



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

"Learning together in faith and service"

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

**REGULAR BOARD MEETING
Tuesday, May 24, 2016 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

AGENDA

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
6. Presentations: *None*
7. Delegations:
By-Law 3:09: Any person(s) wishing to appear before the BOARD and speak to an item appearing on the agenda of the BOARD meeting has until noon the day before the BOARD meeting to make a request to the SECRETARY. They shall explain briefly the matter on which the presentation is to be made, the organization or interested parties to be represented, the identity, and if applicable, the authority of the spokesperson. A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.
8. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of the Regular Board Meeting of April 26, 2016 1-8
 - ii) Minutes of the Special Regular Board Meeting of May 10, 2016 9-11
9. Communications:
 - a. External (Associations, OCSTA, Ministry): *None*
 - b. Internal (Reports from Administration): *None*
10. Committee Reports:
 - a. Report: Appointment of Christine Stanley, Representative Learning Disabilities Association of Windsor-Essex County to the Special Education Advisory Committee (SEAC) (C. Geml) 12-20

- b. Report: Appointment of Sarah Stanton, Alternate Representative, Windsor-Essex Down Syndrome Association to the Special Education Advisory Committee (SEAC) (C. Geml) 21-28
11. Unfinished Business: *None*
12. New Business:
- a. Report: Draft Amended Policy IT:01 Acceptable Use of Information Technology Resources, *final approval* (T. Lyons) 29-53
- b. Report: New Draft Policy ST:11B Ensuring Asthma Friendly Schools, Ryan’s Law, *approval in principle* (T. Lyons) 54-67
- c. Report: Request For Proposal For Architectural Services – Various Schools (M. Iatonna) 68-71
13. Notice of Motion
14. Remarks and Announcements:
- a. Chairperson of the Board
- b. Director of Education
- c. Board Chaplain
15. Remarks/Questions by Trustees
16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
- Tuesday, June 14, 2016 (*Additional*)
 - **MONDAY**, June 27, 2016
 - Tuesday, September 27, 2016
 - Tuesday, October 25, 2016
 - Tuesday, November 22, 2016
 - Tuesday, November 29, 2016 – *Trustee Organizational Meeting, 7:30pm start*
 - Tuesday, December 13, 2016
 - Tuesday, January 24, 2017
 - Tuesday, February 28, 2017
 - Tuesday, March 28, 2017
 - Tuesday, April 25, 2017
 - Tuesday, May 23, 2017
 - Tuesday, June 13, 2017
 - **Monday**, June 26, 2017

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required:
19. Closing Prayer
20. Adjournment

Barbara Holland
Chairperson of the Board

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



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

REGULAR BOARD MEETING
Tuesday, April 26, 2016 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room

MINUTES

PRESENT

Trustees: F. Alexander (*participated electronically*) B. Mastromattei
F. Costante L. Soulliere
M. DiMenna, *Vice-Chair* S. Tope
F. DiTomasso F. Valentinis
B. Holland, *Chair*

M. Diab, Student Trustee

Regrets: Student Trustee Bowers

Administration: P. Picard (Resource) E. Byrne C. Norris
C. Geml S. Fields M. Seguin
M. Iatonna P. King J. Shea
T. Lyons R. Lo Faso J. Ulicny

Recorder: B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 7:17 pm.
2. Opening Prayer – In Fr. Brunet’s absence, Trustee Costante opened the meeting with a prayer.
3. Recording of Attendance – All Trustees present. Trustee Alexander participated electronically. Fr. Brunet sent his regrets due to a prior commitment. Student Trustee Bowers was absent due to unexpected circumstances.
4. Approval of Agenda – No amendments this evening.

Moved by Trustee DiMenna and seconded by Trustee DiTomasso that the April 26, 2016 Regular Board meeting agenda be approved as distributed. *Carried*

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

6. Presentations: *No presentations this evening.*
7. Delegations: *No delegations this evening.*
8. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of the Committee of the Whole Board In-Camera meeting of March 29, 2016

Moved by Trustee DiTomasso and seconded by Trustee Mastromattei that the Minutes of the Committee of the Whole Board In-Camera meeting of March 29, 2016 be adopted as distributed. Carried

- ii) Minutes of the Regular Board Meeting of March 29, 2016

Moved by Trustee DiMenna and seconded by Trustee Valentinis that the Minutes of the Regular Board meeting of March 29, 2016 be adopted as distributed. Carried

- iii) Minutes of the Special Regular Board Meeting of April 5, 2016

Moved by Trustee Alexander and seconded by Trustee Tope that the Minutes of the Special Regular Board meeting of April 5, 2016 be adopted as distributed. Carried

- b. Committee of the Whole Board In-Camera meeting of April 12, 2016

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board in-camera meeting on April 12, 2016 pursuant to the Education Act - Section 207, to consider specific personnel, 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.

Trustee DiTomasso declared a conflict of interest during the in-camera session and excused himself from the relevant discussion items.

Moved by Trustee DiMenna and seconded by Trustee Tope that the recommendations and directions of the Committee of the Whole Board in-camera meeting of April 12, 2016 be approved. Carried

Vice Chair DiMenna made the following announcements:

From the April 12, 2016 Committee of the Whole Board in-camera meeting:

- Approved an extension to the Director of Education's Personal Service Contract;
- Approved the ratification of the collective agreement with the Ontario English Catholic Teachers' Association – Occasional Teachers that was tentatively reached on March 7, 2016;

- Approved the ratification of the collective agreement with the CUPE 1358.1 Educational Assistant Group and CUPE 1358.2 Special Services Unit that was tentatively reached on March 23, 2016;
- Approved the Employee Benefits Consultant Agreement extension - 2016-2017 with Mercer (Canada Limited); and
- The Windsor-Essex Catholic District School Board has jurisdiction under the *Education Act* and Regulations for all Catholic schools and school organizations within Windsor and Essex County. After careful consideration, the Board has decided to exercise its jurisdiction to opt out of the Bingo Licences class action lawsuit and will instruct its legal counsel to do so.

9. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
- b. Internal (Reports from Administration):
 - i) Report: 2016-2017 Budget Development and Budget Outlook Update

Moved by Trustee Valentinis and seconded by Trustee Mastromattei that the Board receive the report on 2016-17 Budget Development and Budget Outlook Update as information. Carried

- ii) Report: 2015-16 Second Interim Financial Variance Report

Moved by Trustee Tope and seconded by Trustee Costante that the 2015-16 Second Interim Financial Variance Report be received as information. Carried

- iii) Report: Summary of Freedom of Information Statistical Report 2015

Moved by Trustee Costante and seconded by Trustee DiTomasso that the Board receive as information this report summarizing the Freedom of Information Statistical Report filed with the Information and Privacy Commission for the 2015 Reporting Year. Carried

10. Committee Reports:

- a. Report: French Immersion Advisory Committee Minutes of January 14, 2016

Moved by Trustee Tope and seconded by Trustee Alexander that the Board receive the Minutes of the January 14, 2016 French Immersion Advisory Committee meeting as information. Carried

11. Unfinished Business:

- a. Notice of Motion from the April 5, 2016 Special Regular Board Meeting:

Moved by Trustee DiMenna and seconded by Trustee Tope that effective September 2016, students from Holy Name, St. John de Brebeuf and Our Lady of the Annunciation Catholic Elementary Schools may elect to attend the new middle school at Cardinal Carter; and

That the Board will provide transportation for those students; and

Administration prepare a financial impact report on this matter, which would also contain information that would gauge the level of interest for attendance at the middle school among those families, for discussion at our next meeting. Carried

12. New Business:

- a. Deferred Report: Draft Amended Policy T:07 Trustee Code of Conduct, *final approval (Deferred from January 26, 2016)*

Trustee Alexander discussed with Colleen Norris, Senior Manager of Human Resources and Policy Development the Municipal Conflict of Interest Act in relation to the Trustee Code of Conduct.

Moved by Trustee DiMenna and seconded by Trustee Tope that the Board provide final approval for Draft Policy T: 07 Trustee Code of Conduct. Carried

- b. Report: Amended Policy IT:01 Acceptable Use of Information Technology Resources, *approval in principle*

Trustee Soulliere requested administration to review section 3.3: The WECDSB's Information Technology Resources are intended for educational, instructional or other business related use to facilitate administration and communication. Trustee Soulliere believes the statement *other business related use* is too vague.

Trustee Tope inquired whether staff are required to sign off acknowledging receipt and an understanding of their obligations.

Trustees concerns will be brought forward to the I.T. policy sub-committee.

Moved by Trustee Mastromattei and seconded by Trustee DiTomasso that the Board approve in principle Draft Policy IT:01 Acceptable Use of Information Technology Resources. Carried

13. Notice of Motion: *None*

14. Remarks and Announcements:

- a. Chairperson of the Board Holland provided the following comments:
- Attending with Trustee Tope, Director Picard, Associate Director Geml and Communications Coordinator Fields the Ontario Catholic School Trustees' Association Annual General Meeting this Thursday to Saturday. At the March 29th regular board meeting Trustees supported the Chair's decision to seek the OCSTA Presidency. The election will occur on Friday.
 - Thanked Minister Sandals for her April 25th visit. Ontario's \$9 million investment for our school consolidations in Leamington, Amherstburg and West Windsor will further enhance the Board's innovative programs in first-rate facilities.
 - Publically congratulated Associate Director Geml on her retirement. Chair Holland stated the following:

Earlier this evening, Ms. Geml informed trustees she will be retiring on June 30th. With heavy hearts we will certainly miss Cathy's wisdom, experience and genuine love of students. Her talents are truly no less than a gift. With mixed emotions the Board wishes her the happiest of retirements.

- b. Director of Education Picard provided comments on recent activities supporting the Board's strategic priorities namely;

Catholic Faith Formation: Pope Francis has declared 2016 a "Holy Year of Mercy" as a way for the Catholic Church to "make more evident its mission to be a witness of mercy". On December 8th Pope Francis opened the Holy Door to evoke the concept of forgiveness which is the main focus of a Holy Year. *Catholic Education Week 2016, which begins May 1st, combines both the theme of mercy and the act of opening doors of reconciliation, mercy and forgiveness to all around us.* As part of the celebrations, a province-wide Student Mass will be held on Tuesday, May 3rd in all Catholic high schools across Ontario. This event is organized by our Catholic Student Trustees.

Employee Development and Student Achievement Initiatives: The following workshop is scheduled during the month of May: English as a Second Language (ESL) Junior Teachers Part 2 training.

Community Engagement and Partnerships: The Leamington, Amherstburg and West Windsor accommodation review transition committees have begun to meet this week.

- St. Louis and Queen of Peace JK to Grade 6 Transition Committee met last night.
- Cardinal Carter Middle school committee is scheduled to meet at Cardinal Carter Thursday, April 28th at 4:00 pm.
- On May 2nd, at 7:00 pm at Cardinal Carter, Principal Kevin Hamlin will host a public meeting to provide an overview of the Grades 7 - 12 Model and Academy Programs offered at Cardinal Carter in September 2016.
- The Amherstburg Transition Committee is meeting Wednesday, April 27th at 7:00 pm at Stella Maris school.
- The St. John and St. James transition meeting is scheduled for May 4th at 4:00 pm at St. James school.
- The Assumption Middle school transition meeting is scheduled for May 9th at 4:00 pm at St. John school.

The Rotary Club of Windsor will recognize volunteer student leaders in school and community activities. This annual program has been named in memory of the late Dr. Claire R. MacLeod, past president and life member of the Rotary Club. On behalf of the Board, Superintendent Emelda Byrne will be attending this event on Monday, May 2nd.

Celebrating Achievements: The Phil Gignac Music Competition was held on Friday, April 22 at Holy Names High School. Approximately 100 grade 8 students competed in various categories. The awards presentation will take place at our annual All Star Band Night on May 19th, 6:00 p.m. at St. Joseph's Catholic High School where hundreds of our aspiring musicians will perform; The 2nd annual Catholic Social Justice Forum, entitled "Misericordia 2016" was held on Thursday, April 21st at the St. Clair Centre for the Arts. Students from our secondary schools had the opportunity to hear several guest speakers on topics that challenged our youth to respond to the call to serve those in need and to live as Jesus would want us to. The key-note speaker was Canadian international "plus" model Elly Mayday speaking about her challenges with cancer. Topics included safe internet practices, supporting those with mental health challenges, residential schools, United Way community support programs, a refugee's story, and

mission work - all done in a Catholic faith-based context; Support Staff Leadership Program Graduation is Monday, May 9. The Teacher Leadership program Graduation is Thursday May 26; Nominations for the J. F. Johnston Outstanding Educator Award and Lucien (Kit) Lacasse Award are being accepted until May 6th; Applications for the Director's Award – Our Journey to Holiness for both Elementary and Secondary students are now being accepted until May 20th. Please refer to the staff room folder for more information; Congratulations to the following student and educator recipients of the Council for Exceptional Children awards: Students Cole Clingan from Brennan, Tiana Friesen and Joshua Trupp-Casey from St. Anne High School, Anthony Traynor from Holy Names; Educators Sarah Bellemore from Catholic Central, Silvana Bontorin from St. John Vianney, Laurie Faucher and Angela Knapp from St. Joseph elementary, Gabe Gagnon from St. Anne High School and Debbie Russ from W.J. Langlois. This year's recipient for the Council for Exceptional Children Chapter Award is Associate Director Cathy Geml; and The Board's Retirement Banquet will be held on Friday, June 10 at the Ciociaro Club.

Miscellaneous: Elementary Day of Champions will be held Thursday, May 19th at St. Thomas of Villanova High School; The Secondary Day of Champions on Friday, June 10th at Cardinal Carter. These events promote a sense of community among students, staff members, and volunteers from our Life Skills programs; and Many of our grade 8 students will be experiencing Muskoka Woods this week. Extra prayers for good weather, a good time and safe travels.

c. Board Chaplain – Absent this evening.

15. Remarks/Questions by Trustees

Trustee Alexander wished Associate Director Geml all the best and praised her extraordinary work with the Board. Ms. Geml will be deeply missed.

Trustee Tope thanked those involved in preparing for the Minister's successful visit on April 25th.

Trustee Tope thanked Associate Director Geml for her passion and dedication especially her unyielding faith in the Board's inclusionary model.

Trustee Mastromattei congratulated Associate Director Geml on her retirement, mentioning their years of working together in Special Education and now, as a Trustee, furthered his respect for her outstanding work and commitment to the Board.

Trustee Mastromattei commented on St. Thomas of Villanova High School students presenting a Buddy Bench to the St. Angela elementary students and publically supported Catholic Central High School Teacher and Basketball Coach Peter Cusumano.

Trustee Costante also commented on the Minister's visit mentioning it was an important day for the Board and is looking forward to the implementation of the new initiatives.

Trustee Costante thanked Associate Director Geml for her passion and leadership especially the special education inclusionary model.

Trustee Valentinis extended his congratulations and appreciation for Associate Director Geml's contribution to the Board and wished her the best in the future.

Trustee Soulliere mentioned the St. John the Baptist Catholic Elementary parent council, through fundraising, donated five Chromebook Hubs. Each classroom will have access to the hubs which contain a minimum of 5 Chromebooks.

Trustee Soulliere has been invited to judge the anti-bullying Buddy Idol contest at Our Lady of Annunciation Catholic Elementary school.

Trustee Soulliere congratulated and thanked Associate Director Geml for her hard earned, well deserved retirement and commented as a teacher and administrator she has shaped our community leaving a lasting impression.

Trustee DiTomasso congratulated and thanked Associate Director Geml for being a great friend and educator.

Trustee DiMenna congratulated Associate Director Geml for her hard work and dedication which has not gone unnoticed by this Board or colleagues. Ms. Geml has been an asset to this Board. Trustee DiMenna also thanked Ms. Geml for not only being an outstanding role model but also for being a friend.

Student Trustee Diab informed Trustees of the various student planned events scheduled throughout the Board's high schools and Student Senate.

16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
- Tuesday, May 10, 2016 – Special Regular Board Meeting at 8:00 pm
 - Tuesday, May 24, 2016
 - Tuesday, June 14, 2016 (*Additional*)
 - **MONDAY**, June 27, 2016
 - Tuesday, September 27, 2016
 - Tuesday, October 25, 2016
 - Tuesday, November 22, 2016
 - Tuesday, November 29, 2016 – *Trustee Organizational Meeting, 7:30pm start*
 - Tuesday, December 13, 2016
 - Tuesday, January 24, 2017
 - Tuesday, February 28, 2017
 - Tuesday, March 28, 2017
 - Tuesday, April 25, 2017
 - Tuesday, May 23, 2017
 - Tuesday, June 13, 2017
 - **Monday**, June 26, 2017

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required: *Not Required*

19. Closing Prayer – Trustee Costante closed the meeting with a prayer.
20. Adjournment –There being no further business, the Regular Board meeting of April 26, 2016 adjourned at 8:06 p.m.

Not Approved

Barbara Holland
Chairperson of the Board

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



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

**SPECIAL
REGULAR BOARD MEETING
Tuesday, May 10, 2016 at 8:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Trustees: F. Alexander (*participated electronically*) B. Mastromattei
M. DiMenna, *Vice-Chair* L. Soulliere
F. DiTomasso S. Tope
B. Holland, *Chair (participated electronically)* F. Valentinis

J. Bowers, Student Trustee
M. Diab, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: Trustee Costante

Administration: P. Picard (Resource) R. Lo Faso
C. Geml
M. Iatonna
T. Lyons

Recorder: B. Marshall

1. Call To Order – As Chair Holland participated electronically, Vice-Chair DiMenna (*Chair Pro-Tem*) called the meeting to order at 8:27 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Costante sent his regrets due to a prior commitment. Chair Holland participated electronically. Trustee Alexander participated electronically.
4. Approval of Agenda – *No amendments this evening.*

Moved by Trustee Tope and seconded by Trustee Mastromattei that the May 10, 2016 Special Regular Board meeting agenda be approved as distributed. Carried

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *No Presentations this evening.*
7. Delegations: *No Delegations this evening.*
8. Action Items:
 - a. Items from the Committee of the Whole Board In-Camera meeting of May 10, 2016

Trustee Soulliere reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 10, 2016 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Trustee DiTomasso declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion items.

Moved by Trustee Soulliere and seconded by Trustee Tope that the recommendations and directions of the Committee of the Whole Board in-camera meeting of May 10, 2016 be approved. *Carried*

From the May 10, 2016 Committee of the Whole Board in-camera meeting, the Board:

- Received a Surplus Property Disposition update;
- Approved the ratification of the collective agreement with the Ontario English Catholic Teachers' Association – Elementary Teachers that was tentatively reached on April 15, 2016;
- Approved the Memorandum of Settlement dated April 18, 2016 between Trustees'/School Board Associations and Principals' and Vice Principals' Associations and Agreed to by the Crown; and
- Received a summary report from the Audit Committee meeting of April 27, 2016.

9. Communications:
 - a. External (Associations, OCSTA, Ministry): *None*
 - b. Internal (Reports from Administration): *None*
10. Committee Reports: *None*
11. Unfinished Business: *None*
12. New Business:
 - a. Verbal Report: Cardinal Carter Middle School Transportation

Moved by Trustee DiMenna and seconded by Trustee Alexander that Administration, moving forward, provide transportation for all Cardinal Carter Catholic High School feeder schools to the Carter Cardinal Catholic Middle School.

13. Notice of Motion
14. Remarks and Announcements:
- a. Chairperson of the Board
 - b. Director of Education
 - c. Board Chaplain
15. Remarks/Questions by Trustees: *None*
16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*

- Tuesday, May 24, 2016
- Tuesday, June 14, 2016 (*Additional*)
- **MONDAY**, June 27, 2016
- Tuesday, September 27, 2016
- Tuesday, October 25, 2016
- Tuesday, November 22, 2016
- Tuesday, November 29, 2016 – *Trustee Organizational Meeting, 7:30pm start*
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- Tuesday, March 28, 2017
- Tuesday, April 25, 2017
- Tuesday, May 23, 2017
- Tuesday, June 13, 2017
- **Monday**, June 26, 2017

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required: *Not necessary*
19. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
20. Adjournment – There being no further business, the Special Regular Board meeting of May 10, 2016 adjourned at 8:40 p.m.

Not Approved

Mary DiMenna
Pro Chair Tem

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



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

Meeting Date: May 24, 2016

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 of Education

SUBJECT: **APPOINTMENT OF CHRISTINE STANLEY, REPRESENTATIVE, LEARNING DISABILITIES ASSOCIATION OF WINDSOR-ESSEX COUNTY TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of Christine Stanley, representative, Learning Disabilities Association of Windsor-Essex County (Idawe) to the Special Education Advisory Committee (SEAC) for the remainder of the four-year term, ending November 30, 2018.

SYNOPSIS:

Learning Disabilities Association of Windsor-Essex County has notified the Board that they have nominated Christine Stanley to serve as the Idawe's representative and Chelsea Osborne as alternate representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the Committee. Lucie Lombardo has withdrawn her name as alternate representative (reference email from Lucie Lombardo (Appendix "C"))

BACKGROUND COMMENTS:

Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

Christine Stanley meets the required conditions for this appointment. At this time, Chelsea Osborne does not meet the required conditions for this appointment.

FINANCIAL IMPACT:

No financial implications.

TIMELINES:

SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Christine Stanley's appointment will be effective immediately upon Board approval for the current four-year term which ends November 30, 2018.

APPENDICES:

- Appendix A: Letter from Learning Disabilities Association of Windsor-Essex County dated May 9, 2016.
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees.
- Appendix C: Email from Lucie Lombardo.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: May 16, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: May 16, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: May 16,2016



Idawe • Learning Disabilities Association of Windsor-Essex County

www.ldawe.ca | *The right to learn, the power to achieve*

May 9, 2016

Windsor Essex Catholic Education Centre
1325 California Avenue
Windsor, ON N9B 3Y6
Attention: Ms. Cathy Geml
Associate Director of Education, Catholic School Board

Dear Ms. Geml,

Re: Catholic Board SEAC -- Committee -- LDAWE Representative

I am sending you this letter to provide you with an update in regards to some changes at the Learning Disabilities Association of Windsor-Essex County (LDAWE). They are as follows:

- 1) Ms. Bev Clarke accepted a new position and I am the new Executive Director at LDAWE.
- 2) The LDAWE Board of Directors at its meeting of Tuesday, April 27th approved the following changes to the SEAC LDAWE Representation:
 - a) that Mrs. Christine Stanley, a Board Member with LDAWE, be appointed as the representative on the Catholic School Board SEAC Committee, and
 - b) that Ms. Chelsea Osborne and Lucie Lombardo be designated as alternates for said committee.
- 3) All information regarding the meeting schedules and notice of meetings can be emailed to:

llombardo@ldawe.ca
and
stanleyca@icloud.com

I look forward to our continued working relationship.

Sincerely,

Lucie Lombardo
Executive Director

LL/mg.

Appendix B

Education Act**ONTARIO REGULATION 464/97****SPECIAL EDUCATION ADVISORY COMMITTEES**

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“ local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

Printed by: **Jeri Linton**

May-13-16 11:44:24 AM

Title: **Re: SEAC Nominations : Windsor-Essex CDSB**

Page 1 of 1

From:  Lucie Lombardo  May-11-16 3:40:24 PM 

Subject: Re: SEAC Nominations

To:  **Jeri Linton**

Hi Jeri,
Yes we will have Chelsea Osborne stand.
Thanks for letting me know.
Lucie Lombardo

Sent from my iPhone

On May 11, 2016, at 3:05 PM, Jeri Linton <jeri_linton@wecdsb.on.ca> wrote:

Hello Lucie,

We are in receipt of your letter of introduction which includes the nomination of 1 representative and 2 alternates. According to the Education Act Ontario Regulation 494/97 (copy attached), only one alternate may be nominated and accepted.

Please advise if you would like the nomination to stand for Chelsea Osborne or for you.

Thank you,

**Jeri Linton, Executive Assistant
to Cathy Geml, Associate Director of Education
519-253-2481, ext. 1225**

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.



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

Meeting Date:
May 24, 2016

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 of Education

SUBJECT: **APPOINTMENT OF SARAH STANTON, ALTERNATE REPRESENTATIVE, WINDSOR-ESSEX DOWN SYNDROME ASSOCIATION TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of Sarah Stanton, representative, Windsor-Essex Down Syndrome Association to the Special Education Advisory Committee (SEAC) for the remainder of the four-year term, ending November 30, 2018.

SYNOPSIS:

Windsor-Essex Down Syndrome Association has notified the Board that they have nominated Sarah Stanton to serve as the Windsor-Essex Down Syndrome Association alternate representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the Committee.

BACKGROUND COMMENTS:

Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

Sarah Stanton meets the required conditions for this appointment.

FINANCIAL IMPACT:

No financial implications.

TIMELINES:

SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Sarah Stanton's appointment will be effective immediately upon Board approval for the current four-year term which ends November 30, 2018.

APPENDICES:

- Appendix A: Letter from Windsor-Essex Down Syndrome Association dated February 5, 2016.
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 26, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 26, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 26, 2016



Windsor-Essex Down Syndrome Association
5060 Tecumseh Road E. Suite 206, Windsor, Ontario, N8T1C1
519.973.6486 • www.upaboutdown.org

February 5, 2016

Ms. Terri Maitre
Windsor-Essex Catholic District School Board
1325 California Ave.
Windsor, ON
N9B 3Y6

Dear Ms. Maitre:

Re: SEAC Rep for The Windsor-Essex Down Syndrome Association

Please be advised that at our Board of Directors meeting on February 1, 2016, the following individuals were approved to represent the Windsor-Essex Down Syndrome Association on the Special Education Advisory Committee to the Windsor-Essex Catholic District School Board:

Tim Dufour, Primary Representative (tcdufour@outlook.com)
Sarah Stanton, Secondary Representative (mrs.stanton@hotmail.com)

Sincerely,

A handwritten signature in cursive script that reads 'Suzanne Cyr'.

Suzanne Cyr
President

APPENDIX B**Education Act****ONTARIO REGULATION 464/97****SPECIAL EDUCATION ADVISORY COMMITTEES**

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“ local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.



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

Meeting Date:
May 24, 2016

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **DRAFT POLICY IT:01 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

RECOMMENDATION:

That the Board provide final approval of Draft Board Policy IT:01 Acceptable Use of Information Technology Resources; and

**That the Board receive as information Administrative Procedures
PR IT:01A Acceptable Use of Information Technology Resources;
PR IT:01B User Access Management;
PR IT:01C Passwords for User Accounts;
PR IT:01D Procurement and Disposal of Information Technology Resources;
PR IT:01E Personal Electronic Devices (PED);
PR IT:01F Privacy and Protection and Information Management;
PR IT:01G Email and Electronic Communication; and**

That the Board revoke Policy and Procedure H:17 Acceptable Use of Electronic Access, Information Technology and Data; and

**That the Board revoke Policy H:18 Internet Acceptable Use – Employees;
H:18 Internet Acceptable Use – Employees: Appendix A and Appendix B;
and**

**That the Board revoke Policy SC:03 Acceptable Use of Internet – Students
and SC:03 Acceptable Use of Internet – Students: Appendix A Student
Agreement Form and Appendix B Consent Form.**

SYNOPSIS:

New Draft Policy IT:01 Acceptable Use of Information Technology Resources, previously approved in principle on April 26, 2016, is recommended for final approval, with highlighted amendments included, based on stakeholder feedback.

BACKGROUND COMMENTS:

As part of the approved annual and multi-annual internal audit plan for the South region, PriceWaterhouseCoopers (PwC) Internal Audit Team reviewed the Windsor-Essex Catholic District School Board (WECDSB) Information Technology Security processes. In May 2015, Administration received the Manage I.T. Security, Network and Application Access Management Internal Audit which initiated the review of current policies and procedures related to Information Technology.

Currently the Board's I.T. policies and procedures are incorporated with Human Resources and Schools. For ease of reference, the Policy Review Subcommittee decided to develop a new policy section, Information Technology.

The current Board Policy H:17, H:18, SC:03 and accompanying procedures will be revoked and replaced with a separate policy and several administrative procedures, consistent with the Board's current policy format.

An initial draft policy was approved in principle by the Board on April 26, 2016. That draft policy, as well as supporting administrative procedures, was circulated for stakeholder input.

The policy sub-committee received valuable input from several stakeholders and amended the following policy and procedures:

- Policy IT:01 Acceptable Use of Information Technology Resources was amended, as highlighted, based on feedback provided by Trustees at the April 26, 2016 meeting.
- Procedure IT:01E Personal Electronic Devices was amended, as highlighted, based on feedback from Principal Colleen McWilliams.
- Procedures IT:01A Acceptable Use of Information Technology Resources, Procedure IT:01F Privacy and Information Management, and Procedure IT:01G Email and Electronic Communication were amended, as highlighted, based on feedback received from Unifor members.

FINANCIAL IMPACT:

N/A

TIMELINES:

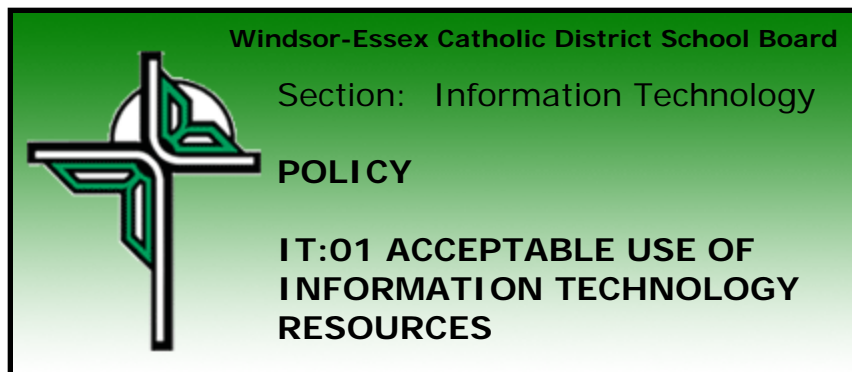
For immediate implementation.

APPENDICES:

- Draft Amended Policy IT:01 Acceptable Use of Information Technology Resources
- Draft Amended Procedures:
 - PR IT:01A Acceptable Use of Information Technology Resources
 - PR IT:01B User Access Management
 - PR IT:01C Passwords for User Accounts
 - PR IT:01D Procurement and Disposal of Information Technology Resources
 - PR IT:01E Personal Electronic Devices (PED)
 - PR IT:01F Privacy and Protection and Information Management
 - PR IT:01G Email and Electronic Communication

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Approval Date:	May 16, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 16, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 16, 2016



NUMBER:	IT:01
EFFECTIVE:	
AMENDED:	Replaced H: 17, H18 and SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 To provide users with Information Technology Resources for educational and business purposes dedicated to improving student success, achievement, and well-being within the context of the teachings of the Catholic faith.
- 1.2 To provide for the use of Information Technology Resources that are in compliance with applicable law, and related Windsor-Essex Catholic District School Board (WECDSB) policies and procedures.

2.0 DEFINITIONS:

- 2.1 **Data** includes but is not limited to WECDSB student records, employee records, confidential, personal, or professional information and communications, or any other electronically formatted information.
- 2.2 **Information Technology Resources** include but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access, social media, data and any other electronic or communication technology provided by the WECDSB that exist today or may be developed in the future regardless of whether it is hosted by WECDSB or a third party.
- 2.3 **User** is any individual authorized to access the WECDSB's Information Technology Resources through any electronic or communication activity by the user with any device (whether or not such device is a personally owned or has been provided by the WECDSB) and regardless of the user's physical location. Users include but are not limited to employees, students, parents, volunteers, visitors, contractors, Trustees, or any other authorized individuals.
- 2.4 **Personal Information** means recorded information about an identifiable individual, including:
 - a) Information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual.
 - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved.
 - c) Any identifying number, symbol or other particular assigned to the individual.
 - d) The address, telephone number, fingerprints or blood type of the individual.

POLICY IT:01 Acceptable Use of Information Technology Resources

- e) The personal opinions or views of the individual except if they relate to another individual.
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence.
- g) The views or opinions of another individual about the individual.
- h) The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual. (*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*).

3.0 GUIDING PRINCIPLES:

- 3.1 The policy and all related procedures apply to all users who access the WECDSB's Information Technology Resources.
- 3.2 Users are subject to the expectations of use and standards of behaviour set out in the accompanying operational procedures and any other applicable law, related policies and procedures at all times when accessing WECDSB's Information Technology Resources for any purpose.
- 3.3 The WECDSB's Information Technology Resources are intended for educational, instructional ~~or other business related and corporate use. to facilitate administration and communication.~~
- 3.4 The WECDSB owns all Information Technology Resources and may access data and information that users create, store, send, or receive when using WECDSB's Information Technology Resources in accordance with the accompanying procedures.
- 3.5 Users should be cautious when using WECDSB's Information Technology Resources. Users wishing to ensure that their personal documents and communications remain private should use their own personal technology resources rather than connecting to or using WECDSB's Information Technology Resources.
- 3.6 The WECDSB is not responsible for:
 - 3.6.1 Anything accessed by the user through the Information Technology Resources not created, published or authored by the WECDSB;
 - 3.6.2 The reliability of the WECDSB's Information Technology Resources (i.e. service interruptions);
 - 3.6.3 Any claims, losses, damages, costs, or other obligations arising from the use of the Information Technology Resources (whether or not accessed by a personal owned device), including but not limited to the loss or damage of user information or personal devices; and
 - 3.6.4 Any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a WECDSB issued device, when using or attempting to use WECDSB's Information Technology Resources.

POLICY IT:01 Acceptable Use of Information Technology Resources

4.0 SPECIFIC DIRECTIVES

- 4.1 Users shall abide by the provisions of the Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), related privacy legislation and the Board's Privacy policy (A:30). Users shall take all reasonable precautions to prevent a breach of privacy by ensuring that the data, as defined by this policy, are secure and safe. In addition, users shall not knowingly commit a breach of privacy and will only use data for the purposes intended in 3.3.
- 4.2 Users who do not comply with this policy and accompanying procedures may be subject to disciplinary actions.
- 4.3 The Director shall ensure operational procedures are implemented to support this policy.

5.0 RESPONSIBILITY


- 5.1 It shall be the responsibility of each user to be aware of and abide by all of the provisions of the Board's policies, procedures and regulations.

6.0 REVIEW AND EVALUATION

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed during the 2019-2020 policy review cycle.

7.0 REFERENCES

Education Act and Regulations
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Information Protection and Electronic Documents Act (PIPEDA)
Criminal Code
Ontario Human Rights Code
Copyright Act
Trade-marks Act
Ontario College of Teachers Code of Conduct
A:14 Promoting and Supporting Equity and Inclusion within a Catholic Community
A:30 Privacy
A:33 Copyrights – Fair Dealings
SC:13 Release of Student Information
SC:15 Code of Conduct
SC:18 Bullying Prevention and Intervention
ST:05 Student Discipline Policy
ST:20 Collection of Personal Information
T:07 Trustee Code of Conduct



Windsor-Essex Catholic District School Board
 Section: Information Resources
ADMINISTRATIVE PROCEDURE
**PR IT:01A ACCEPTABLE USE OF
 INFORMATION TECHNOLOGY
 RESOURCES**

NUMBER:	PR IT:01A
EFFECTIVE:	
AMENDED:	Replaced H: 17, H: 18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 To outline the code of behaviour and rules for the authorized use of the Board's Information Technology Resources.

2.0 GUIDELINES:

- 2.1 All policies, procedures, codes of behaviour and rules of the WECDSB apply to all of those using Information Technology Resources provided by or on behalf of the Board.
- 2.2 The WECDSB reserves the right to monitor the use of I.T. resources by all that access the systems and will take appropriate measures to ensure security of the facilities and information and compliance with policies, procedures and code of behaviour.

3.0 PROCEDURE:

3.1 Personal Safety Rules

- 3.1.1 Never reveal information about your personal identity or others (such as your name, address, phone number, age, physical description or school) in a public on-line forum where you may not know everyone who might see the information.
- 3.1.2 Never reveal your access password.
- 3.1.3 Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- 3.1.4 Report immediately to a teacher or immediate supervisor any message or request you receive that bothers you or suggests personal contact with you.

3.2 Unacceptable Sites and Materials

- 3.2.1 Despite Board controlled measures and supervision, on occasion, users of information technology resources may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the

ADMIN PROC. PR IT:01A Acceptable Use of Information Technology Resources

individual user not to intentionally access such material and if inadvertently accessed should report to teacher or appropriate authority who will contact I.T. services.

- 3.2.2 The WECD SB is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Discrimination, bullying and harassment will not be tolerated. It is not acceptable to use Information Technology Resources to knowingly access sites, which contain material of a discriminatory or harassing nature.
- 3.2.3 Users of the WECD SB's information technology resources will not knowingly access, upload, download, store, display, distribute or publish any information that:
- (a) is illegal or that advocates illegal acts or facilitates unlawful activity;
 - (b) threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
 - (c) uses inappropriate and/or abusive language or conduct;
 - (d) contains inappropriate religious or political messages;
 - (e) violates or infringes the rights of any other person according to the Windsor-Essex Catholic District School Board policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;
 - (f) is racially, culturally or religiously offensive;
 - (g) encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
 - (h) is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
 - (i) contains personal information, images, or signatures of individuals without their prior informed consent;
 - (j) constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
 - (k) solicits any users on behalf of any business or commercial organization without appropriate authorization;
 - (l) supports bulk mail, junk mail, phishing or spamming;
 - (m) propagates chain letters, or other email debris; and
 - (n) attempts to hide, disguise or misrepresent the identity of the sender.

3.3 User Obligations and Acknowledgement

All users of WECD SB information technology resources will do the following:

- 3.3.1 Keep use of on-line services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents, transferring large files, or movie streaming at times of peak system usage).
- 3.3.2 Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.
- 3.3.3 Email is to be used only to further the Board's objectives, and is the Board's property. As part of regular, day-to-day business operations, the Board does not monitor email. Should a

ADMIN PROC. PR IT:01A Acceptable Use of Information Technology Resources

specific need arise, the Director or his/her Designate can request that specific Board email be monitored.

3.4 Prohibited Uses and Activities

All users of WECDSB on-line systems will **not** do the following:

- 3.4.1 Copy, download, install or run viruses or other inappropriate, malicious or unauthorized materials such as games, files, or scripts from any source.
- 3.4.2 Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, key-boards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- 3.4.3 Damage or erase files or information belonging to any person without authorization.
- 3.4.4 Use any other person's account on the system.
- 3.4.5 Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.
- 3.4.6 Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- 3.4.7 Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
- 3.4.8 Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
- 3.4.9 Copy, transfer or use files, programs or any other information belonging to the WECDSB for any reason whatsoever unless the licensing specifically permits such actions.
- 3.4.10 Attempt to subvert the WECDSB networks by breaching security measures, hacking, accessing records without authorization or any other type of disruption.
- 3.4.11 Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without permission can result in legal action.

3.5 Consequences

Inappropriate use of on-line access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

ADMIN PROC. PR IT:01A Acceptable Use of Information Technology Resources

3.6 On-line Publishing

Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of the WECDSB.

- 3.6.1 The electronic publication of information using the facilities of the WECDSB is subject to all WECDSB policies, procedures and guidelines.
- 3.6.2 Links from a WECDSB site to outside sites must be carefully selected and are subject to the same standards of content quality as WECDSB sites.
- 3.6.3 A means of contacting the publisher of any collection of information (such as a website) must be clearly identified on the opening screen of the collection.
- 3.6.4 The information published on-line must be kept current and accurate with no conscious attempt to mislead the reader.
- 3.6.5 Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to WECDSB procedures.
- 3.6.6 The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.
- 3.6.7 All web pages posted to the Internet must be linked to the official central site of the WECDSB.
- 3.6.8 All web pages hosted on the WECDSB corporate site or paid for by the WECDSB are considered property of the WECDSB.

3.7 User Informed Consent**Students**

- 3.7.1 Parents/Guardians will be required to complete a Board use of Student Photograph or Work consent form (Appendix A) when registering their child. This consent form will remain in effect throughout the student's school career unless the parent/guardian or student (if over 18 years of age) requests its removal.

All Users

- 3.7.2 All users are required to review the Notification of Board Acceptable Use of Information Technology Resources (Appendix B). The Board expects that all users will be responsible in their use of the Board's Information Technology Resources through the facilities provided by the Board.

ADMIN PROC. PR IT:01A Acceptable Use of Information Technology Resources

3.8 Liability

The WECDSB makes no warranties of any nature or kind, expressed or implied, regarding its on-line services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on WECDSB systems for any intended purpose.



Windsor-Essex Catholic District School Board

**PR IT:01A
APPENDIX A****CONSENT FORM****Board Use of Student Photograph or Work**

From time to time, personally-identifiable information, student work, as well as photographs and/or video footage of students may appear in school and/or board presentations or publications, in articles or features in the local media, and/or on the Board's web site at www.wecdsb.on.ca, or the Board's social media platforms and Board marketing materials.

In accordance with the Regulation of the *Municipal Freedom of Information and Protection of Privacy Act*, I hereby give my consent to the Windsor-Essex Catholic District School Board to publish or display child's photograph and/or video footage.

This consent form will remain in effect throughout the student's school career unless the parent/guardian or student (if over 18 years of age) requests its removal.

Student's Name (Please Print Name)_____
Date_____
Signature of Parent/Guardian



[BOARD LETTERHEAD]

[INSERT DATE]

NOTIFICATION TO: Students, Parents/Guardians, Staff, and All Users of Board Information Technology Resources

The Windsor-Essex Catholic District School Board (the Board) is committed to providing users with Information Technology (I.T.) Resources for educational and business purposes dedicated to improving student success, achievement, and well-being within the context of the teachings of the Catholic faith.

The Internet is a rich source of information and provides opportunities to enhance learning. All students and staff will have access to the Internet which raises issues that must be addressed and understood.

The Windsor-Essex Catholic District School Board has addressed these issues through the following policy and procedures:

Policy: IT:01 Acceptable Use of Information Technology Resources

Procedures: PR IT:01A – Acceptable Use of Information Technology Resources

PR IT:01B – User Access Management

PR IT:01C – Passwords for User Accounts

PR IT:01D – Procurement & Disposal of Information Technology Resources

PR IT:01E – Personal Electronic Devices (PED)


PR IT:01F – Privacy Protection & Information Management

PR IT:01G - Email and Electronic Communication

The above applies to students, staff and all other users of I.T. Resources accessed through the facilities of the Board including Internet. These policies/procedures include sections covering personal safety rules, unacceptable sites and materials, use guidelines, prohibited uses and activities, on-line publishing, and liability. The policy and procedures are available on the Board's web site at www.wecdsb.on.ca/board-policies.html or upon request from your school principal.

The Board expects that all users are responsible for their conduct in the use of Information Technology Resources.

Concerns relating to student or staff access to the Internet or any questions with respect to the appropriate use of Information Technology Resources should be conveyed to the school Principal or appropriate Supervisor.



Windsor-Essex Catholic District School Board
 Section: Information Technology
ADMINISTRATIVE PROCEDURE
PR IT:01C PASSWORDS FOR INFORMATION TECHNOLOGY RESOURCES

NUMBER:	PR IT:01C
EFFECTIVE:	
AMENDED:	Replaced H:17, H:18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 To provide details about the creation and use of passwords for Information Technology Resources.
- 1.2 To align password configuration parameters with industry standard best practices.

2.0 GUIDELINES:

- 2.1 All user access requests (forms or emails) from Human Resources should be formally documented, approved and communicated to System Owners / System Administrators for appropriate action (refer to Administrative Procedure PR IT:01B User Access Management, 4.0).
- 2.2 Passwords play a key role in preventing unauthorized access to Information Technology Resources.


3.0 PROCEDURE:

All Windsor-Essex Catholic District School Board employees with access to the Information Technology Systems that are accessed by Board Login must follow the procedure outlined below to ensure maximum password security. It is recommended that users follow these password guidelines for all systems.

- 3.1 The password must be eight (8) characters or longer.
- 3.2 The password must contain numbers (0 through 9).
- 3.3 The password must contain lowercase letters (a through z).
- 3.4 The password must contain uppercase letters (A through Z).
- 3.5 The password may optionally contain special characters (!#\$%^&*()_=<>,-{ }?~).
- 3.6 The password should be changed at least once per year.

ADMIN. PROCEDURE IT:01C Passwords for Information Technology Resources

- 3.7 Accounts will be suspended after a specific number of failed login attempts. The account lockout threshold and account lockout duration are not disclosed for security reasons.
- 3.8 Passwords shall be memorized and never written down or recorded.
- 3.9 Do not share your password with anyone.
- 3.10 Do not use the same password for personal use and for work use.
- 3.11 Immediately change your password if you suspect it has been compromised and contact the System Owner / System Administrator.
- 3.12 Always log out or close any system when finished using your account.
- 3.13 Staff can change their Board Login password using the self-service Board Login Password Changer web application.
- 3.14 Accounts are created / modified / removed as requested from the Human Resources Department.



Windsor-Essex Catholic District School Board
 Section: Information Technology
ADMINISTRATIVE PROCEDURE
PR IT:01D PROCUREMENT AND DISPOSAL OF INFORMATION TECHNOLOGY RESOURCES

NUMBER:	PR IT:01D
EFFECTIVE:	
AMENDED:	Replaced H: 17, H: 18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 To provide details about Windsor-Essex Catholic District School Board's procurement and disposal of Information Technology Resources.
- 1.2 Information Technology (I.T.) standards have been established to:
 - Reduce operating expenses.
 - Reduce support costs.
 - Provide high quality support.
 - Provide staff and students with equitable access to technology.
 - Support student achievement.
 - Improve the quality of learning.
 - Support students with special needs.
 - Support administrative functions.

2.0 PROCEDURE:

2.1 Procurement

- 2.1.1 All Board procurement and disposal activities shall comply with the Board's Purchasing Policy (Policy F:02 Purchasing/Disposal of Assets).
- 2.1.2 Requests for I.T. hardware, peripherals, software and software licenses, such as but not limited to: computers, laptops, tablets, projectors, smart boards, printers, Microsoft software, Adobe software, must be approved by the Superintendent of Education - I.T.
- 2.1.3 Individuals or organizations offering donations of computer equipment, software or software licenses will be referred to the Superintendent of Education - I.T. to ascertain whether the donation is appropriate and meets the technology standards of the Board.
- 2.1.4 The I.T. department will provide quotes from vendors and assist during the requisition, purchase order and invoicing process.
- 2.1.5 All I.T. equipment will be delivered to the Catholic Education Center located at 1325 California Ave. unless redirected by the I.T. department.
- 2.1.6 The I.T. department will confirm delivery of I.T. equipment against any


ADMIN. PROCEDURE PR IT:01D Procurement and Disposal of I.T. Resources

corresponding purchase orders.

- 2.1.7 Equipment over \$200 or as deemed necessary shall be assigned an asset tag.
- 2.1.8 The asset number, type of equipment, make, model, model number, serial number, purchase order number, location, date purchased, supplier, warranty information and comments will be entered into the I.T. asset management system.
- 2.1.9 The installation, configuration, modification, system administration, upgrade and maintenance of the Board's hardware and software technology is restricted to authorized I.T. department staff or staff designated and authorized by the I.T. department.
- 2.1.10 Only properly licensed software may be installed on Board owned technology.

2.2 Disposal

- 2.2.1 Board-owned technology equipment must be returned to the employee's direct supervisor upon departure from the Board. There is no provision to purchase previously used equipment.
- 2.2.2 Electronic Waste (E-Waste) is any electrical device that no longer has any useful purpose or has reached end-of life and can include items such as: desktop computers, portable computers, tablets, monitors, televisions, keyboards, mice, printers, scanners, telephones, cellular phones, cameras, radios, printer toner and batteries.
- 2.2.3 The Board has implemented a recycling program for Electronic Waste (E-Waste). Items for disposal shall be recycled according to Ontario's Waste Electrical and Electronic Equipment program and the Windsor-Essex Solid Waste Authority guidelines.
- 2.2.4 I.T. equipment for disposal shall be marked as 'retired' in the I.T. asset management system.
- 2.2.5 Hard drives shall be removed from any I.T. equipment marked for disposal, collected and sent for destruction at an authorized processing facility.



Windsor-Essex Catholic District School Board

Section: Information Technology

ADMINISTRATIVE PROCEDURE

PR IT:01E PERSONAL ELECTRONIC DEVICES

NUMBER:	PR IT:01E
EFFECTIVE:	
AMENDED:	Replaced H: 17, H: 18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE

- 1.1 The Windsor-Essex Catholic District School Board (WECDSB) encourages the use of Personal Electronic Devices (PEDs) as learning tools under staff direction to enhance and support curriculum instruction.

2.0 DEFINITION

- 2.1 A personal electronic device (PED) refers to any device that an owner is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice/video and/or text communication or data. These include, but are not limited to, cellular phones, smart phones, music and media players, gaming devices, iPods, iPads, tablets, laptop computers and personal digital assistants.

3.0 PROCEDURE

- 3.1 Persons who possess a PED shall be solely responsible for its care.
- 3.2 The WECDSB is not responsible for loss, theft or damage to PEDs or any information stored on the device.
- 3.3 Any unauthorized use of a PED may result in disciplinary action including loss of use of the device.
- 3.4 The use of PEDs by students or staff in a manner that interferes with or disrupts any instructional activity is strictly prohibited.
- 3.5 Student use of PEDs shall be prohibited during instructional time unless a teacher directs students to use such devices for a specific educational task. The PED shall be concealed and silenced during instructional time unless directed otherwise by the teacher.
- 3.6 PEDs are NOT permitted in examination rooms unless permission has been granted.
- 3.7 Student use of PEDs is ~~allowed~~ encouraged and allowed with permission from the individual school during non-instructional times during the school day such as lunch time and between classes, before and after the school day, and at extracurricular events.


ADMIN. PROCEDURE IT:01E PERSONAL ELECTRONIC DEVICES

- 3.8 Student use of PEDs on school buses is subject to the safety guidelines established by the Transportation Department and bus driver.
- 3.9 The use of PEDs is a privilege, not a right and can be removed if it interferes with student learning or staff productivity.
- 3.10 A teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.
- 3.11 Technical support will not be provided for any hardware, software or connectivity issues on PED's.
- 3.12 No Board owned software is to be installed on any PED unless proper licenses have been obtained and permission is granted by the I.T. department.
- 3.13 Students and Staff must have their PEDs in silent mode at all times during instructional time or in instructional areas.
- 3.14 The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.
- 3.15 Staff should never contact students or parents from their personal mobile phone for school related business, or give their mobile phone number to students or parents. If a member of staff needs to make telephone contact with a parent, the school telephone should be used.
- 3.16 Students and staff should refrain from using their personal mobile phone during instructional time unless there is an emergency.
- 3.17 Students and Staff with a PED will only connect to the wireless School Board network and NOT the School Board's wired network, nor any other external wireless networks including those from the neighborhood that may be visible inside the school.
- 3.18 A PED should have the lock code, passcode, pin or password feature enabled to protect the device from unauthorized access in case of theft or loss of the device especially if the device contains Board or student information.
- 3.19 Staff and students shall use the Board's network with their PED for instructional / educational purposes and shall not download music, movies, torrents, inappropriate material or for 'hacking' purposes.
- 3.20 Policy IT:01 Acceptable Use of Information Technology Resources applies to all staff and students when using PEDs.

ADMIN. PROCEDURE IT:01E PERSONAL ELECTRONIC DEVICES

4.0 DISCIPLINARY CONSEQUENCES

- 4.1 In the event that a student violates this procedure, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator / designate.
- 4.2 A school administrator / designate may deny, restrict or suspend a student or staff members access to the board's network upon any violation of this policy / procedure or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- 4.3 The Board will cooperate fully with legal authorities in any investigation relating to illegal activities through the Board's system.



Windsor-Essex Catholic District School Board
 Section: Information Technology
ADMINISTRATIVE PROCEDURE:
**PR IT:01F PRIVACY
 PROTECTION AND
 INFORMATION MANAGEMENT**

NUMBER:	PR IT:01F
EFFECTIVE:	
AMENDED:	Replaced H: 17, H: 18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE

- 1.1 To provide, as per legislation and Board Policy and Procedures, the right for the protection of individual's personal information.

2.0 GUIDELINES

- 2.1 The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) regulates the privacy protection practices of all Ontario School Boards. MFIPPA sets out and provides direction on how we collect, use, disclose and destroy personal information while protecting the individual's right to privacy, however recorded, whether in printed form, on film, by electronic means or otherwise.

3.0 PROCEDURE

- 3.1 Everyone has the legislated right for the protection of their personal information.
- 3.2 The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) regulates the privacy protection practices of all Ontario School Boards. MFIPPA sets out and provides direction on how we collect, use, disclose and destroy personal information while protecting the individual's right to privacy.
- 3.3 Staff is responsible for protecting personal, confidential and sensitive information entrusted to them in their professional role.
- 3.4 Staff must report any suspicions they may have of a privacy breach to their immediate supervisor and to the Board's Freedom of Information (FOI) Coordinator.
- 3.5 All electronic information of a sensitive or confidential nature should be protected from unauthorized access and only made available to individuals who require that access. (Refer to Procedures PR:01B User Access Management and PR:01C Passwords for Information Technology Resources).
- 3.6 The Freedom Information Coordinator for the Board shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules, or policies, whether established under an Act or otherwise, that apply to the institution. The Board shall retain personal

ADMINISTRATIVE PROC: PR IT:01F Privacy Protection and Information Management

information in accordance with the Board's retention schedule.

3.7 All records will be efficiently and promptly disposed, when administrative, legal and fiscal values have ceased and all legislative requirements as they affect Board documents have been met, while preserving value due to archival, historical or vital reasons.

3.8 There are some business processes which require data to be exchanged with parties outside the Windsor-Essex Catholic School Board. When highly sensitive data is transmitted to external servers or vendors, a non-disclosure agreement must be in place with the vendor and extra security measures must be taken.

Data which resides with external vendors who provide services for the Board may require uploads of information in order to perform the contracted services. When this is necessary, consideration must be given to the sensitivity of the required data prior to any exchange of information. Following current privacy legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the contractual agreement with the vendor must include appropriate language to protect personal or confidential information.

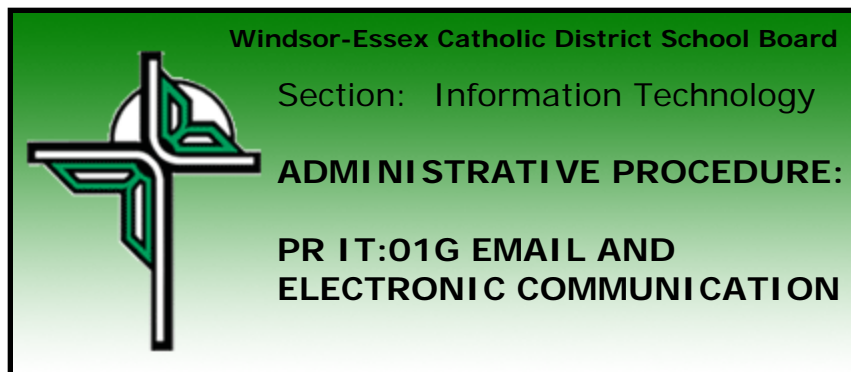
3.9 Any transmission of confidential data or information must be conducted using encrypted channels (SSL, Secure FTP, etc.).

The Ontario Software Acquisition Program Advisory Committee (OSAPAC), in collaboration with the Ontario Information and Privacy Commissioner's Office, has created rigorous agreements with Google and Microsoft to provide a more secure cloud environment for school boards to use. The WECDSB has opted to use Google Apps for Education. Within this secure Google Apps for Education environment also referred to as MyTools2Go, it is acceptable to include personally-identifiable information about staff or students or other confidential-business corporate information in accordance with MFIPPA guidelines. It is not acceptable to include confidential information in other publicly available cloud applications or external tools such as but not limited to Dropbox, Facebook, Twitter, Evernote, Remind, etc. as they are not sanctioned by the Board.

3.10 The use of any type of mobile or portable device (iPhones, iPods, iPads, Android based phones, Blackberries or other smartphones, USB memory sticks, USB drives, flash drives, laptops) which hold or transport data need to have consideration given to the type of data which may be contained on the device. As a general rule do not store highly sensitive or confidential data on these devices unless you have the proper encryption and security in place.

Access requests under the Act(s) are administered by the Board's Record Management and Access/Privacy Administrator referred to as the Freedom of Information (FOI) Coordinator. If more detailed information or access is required, a correction of your record, have a concern about privacy or have a complaint about the handling of your privacy, contact the Board's Freedom of Information Coordinator.

For additional information refer to the Board's Privacy Policy (A:30), MFIPPA or contact the Board's Freedom of Information Coordinator.



NUMBER:	PR IT:01G
EFFECTIVE:	
AMENDED:	Replaced H: 17, H: 18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

1.0 OBJECTIVE

DRAFT

- 1.1 To provide staff and students with guidelines for the appropriate legal and ethical use of electronic communications (email) within the Windsor-Essex Catholic District School Board (WECDSB).

2.0 GUIDELINES

- 2.1 The use of email as a business and collaboration tool carries with it a need to be aware of appropriate safeguards of personal privacy. Staff and students must be aware that the creation of an email constitutes the creation of a record for the organization. As such, the records may become subject to disclosure during a Freedom of Information or other request.
- 2.2 The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) regulates the privacy protection practices of all Ontario School Boards. MFIPPA sets out and provides direction on how we collect, use, disclose and destroy personal information while protecting the individual's right to privacy, however recorded, whether in printed form, on film, by electronic means or otherwise. Refer to PR IT:01F Privacy Protection and Information Management Procedure.
- 2.3 **CASL** (Canada's Anti Spam Legislation) prohibits the sending of commercial electronic messages (CEMs) without the recipients consent (permission), including messages to email addresses and social networking accounts, and text messages to a cell phone. Examples of CEMs include emails or text messages to inform people of promotions, advertising or offers for sale of such things as school pictures, field trips, fun fairs, pizza or hot dog days, yearbooks or fundraising events or where there may be personal gain. Additional information regarding CASL can be found at <http://fightspam.gc.ca>.

3.0 PROCEDURE FOR STAFF

- 3.1 Staff using Board email need to be aware of and respect an individual's right to privacy. While it may be necessary to share personal information about an individual during the normal course of doing business, care needs to be taken that only pertinent and factual information is included in the message.
- 3.2 Automatic forwarding of Board email to an outside mail service (Gmail, Hotmail, or other external email address) is not permitted. These accounts may not have the same privacy safeguards as Board email accounts. Board business email needs to remain in the Board

ADMINISTRATIVE PROC: PR IT:01G Email and Electronic Communication

email accounts.

- 3.3 Personal information about an individual must never be put in a public email conference. Public conferences are accessible to any employee with a Board account.
- 3.4 Board staff need to be aware that the Board's email system may contain both staff and student names when searching or addressing email.
- 3.5 Email messages that contain personal information should only contain factual information. Remembering that email messages may be subject to search and disclosure, care should be taken to keep the tone and contents of the email professional at all times.
- 3.6 Staff are responsible for protecting personal, confidential and sensitive information entrusted to them in their professional role. Staff must report any suspicion of a privacy breach to the Board's Freedom of Information (FOI) Coordinator.
- 3.7 Staff who are terminated will have their account disabled by Information Technology (I.T.) services when notification is received from Human Resources.

4.0 PROCEDURE for STUDENTS

- 4.1 All students receive an email address.
- 4.2 Student email addresses must never be shared by staff outside of classroom communities (i.e. with the public or with parents who are not the parent/legal guardian of the student).
- 4.3 Students are to report any concerns for safety or inappropriate messages to their teacher.
- 4.4 Students who are no longer active with the Board will have their accounts disabled after 35 days.

RULES, BEST PRACTICES AND ETIQUETTE**5.0**

- 5.1 Email as a tool should be used in conjunction with the Board's Acceptable Use of Information Technology Resources Policy and Procedures.
- 5.2 Messages should be professional, courteous and respectful at all times. It is necessary to keep email messages within the bounds of good taste and free of obscenities. Topics of a volatile or controversial nature should be dealt with maturely, realizing that points of view can, and will, vary. If a message is created "in the heat of the moment", be aware that it is difficult to convey emotion in an email and your message may be open to misinterpretation.
- 5.3 Spamming is the sending of the same message to a large number of users and is not allowed.
- 5.4 Shouting or yelling occurs when messages are typed with the "cap lock" key down.

ADMINISTRATIVE PROC: PR IT:01G Email and Electronic Communication

While capitalizing a single work or two for emphasis may be appropriate, shouting conveys the wrong emotion and makes the message more difficult to read.

- 5.5 When replying to a message that has been sent to multiple recipients, determine whether your reply should be received by everyone, or only by the sender, and adjust your recipients accordingly.
- 5.6 Messages should have a subject line to allow readers to determine the content of your message. When replying to a message, consideration should be given as to whether the original subject line is still appropriate. If not, the subject line should be changed to something that better reflects the message contents.
- 5.7 The use of cc: (carbon copy) is intended to alert someone to a message. The person who is carbon copied on a message should not expect to have to reply. If a response is required, then the recipient's name should appear in the To: line.
- 5.8 The use of bcc: (blind carbon copy) is used when you wish to hide the names of recipients from one another. The sender of the message can see the entire list of recipients, but the blind carbon copied recipient can only see their name and the name of the sender.
- 5.9 All staff email should include an email "signature", which includes the person's name, title, location and contact information. Signatures should be updated whenever your name, title, location or contact information changes. Signature may include a brief quotation, but it must be remembered that this is a business communications tool, so quotations must be short, appropriate and within the bounds of good taste.
- 5.10 Staff are to include a disclaimer in the signature area of their email. This disclaimer would help to protect the Board and the sender if the message was misdirected. The Board's official disclaimer is:

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.
- 5.11 Although the Board's firewall and content filtering programs scan incoming email for the presence of viruses, spam and junk email, occasionally some may slip through. If you receive suspicious email, do not open it. Delete it.
- 5.12 Do not download or open any attachments if you are unsure. Contact the original sender to verify that they sent the message and the email is legitimate.
- 5.13 Consideration should be given when an email addressed to you must be forwarded to another person or conference.
- 5.14 Staff and students are solely responsible for the maintenance of their personal mailboxes, including filing, printing, organizing and deleting messages, saving and printing of attachments, and tracking messages for which they are accountable.
- 5.15 Staff and students should check their mailbox as frequently as possible, and promptly

ADMINISTRATIVE PROC: PR IT:01G Email and Electronic Communication

delete messages from their account.

LIABILITY**6.0**

- 6.1 There is no ultimate guarantee of confidentiality of messages on this (or any other) email system. Despite the best technical efforts, messages can be inadvertently forwarded, copied or indiscriminately replied to using the “Reply All” function. All account holders should assume that the contents of their messages may at some point be public knowledge, and treat their correspondence accordingly.
- 6.2 In response to a Freedom of Information or other request, staff and/or student email can be searched. Staff and students should not have an expectation of privacy when using the Board email system.
- 6.3 ~~Email is not secure and should not include message information that is private or confidential. It is not a confidential medium and is sent unencrypted and easily readable. Email is subject to monitoring by the WECDSB for compliance with Board policies, rules and standards.~~
- 6.4 Email is to be used only to further the Board’s objectives, and is the Board’s property. As part of regular, day-to-day business operations, the Board does not monitor email. Should a specific need arise, the Director or his/her Designate can request that specific Board email be monitored.
- 6.5 The WECDSB make no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any programs or file posted on WECDSB systems for any intended purpose.

DISCIPLINARY CONSEQUENCES**7.0**

- 7.1 Inappropriate use of email or any electronic communication tool by staff and students could result in disciplinary action that may include legal action and/or involvement of police.



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

Meeting Date:
May 24, 2016

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
SUBJECT: **DRAFT NEW POLICY ST:11B ENSURING ASTHMA FRIENDLY SCHOOLS, RYAN'S LAW**

RECOMMENDATION:

That the Board approve in principle Draft New Policy ST:11B Ensuring Asthma Friendly Schools, Ryan's Law.

SYNOPSIS:

Draft New Policy ST:11B Ensuring Asthma Friendly Schools, Ryan's Law is recommended for approval in principle, to be returned for final approval June 27, 2016, subject to amendment arising out of the public consultation process.

BACKGROUND COMMENTS:

As per Bill 20, Ryan's Law (Ensuring Asthma Friendly Schools), 2015, every board shall establish and maintain an asthma policy in accordance with this section.

Supporting existing Board Policies ST:11 Student Health Support (including Medication Administration at School) and ST:11A Anaphylaxis, and in compliance with the letter of the legislation, a separate policy specific to students with asthma, ST:11B Ensuring Asthma Friendly Schools – Ryan's Law was developed.

The Ministry of Education's memorandum dated April 30, 2015 *Ensuring Asthma Friendly Schools* – Implementation and Next Steps provided supports for implementing the legislative requirements set out in Ryan's Law, 2015. The ad-hoc policy working sub-committee consisting of Associate Director Cathy Geml, Senior Manager of Human Resources and Policy, Colleen Norris, and Executive Assistant to the Board, Beth Marshall prepared the draft policy in accordance with the legislative requirements and the Ministry of Education Memorandum and is recommending that the policy be approved in principle in accordance with the Board's review process.

The effectiveness of the policy will be measured through feedback received from various stakeholders. The policy will be scheduled for review during the 2019-2020 policy review cycle.

FINANCIAL IMPACT:

N/A

TIMELINES:

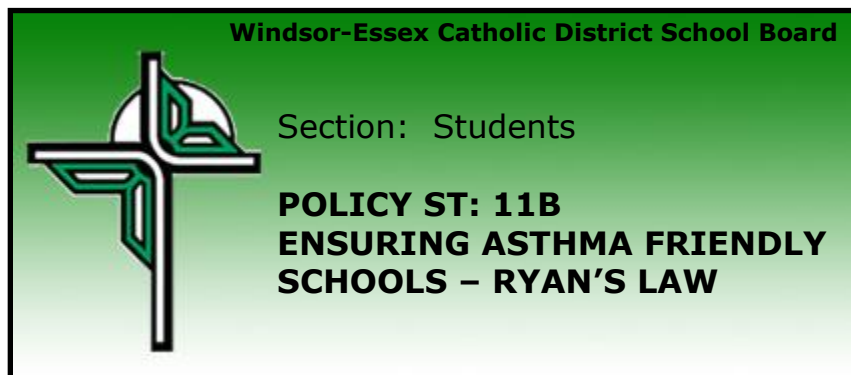
A report recommending final approval of the new policy proposal, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting in June.

APPENDICES:

- Draft Amended Policy ST:11B Ensuring Asthma Friendly Schools, Ryan's Law

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Approval Date:	May 16, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 16, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 16, 2016



NUMBER:	ST: 11B
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

1.0 OBJECTIVE:

DRAFT

- 1.1 In accordance with *Ryan’s Law – Ensuring Asthma Friendly Schools – 2015*, it is the policy of the Windsor-Essex Catholic District School Board to establish and maintain a policy for students diagnosed with asthma as well as a framework to support administrative procedure PR ST:11B that provides direction to school staff to assist students with asthma.
- 1.2 The safety of students with a medical condition such as asthma is a shared responsibility of the Board, school, family, health care provider and community partners.
- 1.3 The policy outlines the Board’s commitment to students with asthma.

2.0 DEFINITIONS:

- 2.1 **Asthma:** As defined by the Ontario Lung Association, asthma is a very common chronic (long-term) lung disease that can make it hard to breathe.

People with asthma have sensitive airways that react to triggers. There are many different types of triggers for example poor air quality, mold, dust, pollen, viral infections, animals, smoke and cold air. Symptoms of asthma are variable and can include coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. The symptoms can range from mild to severe and sometimes could be life threatening.
- 2.2 **Emergency Medication:** “Emergency Medication” refers to medication that is administered by a staff member to a student at the time of an asthma exacerbation - for example - reliever inhaler or stand-by-medication.
- 2.3 **Medication:** “Medication” refers to medications that are prescribed by a health care provider and, by necessity, may be administered to a student, or taken by the student during school hours or school related activities.
- 2.4 **Immunity:** *The Act to Protect Pupils with Asthma* states that “No action or other proceeding for damages shall be commenced against an employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”

POLICY ST: 11B ENSURING ASTHMA FRIENDLY SCHOOLS – RYAN’S LAW

3.0 GUIDING PRINCIPLES:

- 3.1 The Ensuring Asthma Friendly Schools – Ryan’s Law Policy and Procedure are intended to ensure school staff and others in contact with students who have asthma are prepared to handle an emergency situation.

Neither the Board nor the school can be expected to create an entirely trigger-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:

The Director of Education will develop procedures to meet this policy’s objectives that include the following:

- 4.1 Ensure that all students have easy access to their prescribed reliever inhaler(s) medications.
- 4.2 Identify asthma triggers in classrooms, common school areas and in planning field trips and implement strategies to reduce the risk of exposure.
- 4.3 Establish a communication plan to share information on asthma to parents/guardians, students, employees and include any other person who has direct contact with a student with asthma.
- 4.4 Provide asthma education and regular training opportunities on recognizing and preventing asthma triggers, recognizing when symptoms are worsening and managing asthma exacerbations for all employees and others who are in direct contact with students on a regular basis.
- 4.5 Require that every school principal establish a process to identify students with asthma at time of registration or following diagnosis and gather necessary asthma related information from the parents/guardians and student.
- 4.6 Require that every school principal develop an Individual Student Asthma Management Plan for each student diagnosed with asthma, based on the recommendation of the student’s health care provider.
- 4.7 Require that every school principal maintain a file for each student diagnosed with asthma. The file main contain personal medical information, treatment plans and/or other pertinent information about the student, if that information is obtained with the consent of the student or the parent/guardian, in accordance with applicable

POLICY ST: 11B ENSURING ASTHMA FRIENDLY SCHOOLS – RYAN’S LAW

legislation, including relevant privacy legislation. This file shall also include current emergency contact information.

- 4.8 Require that every school principal inform school board personnel and others who are in direct contact on a regular basis with a student with asthma about the contents of the student’s asthma management plan.

5.0 RESPONSIBILITY:

- 5.1 All Board employees and others in regular contact with students should be familiar with the School Board’s Ensuring Asthma Friendly Schools – Ryan’s Law Policy and Procedure and abide by their provisions.
- 5.2 Students who have asthma 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 Individual Student Asthma Management Plan.
- 5.4 If an employee has reason to believe that a pupil is experiencing an asthma exacerbation, the employee may administer asthma medication to the pupil for the treatment of the exacerbation, even if there is no preauthorization to do so.

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 2019-2020 policy review cycle.


7.0 REFERENCES:

Ryan’s Law, 2015 – *Ensuring Asthma Friendly Schools*
 Education Act Section 265- Duties of Principal
 Regulation 298 s.20 Duties of Teachers
 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:11B Ensuring Asthma Friendly Schools, Ryan’s Law
 Procedure ST:11A Anaphylaxis Procedure (Including Administration of Emergency Medication)
 Policy ST:11 Student Health Support (Including Medication Administration at School)

POLICY ST: 11B ENSURING ASTHMA FRIENDLY SCHOOLS – RYAN’S LAW

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
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
ADMINISTRATIVE PROCEDURE
PR ST: 11B ENSURING ASTHMA FRIENDLY SCHOOLS - RYAN'S LAW

NUMBER:	PR ST: 11B
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 The purpose of this Administrative Procedure is to support Policy ST:11B Ensuring Asthma Friendly Schools – Ryan’s Law by providing a framework for the requirements for staff to support students diagnosed with asthma.

2.0 PROCEDURE:

2.1 The Board shall:

- 2.1.1 Ensure that all students have easy access to their prescribed reliever inhaler(s) medications.
- 2.1.2 Identify asthma triggers in classrooms, common school areas and in planning field trips and implement strategies to reduce risk of exposure.
- 2.1.3 Establish a communication plan to share information about asthma to parents/guardians, students, employees and include any other person who has direct contact with a student with asthma.
- 2.1.4 Provide asthma education and training opportunities about recognizing and preventing asthma triggers, recognizing when symptoms are worsening and managing asthma exacerbations for all employees and others who are in direct contact with students on a regular basis.
- 2.1.5 Require that every school principal establish a process to identify students with asthma at time of registration or following diagnosis and gather necessary asthma related information from the parents/guardians and student.
- 2.1.6 Require that every school principal develop an Individual Student Asthma Management Plan with Emergency Procedures (ST:11B Form B) for each student diagnosed with asthma, based on the recommendation of the student’s health care provider (ST:11B Form A – Request and Authorization for the Administration of Asthma Medication).
- 2.1.7 Require that every school principal maintain a file for each student diagnosed with asthma. The file may contain personal medical information, treatment plans and/or other pertinent information about the student, if that information is obtained with the consent of the student or the parent/guardian, in accordance with applicable legislation, including

ADMIN PROCEDURE PR ST: 11B Ensuring Asthma Friendly Schools – Ryan’s Law

relevant privacy legislation. This file shall also include current emergency contact information.

- 2.1.8 Require that every school principal inform school board personnel and others who are in direct contact on a regular basis with a student with asthma about the contents of the student’s asthma management plan.
- 2.1.9 Review asthma policy as part of its regular policy review cycle.
- 2.1.10 Include the asthma policy in the board policies posted on the school and board website.

2.2 Principals shall:

- 2.2.1 Identify all students diagnosed with asthma and make them known to staff as necessary while giving due consideration to the issue of privacy.
- 2.2.2 Collect up-to-date information from parents/guardians related to a child’s diagnosis of asthma.
- 2.2.3 Maintain an individual plan for each student known to have a diagnosis of asthma and ensure that the plan contains:
 - a) a current emergency contact list;
 - b) up-to-date medical information including a list of current required medication and appropriate puffer devices;
 - c) pre-authorization to administer medications;
 - d) physician’s instructions and a signed reciprocal consent to disclose information with the attending physician;
 - e) an emergency response plan that includes contingencies for school excursions and activities;
 - f) parent/guardian or adult student consent to disclose;
 - g) log of interventions and/or administration of medication;
 - h) a current photograph of the student;
 - i) complete the allergy alert information on the student management system;
 - j) review the individual student plan at least yearly prior to the commencement of classes and periodically thereafter as needed;
 - k) arrange training for the school staff on how to administer asthma medication;
 - l) identify consistent, safe accessible unlocked storage place known to all applicable staff for asthma medication; and
 - m) information as to whether the pupil has his or her parent’s or guardian’s permission to carry his or her asthma medication, if the pupil is under 16 years old, (no parental consent is necessary if the pupil is 16 years or older).
- 2.2.4 Send home a note with all students in class in case of anaphylaxis from food or other agents.
- 2.2.5 Annually send a letter to parents/guardians requesting that they inform the school immediately if their child(ren) have been diagnosed with asthma and accompanying

ADMIN PROCEDURE PR ST: 11B Ensuring Asthma Friendly Schools – Ryan’s Law

medical/medication information.

2.3 Teachers shall:

- 2.3.1 Be familiar with and follow the Board’s Ensuring Asthma Friendly Schools Policy and Procedure, as well as the student’s Individual Asthma Management Plan.
- 2.3.2 Participate in regular training on dealing with life-threatening allergies.
- 2.3.3 Ensure that the student has the prescribed reliever inhaler and/or controller medication with the name of the student and dosage fully outlined.
- 2.3.4 Educate students on how to respond to students with life-threatening allergic reactions.
- 2.3.5 Communicate regularly with parents/guardians in their class who have a child diagnosed with asthma for any updates related to the child’s medical care or condition.
- 2.3.6 Post a sign on the classroom door advising everyone of the allergen and the caution to be followed.
- 2.3.7 Send a personal note to parents/guardians advising them of the allergen and the life-threatening reactions to this allergen.
- 2.3.8 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 ingredients is provided.
- 2.3.9 Establish a no sharing of food, drinks or eating utensils rule during lunch and snack times.
- 2.3.10 Encourage all students to wash their hand with soap and water after handling food.
- 2.3.11 Ensure the desks or eating surfaces are kept clean.
- 2.3.12 Ensure that the prescribed reliever inhaler accompanies each asthma student on out-of-school activities.
- 2.3.13 Ensure that volunteers or older students who may supervise students have appropriate information/training.
- 2.3.14 Ensure desks or eating surfaces are kept clean.
- 2.3.15 Provide clear information for occasional teachers, including:
 - Leaving a message with the answering service for the occasional teacher indicating that there is a student with asthma 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 Student Management Plan (With Emergency Procedure) including relevant reliever inhaler(s) or controller medication for all students in their class with asthma or the location of the inhaler as per the student’s

ADMIN PROCEDURE PR ST: 11B Ensuring Asthma Friendly Schools – Ryan’s Law

management plan;

- Keeping a copy of the Individual Student Management Plan (With Emergency Procedure) with the teacher’s day planner.

2.3.16 Report to the principal or designate of any student who has experienced an asthmatic exacerbation immediately or as soon as possible.

2.4 Parents/Guardians and Adult Students shall:

2.4.1 Inform school officials forthwith of any diagnosis of asthma (or known triggers).

2.4.2 For their child, ensure that the information in the student’s file, including but not limited to the medication that the student is taking, is up-to-date and that consent has been given for their child to carry their asthma medication.

2.4.3 Pre-authorize the administration of medication in response to an asthma exacerbation provided that the school has up-to-date treatment medication and any applicable consent from the parent or guardian.

2.4.4 Co-operate with school staff when requests are made for information related to storage of medication, administration of medication and updated medical information.



**Request & Authorization for the ADMINISTRATION OF ASTHMA MEDICATION
(RELIEVER INHALER USE AND CONTROLLER MEDICATION USE)**

THIS FORM IS TO BE RETURNED TO THE SCHOOL

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 Inhaler? Yes ___ No ___ Should the child carry the Inhaler? 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 :	
Known Triggers:	
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.**



**Request & Authorization for the ADMINISTRATION OF ASTHMA MEDICATION
(RELIEVER INHALER USE AND CONTROLLER MEDICATION USE)**

THIS FORM IS TO BE RETURNED TO THE SCHOOL

FACT SHEET

Reliever Inhaler and Controller Medication Use at School and During School-Related Activities (including Salbutamol (Ventolin), Airomir, Ventolin, Bricanyl)

NOTE: SCHOOL STAFF ARE ADVISED TO ADMINISTER RELIEVER INHALER **IMMEDIATELY** UPON NOTICE OF CHILD EXPERIENCING ASTHMA SYMPTOMS. AN AMBULANCE **MAY** BE CALLED AND THE CHILD TRANSPORTED TO THE HOSPITAL. THE INDIVIDUAL STUDENT ASTHMA MANAGEMENT PLAN (WITH PLAN FOR EMERGENCY TREATMENT) MUST BE FOLLOWED.

PHYSICIAN: Please complete the physician section of the Request & Authorization for the Administration of RELIEVER INHALER AND/OR CONTROLLER MEDICATION USE AT SCHOOL form. Please identify known asthma triggers. The Health Unit cannot instruct the school staff in the use of the inhaler(s) until all of the information is complete.

PARENT: In order for your child to have a Reliever Inhaler or Controller Medication in the school, School Board's Medication Administration and Asthma Friendly Schools – Ryan's Law policy and procedure 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 staff can 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 inhalers (minimum of two) with the original containers and prescription labels and advise the school if your child is carrying the medication with them.
2. Be aware of the expiry dates and supply new medication to the school as needed.
3. Check the inhalers once a month for signs which would indicate the need for replacement.

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

**INDIVIDUAL STUDENT ASTHMA MANAGEMENT PLAN
 (with Emergency Procedure)**

STUDENT INFORMATION: (Please print)				STUDENT PHOTOGRAPH
Name of Student:				
Birth Date: (dd/mm/yyyy)		Medic Alert I.D.:		
Grade:		Room #:		
Name of Teacher:				

KNOWN ASTHMA TRIGGERS:

- Colds/flu/illness Physical activity/exercise Pet dander Cigarette smoke
 Dust Cold weather Strong smells
 Allergies (specify): _____
 Other (specify): _____
 Asthma trigger avoidance instructions: _____

RELIEVER INHALER USE AT SCHOOL AND DURING SCHOOL-RELATED ACTIVITIES

A reliever inhaler is a fast-acting medication (usually blue in colour) that is used when someone is having asthma symptoms. The reliever inhaler should be used:

- When student is experiencing asthma symptoms (e.g. trouble breathing, coughing, wheezing).
 Other (explain): _____

Use reliever inhaler (name of medication): _____ in dose of (# of puffs) _____.

Spacer (valved holding chamber) provided? Yes No



Place a check mark beside the type of reliever inhaler that the student uses:

- Salbutamol  Airomir  Ventolin  Bricanyl  Other (specify): _____

Student **requires assistance** to access reliever. Inhaler must be readily accessible by teacher or supervisor.

- Reliever Inhaler is kept: With teacher/supervisor – location _____
 In locker # _____ Locker combination: _____
 Other location (specify): _____

Student **will carry** his/her reliever inhaler **at all times** including during recess, gym, outdoor and off-site activities, and field trips.

- Reliever inhaler is kept in student's: Pocket Backpack/Fanny pack
 Case/pouch Other (specify): _____

Does student require assistance to **administer** reliever inhaler? Yes No

Student spare reliever inhaler is kept: In main office (specify location): _____
 In locker #: _____ Locker combination: _____
 Other (specify): _____

CONTROLLER MEDICATION USE AT SCHOOL AND DURING SCHOOL-RELATED ACTIVITIES

Controller medications are usually taken regularly every day to control asthma. Usually they are taken in the morning and at night, so generally not taken to school (unless the student will be participating in an overnight activity).

Use/administer _____ in the dose of _____ at the following times: _____
 (Name of Medication)

Use/administer _____ in the dose of _____ at the following times: _____
 (Name of Medication)

Use/administer _____ in the dose of _____ at the following times: _____
 (Name of Medication)

CONSENT FOR STUDENT TO CARRY AND SELF-ADMINISTER ASTHMA MEDICATION

(Pr ST:11B FORM A must also be completed).

We agree that _____:
 (Student Name)

- Can **carry** his/her prescribed medications and delivery devices to manage asthma while at school and during school-related activities.
- Can **self-administer** his/her prescribed medications and delivery devices to manage asthma while at school and during school-related activities.
- Requires assistance** with administering his/her prescribed medications and delivery devices to manage asthma while at school or during school-related activities.
- We will inform the school of any change in medication or delivery device. The medications cannot be beyond the expiration date.

EMERGENCY PROCEDURE

At any sign of difficulty, enact the following procedure.

DON'T HESITATE. IT CAN BE LIFE-SAVING.

1. **Location of inhaler:** Student Teacher Locker
2. **Administer the inhaler at the first sign of symptoms.** An adult **MUST** stay with the child at all times. Do not send the child to the office.
3. **If reaction continues or worsens: Contact office or another adult for assistance.** Call ambulance (dial 911). Tell them you have a student who has asthma and is in respiratory distress and have administered their inhaler. Provide the 911 operator the address and telephone number of the school. Provide the exact location of the emergency.
4. Call Dr. _____ at _____
5. Call the parent's/guardian's emergency number:
 Home Phone: _____ Mother's #: _____ Father's #: _____
6. Note and record here: Time of Incident: _____ Time of Administration of Inhaler: _____
 Circumstances: (where) (what allergen triggered attack): _____
7. Student's health record: _____
8. Give this form to the adult accompanying the child in the ambulance.
9. The child should rest quietly. Help student to remain calm and to breathe normally.
10. Observe and monitor the student until the ambulance arrives.
11. Remain with the student until the ambulance arrives.
12. Accompany child to the hospital.

We, the parents/guardians of: _____ give permission for this Individual Student Asthma Management 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 asthma condition.

Signature of Parent: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Principal: _____ Date: _____

Signature of Teacher: _____ Date: _____

Parent/Guardian Phone #'s: Daytime: _____ Cell: _____ Alternate: _____



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

Meeting Date:
May 24, 2016

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Corporate Services

SUBJECT: **REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES
– VARIOUS SCHOOLS**

RECOMMENDATION:

That approval be given, pursuant to the Request For Proposal for Architectural Services – Various Schools, to the retention of (1) Sfera Architectural Associates Inc. as the architect for Stella Maris Catholic Elementary School, (2) Glos Associates Inc. as the architect for Cardinal Carter Catholic Secondary School and St. Louis Catholic Elementary School and (3) Architectura Inc. as the architect for Assumption College School and St. James Catholic Elementary School; and that purchase orders be issued to each architect.

SYNOPSIS:

This report is submitted to the Board with the results of the Request for Proposal (RFP) for Architectural Services – Various Schools, said schools being identified through the recent Accommodation Reviews. A recommendation is being made to retain three architectural firms for the three projects.

BACKGROUND COMMENTS:

The Board recently undertook Accommodation Reviews in three different locations, Amherstburg, Leamington and West Windsor. In order to comply with Ministry timelines to seek funding approval for consolidations that could potentially arise out of these reviews, an RFP was issued to retain architectural services for these consolidations. These services were to include but not be limited to schematic design, design development, cost estimating, preparation of contract documents, tendering and construction and contract administration.

The RFP closed on March 3, 2016 with a total of ten (10) submissions being received. An Evaluation Committee consisting of Board staff evaluated the proposals, with the Committee including Mario Iatonna, Gary McKenzie, Carl Ranger and Shannon Ficon.

Evaluation of the responses was based on the following weighted criteria:

1. Written Submission (40%)
2. Presentations (20%) (Note: This optional stage was not conducted.)
3. Pricing Submission (40%)

The evaluation was conducted in a three stage process. Stage One consisted of the evaluation of the written submissions. Stage Two was optional and was to have consisted of presentations by the proponents. However, due to time constraints, it was determined that these presentations not be conducted. As a result, all proponents received full marks for Stage Two. Stage Three consisted of the pricing evaluation. A score of 70% or higher in Stage One was required to proceed to Stage Two and Stage Three.

The ranking of firms pursuant to the evaluation for each location is provided in the following three tables. Given the short timelines for completing each of the three projects, the Evaluation Committee is recommending that individual projects be awarded to three different firms. On this basis and given the rankings of the submissions for each project, the Committee is recommending the award of Project A to Sfera Architectural Associates Inc., Project B to Glos Associates Inc. and Project C to Architectura Inc.

PROJECT A – AMHERSTBURG (Stella Maris)

Ranking	Architectural Firm	Total Score
1	Sfera Architectural Associates Inc. Architects 1368 Ouellette Ave Suite 206 Windsor ON N8X 1J9	91.45
2	J.P. Thomson Architects Ltd. 2001 Provincial Rd., Unit 6A Windsor ON N8W 5V7	85.93
3	Glos Associates Inc. 3535 North Service Road East Windsor ON N8W 5R7	85.24
4	Randy Wilson Architect Inc. 280 Queens Avenue London, ON N6B 1X3	84.80
5	Architectura Inc. Architects 1361 Ouellette Ave Suite 201 Windsor, ON N8X 1J6	84.60
6	Jorden & Cook Architect Ltd. 330 Richmond Street Chatham, ON N7M 5K5	77.52
7	Archon Architect Incorporated 1645 Wyandotte Street East Suite 300 Windsor, ON N8Y 1C8	75.41

PROJECT B – LEAMINGTON (Cardinal Carter & St. Louis)

Ranking	Architectural Firm	Total Score
1	Sfera Architectural Associates Inc. Architects 1368 Ouellette Ave Suite 206 Windsor ON N8X 1J9	91.45
2	Glos Associates Inc. 3535 North Service Road East Windsor ON N8W 5R7	89.12
3	Architecttura Inc. Architects 1361 Ouellette Ave Suite 201 Windsor, ON N8X 1J6	88.49
4	Randy Wilson Architect Inc. 280 Queens Avenue London, ON N6B 1X3	86.53
5	J.P. Thomson Architects Ltd. 2001 Provincial Rd., Unit 6A Windsor ON N8W 5V7	82.85
6	Jorden & Cook Architect Ltd. 330 Richmond Street Chatham, ON N7M 5K5	79.97
7	Archon Architect Incorporated 1645 Wyandotte Street East Suite 300 Windsor, ON N8Y 1C8	76.78

PROJECT C – WEST WINDSOR (Assumption & St. James)

Ranking	Architectural Firm	Total Score
1	Sfera Architectural Associates Inc. Architects 1368 Ouellette Ave Suite 206 Windsor ON N8X 1J9	91.45
2	Glos Associates Inc. 3535 North Service Road East Windsor ON N8W 5R7	87.28
3	Architecttura Inc. Architects 1361 Ouellette Ave Suite 201 Windsor, ON N8X 1J6	86.77
4	Randy Wilson Architect Inc. 280 Queens Avenue London, ON N6B 1X3	84.80
5	J.P. Thomson Architects Ltd. 2001 Provincial Rd., Unit 6A Windsor ON N8W 5V7	81.25
6	Jorden & Cook Architect Ltd. 330 Richmond Street Chatham, ON N7M 5K5	78.50
7	Archon Architect Incorporated 1645 Wyandotte Street East Suite 300 Windsor, ON N8Y 1C8	75.41

As indicated previously, a score of 70% or higher in Stage One was required to proceed to Stage Two and Stage Three. Three firms did not achieve this minimum score and are noted as follows:

Passa Associates Architects 374 Ouellette Ave Suite 802 Windsor, ON N9A 1A8	DiMaio Design Associates Architect Inc. 8045 Wyandotte Street East Windsor, ON N8S 1T2	Baird Architecture 1000 - 267 Pelissier Street Windsor, ON, N9A 4K4
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FINANCIAL IMPACT:

By press release dated April 25, 2016, the Ministry of Education has announced total funding of \$9M for all three projects under the Ministry's School Consolidation Capital Grant Program. Per the press release, the total amount breaks down to \$1.8M for Project A - Amherstburg, \$4.5M for Project B - Leamington and \$3.1M for Project C - Assumption.

TIMELINES:

Upon Board approval, it is intended to have each architect commence immediately to develop project schedules, to design the proposed additions and renovations as may be applicable at each school and to prepare drawings and specifications suitable for soliciting tenders from prospective contractors. The Board will be advised as to the schedules for each project, once these are developed.

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	May 16, 2016
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	May 16, 2016
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 16, 2016