

# HWDSB

## Policy Committee Meeting

Wednesday, January 11, 2017

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

### **AGENDA: 2:00 pm**

1. Call to Order
2. Delegation: Kevin Gonci re: Community Access to Schools (10 minutes)
3. Approval of the Agenda

### **DIVERSITY & EQUITY:**

4. Integrated Accessibility Standards

### **FINANCE & ADMINISTRATION:**

5. Visual Identity

#### Consent Items:

6. Safe Schools Pillar – including executive summary of any changes made to procedures

#### Information:

7. Realignment of Pillar Policies – discussion
8. Vaccinations – discussion (no copy provided)
9. Next Policy Meeting:
  - a) Employee Expense
  - b) Trustee Expense
  - c) Use of Board Facilities
  - d) Student Achievement Pillar

10. Adjournment

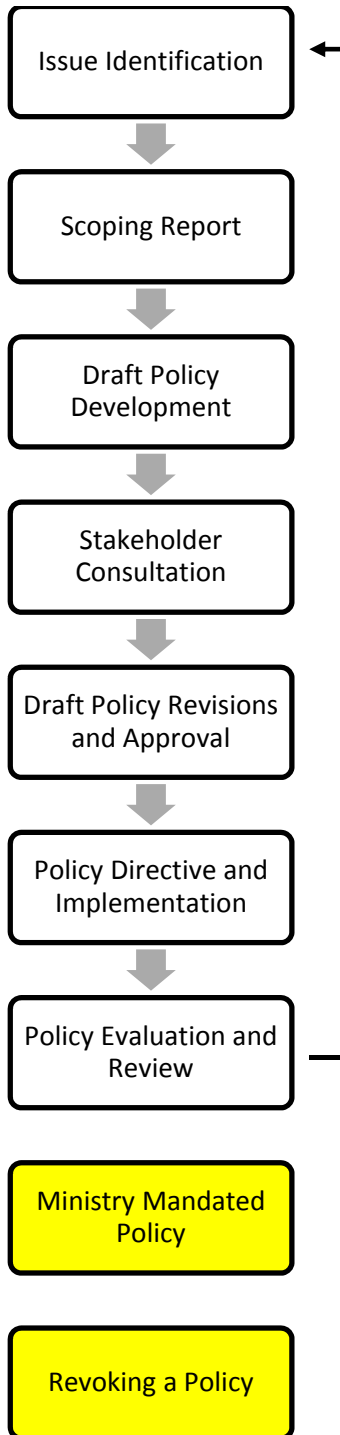
## POLICY COMMITTEE

**Title:** Integrated Accessibility Standards

**Pillar Policy:** Equity and Diversity

**Last Reviewed:** 2012

**Scheduled Review:** 2016



### Recommended Action:

That the Integrated Accessibility Standards policy be recommended for approval.

That the Accessibility Standards for Customer Service be revoked.

### Background:

On July 1, 2016, amendments to the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), came into effect.

The previous legislation requirements were split between *O. Reg. 429/07 (Accessibility Standards for Customer Service)* and *O. Reg. 191/11 (Integrated Accessibility Standards)*.

On July 1<sup>st</sup>, these two regulations were consolidated into a single Integrated Accessibility Standards regulation.

This is a Ministry Mandated policy that has had the Accessibility Standards for Customer Service policy combined into a new Integrated Accessibility Standards policy.

Trustees approved the Accessibility Standards for Customer Service at the September Board meeting. At that time, staff was unaware of the legislative change combining the two policies.

Since these two policies are now combined, staff is recommending revoking the Accessibility Standards for Customer Service policy, as it is now redundant.




---

## Integrated Accessibility Standards

---

Date Approved:

Projected Review Date:

**PURPOSE:**

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring that people with disabilities receive the accommodations they require, to have the same opportunity of access to HWDSB services that are available to others.

**GUIDING PRINCIPLES:**

HWDSB is committed to:

- Making all reasonable efforts to ensure that all policies, practices and procedures are consistent with the principles of independence, dignity, integration and equality of opportunity to all, with particular attention for persons with disabilities.
- Ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to others.
- Ensuring that the policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and ensure there is the capacity to provide communication about these policies and procedures in formats that consider a person's disability.

**INTENDED OUTCOMES:**

HWDSB will provide an environment that promotes independence, dignity and respect for our students, parents/guardians/caregivers, the public and our staff.

HWDSB will meet the accessibility needs of people with disabilities in a timely manner, through the *Accessibility for Ontarians With Disabilities Act (2005)*, in the service areas of information and communication, employment, and student transportation.

**RESPONSIBILITY:**

Director of Education  
Members of Executive Council

**TERMINOLOGY:**

*Accommodation*: is a means, through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the Board.

*Barriers to Accessibility*: means anything that prevents a person with a disability from fully participating in all aspects of the services of HWDSB. This includes, but is not limited to:

*Architectural barriers:* may result from the design of the building, shape of rooms, size of doorways or width of hallways.

*Physical barriers:* refers to objects added to the environment, such as doors, windows, elevators, furniture or washroom hardware.

*Information or communication barriers:* processes or tools that make it difficult for people to receive or send information. For example, a person with a visual disability may not be able to read print materials, read signs, locate landmarks, or see a hazard. A person with an intellectual disability may not understand information that is not expressed in plain language.

*Attitudinal barriers:* refers to persons who do not know how to communicate with people with disabilities or persons who display discriminatory behaviours.

*Technology barriers:* refers to devices such as computers, telephones, inadequate or inappropriate assistive technologies.

*Systemic barriers:* can result from an organization's policies, practices and protocols if they restrict persons with disabilities.

## **ACTION REQUIRED:**

- Establish and maintain a set of procedures that fosters independence, dignity and respect for our students, parents/guardians/caregivers, the public and our staff.
- Use reasonable efforts to ensure that all of the Board's policies, procedures and practices are consistent with the requirements of the *Accessibility for Ontarians With Disabilities Act (2005)* and *Regulation 191/11: Integrated Accessibility Standards*.
- Develop a training program for all employees, volunteers and other persons who provide goods, services or facilities on behalf of HWDSB.

## **PROGRESS INDICATORS:**

<b>Intended Outcomes</b>	<b>Assessment</b>
HWDSB will provide an environment that promotes independence, dignity and respect for students, parents/guardians, the public and staff.	The broader public that utilizes, or seeks to utilize, the board's services will have the opportunity to evaluate the board through various surveys, including but not limited to: <ul style="list-style-type: none"> <li>• Student Voice Survey</li> <li>• Parent Voice Survey</li> <li>• Staff Voice Survey</li> <li>• Community Engagement Report Card</li> </ul>
HWDSB will meet the accessibility needs of people with disabilities in a timely manner through the <i>Accessibility for Ontarians With Disabilities Act (2005)</i> , in the service areas of information and communication, employment, and student transportation.	This will be monitored through an annual internal audit of various services.

## **REFERENCES:**

### **Government Documents**

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)  
Integrated Accessibility Standard, Ontario Regulation 191/11  
Ontario Human Rights Code

### **HWDSB Policies**

Equity & Diversity Pillar  
Human Resources Pillar

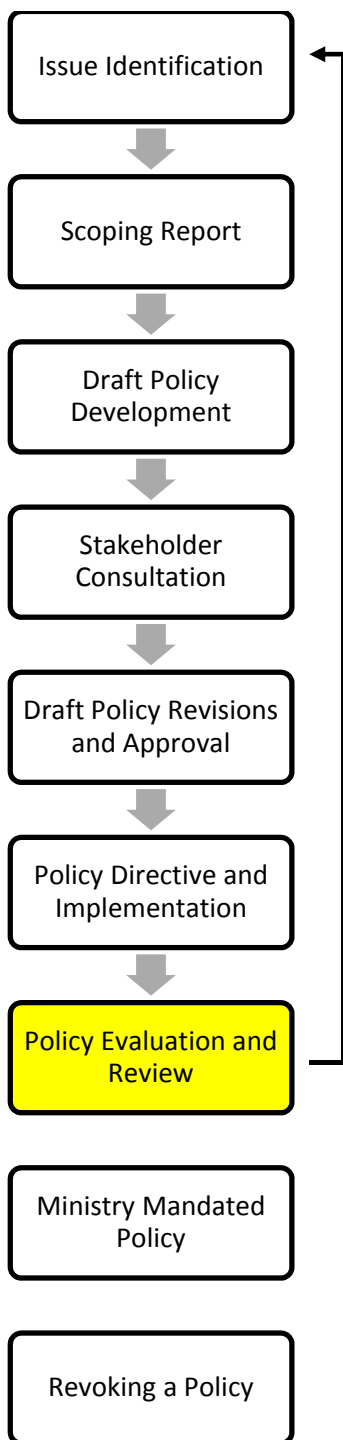
## POLICY COMMITTEE

**Title:** Visual Identity

**Pillar Policy:** Finance and Administration

**Last Reviewed:** 2013

**Scheduled Review:** 2017



**Recommended Action:**

That the Visual Identity policy be recommended for approval.

**Background:**

This policy is up for its scheduled review.

The policy remains the same, however additions were made to address school nicknames, colours, mascots and logos being more inclusive and respectful of the broader Hamilton community.




---

## Visual Identity

---

Date Approved:

Projected Review Date:

**PURPOSE:**

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring a consistent graphical identity across the Board that defines and expresses its identity in a clear and distinctive way that builds awareness, trust and a reputation for quality.

**GUIDING PRINCIPLES:**

- A common visual identity across schools and service departments will strengthen HWDSB's visual image and public recognition.
- A clear and consistent visual identity assists students, staff, community members and the public in identifying programs, services and initiatives of HWDSB.
- All communication and design will be consistent with the Visual Identity Manual.
- School logos, colours and mascot will:
  - reflect HWDSB's mission, commitment and priorities
  - provide inspiration to students
  - have community and district acceptance
  - be inclusive and respectful of the whole district

**INTENDED OUTCOMES:**

- Assist students, parents, staff, community members and other stakeholders in identifying programs, services and initiatives of the Board, thus promoting a positive image of HWDSB and strengthening the Board's visual image and public recognition.

**RESPONSIBILITY:**

Director of Education  
 Members of Executive Council  
 Principals  
 Corporate Communications

**TERMINOLOGY:**

*Visual Identity:* Refers to the concrete symbols such as a name, logo, slogan, and design scheme that is used to present an organization.

**ACTION REQUIRED:****HWDSB Identity:**

Corporate Communications will establish and maintain a Visual Identity Manual that includes proper usage of:

- Board Logo and Tagline
- Typography
- Colours
- Printed materials
- Accessibility
- School Logos

Corporate Communications will make available and maintain resource materials, including computer file formats, on *myHWDSB* for staff.

**School Logos/Colours/Mascots:**

A respectful school logo, colours and mascot serves as the foundation that gives a sense of school pride to students, parents and staff. Consistent use of the school's logo, colours and mascot enhance the community's recognition of the school, and visually highlight school values. Consistency of logo use between all schools within HWDSB also reinforces the relationship between the Board and its schools.

Schools wishing to change their logo, colours or mascot must follow the procedures outlined within the Visual Identity Manual.

**PROGRESS INDICATORS:**

Intended Outcome	Assessment
The intent of this policy is to assist students, parents, staff, community members and other stakeholders in identifying programs, services and initiatives of the Board, thus promoting a positive image of HWDSB and strengthening the Board's visual image and public recognition.	HWDSB's visual identity will be evaluated through the following methods: <ul style="list-style-type: none"> <li>• Parent Voice Survey</li> <li>• Staff Voice Survey</li> <li>• School Climate Survey</li> </ul>

**REFERENCES:****Government Documents**

N/A

**HWDSB Policies**

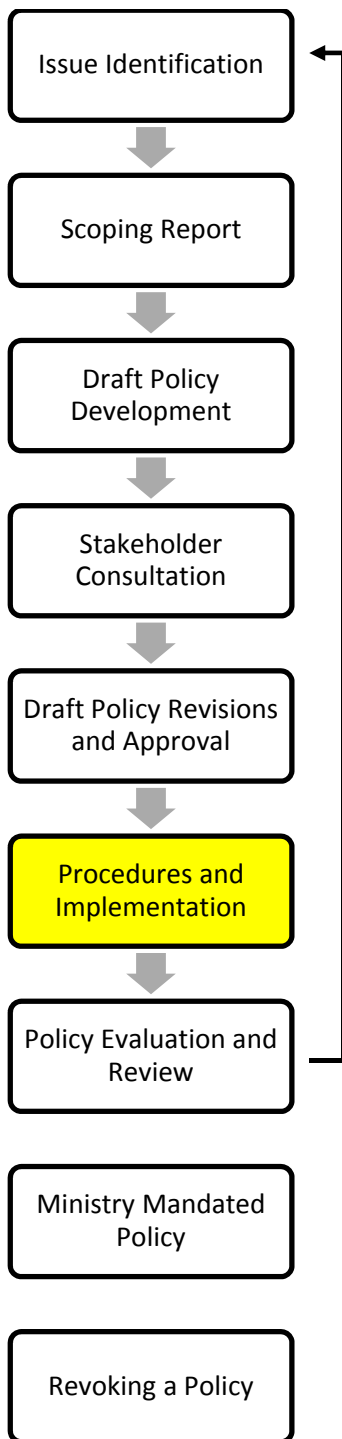
Finance and Administration Pillar



## POLICY COMMITTEE

**Title:** Safe Schools Procedures

**Pillar Policy:** Safe Schools



**Consent Agenda Item:** Procedures under Safe Schools.

The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Safe Schools Pillar policy.

The policies and procedures under this pillar include:

### 6.1 Arrivals Check

- Arrival Check

### 6.2 Bullying Prevention and Intervention

- Bullying Prevention and Intervention

### 6.3 Code of Conduct

- Code of Conduct

### 6.4 Student Behaviour and Discipline

- Suspension, Expulsion and Programs for Long-Term Suspended or Expelled Students
- Progressive Discipline and Promoting Positive Student Behaviour

### Protocols

- Hamilton Police/School Board Protocol
- Secure School Protocol

As per the discussion that took place at the September 2016 Policy Committee meeting, the Safe Schools Pillar is the consent agenda item for January.

**Consent Agenda:** A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Safe Schools Pillar, that were made in the last year.

### 6.1 Arrivals Check (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Arrival Check	2014	None	N/A

### 6.2 Bullying Prevention and Intervention (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Bullying Prevention and Intervention	2015	None	N/A

### 6.3 Code of Conduct (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Code of Conduct	2015	None	N/A

## 6.4 Student Behaviour and Discipline (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Suspension, Expulsion and Programs for Long-Term Suspended or Expelled Students	2016	Appendix A Activities Leading to Possible Suspension or Expulsion  Added some additional reasons for an HWDSB activity that could lead to a suspension or expulsion.	Updated the list of activities leading to a suspension or expulsion so that it reflects the reporting system for Principals. This is to accurately collect data for the Safe Schools Annual Report.
Progressive Discipline and Promoting Positive Student Behaviour	2015	None	N/A

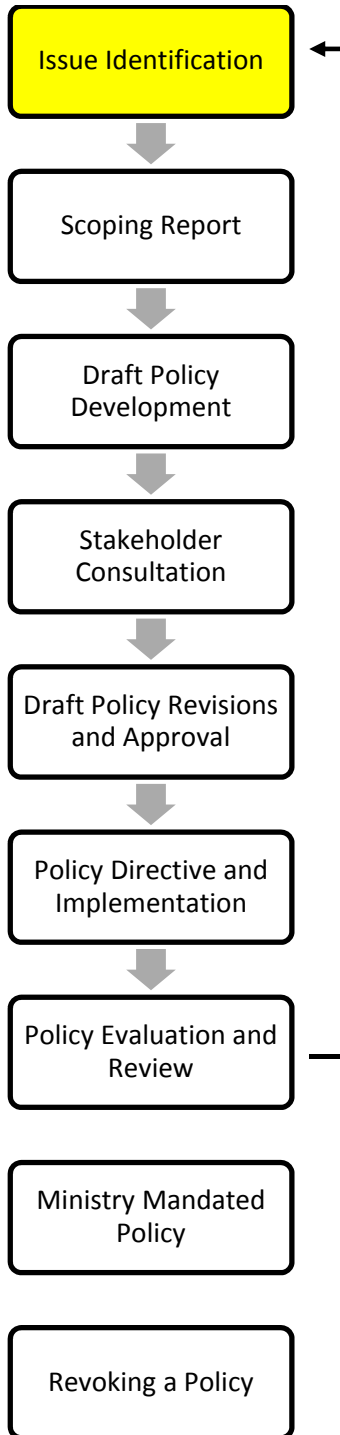
## PROTOCOLS

Protocol Name	Last Amended	Changes Made	Reason
Hamilton Police/School Board Protocol	2011	The document has been updated as part of a collaborative commitment of the Hamilton Police Service, and all local School Boards to engage in procedures that support and ensure a safe learning and working environment in all schools in the greater Hamilton community.	This document is updated every five years. Staff worked with Hamilton Police Service and all other local School Boards to update the document throughout 2016.

Procedure Name	Last Amended	Changes Made	Reason
Secure School Protocol	2014	Minor language changes throughout the document	The changes have been made to reflect the updated Hamilton Police/School Board Protocol

## POLICY COMMITTEE

**Title:** DRAFT realignment/renaming of Pillar Policies



**Recommended Action:**

That the committee review the draft realignment/renaming of Pillar Policies and provide direction to staff.

**Background:**

At the October policy meeting, Trustees discussed realigning HWDSB's policies and procedures now that the organization has new Strategic Directions.

Trustees directed staff to prepare a draft for the committee to consider at the December policy meeting.

## DRAFT Realignment/Renaming of Pillar Policies

Policies	Comments
<b>1. Parent and Community Relations</b>	
1.0 Effective Communication Pillar	Recommend the development of a new pillar policy to incorporate the areas reflected within this new pillar.
1.1 Accessibility (Barrier-Free) "Pathways"	Currently resides within the Equity and Diversity Pillar. Recommend re-naming this policy to Barrier-Free Learning Environments so that it is more clear as to what the policy speaks to.
1.2 Integrated Accessibility Standards	Currently resides within the Equity and Diversity Pillar.
1.3 Privacy and Information Management	Currently resides within the Finance and Administration Pillar.
1.4 Community Engagement	Currently resides within the Engagement Pillar.
1.5 Parent Engagement	Currently resides within the Engagement Pillar.
1.6 Visual Identity	Currently resides within the Finance and Administration Pillar. Recommend a naming change which allows for a more inclusive lens that incorporates school logos, nicknames and mascots.
1.7 Volunteer	Currently resides within the Engagement Pillar.
<b>2. Finance and Facilities</b>	
2.0 Finance and Facilities Pillar	Recommend a name change to incorporate the facilities aspect.
<b>Finance</b>	
2.1 Advertising Expenditures	No change has been made or recommended.
2.2 Advocacy Expenditures	No change has been made or recommended.

2.3	Educational Development Charges: Alternative Accommodations	No change has been made or recommended.
2.4	Educational Development Charges: School Sites and Operating Budget	No change has been made or recommended.
2.5	Employee Expense	No change has been made or recommended.
2.6	Fundraising	No change has been made or recommended.

<b>Policies</b>		<b>Comments</b>
<b>Finance and Facilities continued</b>		
2.7	Procurement	No change has been made or recommended.
2.8	Pupil Accommodation Review	No change has been made or recommended.
2.9	Transportation	No change has been made or recommended.
2.10	Trustee Expense	No change has been made or recommended.
<b>Facilities</b>		
2.11	Use of Board Facilities	Currently resides within the Engagement Pillar.
2.12	Facilities Partnership	Currently resides within the Engagement Pillar. This policy will be recommended for revocation when the Use of Board Facilities returns after consultation.
2.13	Naming of Schools	Currently resides within the Engagement Pillar.
2.14	Political Activity in Schools During Elections	Currently resides within the Engagement Pillar.
2.15	Boundary Review	No change has been made or recommended.
2.16	Property Disposition	No change has been made or recommended.
2.17	Inclement Weather and Board Cancellations	No change has been made or recommended.
<b>3. Student and Staff Well-Being</b>		
3.0	Safe & Healthy School/Workplace Pillar	Recommend a name change as this pillar is combining the Healthy School and Workplace Pillar with the Safe Schools Pillar.

3.1 Environment	Currently resides within the Healthy School & Workplace Pillar.
3.2 Medical Health Supports	Currently resides within the Healthy School & Workplace Pillar.
3.3 Nutrition	Currently resides within the Healthy School & Workplace Pillar.
3.4 Arrivals Check	Currently resides within the Safe Schools Pillar.
3.5 Bullying Prevention and Intervention	Currently resides within the Safe Schools Pillar.
3.6 Code of Conduct	Currently resides within the Safe Schools Pillar.

<b>Policies</b>	<b>Comments</b>
<b>Student and Staff Well-Being continued</b>	
3.7 Student Behaviour and Discipline	Currently resides within the Safe Schools Pillar.
<b>4. Human Resources</b>	
4.0 Human Resources Pillar	No change has been made or recommended.
4.1 Accommodation of Staff	No change has been made or recommended.
4.2 Employee Attendance Support	No change has been made or recommended.
4.3 Workplace Violence and Harassment Prevention	No change has been made or recommended.
4.4 Occupational Health & Safety	No change has been made or recommended.
4.5 Performance Appraisal	No change has been made or recommended.
4.6 Recruitment and Selection	No change has been made or recommended.
4.7 Staff Engagement	Currently resides within the Engagement Pillar.
4.8 Staff Progressive Discipline	No change has been made or recommended.
4.9 Professional Learning	No change has been made or recommended.
<b>5. Student Learning and Achievement</b>	
5.0 Student Learning and Achievement Pillar	Recommend a name change to align with Strategic Directions.



5.1	Student Engagement	Currently resides within the Engagement Pillar.
5.2	Assessment, Evaluation and Reporting	No change has been made or recommended.
5.3	Educational Excursions	No change has been made or recommended.
5.4	21 <sup>st</sup> Century Learning and Technology	No change has been made or recommended.
5.5	Community Involvement Activities	No change has been made or recommended.
5.6	Program	No change has been made or recommended.
5.7	Student Fees	No change has been made or recommended.
5.8	First Nations, Metis and Inuit Education	Currently resides in Equity and Diversity Pillar.
<b>Policies</b>		<b>Comments</b>
<b>Student Learning and Achievement continued</b>		
5.9	Equity and Inclusive Education	Currently resides in Equity and Diversity Pillar.