

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Monday, November 20, 2017, at 7:00 p.m.**

AGENDA

Call to Order

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Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance (30 minutes)

- 01** Review of Board Policy 3002 – Elementary School Size & Configuration (MG)
- 05** Review of Board Policy 3003 – Trustee Professional Development
- 09** Review of Board Policy 4012 – School Attendance Areas (MG)
- 13** Review of Board Policy 4013 – Secondary Schools (MG)
- 17** Review of Board Policy 4018 – Fraud Managements (MG)
- 23** Review of Board Policy 2010 – Assessment, Evaluation & Reporting (AM)

Reports

- 25** Ad Hoc New School Naming Committee Report Trustee C. Waterfall
- 29** Ad Hoc Code of Conduct Policy Committee Draft Report Trustee C. Millar
Staff Report on Integrated Drug Strategy (Opioid Response) J. Bryant
- 48** Amended Motion on Opioid Crisis Policy – October 23, 2017, Committee of the Whole
- 49** Motion from Trustee C. Watson on Amendments to Board Policy 6000 Safe Schools

Staff and Board Reports

Question Period (10 minutes)

Future Agenda Items (Notices of Motion to be referred to Agenda Development Committee)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie.Reidel@wrdsb.on.ca



ELEMENTARY SCHOOL SIZE AND CONFIGURATION

Legal References:

Related References: *Good Schools Standing Committee Report, May 17, 2007*
Board Policy 1011 – Facility Partnerships
Board Policy 4000 – Pupil Accommodation Review
Administrative Procedure 4991 – Boundary Studies

Effective Date: *June, 2010*

Revisions: *January 2015*

Reviewed:

1. Preamble

- 1.1 The Waterloo Region District School Board (the “Board”) believes that elementary schools should be welcoming and secure places, supporting all learners, and helping students to achieve success within an operation and organizational framework that is efficient and effective.
- 1.1.1 The Board believes that school size (enrolment) and elementary program configuration contribute to achieving these outcomes.
- 1.2 The Waterloo Region District School Board supports all elementary school configurations (e.g., JK-5, JK-6, JK-8, 6-8, and 7-8) and this will continue where necessary.
- 1.3 The Waterloo Region District School Board prefers a JK-8 elementary school configuration to meet curriculum and development needs, but acknowledges possible alternatives necessary to address:
- geographical community connections and access;
 - existing facilities;
 - student learning opportunities;
 - community growth patterns;
 - funding, including partnership opportunities.

2. Policy

- 2.1 It is the policy of the Waterloo Region District School Board to use the following guiding principles when building new elementary facilities or additions, and as considerations in Pupil Accommodation Reviews and Boundary Studies:
- 2.1.1 Planning for elementary school configurations will consider the following:
- A minimum of two (2) classes per grade in Junior Kindergarten to Grade 6 to support professional learning communities;
 - More than two (2) classes per grade in Grades 7 and 8 to support program;

- Minimize the number of schools with Full-Time Equivalent enrolments greater than 700 students wherever possible;
 - Minimize the transition of elementary students between schools where practical.
- 2.1.2 JK-8 facilities will preferably have a built capacity of between 500 and 700 students;
- 2.1.3 JK-6 facilities will preferably have a built capacity of between 350 and 525 students;
- 2.1.4 JK-6 facilities will be designed to accommodate future expansion to accommodate a JK-8 configuration where practical;
- 2.1.5 Recognition that existing senior elementary school (e.g., Grade 7 and 8) configurations are providing excellent learning opportunities and some may continue to operate for the foreseeable future.
- 2.1.6 That the needs of the early adolescent learners are met through the design and operation of new JK-8 facilities and by operating existing Grade 7 and 8 facilities through lessening the number of daily student/teacher contacts.
- 2.1.7 That each elementary school configuration has high academic and behavioural expectations.
- 2.1.8 The boundaries of higher grade schools should encompass the complete boundaries of their respective feeder schools.



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TRUSTEE PROFESSIONAL DEVELOPMENT

Legal References:	<i>Education Act, Section 171(1)17: Powers of Boards – Membership Fees and Travelling Expenses</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines;</i> <i>Ministry Memo 2009:B8 – Trustee Expense Guideline</i>
Related References:	<i>Board Policy 3001 – Travel, Meals and Hospitality Expenditures – Trustees</i> <i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</i> <i>FS-07-AS5 – Request for Expense Reimbursement</i> <i>HR-99-300 - Request for Staff Development Funds</i>
Effective Date:	<i>January 25, 2010</i>
Revisions:	<i>January 12, 2015, June 13, 2016</i>

1. Trustee Professional Development

- 1.1 It is the policy of the Waterloo Region District School Board (Board) to support and encourage the attendance of trustees at conferences, conventions, seminars and courses of an educational nature, in accordance with the regulations governing this policy, subject to budget limitations established by the Board, in recognition of the benefits of providing opportunities for Board members to gain greater depth of knowledge and experience relative to their responsibilities.

2. Guidelines

- 2.1 A trustee professional development budget shall be established annually by the Board.
- 2.2 Trustees may not attend more than one out-of-province professional development activity per year.
- 2.3 No more than three trustees may attend the same out-of-province professional development activity.
- 2.4 In the event that more than three trustees apply to attend the same out-of-province professional development activity, a special committee consisting of the Chairperson and two trustees to be appointed by the Board would make the determination in accordance with the regulations. The Committee will give consideration to Board or Committee members having a special interest in the topic(s) being covered during the professional development activity and to the order in which applications were received.
- 2.5 The Board will pay expenses in connection with the attendance by a trustee at an approved professional development activity in accordance with Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.
- 2.6 A “Request for Staff Development Funds” form (HR-99-300) must be completed and submitted to the Chairperson for approval prior to attending the professional development activity.
- 2.7 Supporting vouchers and receipts for expenses incurred under these regulations must be submitted to the Chairperson's Office on a Request for Reimbursement of Expenses Form (FS-07-AS5).

- 2.8 Trustees whose expenses are being paid by another sponsoring organization will not be reimbursed under the policy and regulations.
- 2.9 Trustees attending a professional development activity under this policy and its regulations must complete a written report attached to the Request for Reimbursement of Expenses Form. The conference report will be posted on the Board website quarterly providing information about the experience and how it contributed to their position as Trustee, as well as to education in the Board while supporting the strategic plan.



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SCHOOL ATTENDANCE AREAS

Legal References:	<i>Education Act, S171.1.7 Planning Act</i>
Related References:	<i>Administrative Procedure 1010- Junior and Senior Kindergarten Registration Administrative Procedure 1030 Boundary Requests – Secondary Schools Administrative Procedure 1040 Boundary Requests – Elementary Schools Administrative Procedure 1035- Grade 8 to 9 Transfer Administrative Procedure 4260- Student Transportation Administrative Procedure 4991- Boundary Studies Administrative Procedure 4992- Temporary Accommodation for Dev. Areas Administrative Procedure 4860- Pupil Accommodation Review Board Policy 4000 – Pupil Accommodation Review</i>
Effective Date:	<i>November 28, 2005</i>
Revisions:	<i>June 16, 2014</i>
Reviewed:	<i>February 22, 2016</i>

1. Preamble

- 1.1 It is the mandate of the Waterloo Region District School Board (Board) to provide school accommodation for qualifying resident pupils within its jurisdiction.
- 1.2 The Board believes that effective public education requires active co-operation between students, parents, staff, Trustees and the community and is therefore committed to providing opportunities for input into decisions regarding changes to school attendance areas.
- 1.3 The Board believes that students should attend the school in their designated attendance area, unless otherwise granted an exemption in accordance with established policies and procedures (refer to Administrative Procedures 1030, 1035 and 1040).

2. Responsibilities

It is the responsibility of the Waterloo Region District School Board to:

- 2.1 Determine the number of schools in the district, as well as the grade profile and attendance area for each school in the district;
- 2.2 Organize attendance areas to make efficient and economical use of the Board's facilities, programs, resources and staff;
- 2.3 Regularly review school attendance areas to maintain a viable and efficient school system.

3. Changes to School Attendance Areas

It is the policy of the Waterloo Region District School Board that:

- 3.1 Adjustments to school attendance areas may be required when the Board closes a school, alters grades within or between schools, or opens a new school. Adjustments may also be required in order to address enrolment related accommodation issues.

- 3.2 Historical agreement areas with other school boards will be recognized when considering changes to school attendance areas.
- 3.3 Affected families in school attendance areas shall be consulted prior to any Board decision of adjustments to school attendance areas.
- 3.4 New school attendance areas or changes to existing attendance areas will consider appropriate planning criteria, as outlined in Administrative Procedure 4991 – Boundary Studies.
- 3.5 The Board of Trustees will make the final decision regarding changes to school attendance areas.

4. Exceptions

- 4.1 The creation or modification of attendance areas for specialized programs or the establishment of temporary attendance areas to accommodate development areas shall be addressed in accordance with established procedures, and may not necessarily adhere to the provisions outlined herein.



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BOARD POLICY 4013 SECONDARY SCHOOLS

Legal References:

Related References: *Board Policy 4009- Student Transportation*
Administrative Procedure 4260- Student Transportation
Board Policy 4012- School Attendance Areas
Administrative Procedure 1030- Boundary Requests- Secondary Schools

Effective Date: *February 2012*

Revisions: *May 2012*

Reviewed: *April 13, 2015, November 16, 2015*

1. Preamble

- 1.1 The Waterloo Region District School Board (Board) believes that secondary schools should be welcoming and secure places, supporting all learners, and helping students succeed within an operational framework that is efficient, within the natural boundary wherever possible.

2. Secondary Schools

- 2.1 Therefore, it is the policy of the Board to use as a guideline the following principles to support its vision of secondary schools:
- 2.1.1 Secondary school boundaries should reflect a natural area around the facility that optimizes the number of students that can walk to school;
- The natural area around a school is understood to encompass those areas that are within walking distance; where this does not apply, the natural boundary will be understood to reflect a balance between Board needs and the local neighbourhoods that identify with that school
- 2.1.2 The linkages between senior elementary programs and secondary schools should be clear, and the transition to secondary school should as much as possible avoid splitting students between schools;
- 2.1.3 Every student should have the opportunity to attain an Ontario Secondary School Diploma (OSSD) through a variety of core program pathways at their home secondary school;
- Every school should offer a mandatory course list and perform a periodic review of this list;
 - There should be the provision of funding and resources required to deliver, at a minimum, the list of mandatory courses.
- 2.1.4 The placement of System Designated Specialized Programs will be considered in lieu of physical boundary changes to support a balanced demographic within the school;
- A System Designated Specialized Program is commonly referred to as a "magnet" and is intended to meet the needs of a unique group of students. Each System Designated Specialized (Magnet) Program consists of a series of interconnected courses that provide students with a particular focus based on their interests and diverse abilities.

- A System Designated Specialized (Magnet) Program is established following a system identification and designation process. This process considers many factors including a focus on long term sustainability and appropriate allocation, and effective utilization of resources, expertise and facilities.
 - A System Designated Specialized (Magnet) Program optimize learning and achievement for all students at specific school sites without detracting from the viability of programming at other sites or the educational experiences of students enrolled elsewhere throughout the system
 - Students are permitted to attend a school outside their designated home school boundary to participate in a System Designated Specialized (Magnet) Program provided they meet appropriate criteria for participation in the program.
 - The movement of a System Designated Specialized (Magnet) Programs will be considered to achieve balanced enrolment in areas that are under growth pressures from within the natural area around the school
- 2.1.5 The size of secondary schools needs to support the delivery of a core program, including a variety of pathways for students. This is typically achieved within a range of 800 to 1400 pupil places, with a target size of 1,100 students per school, but successful secondary schools can exist outside of these limits by utilizing alternative delivery methods (e.g., e-learning, Independent Learning Centre (ILC) materials);
- 2.1.6 Decisions regarding new school construction, additions, portables, upgrades and/or boundary changes should support the efficient utilization of overall accommodation capacity within the board;
- 2.1.7 When considering any of the above noted actions, public consultation should be undertaken in accordance with Board policy.



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FRAUD MANAGEMENT

Legal References: *Criminal Code of Canada*

Related References: *Board Policy 6001 – Code of Conduct*
Board Policy 4016 – Business Complaint Policy
Administrative Procedure 4315 – Fraud Management
Administrative Procedure 4310 – Total Integrity Plan (The TIP Line)
Administrative Procedure 4360 – Principles of Business Conduct for Board Employees
Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures
Administrative Procedure 3760 – Progressive Discipline
Administrative Procedure 4070 – Responsible Use Procedure for Information Communication and Collaboration Technologies

Effective Date: *March 2013*

Revisions: *June 15, 2015, May 30, 2016*

Reviewed:

1. Preamble

- 1.1 The purpose of this policy is to set out the process to be followed for the identification, investigation, escalation and reporting of fraud at the Waterloo Region District School Board (Board).
- 1.2 This policy applies to trustees, employees and all organizations that do business with the Board.

2. Roles and Responsibilities

- 2.1 The Director of Education, in collaboration with the Superintendent, Business Services and Treasurer of the Board, is authorized to provide the administrative procedures necessary to implement this policy.

3. Principles

- 3.1 Fraud and the material misstatement of financial information can have a significant adverse effect on the Board's public image, reputation and its ability to achieve its strategic objectives.
- 3.2 The policy is intended as a means to increase awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence and detection.
- 3.3 The Board is committed to protecting its revenue, property, proprietary information and other assets. The Board will not tolerate any misuse or misappropriation of those assets.
- 3.4 The Board will make every reasonable effort to protect itself against fraud, and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.

- 3.5 The Board will provide the necessary information and training to ensure that staff is familiar with the types of improprieties that might occur within the workplace and be alert for any indications of such conduct.
- 3.6 Provided there are reasonable grounds, the Board shall investigate any and all incidents of suspected or alleged acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such an alleged incident.
- 3.7 When a fraud is substantiated by the investigation, appropriate disciplinary action shall be taken, up to and including dismissal.
- 3.8 In the event that fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers.
- 3.9 In the event of criminal misconduct, the police shall be notified, as appropriate.

4. Definitions

- 4.1 Fraud is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves wilful misrepresentation or deliberate concealment of material facts.
- 4.2 Types of fraud may include, but are not limited to, the following:
 - 4.2.1 Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
 - 4.2.2 Forgery or alteration of cheques or other banking documents and records.
 - 4.2.3 Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.
 - 4.2.4 Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes, in violation of Administrative Procedure 4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies.
 - 4.2.5 Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board.
 - 4.2.6 The unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes.
 - 4.2.7 Misuse or abuse of authority in the context of purchasing goods or services.
 - 4.2.8 False claims for grants, contributions or any program/service payments, including refunds and rebates.
 - 4.2.9 Seeking or accepting anything of material value from vendors of the Board in violation of the conflict of interest provisions in Administrative Procedure 4360 – Principles of Business Conduct for Board Employees or Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.

5. Requirements

- 5.1 Duty to Report Suspicion of Fraud
 - 5.1.1 Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible.
 - 5.1.2 Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee must notify their supervisor's superior.
 - 5.1.3 Upon notification from an employee of a suspected fraud, the supervisor shall notify Review Services immediately.
 - 5.1.4 Where the person reporting the suspicion of fraud is not satisfied that their suspicion will be investigated they must contact one of the following:

- 5.1.4.1 Review Services;
 - 5.1.4.2 Superintendent, Business Services and Treasurer of the Board; or
 - 5.1.4.3 File a complaint using the TIP Line [see Administrative 4310 – Total Integrity Plan (The TIP Line)].
 - 5.1.5 Where an employee or other person suspects a member of Senior Staff of fraud, the employee must notify the Director of Education directly.
 - 5.1.6 Where the Director of Education is suspected of fraud, the employee must notify the Chair of the Board.
 - 5.1.7 Where a Trustee is suspected of fraud, the employee must notify the Director of Education or the Superintendent, Business Services & Treasurer of the Board.
- 5.2 Investigation of Suspicions or Allegations of Fraud
- 5.2.1 Responsibility for ensuring all reported allegations of fraud are investigated rests with the Director of Education, through the Superintendent, Business Services & Treasurer of the Board, or the Superintendent, Human Resource Services, as appropriate.
 - 5.2.2 Where a suspected fraud is of a material amount the Director of Education and the Superintendent, Business Services & Treasurer of the Board shall inform the Chair of the Audit Committee. They shall ensure that all instances of alleged or suspected fraud are appropriately investigated.
 - 5.2.3 The Director of Education and the Superintendent, Business Services & Treasurer of the Board may, involve the services of the Manager of Review Services or the Regional Internal Audit Manager, where appropriate. Similarly, the Board may involve forensic consultants and Board legal counsel.
 - 5.2.4 Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
 - 5.2.5 All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.
- 5.3 Whistleblower Protection
- 5.3.1 Protection from Reprisal – This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.
 - 5.3.2 Acting in Good Faith – In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.



FRAUD MANAGEMENT

Legal References: *Criminal Code of Canada*

Related References: *Board Policy 6001 – Code of Conduct*
Board Policy 4016 – Business Complaint Policy
Administrative Procedure 4315 – Fraud Management
Administrative Procedure 4310 – Total Integrity Plan (The TIP Line)
Administrative Procedure 4360 – Principles of Business Conduct for Board Employees
Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures
Administrative Procedure 3760 – Progressive Discipline
Administrative Procedure 4070 – Responsible Use Procedure for Information Communication and Collaboration Technologies

Effective Date: *March 2013*

Revisions: *May 30, 2016, **November 20, 2017***

Reviewed:

1. Preamble

- 1.1 The purpose of this policy is to set out the process to be followed for the identification, investigation, escalation and reporting of fraud at the Waterloo Region District School Board (Board).
- 1.2 This policy applies to trustees, employees and all organizations that do business with the Board.

2. Roles and Responsibilities

- 2.1 The Director of Education, in collaboration with the **Coordinating** Superintendent, Business Services & Treasurer of the Board, is authorized to provide the administrative procedures necessary to implement this policy.

3. Principles

- 3.1 Fraud and the material misstatement of financial information can have a significant adverse effect on the Board's public image, reputation and its ability to achieve its strategic objectives.
- 3.2 The policy is intended as a means to increase awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence and detection.
- 3.3 The Board is committed to protecting its revenue, property, proprietary information and other assets. The Board will not tolerate any misuse or misappropriation of those assets.
- 3.4 The Board will make every reasonable effort to protect itself against fraud, and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.

- 3.5 The Board will provide the necessary information and training to ensure that staff is familiar with the types of improprieties that might occur within the workplace and be alert for any indications of such conduct.
- 3.6 Provided there are reasonable grounds, the Board shall investigate any and all incidents of suspected or alleged acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such an alleged incident.
- 3.7 When a fraud is substantiated by the investigation, appropriate disciplinary action shall be taken, up to and including dismissal.
- 3.8 In the event that fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers.
- 3.9 In the event of criminal misconduct, the police shall be notified, as appropriate.

4. Definitions

- 4.1 Fraud is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves wilful misrepresentation or deliberate concealment of material facts.
- 4.2 Types of fraud may include, but are not limited to, the following:
 - 4.2.1 Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
 - 4.2.2 Forgery or alteration of cheques or other banking documents and records.
 - 4.2.3 Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.
 - 4.2.4 Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes, in violation of Administrative Procedure 4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies.
 - 4.2.5 Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board.
 - 4.2.6 The unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes.
 - 4.2.7 Misuse or abuse of authority in the context of purchasing goods or services.
 - 4.2.8 False claims for grants, contributions or any program/service payments, including refunds and rebates.
 - 4.2.9 Seeking or accepting anything of material value from vendors of the Board in violation of the conflict of interest provisions in Administrative Procedure 4360 – Principles of Business Conduct for Board Employees or Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.

5. Requirements

- 5.1 Duty to Report Suspicion of Fraud
 - 5.1.1 Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible.
 - 5.1.2 Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee must notify their supervisor's superior.
 - 5.1.3 Upon notification from an employee of a suspected fraud, the supervisor shall notify Review Services immediately.
 - 5.1.4 Where the person reporting the suspicion of fraud is not satisfied that their suspicion will be investigated they must contact one of the following:

- 5.1.4.1 Review Services;
 - 5.1.4.2 **Coordinating** Superintendent, Business Services and Treasurer of the Board; or
 - 5.1.4.3 File a complaint using the TIP Line [see Administrative 4310 – Total Integrity Plan (The TIP Line)].
 - 5.1.5 Where an employee or other person suspects a member of Senior Staff of fraud, the employee must notify the Director of Education directly.
 - 5.1.6 Where the Director of Education is suspected of fraud, the employee must notify the Chair of the Board.
 - 5.1.7 Where a Trustee is suspected of fraud, the employee must notify the Director of Education or the **Coordinating** Superintendent, Business Services & Treasurer of the Board.
- 5.2 Investigation of Suspicions or Allegations of Fraud
- 5.2.1 Responsibility for ensuring all reported allegations of fraud are investigated rests with the Director of Education, through the **Coordinating** Superintendent, Business Services & Treasurer of the Board, or the **Coordinating** Superintendent, Human Resource Services, as appropriate.
 - 5.2.2 Where a suspected fraud is of a material amount the Director of Education and the **Coordinating** Superintendent, Business Services & Treasurer of the Board shall inform the Chair of the Audit Committee. They shall ensure that all instances of alleged or suspected fraud are appropriately investigated.
 - 5.2.3 The Director of Education and the **Coordinating** Superintendent, Business Services & Treasurer of the Board may, involve the services of the Manager of Review Services or the Regional Internal Audit Manager, where appropriate. Similarly, the Board may involve forensic consultants and Board legal counsel.
 - 5.2.4 Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
 - 5.2.5 All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.
- 5.3 Whistleblower Protection
- 5.3.1 Protection from Reprisal – This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.
 - 5.3.2 Acting in Good Faith – In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.



Waterloo Region
District School Board

Board Policy 2010

ASSESSMENT, EVALUATION AND REPORTING

Legal References:

Related References: *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools 2010*
 Assessment, Evaluation and Reporting Handbook Grades 9 - 12, 2013, WRDSB
 Administrative Procedure 1660 – Assessment, Evaluation and Reporting – Grades 7 – 12
 Administrative Procedure 1670 – Effective Use of Diagnostic Assessments
 WRDSB Board Improvement Plan for Student Achievement (BIPSA)

Effective Date: *September 2011*

Revisions: *April 20, 2015, June 13, 2016*

Reviewed:

1. Preamble

The Waterloo Region District School Board believes that effective assessment, evaluation and reporting practices:

- 1.1 optimize learning, well-being, and achievement for all;
- 1.2 are fair, transparent, inclusive and equitable;
- 1.3 promote clear and common understandings among teachers and students of what students need to know and be able to do;
- 1.4 are ongoing and varied in nature, and provide multiple opportunities for students to demonstrate learning over a period of time and in a variety of ways;
- 1.5 relate to the curriculum expectations and, as much as possible, incorporate the interests and learning styles of all students;
- 1.6 provide descriptive feedback that is clear, meaningful, and timely;
- 1.7 identify next steps for learning on a continuing basis;
- 1.8 develop students' self-assessment skills enabling them to assess their own learning, set specific goals and plan for future learning;
- 1.9 communicate to students and parents/guardians information about student progress toward meeting learning goals and next steps for learning in a meaningful way at appropriate intervals;

These beliefs serve as a foundation for all practices related to assessment, evaluation and reporting.



ASSESSMENT, EVALUATION AND REPORTING

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Report to Committee of the Whole

November 20, 2017

Subject: New school naming - Southwest Kitchener Elementary School

Recommendation

The ad-hoc school naming committee recommend that trustees select one of the following shortlisted names for the new Southwest Kitchener Elementary School:

- *Huron Trail Public School*
- *Levi Carroll Public School*
- *Janet Metcalfe Public School*

Status

The new school name ad hoc committee reviewed suggestions received from public consultation and has shortlisted the following names:

- Huron Trail Public School
 - A member of the public wrote: “With the close by Huron Natural Area, I think the school will enjoy hikes and trips to the park all year round. It’s a great way for the kids to connect to nature that’s right there in their own backyard.”
- Levi Carroll Public School
 - Levi Carroll was one of the first black settlers in Waterloo region. A former slave who escaped the United States for Canada, he occupied what was once the first ever schoolhouse in the region - a log cabin now located in Waterloo Park where it is a protected heritage landmark. A [2011 story in the Waterloo Region Record](#) paints a story of his life, though little is known about him or his life.
- Janet Metcalfe Public School
 - Janet Metcalfe was Canada’s first-ever public school Kindergarten teacher at Central Public School in Kitchener in 1882, later renamed Suddaby Public School. She later became Principal of Margaret Avenue Public School. She worked as an educator in Waterloo region for 31 years and was known at the time of her death in 1935, aged 82, as one of the pioneers of kindergarten education in Ontario. Records indicate that her work alongside Jeremiah Suddaby on early kindergarten education played a major role in understanding the principles and practise of education in the late 19th Century.

A full list of name suggestions received is at Annex A.

The ad-hoc committee reflected Janet Metcalfe Public School uniquely demonstrates the innovative spirit of our school district and honours an individual who made a crucial, though hitherto overlooked, contribution to education in Waterloo region and across Canada.

Trustees will wish to note that the committee received a petition signed by around 1,500 people in Waterloo Region and more than 2,000 people from around the world calling for us to name the school after Nikola Tesla. While the committee acknowledged the achievements of Mr. Tesla, the committee felt that the petitioners were unable to demonstrate a strong local connection between Waterloo region and Mr. Tesla.

Background

A new school provides a focal point for a community. School names typically reflect the community they serve and tend to be named after notable community members, or for nearby geographical or historical characteristics. As such, seeking input from our students, staff and the public offers the opportunity to engage with the new school community early in the process of building a new school.

We asked community members to submit their suggestions for the new school online in October. We received more than 190 suggestions. The ad hoc committee met on Friday, November 11, 2017 to review input from the community and to develop the shortlist of names.

The ad hoc committee members were:

- Trustee Martin
- Trustee Smith
- Trustee Waterfall (Chair)
- Janet Hale (Principal)
- Nick Manning

Our procedure for naming new schools says that facilities must be named in accordance with one or more of the following criteria:

- a historical name which once applied to the area where the facility is located;
- after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or country;
- generally, facilities named after a person(s) is done posthumously;
- the name of a geographic area which the facility will serve;
- the name of the street on which the facility is located.

Financial implications

No financial implications.

Communications

We will inform the WRDSB community of the new school name online and with a letter to parents at affected schools.

Prepared by: Trustee Waterfall, ad hoc school naming committee chair
in consultation with Coordinating Council

ANNEX A: List of names submitted/considered (alphabetical)

Ackerbau	Henrietta M. Edwards	New Berlin
Albert Einstein Imagination	Heritage Park	Nikola Tesla
Arthur Hewitt	Heritage	Nyle Ludolph
Asriel Dreemurr	Hewitt Hamlet	One World
Axel	Hewitt	Orr
Bauer Rosenberg	Homestead Heights	Pat Doherty
Berlin	Huron	Rhubarb
Bridges	Huron Trail	Roberta Bondar
C. Zehr	Iroquois Path	Rose Stead
Confederation	J.S Bach	Rosenberg
Cow Grazers	Jane Jacobs	Rosenburg Fields
Cultivating Hills	Janet Metcalfe	Rosewood
Darmstadt	Joseph Schneider	Sam Hyde
Darryl Sittler	Justin Trudeau	Sarah Martin
Dave (Doc) Schlei	Khan	Sea west
David Susuki	King James	Seaberg
Diana, Princess of Wales	Kurt Boese	Seabrook
Don Pickett	Lester B Pearson	Sesquicentennial
Elizabeth Witmer	Levi Carroll	Sripadh Puligilla
Emily Murphy	Lincoln M Alexander	Studiman
Farmstead	Ludolph Park	Terry Fox
Fieldstone	Lyle Ludolph	Tranquil
Fischuron	M.A. Rosenberg	Trillum
George Edward Martin	Malcolm Gladwell	Trout
Glencairn 2	Marathon Of Hope	Trudeau
Goldsworthy	Marie Lacoste	Trussler
Gord Downie	Menno Fields	Ubuntu
Grazing Cattle	Milt Schmidt	West Woods
Guru Nanak	Morley Fields	Wildflower Field
Harmony	Morley Meadows	Wildflower Woods
Harriet Tubman	Morley Rosenberg	Wildflowers
Harvest Rose	Nathan Cirillo	Zedong
Henhoeffer	Nellie L. McClung	



Report to Committee of the Whole

November 20, 2017

Subject: Ad-Hoc Committee - Trustee Code of Conduct G201 Report

Recommendation

That the Waterloo Region District School Board approve the revised Board Policy G201 - Trustee Code of Conduct; and

That an Ad-Hoc Committee be struck to investigate the option of moving to a third party in conducting formal inquiries related to the Board Policy G201 – Trustee Code of Conduct.

Status

The Ad-Hoc Committee commenced work January 2017. Over the next 10 months the Committee worked through the steps to review and make recommendations for amendments to Board Policy G201 – Trustee Code of Conduct. It became clear to the Ad-Hoc Committee that an interim revised policy would be needed as the Terms of Reference did not permit the committee to fully revise Board Policy G201 to the extent that it would like to propose. As a result, the Ad-Hoc Committee agreed that there needs to be the creation of another Ad-Hoc Committee to review additional amendments to Board Policy G201 – Trustee Code of Conduct, not anticipated and/or included in this Ad-Hoc Committee's Terms of Reference.

The proposed revised Board Policy G201- Trustee Code of Conduct can found as Appendix A.

Terms of Reference for the requested creation of a new Ad-Hoc Committee are attached as Appendix B.

Background

At the Committee of the Whole Meeting of December 12, 2016, Trustees unanimously approved a motion by Trustee N. Waddell, supported by Trustees T. Martin, M. Ramsay and C. Watson, recommending the Waterloo Region District School Board of Trustees form an Ad-Hoc Committee for the purpose of reviewing and providing recommendations for amendments to Governance Policy G201 – Trustee Code of Conduct.

On January 16, 2017 the revised Terms of Reference for the Ad-Hoc Committee to Review the Trustee Code of Conduct were made available to the board.

An Ad-Hoc Committee was struck and the current membership includes:

- Trustee C. Millar (Chairperson)
- Trustee M. Ramsay

- Trustee N. Waddell
- Trustee C. Waterfall
- Michael Weinert, Coordinating Superintendent of Human Resource Services
- Jayne Herring, Manager of Corporate Services

As the Ad-Hoc Committee began to review the policy, it also included in its review a variety of materials including, but not limited to:

- Code of Conducts from other school boards
- Ontario Public School Boards Association's guidelines, templates and best practices for Trustee Code of Conducts
- Comments from the Office of the Ombudsman

Financial implications

No financial implications at this time.

Communications

Once approved by the board, the revised Board Policy G201 -Trustee Code of Conduct will be made available on the board website.

Prepared by: Stephanie Reidel, Manager of Corporate Services
on behalf of Trustee C. Millar and the Ad-Hoc Trustee Code of
Conduct Review Committee in consultation with Coordinating Council.



Waterloo Region
District School Board

Board Policy G201

TRUSTEE CODE OF CONDUCT

Legal References:	<i>Education Act: 2009, Sections 209.1; 218.1-218.3; Municipal Freedom of Information and Protection of Privacy Act. Municipal Conflict of Interest Act</i>
Related References:	Bill 177
Effective Date:	<i>October 29, 2012</i>
Revisions:	<i>November 20, 2017</i>
Reviewed:	<i>December 8, 2014</i>

Purpose

A trustee holds an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

A Code of Conduct contributes to confidence in public education and respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours.

Trustees are responsible for upholding our Commitments and the Strategic Priorities and Outcomes of the Waterloo Region District School Board.

Application

This Code of Conduct and the enforcement procedures apply to all trustees of the Board, including the Chairperson of the Board of the Board.

Definitions

In this policy,

Board means the Board of Trustees of the Waterloo Region District School Board.

Decorum means conducting oneself in a dignified manner and observing the requirements of polite society.

Detriment pertains to loss, damage or financial disadvantage to the assets of the Waterloo Region District School Board

Dignity means bearing, conduct or speech that demonstrates respect for self and others as well as an appreciation of the formality or gravity of an occasion or situation.

Fiduciary duty means legal responsibility for what belongs to another, that is, trusteeship.

Formal Review Process means the process whereby a written, signed complaint of an alleged breach is formally investigated and a written report has been provided to the Board.

In Camera Meeting under the *Education Act* provides that a meeting of the board may be closed to the public and the media when matters for discussion involve: the security of the property of the board; the disclosure of intimate, personal or financial information in respect of a board member or committee, an employee, or prospective employee of the board, or a pupil or their parent or guardian; the acquisition or disposal of a school site; decision in respect of negotiations with employees of the board; or litigation affecting the board.

Informal Review Process means the process whereby the Chairperson of the Board of the Board (or designate) meets with a trustee informally, and in private, to discuss an alleged breach and any remedial measures to correct the offending behaviour.

Procedural Fairness means a dispute resolution concept which provides a fair process in resolving disputes. The concept requires transparency, equal communication and fairness in allocation of resources used to resolve the dispute. Also called procedural justice.

Respect means honouring oneself and others through words and actions, supporting diversity of beliefs, and treating the world and everything in it with dignity.

Stakeholders includes students/parents/guardians/caregivers/staff or community members.

Trustee means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*,

CODE OF CONDUCT

Integrity and Dignity of Office

1. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
2. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
3. Trustees shall be aware that as leaders of the Board, they must uphold the dignity of the office and conduct themselves in a professional manner when acting in the capacity of trustee.
4. Trustees shall ensure that their public comments are issue-based and not personal, demeaning or disparaging with regard to fellow trustees, stakeholders or the Board as a whole.
5. Trustees shall endeavour to participate in ongoing trustee professional development opportunities to enhance their ability to fulfill their obligations.

Avoidance of personal advantage and conflict of interest

6. No trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the trustee when performing their duties to the Board unless permitted by the following exceptions:
 - i. The gift is received as an incident of protocol, custom or social obligation that normally accompany the responsibility of the office of trustee; and
 - ii. The gift is received as a suitable memento of a function honoring the trustee.
7. A trustee shall not use their office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
8. No trustee shall use their office to obtain employment with the WRDSB for the trustee or a family member.

Compliance with Legislation

9. A trustee shall discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
10. Every trustee shall uphold the letter and spirit of this Code of Conduct.
11. Each trustee shall abide by Section 209.01, Declaration in the *Education Act* made upon the office of a trustee.
 - 11.1.1 Declaration (209.1)
Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have resigned:
 - 11.1.2 I solemnly declare that I am not disqualified under any Act from being a member of The Waterloo Region District School Board.
 - 11.1.3 I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the *Municipal Conflict of Interest Act*.
Education Act R.S.O. 1990, c.E.2, s.209 (1); 1997, c.31, s.108 (1); 2009, c.25, s.23 (1).
12. Trustees shall understand and comply with the roles and duties of individual trustees, the Board of Trustees, senior staff, the Director of Education and the Chairperson of the Board of the Board as outlined in the *Education Act*, the Waterloo Region District School Board policies, procedures, Communications Protocol and Board Bylaws.

Civil Behaviour

13. No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
14. A trustee of the Board shall not advance allegations of misconduct and/or a breach of this code of conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee, a staff member, or the Board as a whole.
15. When expressing individual views, trustees shall respect the differing points of view of other trustees on the Board, staff, students and stakeholders.
16. Trustees shall at all times act with dignity and decorum and shall be respectful of other trustees of the Board, staff, students and stakeholders.
17. All trustees of the Board shall endeavour to work with other trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Respect for Confidentiality

18. Every trustee shall keep confidential any information disclosed or discussed at any In Camera meeting of the Board, in accordance with Section 207(2), of the *Education Act*, Closing of Certain Committee Meetings, and keep confidential the substance of deliberations of a private meeting, unless required to divulge such information by law or authorized by the Board to do so.
19. No trustee shall use confidential information for either personal gain, to the detriment of the Board, or that undermines confidence in public education.
20. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of their position, except when required by law or authorized by the Board to do so.
21. A trustee shall ensure that personal information of an individual is not collected, used or disclosed by them except in accordance with the *Municipal Freedom of information and Protection of Privacy Act*.

This includes ensuring that mobile devices are password protected and encrypted, information is protected on shared computers, physical documents are kept in locked cabinets and are shredded when no longer relevant.

Upholding decisions

22. All trustees shall accept that, they have no individual authority as a trustee other than that delegated by the Board.
23. Each trustee shall uphold the implementation of any Board resolution after it is passed by the Board, in accordance with Section 218(1), of the *Education Act*, Duties of Board Members. A proper motion for reconsideration, if permitted by the Board's Operational By-Law, may be requested by a trustee.

24. A trustee must be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
25. Each trustee must be familiar with and comply with all Board policies, procedures, Board Bylaws, and *Roberts Rules of Order* (as amended/revised from time to time).
26. The Chairperson of the Board of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chairperson of the Board or Board of Trustees to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Enforcement of the Code

Identifying a Breach of the Code

27. A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chairperson of the Board of the Board. If the breach pertains directly to the Chairperson of the Board, the allegation should be brought forward through the Vice-Chairperson of the Board of the Board.**
28. Any allegation of a breach of the Code of Conduct must be brought to the attention of the Chairperson of the Board no later than six (6) weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code of Conduct be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
29. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal or Formal Complaint Process* (outlined below), as the case may be.**
30. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the informal complaint process. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a trustee to a breach of the Code of Conduct is to assist the trustee in understanding his or her obligations under the Code, and the *Education Act*, and other relevant legislation. Only serious and/or reoccurring breaches of the Code of Conduct by a trustee should be investigated following the *Formal Complaint Process*.**

Chairperson of the Board or Presiding Officer

31. The Code of Conduct applies equally to the Chairperson of the Board of the Board. In the case of an allegation of a breach of the Code by the Chairperson of the Board, wherever a process requires action by the Chairperson of the Board, it shall be modified to read the Vice-Chairperson of the Board.**
32. Each year in December Board Meeting two alternate trustees shall be elected by the Board in the same manner that committee assignments are chosen and to carry out any of the duties required under this code of conduct. In non circumstance shall the trustee who is party to the complaint of a breach of the code of conduct, be involved in the inquiry into the complaint.**

33. A Chairperson of the Board of the Board or Presiding Officer must have the ability to control any meeting of the Board or its committees. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code of Conduct. Nothing in this Code of Conduct prevents the Chairperson of the Board of the Board or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to Section 207(3) of the *Education Act*, Exclusions of Persons, “to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*”. For greater certainty, this may be done at the sole discretion of the Chairperson of the Board or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting.
34. The Chairperson of the Board of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every trustee’s opinion or views.
35. The Chairperson of the Board of the Board or Presiding Officer shall follow the rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or Bylaw of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chairperson of the Board in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chairperson of the Board of the Board or Presiding Officer.

Informal Complaint Procedure

36. The Chairperson of the Board, on their own initiative, or at the request of a trustee (without the necessity of providing a formal written complaint) who alleges a breach of the Code of Conduct has occurred, may meet informally with a trustee who is alleged to have breached the Code of Conduct, to discuss the breach.
37. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss remedial measures to correct the offending behaviour. The informal complaint process is conducted in private.
38. The remedial measures may include, for example, a warning, an apology, an agreed-upon consequence, and/or the requirement of the trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chairperson of the Board and the trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the trustee alleged to have breached this code and that complaint will be dealt with in accordance with the formal complaint process.

Formal Complaint Procedure

39. A trustee who has reasonable grounds to believe that another trustee has breached the Board’s Code of Conduct may bring the breach to the attention of the Board by first providing to the Chairperson of the Board of the Board, a written, signed complaint setting out the following:**
 - (i) the name of the trustee who is alleged to have breached the Code of Conduct;**
 - (ii) the alleged breach or breaches of the Code of Conduct;**
 - (iii) information as to when the breach came to the trustee’s attention;**
 - (iv) the grounds for the belief of the trustee that a breach of the Code of Conduct has occurred; and**

- (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.**

If a written complaint is filed with the Chairperson of the Board of the Board, then a formal inquiry shall be undertaken unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the informal complaint process.**

40. In an election year for trustees, a Code of Conduct complaint regarding a trustee who is seeking re-election shall not be brought during the period commencing two months prior to Election Day and ending after the first Board Meeting after the new term of office of the Board commences. If the trustee accused of a breach of the Code of Conduct is not re-elected, no inquiry into the alleged breach by that trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.
41. The Chairperson of the Board of the Board shall first notify the trustee of the alleged complaint within three (3) working days after receiving the written complaint.**
42. The Chairperson of the Board of the Board shall provide, to all trustees, a confidential copy of the complaint within ten (10) days of receiving it. All materials regarding the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the trustee has breached this Code.**

Refusal to Conduct Formal Inquiry

43. If the Chairperson of the Board and Vice-Chairperson of the Board are of the opinion that the formal complaint is out of time, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all trustees.**
44. If the Chairperson of the Board and Vice-Chairperson of the Board cannot agree on the above then a full formal inquiry shall be conducted.**
45. If an allegation of a breach of the Code of Conduct appears directly related to non-compliance with a more specific Board policy with a separate complaint procedure, the allegation shall be conducted under that policy or procedure.**

Steps of Formal Review Process

46. If a formal review process of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Chairperson of the Board and Vice-Chairperson of the Board, if appropriate, or any two of the Chairperson of the Board, Vice-Chairperson of the Board and the alternate trustees selected by the Board (under Section 32 of this Code) who are not party to the complaint, or an outside consultant recommended by the Code of Conduct committee and approved by resolution of the Board.**

47. Regardless of who undertakes the inquiry the following steps shall be followed.**
48. The *Statutory Powers Procedure Act* does not apply to anything done regarding the enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.**
49. Procedural fairness shall govern the formal review process. The formal inquiry will be conducted in private.**
50. The formal review process may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the code of conduct. Witnesses will review and verify their statements prior to inclusion in the final report.**
51. The trustee who is alleged to have breached the code of conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal review process and in writing.**
52. It is expected that the formal review process will be conducted within a reasonable period of time, which will depend on the circumstances of the case. The trustee who is alleged to have breached the code of conduct shall provide a written response to the allegations within ten (10) days of receiving the written allegation, or such extended period of the time as the investigators deem appropriate in the circumstance.**
53. If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal review process, the process will continue in his or her absence.**
54. Once the formal review process is complete, the investigators shall provide a confidential draft copy of their report containing the findings of the facts to the trustee who is alleged to have breached the Code of Conduct and the trustee who brought the complaint for their written comment to the investigator.**
55. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two trustees shall have ten (10) days, or such reasonable period of time as deemed appropriate by the investigators, from the receipt of the draft report to provide a written response.**
56. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.**
57. If the Chairperson of the Board and Vice-Chairperson of the Board (or, if required, the alternate trustees appointed by the Board) when conducting the formal review process cannot agree on the final finding of facts, it shall be referred to an outside investigator to complete the informal inquiry.**

Suspension of Formal Review Process

58. If the investigators, when conducting the formal review process, discover that the subject matter of the formal review process is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal review process shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.**

59. If the complainant and/or the respondent wish to further explore the option of resolving the matter through alternative means, the formal review process shall be suspended. The Chairperson of the Board will be advised. Possible resolution methods with the complainant and/or respondent will be explored to determine the course of action. If the parties were not successful in reaching a satisfactory resolution, the formal investigation will resume at the point where the investigation was suspended.**

Decision

60. The final report shall be delivered to the Board of Trustees for a decision as to whether or not the Code of Conduct has been breached. A sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
61. Trustees shall consider only the findings in the final report when voting on the decision and sanction. If a trustee chose to undertake their own investigation it would be considered a breach of the Code of Conduct by the trustee who undertakes their own investigation.**
62. If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, no sanction shall be imposed.
63. The determination of both a breach of the Code of Conduct and also the imposition of a sanction with respect to a complaint investigated in accordance with the formal complaint process must be done by formal resolution(s) of the Board at a meeting of the Board, and the vote on the resolution(s) shall be open to the public. The resolution(s) shall be recorded in the minutes of the meeting. Both resolutions pertaining to a breach of the Code and any related decision regarding a specific sanction shall be decided by a vote of at least two-thirds of the trustees of the Board present and voting.**
64. Despite Section 207 (1) of the *Education Act*, Open Meetings of the Board, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e), Closing of Certain Committee Meetings, specifically:
- (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the board; or
 - (e) litigation affecting the board.

65. The trustee who is alleged to have breached the Code of Conduct:
- (a) may be present during the deliberations;
 - (b) shall not participate in the deliberations;
 - (c) shall not be required to answer any questions at that meeting; and
 - (d) shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.
 - (e) shall not after the final report is completed, influence the vote on the decision of the breach or sanction.
66. The trustee who filed the complaint may **not** vote on the resolution to determine whether or not there is a breach and/or the imposition of a sanction. **

Sanctions

67. If the Board determines that the trustee has breached the Board's Code of Conduct, one or more of the following sanctions may be imposed:
- (a) censure of the trustee;
 - (b) barring the trustee from attending all or part of a meeting of the Board or committee meeting;
 - (c) barring the trustee from sitting on one or more committees of the Board, for the period of time specified by the Board, not to exceed six months; and/or
 - (d) *restrictions on the rights of the trustee to attend in camera meetings or receive in camera materials.*
68. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development at the expense of the Board.
69. The Board has no power to declare the trustee's seat vacant.
70. A trustee who is barred from attending all or part of a meeting of the Board or committee meeting is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
71. The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings, Section 228 (1) (b).

Reconsideration

72. If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,

- (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board; and
 - (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the submissions are received by the trustee; and
 - (c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction within fourteen (14) days after the submissions are received.
73. If the Board revokes a determination, any sanction imposed by the Board is revoked.
74. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
75. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
76. The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two-thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary, or revoke a sanction. The respondent and complainant shall not vote on those resolutions. **
77. The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
78. If appropriate, the original sanction may be stayed pending reconsideration by the Board of the determination or sanction.

Administrative Matters

80. The Statutory Powers Procedure Act does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*. No formal trial-type hearing will be conducted.
81. Nothing in this Code of Conduct prevents a trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that *Act*.

** Note: If the Board of Trustees choose to move to the use of a third party investigator or an Integrity Commissioner, the sections of this policy marked with an ** will require additional amendment.

WATERLOO REGION DISTRICT SCHOOL BOARD**Trustee Code of Conduct****ACKNOWLEDGEMENT AND UNDERTAKING**

I confirm that I have read, understand and agree to abide by the Waterloo Region District School Board Trustee Code of Conduct and the enforcement processes.

DATE: _____

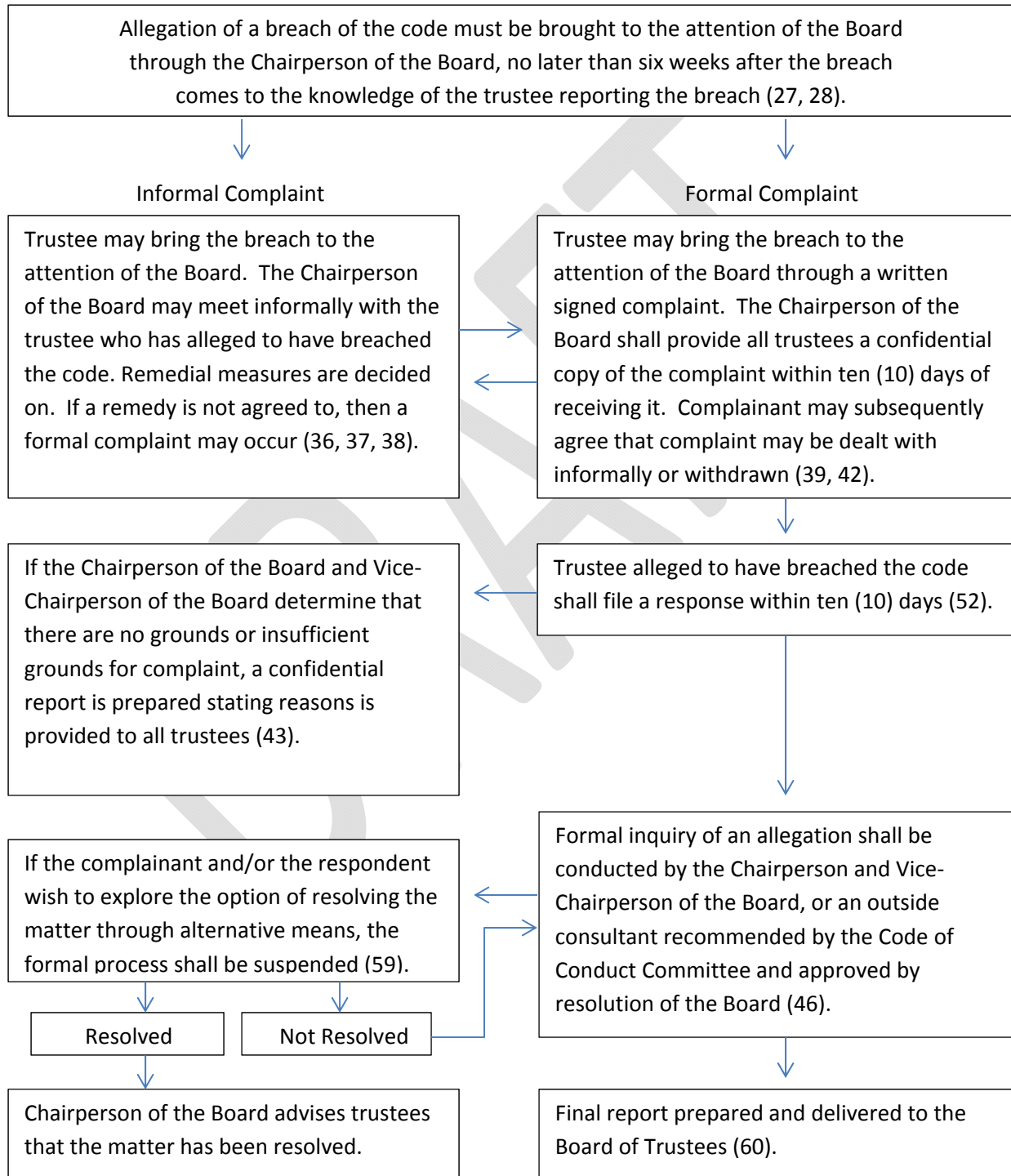
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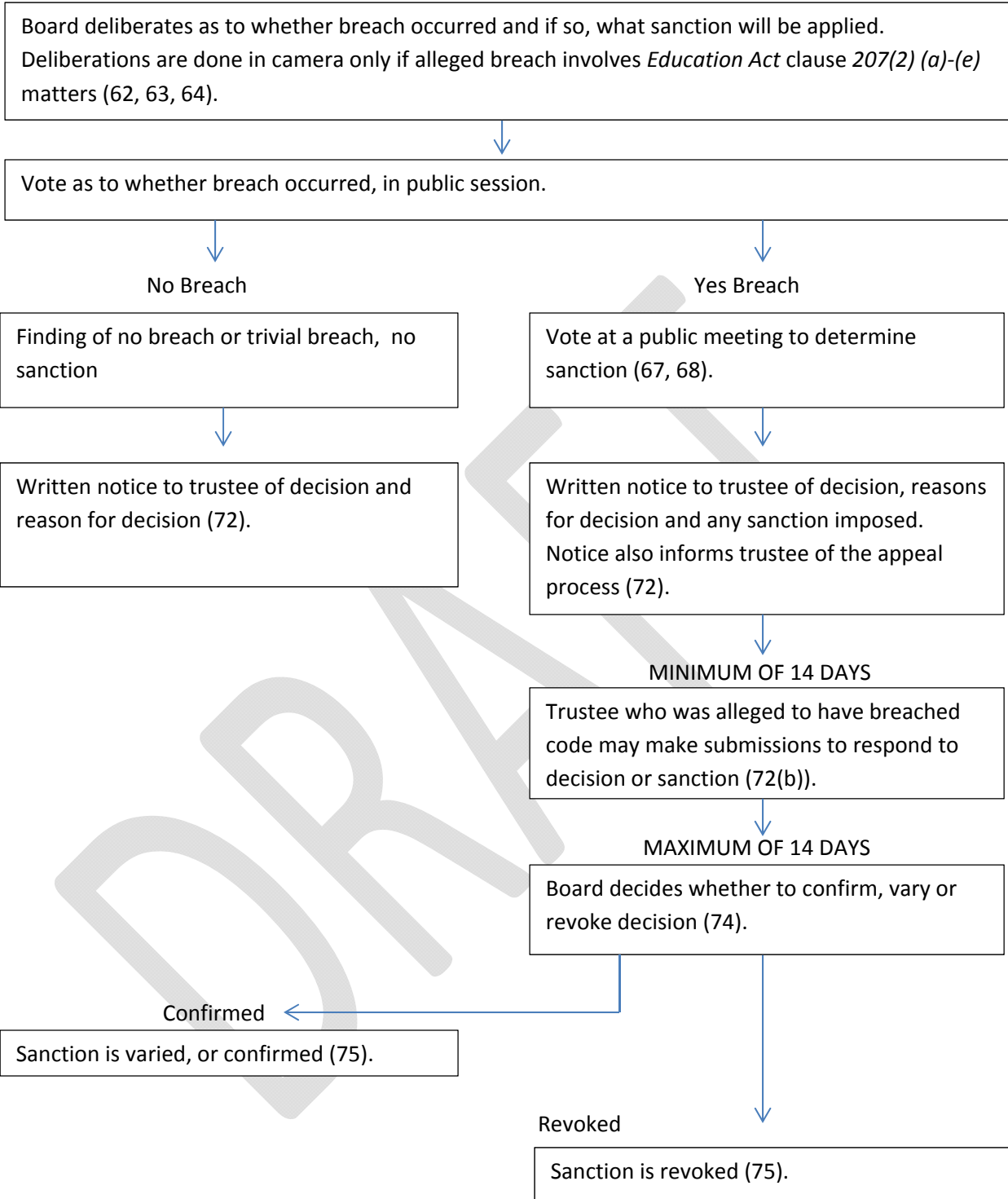
SIGNATURE: _____ **WITNESS:** _____

Appendix A

This flow chart is intended only as a general overview of the provisions of the attached policy. If there is any conflict between this flowchart and the policy, the wording in the policy prevails.

Trustee Code of Conduct Process





Trustee Code of Conduct Review Ad-Hoc Committee Terms of Reference

1. Name: Trustee Code of Conduct & the Use of a Third Party Review Committee

- 1.1. Related Legislation - Education Act; Municipal Freedom of Information and Protection of Privacy Act; Municipal Conflict of Interest Act
- 1.2. Related policies/bylaws - Board Policy G201, Trustee Code of Conduct
- 1.3. Alignment with Board Strategic Plan 2016 — This ad-hoc committee is aligned with the strategic directions of the WRDSB current strategic plan.
- 1.4. Type of committee - Board Ad-Hoc Committee

2. Purpose/Mandate/Goals

- 2.1. Focus – The purpose of the ad-hoc committee is to investigate and make recommendations to formally utilize the services of a third party when conducting formal inquiries under Board Policy G201.
- 2.2. Powers and Responsibilities – The following responsibilities outline the work the ad-hoc committee will do:
 - Plan the process by which the ad-hoc committee will review and make recommendations for amendments regarding the use of the services of a third party to conduct formal inquiries under Board Policy G201, including but not limited to, changes in language to Board Policy G201, reflecting the use of a third party, determination of whether the services are provided by an internal party to the board, by an external party, or shared amongst a number of employers, provisions to provide funding necessary to support the Ad Hoc Committee's recommendation;
 - Provide regular update/milestone reports to the Board of Trustees via the ad-hoc committee co-chairs at Committee of the Whole meetings;
 - Create meeting group norms for use by the ad-hoc committee during the project, i.e., meeting attendance, frequency, decision-making, etc.;
 - Develop a final report with recommendations and present it to the Board of Trustees at the last Committee of the Whole meeting in June 2018 for consideration.

3. Authority/Jurisdiction/Responsibilities

This ad-hoc committee is responsible to the Board of Trustees. All recommendations must be brought to the board for discussion and final approval.

- 3.1. Individual members - Must attend meetings of the ad-hoc committee prepared and with assigned tasks completed as required.

- 3.2. Co-chairs – Two co-chairs will be chosen from the ad-hoc committee to chair meetings of the ad-hoc committee and champion the project.
- 3.3. Board personnel – The ad-hoc committee will have access to assistance as reasonably required via assignment of staff by the Director of Education.

4. Membership

- 4.1. Composition/Stakeholders - The ad-hoc committee will consist of four trustees, the Manager of Corporate Services, and the Coordinating Superintendent, Human Resource Services.
- 4.2. Term – The term for the ad-hoc committee is January 15, 2018 to the end of June 2018.
- 4.3. Appointment process – A Call for Volunteers will be issued with the terms of reference in January 2018. The Chairperson of the Board of Trustees, in consideration of other committee duties of trustees, will appoint trustee ad-hoc committee members from the volunteers responding to the call. If there are no volunteers, the Chairperson of the Board of Trustees will appoint trustee ad-hoc committee members. The Director of Education will appoint the staff members of the ad-hoc committee.
- 4.4. Vacancies – If vacancies arise among the ad-hoc committee membership, for either a trustee or staff representative, the Chairperson of the Board of Trustees and the Director of Education will appoint/designate replacement ad-hoc committee members.

5. Role of Board Personnel/Staff

- 5.1. Restrictions of membership – Staff members appointed to the ad-hoc committee will be restricted to the Manager of Corporate Services, the Coordinating Superintendent, Human Resource Services and assistance as reasonably required by assignment by the Director of Education.
- 5.2. Trustee members will be chosen from those who respond to the Call for Volunteers.
- 5.3. Personnel and services – Support for the ad-hoc committee will be appointed by the Director of Education.

6. Meetings

- 6.1. Access To Meetings - The ad-hoc committee meetings will be open and can be attended by any member of the Board of Trustees. Input by all trustees will be encouraged, however, any ad-hoc committee decisions made by way of vote will be restricted to ad-hoc member participation only.
- 6.2. Election of Co-Chairs — The ad-hoc committee members will elect two co-chairs of the ad-hoc committee at the first meeting of the group.
- 6.3. Quorum - The ad-hoc committee will operate under the same quorum as the Board of Trustees per By-law 4.6.

- 6.4. Voting - Decisions of the ad-hoc committee will be made by consensus and collaborative in nature. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution that the whole group can support even if it is not the favourite of every individual.
- 6.5. Communications/distribution of Minutes and Agenda – Notes containing action items with assigned responsibility will be taken at meetings of the ad-hoc committee and distributed to committee members a minimum by five business days after the meeting. Agendas for meetings will be developed by the co-chairs of the ad-hoc committee and distributed to all members at least three business days prior to the meeting.
- 6.6. In camera meetings – This is an internal ad-hoc committee formed with the express purpose of reviewing Board Policy G201 as it relates to the use of a third party to conduct formal inquiries and to develop a recommended process for implementation within Board Policy G201. If, due to unforeseen circumstances, in camera meetings are required, the co-chairs of the ad-hoc committee can call said meeting and report the occurrence and reasons why to the Board of Trustees.

7. Reporting

- 7.1. Committee Reports to Whom - The ad-hoc committee reports to the Board of Trustees through the ad-hoc committee Chairs or through an appointed committee member.
- 7.2. Format of Committee Report Back - The ad-hoc committee will provide verbal and/or written reports, including presentations and other visuals as required.
- 7.3. Time Frame of Committee Report Back - The ad-hoc committee will report progress to the Board of Trustees once a month. A final report and recommendations will be presented to the Board of Trustees at the Committee of the Whole meeting of June 18, 2018.

8. Deliverables/Results

- 8.1. Requested/required committee output - The final deliverable of the ad-hoc committee will be recommended amendments to the current Board Policy G201.
- 8.2. Board of Trustees approval of the recommended amendments to Board Policy G201 to be used for future implementation and enforcement of Board Policy G201.



Report to Committee of the Whole

November 20, 2017

**Subject: Amended Motion re Opioid Crisis Policy –
October 23, 2017, Committee of the Whole
Meeting**

Recommendation

That the Waterloo Region District School Board develop an Opioid Crisis policy and protocol that would include a prevention and education strategy; and

That staff provide a report to the Board at the November 20, 2017, Committee of the Whole Meeting; and

That staff also provide a detailed report on the costs associated with providing Naloxone Kits to all schools with Grade 7-12 students.

Status

This report contains an amended motion as amended by trustees at the October 23, 2017, Committee of the Whole Meeting.

Background

Trustee C. Watson previously served a motion at the September 25, 2017, Board Meeting as supported by Trustees C. Harrington, C. Millar, N. Waddell and T. Martin. The motion recommends that the WRDSB provide schools with Naloxone Kits and develop a drug education protocol and strategy.

Financial implications

The financial implications of this motion for the WRDSB are unknown at this time.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services on behalf of Trustees and in consultation with Coordinating Council (Board).



Report to Committee of the Whole

November 20, 2017

Subject: Motion from Trustee C. Watson re Safe Schools Policy 6000 and Removal of Drug Paraphernalia on School Board Property

Recommendation

Whereas needles were found on a school property in Cambridge;

Whereas parents are concerned about students safety;

Whereas parents are uninformed about Safe School practices and protocol around the possible discovery of drug paraphernalia, including needles on school board property.

Therefore be it resolved that the WRDSB amend safe schools policy 6000 to include protocol around student safety and removal of drug paraphernalia, including needles, on school board property; and

That the WRDSB hold information sessions as soon as possible, to inform parents and community members about student safety practices and protocol and the safe removal of drug paraphernalia, including needles, if discarded on school board property; and that the Waterloo Catholic District School Board be invited to participate in the information sessions for parent and community members.

Status

This report contains a Notice of Motion served by Trustee C. Watson at the October 30, 2017, Board Meeting and was supported by Trustees C. Harrington and N. Waddell.

Background

Trustee C. Watson served a Notice of Motion requesting an amendment to Safe Schools Policy 6000 to include protocol for student safety surrounding drug paraphernalia on school property and that parents be informed of the protocols as soon as possible.

Financial implications

The financial implications of this motion for the WRDSB are unknown at this time.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services on behalf of Trustee C. Watson and in consultation with Coordinating Council (Board).



Board Policy 6000
SAFE SCHOOLS

Legal References:	<p><i>Education Act, as amended;</i> <i>Ontario Human Rights Code;</i> <i>Canadian Charter of Rights and Freedoms;</i> <i>Provincial Code of Conduct;</i> <i>Ontario Regulation 472/07;</i></p>
Related References:	<p><i>Policy and Procedure Memorandum 144 – Bullying Prevention and Intervention;</i> <i>Policy and Procedure Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour;</i> <i>Board Policy 6001 - Code of Conduct;</i> <i>Board Policy 6009 – Bullying Prevention and Intervention;</i> <i>Board Policy 6008 – Student Discipline</i> <i>Administrative Procedure 1200 – Bullying Prevention and Intervention</i> <i>Administrative Procedure 1260 – Student Discipline</i> <i>Administrative Procedure 3720 – Racial, Religious & Ethnocultural Harassment;</i> <i>Traumatic Response Protocol, 2013;</i> <i>Threat Risk Assessment Protocol, 2012; and</i> <i>School Board Police Protocol.</i></p>
Effective Date:	<i>August 23, 2002</i>
Revisions:	<i>March 9, 2015, September 19, 2016</i>
Reviewed:	

1. Preamble

A safe, inclusive and accepting school environment is a necessary condition for student success. Students cannot be expected to reach their potential in an environment where they feel insecure and intimidated. At the Waterloo Region District School Board, we are committed to providing all students with the supports they need to learn, grow and achieve.

Building a positive and inclusive school climate requires a focused effort on developing healthy and respectful relationships throughout the whole school and surrounding community, among and between students, **staff, parents** and **other** adults. This involves a sustained long-term commitment to put this into practice and change school culture.

- 1.1 The Board is committed to ensuring all of our schools offer a positive learning environment. The Board is committed to:
- 1.1.1 significantly reducing the incidence of violence in Waterloo Region schools;
 - 1.1.2 significantly reducing the incidence of bullying;
 - 1.1.3 preparing students to conduct their lives in non-violent ways;
 - 1.1.4 enabling students to develop the knowledge, skills and attitudes necessary to prevent violence and to deal with violent and potentially violent situations;
 - 1.1.5 enabling staff to develop the skills, confidence, and knowledge necessary to recognize and handle violent or potentially violent incidents and to educate students about violence prevention;
 - 1.1.6 ensuring that victims, potential victims, witnesses and perpetrators will know that the school will act to stop or prevent violence or bullying, providing appropriate supports;
 - 1.1.7 encouraging the whole community (including students, parents/guardians/caregivers, staff, community organizations, agencies and services, business and labour and other groups) to support violence and bullying prevention and intervention initiatives and to play an active role in promoting violence prevention;
 - 1.1.8 providing properly maintained buildings;
 - 1.1.9 complying with provincial legislation.
- 1.2 Safe schools initiatives involve the setting of acceptable standards of behaviour and the management of inappropriate behaviour, trespass issues, occupational health and safety requirements, physical plant issues, plus other components necessary for the creation of a safe learning and working environment.
- 1.3 Board policies and procedures are an integral part of the continuum for ensuring safe, secure learning environments where students are assisted in developing self-discipline and social skills requisite to their future academic and interpersonal success as “life-long learners who strive for excellence in a changing world”.
- 1.4 It is the policy of the Waterloo Region District School Board to hold the following expectations:
- 1.4.1 The Learning Environment - Schools are expected to provide a secure and nurturing environment in which the social, emotional, intellectual, and physical growth of each person may flourish in an atmosphere of shared responsibility, mutual respect and appreciation.
 - 1.4.2 Student Behaviour - Within a school environment, students are expected to develop the self-discipline and the social skills necessary to progress academically and to act in ways that respect the needs, feelings, heritage and rights of all. All students are expected to act in a manner consistent with the standards of behaviour identified in the provincial standards of behaviour identified in **Board Policy 6001**.
 - 1.4.3 Student Misbehaviour - Notwithstanding the mandatory consequences identified in the provincial Code of Conduct, in circumstances where students cannot function effectively, it is the responsibility of the Board, in partnership with the parents of the students, to seek and to provide the support and alternatives, within the educational system and/or within the community, that meet the students’ individual needs, while safeguarding the learning environment and rights of others.
 - 1.4.4 Traumatic Events – Trauma is defined as an event or situation that causes distress or disruption to individuals or a group. It is recognized that traumatic events impact our students, staff and school community. Appropriate resources will be deployed when a trauma affects the learning and working environment.
 - 1.4.5 Threat/Risk Assessment – Threat is defined as an expression of intent to inflict harm or damage. Risk is defined as an indication of the potential to inflict harm or damage. All schools will respond to all student behaviours that pose a potential risk to other students, staff and members of the community. In consultation with central board staff, a multi-dimensional assessment will occur.

- 1.4.6 Staff Behaviour - Staff are expected to conduct themselves in a professional manner and in a manner consistent with their duties. The safety and well-being of students is one of our greatest duties. Inappropriate behaviour will be dealt with by the appropriate supervisor in a manner consistent with established procedures and practices. All staff are expected to act in a manner consistent with the provincial standards of behaviour identified in **Board** Policy 6001, and to be positive role models to students.
- 1.4.7 Staff Misbehaviour - Staff will be subject to disciplinary action when their behaviour fails to meet the expected standards. Progressive discipline is the general approach to be followed by the appropriate supervisor.
- 1.4.8 Volunteer/Visitor Behaviour - Volunteers and visitors are subject to the Board's Code of Conduct, and inappropriate behaviour may result in limiting the volunteer/visitor's access to the school.
- 1.4.9 Volunteer/Visitor Misbehaviour - All visitors and volunteers are subject to the authority of the principal while at a school or taking part in a school based activity.
- 1.4.10 Staff Development - The Waterloo Region District School Board recognizes that staff development is vital to the success of its safe schools initiative. It is the expectation of the Board that school staff will receive basic training in Behaviour Management Systems Training and all members of each school's Emergency Response Team will receive advanced training in such techniques.

The Board is committed to providing staff training and workshops for school administrators in the application of procedures, guidelines and policies of the safe schools initiative and continued training in race relations, family violence, sexual abuse, harassment issues, and other safe schools issues.

The Board is also committed to training its teaching staff and resource personnel in the area of violence and bullying prevention and intervention, and professional development will be provided on bullying prevention and strategies for promoting positive school climate at least annually.

- 1.4.11 Access to Information - The Board is committed to making reasonable and targeted efforts to providing access to appropriate board resources/publications for parents and in doing so, taking into account linguistic, ethnocultural, and accessibility considerations.