Table Discussion and Comments

Round Table Discussion and Comments - Each individual was invited to provide an update on activities occurring at their respective schools, including faith development activities, updates on

fundraising initiatives, the status of their School Advisory Council membership, community involvement activities, and sports events.

a) Item of Concern: Costs Related to Teacher Replacement for Field Trips

Discussion occurred around financial issues related to the cost of replacing teachers who are participating in field trips. Occasional teacher costs of approximately \$250 per day per teacher are either tacked on to field trip costs per student, or covered at the school level either financially or by using other employees. Concern was raised around the table over the increasing financial burden on school communities. Discussion occurred as to the benefit of a letter being sent to the Board from the High School Council on behalf of all secondary School Advisory Councils expressing the financial concerns raised by the members.

Following further discussion, consensus was reached that the High School Council respectfully request representation on the Board's committee that will be reviewing a wide range of issues associated with the policy on field trips and excursions. Consensus reached, that if the request is granted, R. Dunn will be the representative for the High School Council.

ACTION: The Superintendent will bring the request for representation on the Board's Field Trip Policy Review Committee.

12. Future Meetings/Important Dates:

Thursday, April 14 April 7 (new date)	Host: G. Farrah, St. Thomas of Villanova
Sunday, May 1 to Friday, May 6	<i>Catholic Education Week</i>
Thursday, May 12 May 5 (new date)	Host: M. Garganta, Cardinal Carter
Friday/Saturday, May 13 - 14	OAPCE AGM & Conference (Burlington)
Thursday, June 9	Host: S. Boglitch, Assumption College

13. Closing Prayer and Adjournment- The meeting adjourned at 9:30 p.m.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date: April 26, 2011
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BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: SEAC Committee – Trustee Members

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director of Education Student Achievement K-12

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**
Meeting of Thursday, February 17, 2011

RECOMMENDATION:

**That the Board receive the Minutes of the Thursday, February 17, 2011
Special Education Advisory Committee meeting as information.**

SYNOPSIS: The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

BACKGROUND COMMENTS: The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

FINANCIAL IMPACT: N/A

TIMELINES: The next SEAC meeting occurred on Thursday, April 7, 2011 at the Catholic Education Centre. Minutes of the Thursday, April 7, 2011 meeting will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of Thursday, February 17, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: April 11, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: April 11, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 11, 2011



**1325 California Ave., Windsor, ON N9B 3Y6
Phone: (519) 253-2481 Fax: (519) 253-0620**

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
Thursday, February 17, 2011– 6:00 P.M.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor**

MINUTES

Present:	Lisa Soulliere	Trustee Member (Acting Chair)
	Mary DiMenna	Trustee
	Rita Raniwsky	Principal
	Melanie Allen	IEWS
	Mary-Anne Mouawad	Learning Disabilities Association
	Sonia Sovran	Learning Disabilities Association
	Cas Graham-Stuart	Autism Ontario Windsor-Essex (Vice Chair)
	Rose Lamug	Autism Ontario Windsor-Essex
	Mary Ferguson	Community Living
	Cathy Geml	Associate Director of Education (ex-officio)
	Simone Lira	Recording Secretary

1. Call to order – Lisa Soulliere
2. Opening Prayer
3. Welcome Introductions
4. Recording of Attendance
 - Regrets from Paula Nantais – Down Syndrome Parents
5. Approval of Agenda - February 17, 2011
Motion by Mary DiMenna and seconded Melanie Allen that the Agenda be approved as printed and circulated. Carried
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes –January 20, 2011
Motion by Melanie Allen and seconded by Cas Graham-Stuart that the Minutes be approved as printed and circulated. Carried
9. Business Arising
 - None

10. Information Items

- a) The SEAC Orientation Booklet was handed out to the members and reviewed by Chair Lisa Soulliere and Associate Director of Education, Cathy Geml. The review included the philosophy, mission and vision of SEAC and advocating on behalf of organizations as a member of SEAC and how they collectively work as system advocates, in the best interest of all students of the WECDSB. Other items in the booklet include legislation, regulations policy documents relevant to special education, the Special Education Plan and Amendments and the Education Act.
- b) Associate Director Geml handed out a DVD created by the Learning for All Region and the Regional Special Education Council, which is an overview of special education.
- c) 2011 Elections
Associate Director, Geml chaired the election of officers for SEAC. Nominations were called for the position of SEAC Chair for the 2011 calendar year.
Mary-Anne Mouawad was nominated by Trustee Soulliere and seconded by Mary DiMenna. Mary-Anne accepted the nomination. There were no other nominations. Mary-Anne Mouawad was acclaimed SEAC Chair for the 2011 calendar year.
Nominations were called for the position of SEAC Vice-Chair for the 2011 calendar year.
There were no nominations. Cas Graham-Stuart volunteered for the position. Cas Graham-Stuart was acclaimed as SEAC Vice-Chair for the 2011 calendar year.

11. Report from Chair - None**12. Report from Trustees**

- At the In-camera meeting of January 25, 2011, the Board of Trustees approved the appointment of the following individuals to the Interim Parent Involvement Committee:
Greg Farrah from St. Thomas of Villanova Catholic Secondary School.
Christine McCarthy-Romanick from St. Anne Catholic Secondary School.
Kelly Millett from St. Bernard Catholic Elementary School (Windsor).
Bernie Robinet from St. John the Baptist Catholic Elementary School.
- At the In-camera meeting of February 8, 2011, the Board of Trustees approved Senior Administrative Organizational Restructuring:
Cathy Geml, Superintendent of Education, Student Achievement K-12 to Associate Director of Education, Student Achievement K-12.
Mario Iatonna, Superintendent of Business to Executive Superintendent of Business and pending Ministry approval, Board Treasurer.

Jamie Bumbacco, Superintendent of Human Resources to Executive Superintendent of Human Resources.

Patrick Murray, Assistant Superintendent of Human Resources to Superintendent of Human Resources.

Emelda Byrne, Sharon O'Hagan-Wong and JoAnne Shea, Assistant Superintendents of Education to Superintendents of Education.

Michael Seguin and John Ulicny, Acting Assistant Superintendents of Education to Acting Superintendents of Education.

All appointments were effective immediately, and there is no monetary cost to the Board.

- At the regular Board Meeting of February 8, 2011, there was an unveiling of a commemorative plaque for the late Rosemary Limarzi, former Communications Coordinator/Diocesan Liaison for the Board

13.

Report from Associate Director of Education

- a) Associate Director Geml invited Rita Raniwsky, Principal at St. Bernard in Amherstburg to share a good news story at her school. It involved an occasional teacher working with grade 8 students, who improvised the use of the computer of a student with special needs so the student could play a particular game along with the other students in the class. It was a true example of inclusion at its best. Principal Raniwsky has seen a change in the attitude of the students in the class toward supporting and including this particular student with special needs.
- b) Associate Director Geml spoke of another incident involving a student with Autism, with severe concerns who was involved in an incident. The students in the class stood up for the boy with a show of sensitivity and understanding that he had simply made a mistake. It was an example of the classmates coming together in support and observing inclusion at work. The attitude also speaks to the outstanding teacher and Principal, who were able to look at a student with special needs in a new way, and enable everyone to be enriched by his presence in the class. Associate Director Geml also mentioned the fact that our Board supports every student attending the Muskoka Woods Experience (Christian Leadership Camp for grade eights), including students with special needs and circumstances, through the use of respite workers, Educational Assistants and other Board personnel.
- c) Glengarda Child and Family Services, together with the YMCA announced the expansion of the United Way funded Early Intervention Program, facilitating a free, seven-week therapeutic, supportive, recreational program for youth between the ages of 6 - 12.
- d) A handout was distributed to the members regarding the School Health Support Services Review, with the recommendations put forth requiring a collaborative commitment across all stakeholders. All relevant sectors have 60 days to respond or put anything forth for consultation.

14. **New Business**
- Principal Raniwsky thanked and congratulated the Board on the presentation by Dr. Cortese on Friday, February 11. She felt the information was very informative and beneficial to all educators. Dr. Leonardo Cortese, Chief of Psychiatry at Windsor Regional Hospital made a presentation on *Student Mental Health and Well-Being* in the boardroom at the Catholic Education Centre (CEC), which was webcast to each of our secondary schools for all teaching staff of the Board. Assistant Director Geml is hopeful there will be a follow-up module in September 2011 on another Professional Development Day. She promised to try to obtain a copy of the presentation for each SEAC member.
15. **Association Reports**
- Community Living
Mary Ferguson advised SEAC of the RUBY Program, Learning to Protect Yourself created in 2005 by the Canadian Women's Foundation. The next stage of the program has been created entitled *Ruby meets Rudy*, which speaks about developing healthy relationships. When approved, all agencies will be notified.
- Motion by Melanie Allen and seconded by Mary Ferguson that all reports (from Chair, Trustees, Associated Director of Education and Associations) be accepted. Carried**
16. Closing Prayer
17. The meeting adjourned at 7:25 p.m. The next meeting will be held on Thursday, April 21, 2011.