



## Policy and Program Committee Meeting

Monday, March 20, 2023

6:30 p.m.

Education Centre Boardroom

### AGENDA

#### A - 1 **Opening Call to Order**

(a) Roll Call

(b) Declaration of Conflict of Interest

(c) Welcome/Land Acknowledgement

*The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.*

#### B - 1 **Approval of the Agenda**

##### **Recommended Motion:**

*"THAT the Policy and Program Committee agenda be approved."*

#### C - 1 **Approval of the Minutes**

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##### **Recommended Motion:**

*"THAT the Minutes of the Policy and Program Committee, dated January 16, 2023, be approved."*

#### D - 1 **Business Arising from Minutes and/or Previous Meetings**

#### E - 1 **New Business - Program**

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(a) Alternatives to Suspension Working Group Report (W. Baker) (I)

\*

(b) Information Technology Services Annual Update (L. Munro) (I)

#### F-1 **New Business - Policy**

##### **Recommended Motions:**

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(a) *"THAT the draft Budget Development Process Policy (BU-02) be forwarded to the March 27, 2023 Regular Board meeting for approval."* (R. Wyszynski)

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(b) *"THAT the draft Capital Related Fundraising Policy (BU-03) be forwarded to the April 24, 2023 Regular Board meeting for approval."* (R. Wyszynski)

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(c) *"THAT the draft Trustee Honoraria Policy (BU-04) be forwarded to the March 27, 2023 Regular Board meeting for approval."* (R. Wyszynski)

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(d) *"THAT the draft Advocacy Policy (BU-05) be forwarded to the March 27, 2023 Regular Board meeting for approval."* (R. Wyszynski)

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(e) *"THAT the draft Major Construction Policy (FA-01) be forwarded to the April 24, 2023 Regular Board meeting for approval."* (R. Wyszynski)

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(f) *"THAT the draft New Construction Policy (FA-02) be forwarded to the April 24, 2023 Regular Board meeting for approval."* (R. Wyszynski)



## Policy and Program Committee Meeting

Monday, March 20, 2023

6:30 p.m.

Education Centre Boardroom

### AGENDA

- \* (g) "THAT the draft Naming/Renaming of Schools and Facilities Policy (FA-03) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (h) "THAT the draft Community Use of Schools Policy (FA-04) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (i) "THAT the draft Transition Committee Policy (FA-09) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (j) "THAT the draft Green Construction Policy (FA-10) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (k) "THAT the draft Community Planning and Facility Partnership Policy (FA-11) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (l) "THAT the draft Inclement Weather Policy (TR-01) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (m) "THAT the draft Student Transportation Policy (TR-02) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (n) "THAT the draft Fundraising Policy (SO-01) be forwarded to the April 24, 2023 Regular Board meeting for approval." (R. Wyszynski)
- \* (o) Policies to be Rescinded  
**Recommended Motions:**  
"THAT the Pride of Place and Community Partnership Incentive Programs Policy (FA-13) be forwarded to the March 27, 2023 Regular Board meeting to be rescinded."  
  
"THAT the Environmental Standards for Facility Operations and Maintenance Policy (FA-14) be forwarded to the March 27, 2023 Regular Board meeting to be rescinded."

#### G - 1 Other Business

- \* (a) Naming/Renaming of Schools and Facilities Procedure (FA-003) (R. Wyszynski) (I)
- \* (b) Transition Committee Procedure (FA-009) (R. Wyszynski) (I)
- \* (c) Pride of Place and Community Partnership Incentive Programs Procedure (FA-013) (R. Wyszynski) (I)
- \* (d) Environmental Standards for Facility Operations and Maintenance Procedure (FA-014) (R. Wyszynski) (I)
- \* (e) Inclement Weather Procedure (TR-001) (R. Wyszynski) (I)

#### H - 1 Adjournment

"THAT the Policy and Program meeting be adjourned."

#### I - 1 Next Meeting Date: May 8, 2023, at 6:30 p.m.





## Policy and Program Committee Meeting

Monday, January 16, 2023

Education Centre Boardroom

### MINUTES

**Present:** Committee Chair: S. Gibson, Trustees: R. Collver, B. Doyle, C. VanEvery-Albert, L. Whiton (MS Teams)

**Administration:** Director: J. Roberto, Superintendents: W. Baker, K. Graham, L. Munro, L. Thompson (MS Teams), J. Tozer (MS Teams) Recording Secretary: K. Ireland-Aitken, Executive Assistant C. Dero

**Absent:** Trustee G. Anderson

**Visiting Trustee:** Trustee C.A. Sloat

**Guests:** J. Bell, General Legal Counsel (MS Teams)

A - 1 **Opening**

(a) **Roll Call**

Roll call was completed.

(b) **Declaration of Conflict of Interest** - Nil

(c) **Welcome /Land Acknowledgment Statement**

Committee Chair S. Gibson called the meeting to order at 6:30 p.m. and read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

Moved by: B. Doyle

Seconded by: C. VanEvery-Albert

THAT the Policy and Program Committee agenda be approved.

**Carried**

C - 1 **Approval of Minutes**

(a) **October 3, 2022**

Presented as printed.

Moved by: R. Collver

Seconded by: B. Doyle

THAT the Minutes of the Policy and Program Committee dated October 3, 2022, be approved.

**Carried**

D - 1 **Business Arising from Minutes/Previous Meetings** - Nil

E - 1 **New Business - Program**

(a) **Diplôme d'Études en Langue Française (DELF)**

Presented as printed.

In response to a question, Superintendent Munro confirmed that the success rate of the program continues to increase, and it was clarified in the report that students must achieve a minimum of 12.5 out of 25 points on each component.



## Policy and Program Committee Meeting

Monday, January 16, 2023

Education Centre Boardroom

### MINUTES

(b) **Education, Quality and Accountability Office (EQAO) Results 2021-22**

Presented as printed.

In response to a question regarding the EQAO results, Superintendent Munro explained that strategies are underway to build educator capacity in the areas of math and literacy with a renewed focus on professional development and the implementation of new tools and resources.

It was noted that the Grade 9 EQAO assessment was based on the new math curriculum. Strategies to improve Grade 9 EQAO math scores will focus on professional learning to support educators in implementing responsive instruction to meet students' learning needs in a de-streamed classroom.

The board continues to be responsive to the learning needs of all students in Grand Erie with a goal of improving math and literacy results as outlined in the annual learning and operating plan.

(c) **Secondary Transitions/Retention Update Report**

Presented as printed.

(d) **Mental Health Strategy 2022-23**

Presented as printed.

In response to a question, it was noted that both elementary and secondary schools have supervised wellness rooms available to all students. In-service is provided to staff through regulated health professionals, including public health nurses and social workers.

(e) **Website Review Update**

Presented as printed.

In response to a question, Director Roberto confirmed that the survey will provide an opportunity for students, parent(s)/caregiver(s) and community members to provide feedback prior to the redesign of the school board website.

(f) **Police in Schools Programs**

Presented as printed.

(g) **Policy and Procedure Process/Timelines 2022-23**

Presented as printed.

(h) **Exclusion of Students Procedure SO-032**

Presented as printed as a reference to Exclusion of Students Policy SO-32.

F - 1 **New Business - Policy**

The following policies will be forwarded to the Regular Board meeting for approval on February 27, 2023:

- draft Exclusion of Students Policy SO-32
- draft Copyright - Fair Dealings Guideline Policy SO-24



## Policy and Program Committee Meeting

Monday, January 16, 2023

Education Centre Boardroom

### MINUTES

- draft Voluntary Indigenous Self-Identification Policy SO-16
- draft School Food and Beverages Policy SO-21
- draft Fees for Learning Materials and Activities Policy SO-22
- draft Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication, in Schools Policy SO-30
- draft Accessibility Policy SO-31
- Animals in Schools, Including Student Use of Guide Dogs, Service Dogs and Service Animals Policy SO-33

G - 1 **Other Business** – Nil

H - 1 **Adjournment**

Moved by: R. Collver

Seconded by: C. VanEvery-Albert

THAT the Policy and Program meeting be adjourned at 8:01 p.m.

**Carried**

I - 1 **Next Meeting Date:** March 20, 2023, at 6:30 p.m.



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**TO:** JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board  
**FROM:** Wayne Baker, Superintendent of Education  
**RE:** **Alternatives to Suspension Working Group Report**  
**DATE:** March 20, 2023

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### **Background**

In March 2022, a working group comprised of school Administrators and Safe Schools staff was created to address the issue of instructional time lost through student suspension, expulsion, and exclusion.

- 56% of all suspensions were for a single day, meaning that over half of all suspensions were issued for relatively minor offences.
- There are disproportionately higher suspension rates for students from historically marginalized groups (racialized, Indigenous, Special Education, 2SLGBTQ+).

### **Additional Information**

The working group strategized to support the following goals:

- To reduce the number of lost instructional days by exploring options to suspension of students
- To increase the social-emotional growth of students involved in behavioural incidents so they apply their learning to the next situation
- To reduce the disproportional impact of suspensions on marginalized students by consistently applying procedural fairness through a Human Rights lens
- To provide clarity on concepts related to discipline (e.g., progressive discipline, thresholds for suspension, restorative practices, mitigating circumstances)

### Possible Strategies to Reduce Lost Instructional Time

The working group posed a foundational question for its own consideration: “By what means could Administrators reduce the amount of lost instructional time without jeopardizing school safety?” The following strategies received extensive consideration:

- Elimination of one-day suspensions
- Maximum suspension limits for specific behaviours, e.g., three (3) days for smoking on school property
- Elimination of suspensions for specific behaviours, e.g., truancy or vaping
- Training for Administrators with the goal of increasing consistency in addressing student behaviours

### Circumstances Where Alternatives to Suspension Should Be Considered

The working group recommends that alternatives to suspension be considered in the following circumstances:

- Behaviour that was not public, had a limited audience, and consequently had negligible impact on the school
- Behaviour that had no direct victim, e.g., vaping or some social media behaviours
- Matters of conflict resolution (prior to physical aggression)
- Minor physical altercations involving no power imbalance, nor injury to either party
- First-time offenders for minor offences
- Where resources exist to address a specific behaviour, e.g., smoking, vaping, and anger management

### Circumstances Where Alternatives to Suspension Should Not be Considered

The working group recommends that alternatives to suspension not be considered in the following circumstances:

- Weapons offences
- Direct, plausible threats
- Assaultive behaviours
- Behaviours directed at staff

### Guiding Principles with Student Discipline

The working group established guiding principles with respect to student discipline.

- Corrective and supportive interventions will encourage positive behaviour.
- Alternatives to suspension are on the continuum of progressive discipline.
- Holding students in relationship is more impactful than sending them to someone else to manage.
- Behaviour is contextual and a form of communication; mitigating circumstances and functions of behaviour must always be considered.
- Poor behaviour should always be addressed, and students held accountable, but not necessarily suspended.
- Students need to know the non-negotiables for their school, that is, those behaviours for which suspension will always be considered, e.g., weapons offences, direct threats, assaultive behaviours, and behaviours directed at staff.
- Discipline of students must include an educational component, as well as reflective and restorative actions, where possible. Discipline of students must be the least punitive and most enabling possible.

### Challenges in Implementation

The working group identified challenges in implementation of alternatives to suspension.

- Staff may feel unsupported if the Administrator doesn't suspend a student when circumstances warrant consideration of that consequence.
- The move from punitive to instructional/reflective/restorative approaches to discipline requires a philosophical shift.
- Alternatives to suspension are more time consuming and resource dependent.
- School communities will require clarification concerning plans to implement this strategy.

The working group relied significantly on *Don't Suspend Me!: An Alternative Discipline Toolkit* (Hannigan & Hannigan).

### **Next Steps**

- Establish a pilot study of schools that voluntarily choose alternatives to suspension, by whatever methodology (eliminating one-day suspensions or eliminating suspensions for specific behaviours).
  - Results will be shared with Administrators.
- Provide professional development for administrators and staff.
  - Progressive discipline
  - Restorative practices
  - Effective implementation of safety plans and behaviour plans
  - Classroom management vs school discipline

### **Grand Erie Multi-Year Plan**

This report supports the Well-being indicator of Learn Lead Inspire and the following statement: We build a culture of well-being to support the cognitive, social emotional and physical needs of each learner.

Respectfully submitted,  
Wayne Baker  
Superintendent of Education



# Grand Erie District School Board

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TO: JoAnna Roberto, Ph.D., Director of Education and Secretary of the Board  
FROM: Lisa Munro, Superintendent of Program K-12 (Teaching and Learning)  
RE: **Information Technology Services Annual Update**  
DATE: March 20, 2023

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## Background

The mission of Information Technology Services (ITS) is to provide and maintain a state of the art, reliable and cost-effective technology environment to support learning in the classroom, optimize the administrative functions of the board and, ultimately, improve student achievement in alignment with the Board's Multi-Year Strategic Plan. This report highlights major initiatives and accomplishments of the current school year and plans for 2023-24.

## ITS Milestones 2022-23

### ITS Help Desk

In the 2022 calendar year the ITS Help Desk, School Technicians and Network/Server Administration staff logged 13,855 service tickets and closed 13,605 service tickets.

### OnSIS Ministry Submissions

The PowerSchool/OnSIS team submitted the March, June and October OnSIS reports to the Ministry of Education within the mandated time frames.

### Classroom and Teacher Devices (4<sup>th</sup> Wave)

ITS School technicians deployed 2,800 new HP laptops to eligible teachers and classrooms as part of the 3-year refresh cycle for technology.

### Safe Arrival

Safe Arrival has been rolled out to all schools.

### Data Center Refresh

The Computer Servers and Disk storage arrays at the TRC Data Center have been replaced with new equipment. This equipment is replaced every five (5) years.

### Access Point replacement in Secondary Schools

Access points and the Management Software (Aruba Central) have been updated for all Secondary school sites and administrative buildings.

### Online Registration

Online Registration has been implemented for Kindergarten to Grade 8. Families new to Grand Erie may register their child(ren) using an online registration process.

### Self Service for Help Desk

The ITS Help Desk implemented the Self-Service module of Top Desk. This allows staff to create tickets directly into Top Desk automatically creating the service ticket rather than the previous practice of emailing the Help Desk or leaving a voice message and having to wait for Help Desk staff to copy the details into a support ticket.



**Laptop Procurement and Deployments**

A continued, sustainable device deployment process is in place for school Administrators, school clerical staff, Turning Point locations, Special Education Self Contained classrooms and Educational Assistants (EA's).

**Purchased Laptops**

2500 devices were purchased to supplement elementary and secondary school complements. All secondary classes have increased from eight (8) to 11 devices. Eight elementary schools now have a full class set of devices in each Grade 1 to 8 classroom.

**ITS Future Plans****Aruba Central Migration**

Move all Elementary School Access Points (AP) under Aruba Central Management Control.

**PD Place replacement with D2L Brightspace PD Module**

PD Place will be replaced with a more versatile and integrated solution using the PD software solution from D2L Brightspace.

**Level Data PowerSchool Data Validation Module**

Level Data is a software vendor that has a module that plugs into the PowerSchool Student Information System that identifies incorrect or corrupt data. The implementation of this software will permit school clerical staff to quickly correct invalid student data.

**Device Deployment**

Continued sustainable device deployment for school Administrators, school clerical staff, educators, Kindergarten-Grade 12 classrooms, Turning Point locations and Special Education Self Contained classrooms and Educational Assistants (EA's)

**Disaster Recovery Site to the Cloud**

Complete the Disaster Recovery Site migration to the cloud.

**Grand Erie Multi-Year Plan**

This report supports Grand Erie's Multi-Year Strategic Plan with a focus on the Information Technology Services goal to embed technology opportunities for staff and students through professional learning and enhanced technology tools.

Respectfully submitted,

Lisa Munro  
Superintendent of Program K-12 (Teaching and Learning)



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| <b>BUDGET DEVELOPMENT PROCESS</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/02/27 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To provide guidance to the Grand Erie District School Board (Grand Erie) employees with respect to the development of Grand Erie’s Annual Estimates Budget.

**Policy Statement:**

Grand Erie shall allocate its resources to reflect Grand Erie’s multi-year strategic plan in an effective and efficient manner through the application of an annual budget development process.

- 1.0 Grand Erie’s approved Multi-Year Strategic Plan and the Annual Operating Plan will inform the budget development process.
- 2.0 The Superintendent of Business and Treasurer shall prepare preliminary elementary and secondary enrolment projections that will include trend analysis and historical comparators (January).
- 3.0 The Board of Trustees will provide direction to administration regarding items to be considered for inclusion or for reduction during the development of the pro-forma budget. The Finance Committee will facilitate preliminary budget discussions (February).
- 4.0 The Human Resources and Planning Departments, in consultation with the Superintendent of Business and Treasurer, shall review elementary and secondary enrolment projections with Administrator(s) (March).
- 5.0 The Superintendent of Business and Treasurer shall use the Grants for Student Needs from the Ministry of Education and develop an estimated grant revenue forecast using the established enrolment projections and by providing planning assumptions.
- 6.0 The Superintendent of Business and Treasurer shall prepare a draft budget for Senior Administration.
- 7.0 Senior Administration shall develop a pro forma budget for Grand Erie consideration by May of each year. The pro forma budget shall also include a five-year enrolment forecast.
- 8.0 Significant budget modifications made to the initial draft budget presented to Senior Administration will be formally documented to ensure that the final budget can be reconciled to the draft budget.
- 9.0 The Board of Trustees shall review/modify the pro forma budget during public meetings (May/June). Any notes of the meeting prepared by or on behalf of the Superintendent of Business and Treasurer may be used for future deliberations.

- 10.0 The Board of Trustees shall approve the final budget ensuring compliance with Ministry regulations. Senior Administration will provide information confirming that the budget is compliant with the funding regulation as part of the budget development and approval process.
- 11.0 The approved budget book shall be posted on the Grand Erie website.
- 12.0 The Superintendent of Business and Treasurer shall provide quarterly reports to the Board of Trustees on the status of the current budget

**Reference(s):**

- Multi-Year Strategic Plan
- Annual Operating Plans

Draft



# POLICY

# BU-03

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| <b>CAPITAL RELATED FUNDRAISING</b>   |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2008/04/28 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To support Grand Erie District School Board (Grand Erie) with the management and coordination of major fundraising initiatives for capital projects.

**Policy Statement:**

Grand Erie supports, facilitates, and encourages the development of authentic, mutually beneficial relationships between schools and the larger community, including business and non-business sectors, with regard for the legitimate needs of all parties involved.

- 1.0 Senior Administration will recommend to the Board of Trustees for approval any region-wide fundraising activities or campaigns for capital funds by outside organizations over \$100,000. This would require a written agreement to include collection and holding of funds and long-term maintenance and operation issues, design, and construction timelines.
- 2.0 All funds need to be raised and in place before the design and construction process begins.
- 3.0 Grand Erie retains decision making over design and all capital construction; once completed, remain the property of Grand Erie.
- 4.0 Approved projects will be reported through the Major Construction Report presented to the Board of Trustees.

**Reference(s):**

- Capital Related Fundraising Procedure (BU-003)
- Advertising and Material Distribution in Schools Policy (SO-04)
- Community Partnerships Policy (SO-08)
- Community Partnerships Procedure (SO-008)
- Fundraising Policy (SO-01)
- Fundraising Procedure (SO-001)
- Major Construction Projects Policy (FA-01)
- Major Construction Projects Procedure (FA-001)
- Multi-Year Strategic Plan
- Playground Equipment Procedure (FA-105)
- Visual Identity Policy (SO-25)



## TRUSTEE HONORARIA

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| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2008/04/28 |
| <b>Last Updated:</b> 2022/01/24  | <b>Next Review Date:</b> 2026/02/23       |

### Objective:

To provide the calculation methodology for Honoraria for Grand Erie District School Board (Grand Erie) Trustees in accordance with the Education Act.

### Policy Statement:

Grand Erie is committed to providing, in a transparent, public way, fair levels of honoraria for Board of Trustees in accordance with *Ministry Regulation 357/06*. Board of Trustee Honoraria calculations shall be updated annually prior to November 1<sup>st</sup> and by October 15<sup>th</sup> in an election year.

### Trustee Honoraria Components

- 1.0 The Honorarium for Board of Trustees, excluding student trustees, for any year of their term of office shall consist of the following components:
- 100% of the maximum base amount for the year
  - 100% of the enrolment amount for the year
  - 0% of the maximum allowable attendance amount
  - 0% of the distance amount for the year.

### Reference(s):

- [Ontario Regulation 357/06: Honoraria for Board Members:](#)



# POLICY

# BU-05

## ADVOCACY

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|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2007/11/26 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

### Objective:

To develop effective two-way communications with all levels of government that support the Grand Erie District School Board (Grand Erie) mission *which is that "together, we build a culture of learning, well-being and belonging to inspire each learner."*

### Policy Statement:

Grand Erie is committed to building effective relationships with government.

As an advocate for its students and community, Grand Erie follows these guidelines:

- Focus on ongoing communication between school boards, education partners and government through established mechanisms and channels.
- Communication will not be based on personal or partisan agendas.
- Maximize resources for student success and achievement.

Where consulting or other related services are required to effect advocacy initiatives of the board, such services are subject to Grand Erie's Purchasing Policy (BU-06) and Purchasing Procedure (BU-006).

### Reference(s):

- Ministry of Education Memorandum 2006: B15
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)



# POLICY

FA-01

| <b>MAJOR CONSTRUCTION</b>  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2008/10/24 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To outline the reporting and approval requirements for capital projects undertaken by Grand Erie District School Board (Grand Erie).

**Policy Statement:**

Grand Erie shall approve and monitor all major construction projects to ensure, to the extent possible, that they are completed on schedule and within approved budget.

- 1.0 The Board of Trustees shall be provided with information for approval regarding the preliminary scope of major construction projects. Elements of the information provided shall include size (FTE or square footage) and program (grades and/or specialized programs, and partnership opportunities).
- 2.0 The Board of Trustees shall approve the final selection of a Construction Manager, Architect or Professional Services.
- 3.0 The Board of Trustees shall receive a report from the Superintendent of Business and Treasurer, which shall include recommendations regarding:
  - 3.1 The scope of the base construction project (with costs based on preliminary scope).
  - 3.2 Additional elements with appropriate costs.
  - 3.3 Funding strategy including a breakdown of both internal and external funding sources, as well as a snapshot of the current balances of:
    - Proceeds of Disposition; or
    - Capital Reserves such as School Renewal and School Condition Improvement; or
    - Unsupported Capital; or
    - Accumulated Surplus
- 4.0 The Board of Trustees shall approve the final scope of the major construction project, including size, preliminary budget, timelines and release of tender documents.
- 5.0 The final project budget and scope and recommended tender/contract award will be presented to the Board of Trustees for approval as the final project contract amount. This amount will be the basis for a Stipulated Sum Contract, or a Guaranteed Maximum Price Contract as may be appropriate.
- 6.0 The Superintendent of Business and Treasurer shall provide a progress report to the Board of Trustees on a bi-monthly basis for the duration of the project. The report shall include budgeted and actual costs to date, details of project progress and schedule for completion. This report will also describe the funding strategy that will be applied should the forecasted expenditures for a project exceed the budget established.

- 7.0 The Superintendent of Business and Treasurer shall report to the Board of Trustees upon substantial completion of the project, which shall include a budgeted and actual cost comparison and a summary of any green school initiatives.
- 8.0 The Superintendent of Business and Treasurer shall provide a report to the Finance Committee in November of each year summarizing the scope, cost and status all other capital projects for the prior fiscal year which were not subject to this policy.

**Reference(s):**

- Major Construction Procedure (FA-001)
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Green School Resource Guide
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)
- Ontario Building Code
- Transition Committees Policy (FA-09)
- Transition Committee Procedure (FA-009)





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| <b>NEW CONSTRUCTION</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2005/10/24 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To outline the reporting and approval requirements for new construction projects undertaken by the Grand Erie District School Board (Grand Erie).

**Policy Statement:**

Grand Erie shall approve and monitor all new construction projects to ensure, to the extent possible, that they are completed on schedule and within approved budget.

- 1.0 The Board of Trustees shall be provided with information for approval regarding the preliminary scope of new construction projects. Elements of the information provided shall include size (FTE or square footage) and program (grades and/or specialized programs, and partnership opportunities).
- 2.0 The Board of Trustees shall approve the final selection of Architect or Professional Services.
- 3.0 The Board of Trustees shall approve the boundaries/catchment area for the new school.
- 4.0 The Board of Trustees shall receive a report from the Superintendent of Business and Treasurer, which shall include recommendations regarding:
  - 4.1 The scope of the base construction project (with costs based on preliminary scope).
  - 4.2 Additional elements with appropriate costs.
  - 4.3 Funding strategy including a breakdown of both internal and external funding sources, as well as a snapshot of the current balances of:
    - a) Proceeds of Disposition; or
    - b) Capital Reserves such as School Renewal and School Condition Improvement; or
    - c) Unsupported Capital; or
    - d) Accumulated Surplus
- 5.0 The Board of Trustees shall approve the final design and scope of the new construction project, including size, preliminary budget, timelines and release of tender documents.
- 6.0 The final project budget, design, scope and recommended tender/contract award will be presented to the Board of Trustees for approval as the final project contract amount. This amount will be the basis for a Stipulated Sum Contract or a Guaranteed Maximum Price Contract as may be appropriate.
- 7.0 The Board of Trustees shall approve a name for the new school as outlined in the Naming/Renaming of Schools and Facilities Policy and Procedures (FA-03, FA-003).
- 8.0 The Superintendent of Business and Treasurer shall provide a progress report to the Board of Trustees on a bi-monthly basis for the duration of the project. The report shall

include budgeted and actual costs to date, details of project progress and schedule for completion. This report will also describe the funding strategy that will be applied should the forecasted expenditures for a project exceed the budget established.

- 9.0 The Superintendent of Business and Treasurer shall report to the Board of Trustees upon substantial completion of the project, which shall include a budgeted and actual cost comparison.

**Reference(s):**

- New Construction Procedure (FA-002)
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)
- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)



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|---|---|
| <b>NAMING/RENAMING OF SCHOOLS AND FACILITIES</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer<br>Family of School Superintendent | <b>Initial Effective Date:</b> 2005/09/26 |
| <b>Last Updated:</b> YYYY/MM/DD   | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective**

To name/rename schools and facilities from an equitable lens through consultation.

**Policy Statement**

The Grand Erie District School Board (Grand Erie) recognized that the naming/renaming of schools and facilities needs to be reflective of the communities they serve to ensure that the name selected has community support. Grand Erie shall involve the community in the naming of new schools and/or the renaming of existing schools and facilities. A school or facility naming or renaming shall be reflective and consistent with Grand Erie’s mission and vision.

- 1.0 Grand Erie shall determine and approve when naming of a new school or renaming of an existing school or facility is required.
- 2.0 When the Naming or Renaming of schools and facilities is required, the Board of Trustees shall strike a Special Ad Hoc Committee. The initial and final reports shall be submitted by the Family of Schools Superintendent.
- 3.0 The Board of Trustees may select one of the names recommended. However, the Board of Trustees reserves the right to make the final decision, notwithstanding the recommendation from the Naming/Renaming Committee.

**Reference(s):**

- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)



|  |   |
|--|---|
| <b>COMMUNITY USE OF SCHOOLS</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/05/29 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To ensure that the public has access to Grand Erie District School Board (Grand Erie) facilities and spaces, where possible, outside instructional times for non-school sponsored events.

**Policy Statement:**

Grand Erie is committed to supporting its communities by making board facilities available to the public and supports a Community Use of Schools Program that fosters partnerships and community relationships.

**Reference(s):**

- Community Use of Schools Procedure (FA-004)
- Community Use of Schools Handbook (FA-04-R)
- Animals in Schools, Including Student Use of Guide Dogs, Service Dogs and Service Animals Policy (SO-33)
- Animals in Schools, Including Student Use of Guide Dogs, Service Dogs and Service Animals Procedure (SO-033)
- *Animal Welfare Services Act, 2019*
- *Smoke Free Ontario Act, 2017*



| <b>TRANSITION COMMITTEE</b>  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2009/02/23 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To ensure Grand Erie District School Board (Grand Erie) establish a Transition Committee for all new schools, school additions in excess of 100 pupil spaces where students are moved from one school to another or when schools are being re-organized as the result of a school closure.

**Policy Statement:**

Grand Erie believes that community input is essential to the successful completion of school reorganization and construction projects.

**Reference(s):**

- Transition Committee Procedure (FA-009)
- Disposal of Surplus Furniture and Equipment Procedure (FA-021)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)
- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)



|  |   |
|--|---|
| <b>GREEN CONSTRUCTION</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2010/03/22 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To acknowledge the impact of environmental issues such as climate change as well as rising energy costs and operating costs, in the construction of new schools and renovations.

**Policy Statement:**

The Grand Erie District School Board (Grand Erie) is committed to the development of green and healthy facilities that contribute to a sustainable future.

**Reference(s):**

- Green Construction Procedure (FA-010)
- Green Schools Resource Guide
- *Ontario Building Code*



## COMMUNITY PLANNING AND FACILITY PARTNERSHIP

|  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2011/01/31 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

### Objective:

To support and provide direction to achieve the board's overall accommodation and partnership strategies while considering Grand Erie District Schools Board's (Grand Erie) mission, vision and Multi-Year Strategic Plan.

### Policy Statement:

Grand Erie supports and encourages cooperative and collaborative partnerships for shared use of facilities. Grand Erie is committed to engaging community partners in planning to share facilities to the benefit of the board, students, community, and to optimize the public use of assets owned by Grand Erie.

- 1.0 Facilities that have space considered suitable for a partnership opportunity will be identified and an annual report and shall be made to the Board of Trustees to approve the facilities for potential partnerships, if required.
- 2.0 If identified space is both suitable for facility partnerships and is available for the long-term, Board of Trustees will declare the space surplus and circulate the space for lease through *Ontario Reg. 444/98*.

### Reference(s):

- Community Planning and Facility Partnerships Procedure (FA-011)
- [Education Act, R.S.O. 1990, c. E.2](#)
- Multi-Year Strategic Plan
- *Ontario Regulation 444/98*



# POLICY

# TR-01

|  |   |
|--|---|
| <b>INCLEMENT WEATHER</b>   |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/05/29 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To provide information for the cancellation of transportation services and/or the closure of Grand Erie District School Board (Grand Erie) facilities during instances of, or in anticipation of, inclement weather.

**Policy Statement**

The health and safety of all students and employees of Grand Erie is a priority. Therefore, inclement weather may occasionally result in the cancellation of transportation services. Transportation cancellation will trigger closures or the early dismissal of schools/facilities for the district or within an identified zone(s) to students and employees.

**Reference(s):**

- Inclement Weather Procedure (TR-001)
- *Environment Canada Wind Chill Chart*





|  |   |
|--|---|
| <b>STUDENT TRANSPORTATION</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/05/29 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To outline eligibility criteria for the provision of the Grand Erie District School Board (Grand Erie) provided transportation services for Grand Erie students.

**Policy Statement:**

As a participating member of the local transportation consortium, Student Transportation Services Brant Haldimand Norfolk (STSBHN), Grand Erie provides transportation to pupils of the board who meet the home to school transportation eligibility distances and to students where transportation is warranted, due to one or more factors, which may include for physical, mental or emotional reasons, areas which prohibit safe pedestrian travel and as determined by Board of Trustee motion.

Grand Erie acknowledges that there are specific or exceptional situations that warrant consideration of requests for transportation for students who are not otherwise eligible.

**1.0 Transportation Eligibility**

- 1.1 For those students who reside within their registered school’s catchment, the Grand Erie will provide transportation to:
  - rural students
  - elementary school students in defined urban areas where the distance from home to designated school exceeds 1.6 kilometers
  - secondary school students in defined urban areas where the distance from home to designated school exceeds 3.2 kilometers
  - other students who may qualify under Courtesy Student Transportation
- 1.2 Kindergarten to Grade 12 students who are eligible to receive transportation may be required to walk up to 0.8 kilometers to reach their assigned bus stop location. The distance is calculated based on the shortest distance on a safe walking route, between the student’s primary address and the bus stop.
- 1.3 The proposed distances above are maximum distances. Every effort will be made to minimize the distance from a student’s primary address to the bus stop.
- 1.4 Child Care - Transportation to and from a childcare location will be provided if the:
  - the student’s home address entitles them to transportation.
  - the alternate address is within the catchment area of the school which the student is eligible to attend (based on their home address); and
  - the alternate address is entitled to receive transportation services from the home school which the student is registered to attend.

- 1.5 Joint Custody - Transportation to and from a second home address, where family shares custody of a student, will be assessed on its own eligibility merit based on the parameters stated above and provided if warranted.
- 1.5.1 It is the sole responsibility of the parent(s)/caregiver(s) to ensure that the student receiving transportation is aware of which bus they are to take on which days/weeks
- 1.5.2 Other than joint custody situations, transportation arrangements must follow a regular five (5) day schedule
- 2.0 **Courtesy Transportation**
- 2.1 Courtesy seats are made available if there is space on an existing bus route. Courtesy seats are administered through an application process.
- 2.1.1 Requests must be made annually through STSBHN Procedure #017 Courtesy Transportation.
- 2.2 A courtesy seat may be granted if both of the following conditions are met:
- 2.2.1 A seat is available on the bus.
- 2.2.2 No additional costs to the run/route are incurred by having the student ride on the bus.
- 2.3 Assignment of courtesy seats will follow a two-stage process.
- 2.3.1 **Stage 1:** Courtesy applications will be accepted for the next school year beginning in May. Applications received between May 1<sup>st</sup> and July 31<sup>st</sup> and will be evaluated against the list of priorities noted below in section 2.3.3. Stage 1 applications will be reviewed by STSBHN staff and assigned to buses for the start of the school year, where space permits.
- 2.3.2 **Stage 2:** Courtesy applications that are received between August 1<sup>st</sup> and June 30<sup>th</sup> will be reviewed on a first come, first serve basis.
- 2.3.3 School principals will assist STSBHN to assign any available seats to non-eligible riders, who have submitted an application for courtesy transportation, based on the following criteria:
- grade level (first priority to kindergarten students)
  - distance from school (farthest to closest)
  - program needs of the student
  - family circumstance
  - needs other defined school priorities
- 2.4 Requests made to STSBHN for changes made on a temporary basis or for a limited time, such as: switching buses to visit friends, go to a job, attending a birthday party, or go to a babysitter's house shall not be approved.
- 2.5 During the school year, courtesy transportation may be withdrawn at any time for any of the following conditions:
- seating is required for eligible students
  - altering the route is necessary
  - student behaviour is unacceptable
- 2.6 Transportation may be granted for co-op students if the above courtesy transportation criteria are met. As with all schedules, the pickup and drop-off locations must be regular and consistent.

**Reference(s):**

- Student Transportation Services Brant Haldimand Norfolk Procedure 017 Courtesy Transportation



# POLICY

SO-01

|  |   |
|--|---|
| <b>FUNDRAISING</b>   |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/11/27 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

**Objective:**

To support Grand Erie District School Board (Grand Erie) schools with guidelines for fundraising activities that support student learning, achievement, mental health, well-being, belonging, and experiences.

**Policy Statement:**

Grand Erie endorses fundraising opportunities and outcomes that provide educational value for students, and are approved, supervised, and at the discretion of the Administrator(s). All fundraising activities must align with the principles of public education including diversity, accessibility, equity, inclusivity, and cultural sensitivity.

**Reference(s):**

- Fundraising Procedure (SO-001)
- Community Use of School Facilities Policy (FA-04)
- Community Use of School Facilities Procedure (FA-004)
- Community Use of School Facilities Handbook (FA-04-R)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)
- School Councils (SO-02)



# Grand Erie District School Board

**TO:** Grand Erie Board of Trustees

**FROM:** JoAnna Roberto, Ph. D., Director of Education & Secretary of the Board

**RE:** **Policies to be Rescinded**

**DATE:** March 20, 2023

**Recommended Motion:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 THAT the Pride of Place and Community Partnership Incentive Programs Policy FT13 be forwarded to the March 27, 2023 Regular Board meeting to be rescinded.

**Recommended Motion:** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 THAT the Environmental Standards for Facility Operations and Maintenance Policy FT14 be forwarded to the March 27, 2023 Regular Board meeting to be rescinded.

### Background

The following policies/procedures were identified for review. As a result, they were divided, and the content was determined to be procedural. Therefore, the request is that the policies be rescinded as per General Governance Policy 1.2.2 (d) (e) and 1.3. The existing policies and newly revised procedures have been attached to this report for information.

- Pride of Place and Community Partnership Incentive Programs Policy FT13
- Environmental Standards for Facility Operations and Maintenance Policy FT14

### Grand Erie Multi-Year Plan

This report supports the Learn indicator of Learn Lead Inspire and the following statement: we will further review all policies and procedures to align with the General Governance Policy outline.

Respectfully submitted,

JoAnna Roberto, Ph. D.,  
 Director of Education & Secretary of the Board



## Pride of Place and Community Partnership Incentive Programs

Board Received: May 27, 2019 Review Date: June 2023

### Policy Statement

The Grand Erie District School Board is committed to providing safe, inviting, inclusive, accessible and environmentally responsible physical spaces that will improve the teaching and learning environment for staff and students.

### Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – All Board facilities are well maintained  
– Community Partnerships are developed

### Pride of Place Program

The Pride of Place Program will allow the school administrator to spend more time on academic issues rather than physical school issues. The school administrator will be invited to participate in the identification of the school's physical needs as well as communicate ideas from the School Council and school community.

The following categories have been identified for the Pride of Place:

1. Flooring
2. Painting – Interior
3. Painting – Exterior
4. P/A Systems and Bells
5. Lockers
6. Flag Poles
7. Fencing
8. Health & Safety, CCTV & Security Systems & upgrades
9. Signage
10. Outdoor aesthetics / landscaping
11. Curtains & Roller Blinds
12. Playground line painting
13. Basketball hoops, Triple hoops, Soccer posts
14. Lighting upgrades
15. Ceiling replacements
16. Indoor aesthetics i.e. front foyer
17. Special Education Upgrades i.e. sensory based rooms; kitchen upgrades for Life Skills program.

### Procedures

1. Facility Services will conduct a yearly audit of all Grand Erie sites. This audit shall be completed by the Maintenance Supervisor by the fall of the year. The objective of the audit will be to document and rate the building's internal and external physical conditions and to develop a priority list of Pride of Place items that could be addressed. The school administrator shall be consulted during the audit process and will have the opportunity for input and identification of school priorities. The school administrator shall be invited to accompany the supervisor completing the audit. The items on the audit list shall then be placed in priority order in consultation with the school administrator
2. Once all facility audits are complete, they shall be combined to compile a master Pride of Place list for approval by the Board having regard for the total budget provided for this purpose. When developing the master project list a number of other factors will be taken into account.
  - a. Social economic factors of the School Community
  - b. Geography – to allocate the resources across the system equitably based on need.
  - c. Proven security concerns
  - d. Ministry of Education Data Bases – ie: VFA Facility Condition Assessments
  - e. Age of the Facility.
  - f. Equity of projects approved across all schools over time.
3. Following approval by the Board, Facility Services will notify the school administrator of Pride of Place work to be carried out during the remainder of the school year. Contractors undertaking Pride of Place work will be required to carry out the work with minimal disruption / impact on the school. Where required, requests will be made to have done in the evenings and weekend.

### Community Partnership Incentive Plan – (CPIP)

CPIP provides funds to match money raised by schools from outside sources such as donations and or school fundraising activities. The funds can be used for qualifying buildings and grounds projects to a maximum of \$10,000.00 per school.

### Procedures

1. All CPIP projects shall fit into the category of either:
  - a. Projects for which the Ministry of Education does not provide funding, for example playground equipment or;
  - b. Projects which are upgrades to what the Ministry of Education funds, for example, upgrade to hardwood floors from vinyl composition tile (VCT)
2. There is a limit of matching funds capped at \$10,000.00 per school. School contributions are reduced to 1/3 for Compensatory schools identified as High Needs. (For example; an approved project for \$15,000 will require a \$5,000 contribution from the school and generate a \$10,000 CPIP grant.
3. All community partnerships shall follow the criteria established in Policy SO8 - *Community Partnerships* and maybe subject to other applicable Board policies or procedures.
4. The proposed projects must meet the normal qualifications for work that is undertaken by the annual Facility Renewal Program.
5. Invitations for application will be communicated to school administrators annually. Application forms will be included in the communication. The application must include a description of the project, the overall project budget, and the amount of community funds the school is planning to put toward the project.
6. To qualify for consideration, school principals must submit applications to their area Facility Services Maintenance Supervisor using the forms provided.
7. Facility Services will estimate project costs, perform building code compliance review, ensure compliance with all regulations and will prepare all related purchase orders.

8. Facility Services will review all properly completed applications received by the deadline communicated and will recommend a list of qualifying projects to the Board of Trustees for approval.
9. Recommended projects will be forwarded to the Board of Trustees by the Committee of the Whole meeting in February for approval.
10. Schools that have not previously received CPIP funding will be given a higher priority than schools which have benefited from the program in the last seven years.
11. Once a school's project is approved, the school must have its portion of funding deposited into a CPIP fund before May 31<sup>st</sup> of that year so Facility Services staff can commence with the project.

**Related Policy and Procedure**

- a) F3 - Capital Related Fundraising and Community Donations Policy
- b) F6 – Purchasing Policy
- c) SO8 – Community Partnerships Policy

RESCIND



**Environmental Standards for Facility Operations and Maintenance**

Board Received: May 27, 2019 Review Date: June 2023

**Policy Statement**

The Grand Erie District School Board is committed to the operation and maintenance of green and healthy equitable and accessible education facilities that contribute to a sustainable future. All facility operation and maintenance processes and procedures will consider the Board’s Environmental Standards for Facility Operations and Maintenance Guidelines which are committed to achieving green and healthy facilities.

**Accountability**

- 1. Frequency of Reports – As needed
- 2. Criteria for Success – All Board facilities are operated and maintained following the established Environmental Standards

**Procedure – Facility Operations and Maintenance**

The Grand Erie District School Board’s Environmental Standards for Operations and Maintenance illustrates the Board’s commitment to green and healthy education facilities and provides an overview of the targets and guidelines for operating our facilities in a manner that is environmentally friendly and healthy. The Environmental Standards for Facility Operations and Maintenance illustrates the Board’s commitment to green and healthy education facilities.

| Standards for Facility Operation | Standard for Facility Maintenance               |
|----------------------------------|---|
| Waste Management                 | Energy Conservation/Building Automation Systems |
| Hazardous Waste                  | Purchasing Equipment                            |
| Green Clean                      | Waste Minimization                              |
| Water Conservation               | School Ground Greening                          |
| Environmental Education          |   |

A list of action items for achieving our Environmental Standards for Facility Operations and Maintenance is attached as Appendix A and B.



## Appendix A

Guidelines for achieving our Environmental Standards for Facility Operations1.0 Waste Management

- The Grand Erie District School Board shall, where possible, aim to reduce, reuse and recycle waste materials in all departments, schools and facilities.
- The Board shall conduct waste audits at a minimum of one elementary and one secondary school each school year. Based on audit results, a reduction plan will be developed and posted at all board facilities. This is in accordance with Ontario Regulation 102/94.
- The Board will support, wherever possible, initiatives and programs to divert materials from disposal in landfills by encouraging the reuse and recycling of items. Programs such as E-waste and battery recycling are examples of these initiatives. FT112 Disposal of Surplus Damaged or Obsolete Furnishings and Equipment guides the disposal of such items.
- The Board will comply with the Waste-Free Ontario Act

2.0 Hazardous Waste

- The Grand Erie District School Board is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.
- The Board recognizes the importance of proper management and disposal of hazardous waste and compliance with legislative requirements (Ontario Environmental Protection Act), statutes, by-laws and procedures.
- Hazardous waste collection will be done each June where school staff will be responsible for completing the Hazardous Waste Inventory Forms and submitting to Facility Services.
- Examples of hazardous wastes created within our facilities include:
  - Chemicals, minerals, radioactive wastes, specimens, aged or obsolete chemicals.
  - Paints, wood, metal, chemical and construction wastes generated through technology.
  - Chemicals and supplies used in photo processing.
  - Oil, paints, solvents and lubricants used within auto technology programs.
  - Fluorescent Light tubes

3.0 Green Cleaning

- The Grand Erie District School Board is committed to using the most human and earth friendly products which leave the least negative impact on the building occupants and the environment.
- Through a management program, the Grand Erie District School Board will:
  - continue the green clean program;
  - strive to use certified green products through standards, such as: Forest Stewardship Council, EcoLogo, GreenSeal and GreenGuard;
    - For all products without green certifications, we are committed to considering and evaluating chemical contents and composition, including consideration of pH levels and raw materials used.
  - Include Green Cleaning product specifications in all requests for proposal and tenders issued for cleaning products.

#### 4.0 Water Conservation

- The Grand Erie District School Board is committed to the protection of our local watersheds and resources.
- The Board recognizes the importance of water conservation and will seek to identify opportunities to reduce water consumption while promoting efficient use of water among staff, students and school community.
- The Board is committed monitoring and measuring potable water quality and consumption. This is in accordance with Ontario Regulation 170/03 and 243/07, made under the Safe Drinking Water Act.

#### 5.0 Environmental Education

- Refer to Grand Erie District School Board's Policy SO18 - Environmental Education and Stewardship

RESCIND

## Appendix B

Guidelines for achieving our Environmental Standards for Facility Maintenance1.0 Energy Conservation/Building Automation System

- The Board will consider renewable energy options, when economically feasible, as a way to minimize the building's environmental impact.
- The Board will strive to conduct annual energy audits, which will include saving and cost Analysis. Based on audit results, a reduction plan may be developed in order to identify energy saving opportunities and trends of inefficiency. This is in accordance with the Ontario Green Energy Act.
- The Board supports the ongoing accountability and optimization of building energy performance and identifies opportunities for additional energy-saving investments through their Building Automation System (BAS).
- The Board's BAS monitors and controls the performance of mechanical equipment and major building systems, including heating, cooling, ventilation, and lighting, regulating indoor comfort and conditions during occupied and unoccupied times.
- Through the BAS, information is collected and stored in order to make informed decisions regarding the buildings operations and potential energy-savings.
- The Board supports the purchase and installation of energy-efficient equipment, where feasible.

2.0 Purchasing Equipment

- The Grand Erie District School Board's Maintenance Department is committed to adhering to Board Policy F6 - Purchasing, specifically the subsection titled *Environment Protection*.

3.0 Waste Minimization

- The Grand Erie District School Board Maintenance Department shall, where possible, aim to reduce, reuse and recycle waste materials.
- The Board is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.

4.0 School Ground Greening

- The Grand Erie District School Board will strive to provide school grounds that are safe, functional, maintainable, aesthetically pleasing and environmentally responsible.
- The Board Maintenance Department shall, where possible, partner with school's administration, staff, parents and local community to support, design and implement school ground greening projects, enhancements and rehabilitations.
- School Ground Greening projects will increase educational opportunities related to the Ontario Curriculum; encourage active, passive and learning spaces; improvements to the safety, comfort and aesthetics; and/or contribute to greening and environmental initiatives. Projects include, but are not limited to, tree planting, outdoor classrooms, shade areas/structures, creation of gardens, sports areas and passive play areas.



## PROCEDURE

## FA-003

### NAMING/RENAMING OF SCHOOLS AND FACILITIES

|  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer/<br>Family of School Superintendent | <b>Initial Effective Date:</b> 2005/09/26 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

#### Purpose:

To establish guidelines for the naming/renaming of schools and facilities.

#### Guiding Principles:

##### 1.0 Process for Naming/Renaming of Schools

- 1.1 When a name for a school is required, Grand Erie will solicit suggestions from the school's community and all stakeholder groups via standard methods of internal and external communications, i.e., requests in the media, internally to employees, to federations and union leaders, School Councils, Student Councils and the school community whose school is to be named.
- 1.2 The call for community and stakeholder suggestions will typically commence one year preceding the opening of the new school or renaming of a school.
- 1.3 Public solicitation will take no less than 60 days from the call for suggestions.
- 1.4 In considering the naming of schools, the following may apply:
  - 1.4.1 Name of street on which school is located.
  - 1.4.2 Name of district which school serves.
  - 1.4.3 Historical name applied to area in which school is located.
  - 1.4.4 Historical events.
  - 1.4.5 Geographic connections.
  - 1.4.6 Recognition of an individual for outstanding and enduring contribution to the Grand Erie educational community.
  - 1.4.7 Recognition reflective of local, provincial and national diversities to include groups in the community through an equity and diversity lens which includes those that have been historically marginalized or have experienced oppression
- 1.5 The Naming/Renaming Committee will consider suggestions received and make a recommendation through the Family of Schools Superintendent.
- 1.6 The Family of Schools Superintendent is responsible for the initial report and final report with recommendations.
- 1.7 The initial report should include the request and rationale for the naming/renaming of a school
- 1.8 The committee may include:
  - Family of Schools Superintendent,
  - up to two (2) Board of Trustees,

- the existing Administrator(s) or the Administrator(s) named when this relates to a new school build,
  - two (2) School Council/parent(s)/caregiver(s) representative(s) whose children will be attending the new school or attending the school being renamed
  - two (2) student representative(s) that will be attending the new school or attending the school being renamed
  - Additional members as the Chair of the Committee deems appropriate
- 1.9 The Family of Schools Superintendent or designate chairs the committee meeting.
- 1.10 The consultation process may include both paper and electronic (via online with language translation) submissions. All submissions will be reviewed by the committee.
- 1.11 When an individual's name is recommended as a possible school name, the name selected will be researched. If the recommendation includes an individual's name, the individual or a representative of the individual whose name is being recommended will be contacted to ensure their agreement to having their name submitted for consideration.
- 1.12 The committee will attempt to meet a maximum of two (2) times once a short list of recommended names has been identified.
- 1.13 The committee will attempt to decide on the name of the school by consensus.
- 1.14 If consensus cannot be reached and a vote is necessary, the Family of Schools Superintendent will not have a vote.
- 1.15 The final report will include why the name should be changed, a rationale for the preferred name by the committee, and how the names promote a positive and appropriate representation of Grand Erie.
- 2.0 **Naming/Renaming of Facilities**
- 2.1 The process outlined in section 1.0 above must be followed, where applicable.
- 2.2 Any proposal for a naming/renaming of a facility, will include a detailed rationale for the proposed name change and submitted to Director of Education or Superintendent of Business and Treasurer. A Superintendent will be appointed to initiate the report(s), committee, and process for the naming/renaming of a facility.
- 2.3 The committee members may include
- Superintendent(s)
  - up to two (2) Board of Trustees,
  - Administrator(s), Manager(s) or Supervisor(s), employees, students, parent(s)/caregiver(s), and community members will be invited where appropriate.

**Reference(s):**

- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)



# PROCEDURE

# FA-009

| <b>TRANSITION COMMITTEE</b>  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2009/02/23 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

### **Purpose:**

To identify the structure and responsibilities of the transition committee.

### **Guiding Principles:**

- 1.0 The Transition Committee will be comprised as follows:
  - Family of Schools Superintendent(s) - Chair of the Committee
  - Superintendent of Business and Treasurer or designate
  - Administrator(s) of the school(s) involved in a transition,
  - One (1) School Council representatives from the school(s) involved in a transition
  - One (1) Teacher from the school(s) involved in the transition
  - Student (where appropriate)
  - Additional members as the Chair of the Committee deems appropriate
  
- 2.0 The Transition Committee reviews information and provides input to the Administrator(s) and the Family of School Superintendent(s) with regards to transition matters. The committee must:
  - 2.1 Consider and review program (including Specialized Services) delivery within the context of the project.
  - 2.2 Determine the disposition of furniture and equipment in accordance with - Disposal of Surplus Furniture and Equipment Procedure (FA-021).
  - 2.3 Provide input and advice regarding the transition process as students prepare to change schools.
  - 2.4 Provide advice with regard to appropriate closing/opening ceremonies.
  
- 3.0 Senior Administration will establish a Transition Committee when:
  - 3.1 The closure of a school.
  - 3.2 A new school or an addition resulting in an increase in capacity of more than 100 students, where students are moved from one school to another that is within six months of opening
  
- 4.0 Where applicable, Senior Administration will establish a Transition Working Group when boundary reviews have been approved.
  
- 5.0 The Family of School Superintendent on the Transition Committee will prepare a summary report outlining the activities of the committee to Senior Administration.

### **Reference(s):**

- Transition Committee (FA-09)
- Disposal of Surplus Furniture and Equipment Procedure (FA-021)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)

- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)

Draft



## PROCEDURE

## FA-013

| <b>PRIDE OF PLACE AND COMMUNITY PARTNERSHIP<br/>INCENTIVE PROGRAMS</b>       |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2015/01/26 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

### **Purpose:**

To provide parameters for capital and renewal requests that are eligible under capital funding programs.

### **Guiding Principles:**

#### **1.0 Pride of Place Program**

Administrator(s) will be invited to participate in the identification of the school's physical needs as well as communicate ideas from the School Council and school community.

1.1 The following examples have been identified for the Pride of Place. This is not an exhaustive list.

- Flooring
- Painting – Interior
- Painting – Exterior
- P/A Systems and Bells
- Lockers
- Flag Poles
- Fencing
- Security Systems
- Signage
- Outdoor aesthetics/landscaping
- Curtains & Roller Blinds
- Playground line painting
- Basketball hoops, Triple hoops, Soccer posts
- Lighting upgrades
- Ceiling replacements
- Front Entrances
- Classroom upgrades

#### **1.2 Pride of Place Process**

1.2.1 Facility Services will conduct a yearly audit of all Grand Erie sites. This audit shall be completed by a Maintenance Supervisor in the fall of the current school year. The objective of the audit will be to document and rate the facility's internal and external physical conditions and to develop a priority list of Pride of Place items that could be addressed. The Administrator(s) will be consulted during the audit process and will have the opportunity for input and identification of school priorities. The Administrator(s) will be invited to accompany a Maintenance Supervisor as they complete the audit. The items on the audit list may be placed in priority order in consultation with the Administrator(s).



1.2.2 Once all facility audits are complete, they will be combined to compile a master Pride of Place list that is within the total budget approved for this purpose.

1.2.3 Pending budget approval, Facility Services will notify the Administrator(s) of the Pride of Place work to be carried out during the school year. Contractors undertaking Pride of Place work will be required to carry out the work with minimal disruption/impact on the school. Where required, requests will be made to have work done in the evenings and weekend.

2.0 **Community Partnership Incentive Plan – (CPIP)**

2.1 CPIP provides funds to match money raised by schools from outside sources such as donations and/or school fundraising activities. The funds can be used for qualifying facilities and grounds projects to a maximum of \$10,000 per school.

2.2 Pending budget approval, Facility Services will notify the Administrator(s) of the CPIP work to be carried out during the school year.

2.3 **CPIP Process**

2.3.1 All CPIP projects shall fit into the category of either:

- Projects for which the Ministry of Education does not provide funding, for example playground equipment.
- Projects which are upgrades to what the Ministry of Education funds, for example, upgrade to hardwood floors from vinyl composition tile (VCT).

2.3.2 There is a limit of matching funds capped at \$10,000 per school. Administrator(s) will be provided a mechanism to apply for reduced matching requirement and all situations will be reviewed and approved on a case-by-case basis.

2.3.3 Invitations for application will be communicated to Administrator(s) annually.

2.3.4 Facility Services will review all applications received by the deadline and will communicate a list of qualifying projects.

2.3.5 Once a project is approved, the school must have its portion of funding deposited into a CPIP account before May 31 of that year so Facility Services Department can commence with the project.

**Reference(s):**

- Capital Related Fundraising Policy (BU-03)
- Capital Related Fundraising Procedure (BU-003)
- Community Partnerships Policy (SO-08)
- Community Partnerships Procedure (SO-008)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)



## PROCEDURE

FA-014

## ENVIRONMENTAL STANDARDS FOR FACILITY OPERATIONS AND MAINTENANCE

|  |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2015/01/26 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

### Purpose

To provide guidance with respect to environmental standards for Grand Erie District School Board (Grand Erie) facilities

### Guiding Principles

The Grand Erie District School Board's (Grand Erie) Environmental Standards for Operations and Maintenance illustrates the board's commitment to green and healthy facilities and provides an overview of the targets and guidelines for operating our facilities in a manner that is environmentally friendly and healthy. The Environmental Standards for Facility Operations and Maintenance illustrates the board's commitment to green and healthy education facilities.

| Standards for Facility Operation | Standard for Facility Maintenance               |
|----------------------------------|---|
| <b>Waste Management</b>          | Energy Conservation/Building Automation Systems |
| <b>Hazardous Waste</b>           | Purchasing Equipment                            |
| <b>Green Clean</b>               | Waste Minimization                              |
| <b>Water Conservation</b>        | School Ground Greening                          |
| <b>Environmental Education</b>   |   |

A list of action items for achieving our Environmental Standards for Facility Operations and Maintenance is attached as Appendix A and B.

### Reference(s):

- Environmental Standards for Facility Operations and Maintenance Policy (FA-014)
- Disposal of Surplus Damaged or Obsolete Furnishings and Equipment Procedure (FA-012)
- *Ontario Regulation 102/94*
- *Ontario Regulation 170/03*
- *Ontario Regulation 243/07*
- *Waste-Free Ontario Act.*
- *Ontario Environmental Protection Act*
- *Safe Drinking Water Act*
- *Ontario Green Energy Act.*
- Purchasing Policy (FA-06),
- Purchasing Procedure (FA-006),

## Appendix A

**Guidelines for Achieving our Environmental Standards for Facility Operations****1.0 Waste Management**

- Grand Erie must, where possible, aim to reduce, reuse and recycle waste materials in all departments, schools and facilities.
- The board shall conduct waste audits at a minimum of one elementary and one secondary school each school year. Based on audit results, a reduction plan will be developed and posted at all board facilities. This is in accordance with *Ontario Regulation 102/94*.
- The board will support, wherever possible, initiatives and programs to divert materials from disposal in landfills by encouraging the reuse and recycling of items. Programs such as E-waste and battery recycling are examples of these initiatives. Disposal of Surplus Damaged or Obsolete Furnishings and Equipment Procedure (FA-012) guides the disposal of such items.
- The board will comply with the *Waste-Free Ontario Act*.

**2.0 Hazardous Waste**

- Grand Erie is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.
- The board recognizes the importance of proper management and disposal of hazardous waste and compliance with legislative requirements (*Ontario Environmental Protection Act*), statues, by-laws and procedures.
- Hazardous waste collection will be done each June where school employees will be responsible for completing the Hazardous Waste Inventory Forms and submitting to Facility Services.
- Examples of hazardous wastes created within our facilities include:
  - Chemicals, minerals, radioactive wastes, specimens, aged or obsolete chemicals.
  - Paints, wood, metal, chemical and construction wastes generated through technology.
  - Chemicals and supplies used in photo processing.
  - Oil, paints, solvents and lubricants used within auto technology programs.
  - Fluorescent Light tubes.

**3.0 Green Cleaning**

- Grand Erie is committed to using the most human and earth friendly products which leave the least negative impact on the building occupants and the environment.
- Through a management program, Grand Erie will:
  - continue the green clean program
  - strive to use certified green products through standards, such as: Forest Stewardship Council, EcoLogo, GreenSeal and GreenGuard
    - For all products without green certifications, we are committed to considering and evaluating chemical contents and composition, including consideration of pH levels and raw materials used.
  - include Green Cleaning product specifications in all requests for proposal and tenders issued for cleaning products

**4.0 Water Conservation**

- Grand Erie is committed to the protection of our local watersheds and resources.
- The board recognizes the importance of water conservation and will seek to identify opportunities to reduce water consumption while promoting efficient use of water among employees, students and school community.
- The board is committed monitoring and measuring potable water quality and consumption. This is in accordance with *Ontario Regulation 170/03 and 243/07*, made under the *Safe Drinking Water Act*.

**5.0 Environmental Education**

- Refer to Grand Erie's Environmental Education and Stewardship Policy (FA-14)

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## Appendix B

**Guidelines for Achieving our Environmental Standards for Facility Maintenance****1.0 Energy Conservation/Building Automation System**

- The board will consider renewable energy options, when economically feasible, as a way to minimize the building's environmental impact.
- The board will strive to conduct annual energy audits, which will include saving and cost analysis. Based on audit results, a reduction plan may be developed in order to identify energy saving opportunities and trends of inefficiency. This is in accordance with the *Ontario Green Energy Act*.
- The board supports the ongoing accountability and optimization of building energy performance and identifies opportunities for additional energy-saving investments through their Building Automation System (BAS).
- The board's BAS monitors and controls the performance of mechanical equipment and major building systems, including heating, cooling, ventilation, and lighting, regulating indoor comfort and conditions during occupied and unoccupied times.
- Through the BAS, information is collected and stored in order to make informed decisions regarding the building's operations and potential energy-savings.
- The board supports the purchase and installation of energy-efficient equipment, where feasible.

**2.0 Purchasing Equipment**

- Grand Erie's Maintenance Department is committed to adhering to Purchasing Policy and Procedure (FA-06, FA-006), specifically the subsection titled *Environment Protection*.

**3.0 Waste Minimization**

- Grand Erie's Maintenance Department must, where possible, aim to reduce, reuse and recycle waste materials.
- The board is committed to the safe and environmentally friendly management of all hazardous waste generated through curricular activities and facility processes.

**4.0 School Ground Greening**

- Grand Erie will strive to provide school grounds that are safe, functional, maintainable, aesthetically pleasing and environmentally responsible.
- Grand Erie's Maintenance Department must, where possible, partner with School's Administrator, staff, parents and local community to support, design and implement school ground greening projects, enhancements and rehabilitations.
- School Ground Greening projects will increase educational opportunities related to the Ontario Curriculum; encourage active, passive and learning spaces; improvements to the safety, comfort and aesthetics; and/or contribute to greening and environmental initiatives. Projects include, but are not limited to, tree planting, outdoor classrooms, shade areas/structures, creation of gardens, sports areas and passive play areas.



# PROCEDURE

# TR-001

| <b>INCLEMENT WEATHER</b>   |   |
|--|---|
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2006/05/29 |
| <b>Last Updated:</b> YYYY/MM/DD  | <b>Next Review Date:</b> YYYY/MM/DD       |

## Purpose

To outline Grand Erie District School Board's (Grand Erie) processes when transportation services are cancelled.

## Guiding Principles

### 1.0 Cancellation of Transportation Services

To minimize the disruption of service and possible danger on such days, the following processes will apply.

#### 1.1 Safety

1.1.1 Since determining safety under adverse weather conditions is difficult and at times subjective, Administrator(s) will inform parent(s)/caregiver(s) by the school's regular communication means, no later than November, that it is the parent's/caregiver's responsibility at all times to decide if it is safe for their child(ren) to attend school, as they would at any other time.

#### 1.2 School Zones

1.2.1 Weather conditions may require that transportation services be cancelled in specific zones. For the purpose of inclement weather decisions, Grand Erie is divided into four zones. The four zones include:

- Norfolk County (Zone 1)
- Haldimand County (Zone 2)
- County of Brant (Zone 3)
- City of Brantford (Zone 4)

The cancelled zone(s) will be posted on Grand Erie website, communicated through social media and shared with local media. School names will not be announced. The weather may cause more than one zone to be affected.

1.2.2 The zone numbers and names with the schools are listed in Appendix A. The Appendix is subject to periodic updates as required to align with school openings, closings or zone modifications.

#### 1.3 Communication

1.3.1 Zone information will be communicated to parent(s)/caregiver(s) annually.

1.3.2 Student Transportation Services Brant Haldimand Norfolk (STSBHN) will broadcast the decision to users via their subscribed notification email. Any instance of cancelled transportation services will be posted on Grand Erie's website, communicated through social media and shared with local media as soon as possible.

- 1.3.3 When transportation is cancelled before the day starts, the decision will be posted **by 6:30 a.m. where possible.**
- 1.3.4 When transportation is cancelled in any other situation e.g., early dismissal, the decision will be posted as soon as possible through the same channels.
- 1.3.5 Internal communication: the Communication and Community Relations Department will advise all employees through email of any closures.
- 1.4 **Early Dismissal for Inclement Weather**
- 1.4.1 Early dismissal will occur only in extreme circumstances. The decision to have students transported home early will be made by 12:00 noon where possible.
- 1.4.2 When it is necessary to dismiss early, parent(s)/caregiver(s) (or alternate emergency contacts) of all students where applicable, will be contacted unless the school has previously made alternate arrangements with parent(s)/caregiver(s). If no contact can be made before buses leave, students will remain at school until parent(s)/caregiver(s) have been contacted and they have made arrangements to pick up their child(ren). Adequate number of employees will remain at school to provide supervision. Administrator(s) will be responsible for developing an appropriate process for early dismissal.
- 1.5 **Cancellation of Transportation Services Only**
- 1.5.1 In the following circumstances, transportation will be cancelled (by zone) **but schools and facilities will remain open:**
- The outdoor air temperature, without wind-chill, is at or below -30 degrees Celsius, as of 5:00 AM, on the Environment Canada website in:
- Simcoe, ON for Zone 1
  - Haldimand County, ON for Zone 2
  - Brantford, ON for Zones 3 and 4
- The *Environment Canada Wind Chill Chart*, as of 5:45AM on the Environment Canada website, indicates a high risk of frostbite to occur in 10 minutes or less in:
- Simcoe, ON for Zone 1
  - Haldimand County, ON for Zone 2
  - Brantford, ON for Zones 3 and 4
- 1.6 **Cancellation of Transportation Services Triggering Closures**
- 1.6.1 Manager of Transportation or designate must gather information on road and weather conditions from various sources and contacts and assess conditions with the Superintendent of Business and Treasurer (or designate). The decision to cancel transportation services will be made by the Superintendent of Business and Treasurer and the Manager of Transportation. The decision to cancel transportation will be made when:
- The forecasted road conditions during the travel time when students are on board are believed to not allow for the safe provision of services,
  - Visibility is anticipated to be significantly impacted during the travel time when students are on board.

- 1.6.2 When transportation is cancelled, it will trigger closures and the following shall apply:
- All schools and facilities within the identified zone(s) will be closed to students and employees.
  - If a school-purpose vehicle travels through other inclement weather zones during the normal course of its route to take students to school, the school-purpose vehicle route will not operate on inclement weather bus cancellation days. Transportation will not be supplied for students attending schools outside the zone. If buses are cancelled only for a specific zone(s), anyone living in one of the cancelled zones would not have Grand Erie provided transportation, even if the school they attend is in a different zone and is open.
  - Students living in a zone where transportation has not been cancelled will not be transported into a zone where transportation has been cancelled.
  - When morning transportation has been cancelled, all transportation will be cancelled for the day.
- 1.6.3 STSBHN will make its own assessment of travel conditions for routes that travel outside of Grand Erie into neighbouring jurisdictions (i.e., Oxford County) and communicate any cancellations for these routes. The decision to cancel transportation by an adjacent school board does not pertain to Grand Erie routes.

## 2.0 Employees

- 2.1 When school transportation **is cancelled** due to inclement weather, the facilities within the designated zone(s) will be closed to students and employees.
- 2.2 When transportation is **not cancelled** within the zone in which an employee works, the following will apply:
- 2.2.1 Employee(s) are expected to make reasonable efforts to reach their assigned place of employment, using safety and common sense as the guiding criteria.
- 2.2.2 If employee(s) are unable to reach their assigned place of employment, a Leave of Absence request for 'Hazardous Weather', with an explanation will be submitted in accordance with their Collective Agreement/Terms and Conditions.
- 2.3 All employees that work the afternoon/night shift will call into the Facility Services Department at least two hours prior to the start of their shift to obtain direction on reporting to work.
- 2.4 Long-term occasional employees will not attend closed schools (but will be paid according to the per diem rate).
- 2.5 When there are closures in any of the four zones, employees will be notified of the status of any scheduled training session and meetings.

### Reference(s):

- Inclement Weather Policy (TR-01)
- Environment Canada Wind Chill Chart



| <b>GRAND ERIE DISTRICT SCHOOL BOARD INCLEMENT WEATHER ZONES</b>  |  |  |  |
|--|--|--|--|
| <b>Zone 1 - Norfolk County</b>   | <b>Zone 2 - Haldimand County</b>   | <b>Zone 3 - County of Brant</b>  | <b>Zone 4 - City of Brantford</b>  |
| <b>Elementary Schools</b>  | <b>Elementary Schools</b>  | <b>Elementary Schools</b>  | <b>Elementary Schools</b>  |
| Bloomsburg Public School<br>Boston Public School<br>Courtland Public School<br>Delhi Public School<br>Elgin Avenue Public School<br>Houghton Public School<br>Lakewood Elementary School<br>Langton School<br>Lynndale Heights Public School<br>Port Rowan Public School<br>Teeterville Public School<br>Walsh Public School<br>Waterford Public School<br>West Lynn Public School | Caledonia Centennial Public School<br>Hagersville Elementary School<br>J. L. Mitchener Public School<br>Jarvis Public School<br>Mapleview Elementary School<br>Oneida Central Public School<br>Rainham Central School<br>River Heights School<br>Seneca Central Public School<br>Thompson Creek Elementary School<br>Walpole North Elementary School | Burford District Elementary School<br>Cobblestone Elementary School<br>Glen Morris Central Public School<br>Mt. Pleasant School<br>North Ward School<br>Oakland-Scotland Public School<br>Onondaga-Brant Public School<br>Paris Central Public School<br>St. George-German Public School | Agnes G. Hodge Public School<br>Banbury Heights School<br>Bellview Public School<br>Branlyn Community School<br>Brier Park Public School<br>Cedarland Public School<br>Centennial-Grand Woodlands School<br>Central Public School<br>Echo Place School<br>École Confédération<br>École Dufferin<br>Edith Monture Elementary School<br>Graham Bell-Victoria Public School<br>Grandview Public School<br>Greenbrier Public School<br>James Hillier Public School<br>King George School<br>Lansdowne-Costain Public School<br>Major Ballachey Public School<br>Prince Charles Public School<br>Princess Elizabeth Public School<br>Russell Reid Public School<br>Walter Gretzky Elementary<br>Woodman-Cainsville School |
| <b>Secondary Schools</b>   | <b>Secondary Schools</b>   | <b>Secondary Schools</b>   | <b>Secondary Schools</b>   |
| Delhi District Secondary School<br>Simcoe Composite School<br>Valley Heights Secondary School<br>Waterford District High School  | Cayuga Secondary School<br>Dunnville Secondary School<br>Hagersville Secondary School<br>McKinnon Park Secondary School  | Paris District High School   | Brantford Collegiate Institute & Vocational School<br>GELA – City Centre<br>GELA – Rawdon Street<br>GELA – Tollgate Campus<br>North Park Collegiate & Vocational School<br>Pauline Johnson Collegiate & Vocational School<br>Tollgate Technological Skills Centre  |
| <b>Grand Erie Administration Facilities</b>  | <b>Grand Erie Administration Facilities</b>  | <b>Grand Erie Administration Facilities</b>  | <b>Grand Erie Administration Facilities</b>  |
| Norfolk School Support Centre  | Haldimand School Support Centre  |  | Education Centre<br>Facilities Services<br>Joseph Brant Learning Centre<br>Teacher Resource Centre   |