



COMMITTEE OF THE WHOLE BOARD
Tuesday, April 16, 2024
EDUCATION CENTRE
7:00 p.m.

TO: PUBLIC

AGENDA

OPEN SESSION
7:00 p.m.
H.E. Crowder Board Room

Presentations / Discussions:

1.	Classroom Demonstration: Flexibility with Numbers Guests: System Administrator, Linda Kirby, Teacher, Michael Kelly, and Grade 3/4 Mountain View Students	M.B.
2.	Discussion of Policies: 4.04 Progressive Discipline Policy for Employees 4.05 Attendance Policy, 6.07 Canada's Anti-Spam Legislation Policy (CASL), 6.10 Drug & Alcohol Policy 6.16.01 Privacy and Information Management Policy, 6.27.01 Workplace Violence Policy, 6.27.02 Workplace Harassment Policy, 6.27.03 Fragrances/Scented Products in the Workplace 6.42 Use of Computing & Information Technology Policy, 6.47 Use of Board Credit Card Policy	J.S.M./F.P./J.M.

SECTION 4: HUMAN RESOURCES MANAGEMENT**Policy 4.04: PROGRESSIVE DISCIPLINE POLICY FOR EMPLOYEES*****Supporting Policies***

4.07 [Employee Ethics](#)

6.27.01 [Workplace Violence & Harassment Policy](#)

6.27.02 [Workplace Harassment Policy](#)

6.49.01 [Safe Schools Policy](#)

Supporting Procedures

[Progressive Discipline Procedure for Employees](#)

Supporting Protocol and Guidelines***Supporting Templates and Forms******Other Resources***

[Education Act](#)

[Employment Standards Act](#)

[Occupational Health & Safety Act](#)

[Ontario College of Teachers Act](#)

[Human Rights Code](#)

[Collective Agreement](#)

Approved by Board Resolution #050-2016 05 10

Amended by Board Resolution # 017-2019 02 26

RATIONALE

As an educational organization, the Algoma District School Board's first priority is to maintain the best possible learning and working environments for all. Thus, the Board expects all employees:

- to conduct themselves in a professional manner, consistent with Board policies, procedures, character attributes, expectations and directives as well as Ministry regulations, legislation and acts, both within and outside the workplace;
- to ensure learning and working environments are safe, accessible and welcoming;
- to perform assigned duties and responsibilities in a manner that meets acceptable standards.

POLICY STATEMENT

It is the policy of the Algoma District School Board that progressive discipline* will be applied in circumstances where an employee's performance and/or behavior do(es) not meet acceptable standards.

***Progressive discipline** is a series of increasingly serious steps that a Director, member of Senior Management, Supervisor or School Administrator initiates in order to correct unacceptable performance or behavior. Given that each situation is unique, all circumstances will be considered before issuing a response. There are no rigid or arbitrary rules of application. Serious situations may result in immediate and significant disciplinary consequences.

Current

SECTION 4: HUMAN RESOURCES MANAGEMENT**Policy 4.04: PROGRESSIVE DISCIPLINE POLICY FOR EMPLOYEES*****Supporting Policies***

- 4.07 [Employee Ethics](#)
- 6.27.01 [Workplace Violence & Harassment Policy](#)
- 6.27.02 [Workplace Harassment Policy](#)
- 6.49 [Board Code of Conduct](#)
- 6.49.01 [Safe Schools Policy](#)

Supporting Procedures

[Progressive Discipline Procedure for Employees](#)

Supporting Protocol and Guidelines***Supporting Templates and Forms******Other Resources***

[Education Act](#)
[Employment Standards Act](#)
[Occupational Health & Safety Act](#)
[Ontario College of Teachers Act](#)
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[Collective Agreement](#)

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- to conduct themselves in a professional manner, consistent with Board policies, procedures, character attributes, expectations and directives as well as Ministry regulations, legislation and acts, both within and outside the workplace;
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- to perform assigned duties and responsibilities in a manner that meets acceptable standards.

POLICY STATEMENT

It is the policy of the Algoma District School Board that progressive discipline will be applied in circumstances where an employee's performance, **conduct** and/or behavior do(es) not meet acceptable standards. **For clarity:**

Progressive discipline is a series of increasingly serious steps that a Director, member of Senior Management, Supervisor or School Administrator initiates in order to correct unacceptable performance or behavior. Given that each situation is unique, all circumstances will be considered before issuing a response. There are no rigid or arbitrary rules of application. Serious situations may result in immediate and significant disciplinary consequences.

DRAFT

SECTION 4: HUMAN RESOURCES MANAGEMENT**Policy 4.05 ATTENDANCE SUPPORT PROGRAM POLICY FOR EMPLOYEES*****Supporting Policies***

4.07 [Employee Ethics](#)

6.49 [Board Code of Conduct](#)

Supporting Procedures

Attendance Support Program Procedure

Attendance Support Program - Reporting Requirements

Attendance Support - Confidentiality of Medical Records Procedure

Attendance Support - Disability Support - Early Intervention, Accommodations and Return to Work Procedure

Supporting Protocol and Guidelines***Supporting Templates and Forms***

WSIB Abilities Form

Medical Certificate

Return to Work Form

Other Resources

[Education Act](#)

[Employment Standards Act](#)

[Occupational Health & Safety Act](#)

[Ontario College of Teachers Act](#)

[Human Rights Code](#)

[Collective Agreement](#)

Approved by Board Resolution #058 - 2018 06 12

POLICY STATEMENT

The Algoma District School Board is committed to creating and maintaining a healthy workplace. The Attendance Support Program is a comprehensive program aimed at positively supporting the health and well-being of employees and the organization.

It is the policy of the Algoma District School Board to support both the employee and organizational health and well-being, so all employees can attend work regularly and enhance learning opportunities for students.

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.05 ATTENDANCE SUPPORT PROGRAM POLICY FOR EMPLOYEES

Supporting Policies

4.07 [Employee Ethics](#)

6.49 [Board Code of Conduct](#)

Supporting Procedures

Attendance Support Program Procedure

Attendance Support Program - Reporting Requirements

Attendance Support - Confidentiality of Medical Records Procedure

Attendance Support - Disability Support - Early Intervention, Accommodations and Return to Work Procedure

Supporting Protocol and Guidelines

Supporting Templates and Forms

WSIB Abilities Form

Medical Certificate

Return to Work Form

Other Resources

[Education Act](#)

[Employment Standards Act](#)

[Occupational Health & Safety Act](#)

[Ontario College of Teachers Act](#)

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Supporting Policies

[6.09 Distribution of Promotional Material/Advertising](#)

[6.15 Fundraising/Canvassing/Soliciting](#)

[6.16.01 Privacy of Information Management](#)

[6.42 Use of Computing and Information Technology](#)

[6.46 Advertising](#)

Supporting Procedures

ADSB Acceptable Use Guidelines for IT and Resources

Supporting Protocols and Guidelines

Supporting Templates and Forms

Consent to Receive Electronic Communication Form

Appendix B – Website/Media Permission Form

Other Resources

Canada's Anti-Spam Legislation (CASL) – July 1, 2014

Approved by Board Resolution #051-2016 05 10

POLICY

1. The Board is committed to developing documents and implementing an effective program that is in compliance with "Canada's Anti-Spam Legislation" CASL.
2. The Board recognizes the importance of awareness and providing training for all employees with respect to the requirements outlined in CASL.
3. The Board recognizes the importance of establishing monitoring mechanisms and implementing a system for addressing complaints and contraventions.

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.07: Canada's Anti-Spam Legislation (CASL)

Supporting Policies

[6.09 Distribution of Promotional Material/Advertising](#)

[6.15 Fundraising/Canvassing/Soliciting](#)

[6.16.01 Privacy of Information Management](#)

[6.42 Use of Computing and Information Technology](#)

[6.46 Advertising](#)

Supporting Procedures

ADSB Acceptable Use Guidelines for IT and Resources

Supporting Protocols and Guidelines

Supporting Templates and Forms

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SECTION 6: OPERATIONS

Policy 6.10: Drug and Alcohol Policy

Supporting Policies

[6.13 Smoking on School Property](#)

[6.49.01 Board Code of Conduct](#)

[6.49.02 Progressive Discipline Including Suspension and Expulsion](#)

Supporting Procedures

[ADSB Smudging Procedure](#)

Supporting Protocols and Guidelines

[Project ABCD \(Action for Building a Community that is Drug Free\)](#)

Supporting Templates and Forms

Other Resources

Kiwanis Community Theatre Centre (KCTC) Alcohol Policy 10.0

[Algoma Model Website Portal \(www.algomamodel.ca\)](http://www.algomamodel.ca)

[Tobacco Control Act, 1994](#)

[Algoma Public Health](#)

[Smoke Free Ontario Act](#)

[Cannabis Control Act](#)

Approved by Resolution #154-1998 06 23

Revised by Resolution #091-2016 09 20

Revised by Resolution #087-2018 10 30

POLICY STATEMENT

1. In conjunction with its policy on STUDENT BEHAVIOUR AND CONDUCT, the Algoma District School Board assumes a leadership role in creating and promoting a positive drug-free lifestyle and a healthy environment dedicated towards the development of skills, attitudes, confidence and good citizenship. The Board expects that all staff, volunteers and others in the employ of the Board will be positive role models in this regard and will be aware of and apply this policy and its related procedures.
2. It is the policy of the Algoma District School Board that alcohol, illicit drugs, cannabis that is consumed for non-medical purposes and the illegal use of prescription drugs are not to be used by or be in the possession of anyone on school property or during out-of-classroom programs and activities conducted by or under the auspices of the Board wherever such activities are held. This policy includes the misuse of solvents, gasoline, cleaning fluids and other inhalants.

3. The Board complies with the [Tobacco Control Act, 1994](#) which includes the prohibition at all ADSB Schools and/or regulation of smoking on all Board properties, and discourages the use of tobacco and tobacco products by its students and staff. As outlined in the “[Smoke Free Ontario Act](#)” policy and the [Algoma Public Health](#) policy an exception has been noted:
“...accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on campus by members of the Anishinaabe community.” The [ADSB Smudging Procedure](#) provides more information.
4. The Board prohibits the use of drugs to improve athletic performance and the use of drugs to enhance physical appearance.
5. The Board will support both programs of prevention and intervention to assist students and staff to maintain or regain a substance-free lifestyle.

Exception:

An exception to this policy is granted to the Kiwanis Community Theatre Centre to allow for KCTC’s Alcohol policy and insurance coverage to be in effect for public events managed by the Theatre.

SECTION 6: OPERATIONS

Policy 6.10: Drug and Alcohol Policy

Supporting Policies

[6.13 Smoking on School Property](#)

[6.49.01 Board Code of Conduct](#)

[6.49.02 Progressive Discipline Including Suspension and Expulsion](#)

Supporting Procedures

[ADSB Smudging Procedure](#)

Supporting Protocols and Guidelines

[Project ABCD \(Action for Building a Community that is Drug Free\) Guideline](#)

Supporting Templates and Forms

Other Resources

[Kiwaniis-Sault Community Theatre Centre \(KSCTC\) Alcohol Policy 10.0](#)

[Algoma Model Website Portal \(\[www.algomamodel.ca\]\(http://www.algomamodel.ca\)\)](#)

[Tobacco Control Act, 1994](#)

[Algoma Public Health](#)

[Smoke Free Ontario Act](#)

[Cannabis Control Act](#)

[Ontario Federation of School Athletic Associations \(OFSAA\) – OFSAA Policy on Dispensing Drugs, Medication, and Food Supplements, and Rules of Behaviour for Participants to OFSAA Championships](#)

Approved by Resolution #154-1998 06 23

Revised by Resolution #091-2016 09 20

Revised by Resolution #087-2018 10 30

[Revised by Resolution #](#)

POLICY STATEMENT

1. In conjunction with its policy on STUDENT BEHAVIOUR AND CONDUCT, the Algoma District School Board assumes a leadership role in creating and promoting a positive, drug-free lifestyle and a healthy working/learning environments dedicated towards the development of skills, attitudes, confidence and good citizenship. The Board expects that all staff, volunteers and others in the employ of the Board will be positive role models in this regard and will be aware of and apply this policy and its related procedures.
2. It is the policy of the Algoma District School Board that alcohol, illicit drugs, cannabis that is consumed for non-medical purposes and the illegal use of prescription drugs are not to be used by, or be in the possession of anyone on Board or school property, or during out-of-classroom programs and activities conducted by, or under the auspices of the Board wherever such

activities are held. This policy includes the misuse of solvents, gasoline, cleaning fluids and other inhalants.

3. The Board complies with the [Tobacco Control Act, 1994](#) which includes the prohibition at all ADSB Schools and/or regulation of smoking on all Board properties, and discourages the use of tobacco and tobacco products by its students and staff. As outlined in the “[Smoke Free Ontario Act](#)” policy and the [Algoma Public Health](#) policy an exception has been noted:

“...accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on campus by members of the Anishinaabe community.” The [ADSB Smudging Procedure](#) provides more information.

4. At all Board sanctioned athletic practices and events, and OFSAA sanctioned competitions, drugs, other than medication prescribed by a medical doctor for a specific student athlete, are expressly forbidden. In addition, as per OFSAA guidelines, team officials and school coaches shall not supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.

~~The Board prohibits the use of drugs to improve athletic performance and the use of drugs to enhance physical appearance.~~

5. The Board will support both programs of prevention and or intervention to assist students and staff with ~~to~~ maintaining or regaining a substance-free lifestyle.

Exception:

An exception to this policy is granted to the ~~Sault~~Kiwanis Community Theatre Centre (SCTC) to allow for ~~K~~SSCTC’s Alcohol policy and insurance coverage to be in effect for public events managed by the Theatre.

SECTION 6: OPERATIONS**Policy 6.16.01: PRIVACY AND INFORMATION MANAGEMENT POLICY*****Supporting Policies***

4.07 [Employee Ethics](#)

6.42 [Use of Computing and Information Technology](#)

6.49 [Safe Schools Policy](#)

Supporting Procedures***Supporting Protocols******Supporting Templates and Forms******Guidelines, Checklists and Other Board Resources***

Board's Records Management Guideline - TBD

External Resources

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Privacy and Information Management \(PIM\) Toolkit established for School Boards by the PIM taskforce](#)

Approved by Board Resolution # 008-2013 01 29

Approved by Board Resolution #059-2018 06 12

RATIONALE

The Algoma District School Board respects and promotes the protection of privacy of all staff and students. The Algoma District School Board collects personal information to support the provision of educational services to its students and/or the employment of Algoma DSB employees. The Board operates under the authority of the Education Act and its associated regulations.

The Board considers the issue of confidentiality a serious responsibility and values and respects the privacy of all individuals.

POLICY STATEMENT

The Algoma District School Board recognizes and accepts its responsibility under the Municipal Freedom of Information and Protection of Privacy Act and other privacy legislation as applicable. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

The management of personal information collected by the Algoma DSB for this purpose is in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPPA). These laws ensure that public organizations are open and accountable to the public by providing a right of access to records and to protect the privacy of individuals by controlling the manner in which public organizations collect, use and disclose personal information.

APPLICATION & SCOPE

This policy applies to all Algoma District School Board staff who collect, use and disclose personal information related to employees and students and to operations and procedures in all facilities within the Algoma District School Board.

PRIVACY STANDARD

The protection of personal information held by the Board is guided by the following principles:

1. Accountability and Responsibility

Under the Municipal Freedom of Information and Protection of Privacy Act, the Board is responsible for personal information under its control and will designate an individual within the Board who is accountable for compliance with privacy legislation.

2. Consent

Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3. Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

4. Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board's Records Management Guideline.

5. Accuracy

The Board shall ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

6. Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use and disclosure by adhering to safeguards appropriate to the sensitivity of the information.

7. Openness and Transparency

The Board shall make available on its website, information about its policies and practices relating to the management of personal information.

8. Access and Correction

Upon request, the Board shall allow an individual to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any mandatory or discretionary exceptions.

9. Compliance

The Director of Education, or designate, is authorized to provide the administrative procedures necessary to implement this policy.

10. Third-Party Agreements

The Board shall adhere to all safeguards when it is necessary to share data with third-parties. Third-party data sharing agreements will be put in place with vendors and organizations as required. In these scenarios, the Director of Education, or designate, will authorize the agreement.

CURRENT

SECTION 6: OPERATIONS

Policy 6.16.01: PRIVACY AND INFORMATION MANAGEMENT POLICY

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.42 [Use of Computing and Information Technology](#)
- 6.49 [Safe Schools Policy](#)

Supporting Procedures

Supporting Protocols

Supporting Templates and Forms

Guidelines, Checklists and Other Board Resources

Board's Records Management Guideline - TBD

External Resources

- [Education Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
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Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

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The Director of Education, or designate, is authorized to provide the administrative procedures necessary to implement this policy.

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The Board shall adhere to all safeguards when it is necessary to share data with third-parties. Third-party data sharing agreements will be put in place with vendors and organizations as required. In these scenarios, the Director of Education, or designate, will authorize the agreement.

DRAFT

SECTION 6: OPERATIONS

Policy 6.27.01: Workplace Violence Policy

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.02 [Workplace Harassment Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
- 6.49.03 [Bullying Prevention and Intervention Policy](#)

Supporting Procedures

[Workplace Violence of Students, Volunteers or Staff Procedure](#)
[Harassment of Student, Volunteers or Staff Procedures](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Occupational Health and Safety Act, as amended June 15, 2010; Education Act Sections 283](#)
[Child and Family Services Act](#)
[Youth Criminal Justice Act](#)
[Charter of Rights and Freedoms](#)
[Ontario Human Rights Code](#)
[Safe School Act, 2000](#)
[Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
[Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #95-2010 06 15

Approved by Board Resolution #156-2011 11 08

Revised by Board Resolution #089-2015 05 05

Policy Statement

The Algoma District School Board believes in a violence free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct as it erodes the mutual trust and confidence that are essential to the well being of our staff.

Definition

Workplace Violence is:

- (a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to a worker,
- (c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Definition of Workplace

This policy and related procedures apply to all work activities that occur while on Board business or workplace social events.

Application

This policy applies to all members of the Algoma District School Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

The Algoma District School Board has developed a [Workplace Violence and Harassment of Students Volunteers of Staff Procedure](#) to support the [Workplace Violence Policy](#) and the Harassment Policy in accordance with the [Occupational Health and Safety Act](#).

SECTION 6: OPERATIONS

Policy 6.27.01: Workplace Violence Policy

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.02 [Workplace Harassment Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
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Supporting Procedures

[Workplace Violence of Students, Volunteers or Staff Procedure](#)
[Harassment of Student, Volunteers or Staff Procedures](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

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[Youth Criminal Justice Act](#)
[Charter of Rights and Freedoms](#)
[Ontario Human Rights Code](#)
[Safe School Act, 2000](#)
[Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
[Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #95-2010 06 15

Approved by Board Resolution #156-2011 11 08

Revised by Board Resolution #089-2015 05 05

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~~The Algoma District School Board has developed a Workplace Violence and Harassment of Students Volunteers of Staff Procedure to support the Workplace Violence Policy and the Harassment Policy in accordance with the Occupational Health and Safety Act.~~

SECTION 6: OPERATIONS**Policy 6.27.02 Workplace Harassment Policy****Supporting Policies**

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.01 [Workplace Violence Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
- 6.49.03 [Bullying Prevention and Intervention Policy](#)

Supporting Procedures

- [Harassment of Students, Volunteers or Staff Procedure](#)
- [Workplace Violence of Students, Volunteers or Staff Procedure](#)

Supporting Protocols and Guidelines**Supporting Templates and Forms****Other Resources**

- [Occupational Health and Safety Act, as amended June 15, 2010; Education Act Sections 283](#)
- [Occupational Health and Safety Amendment Act 2009; Violence and Harassment in the Workplace – Bill 168](#)
- [Child and Family Services Act](#)
- [Youth Criminal Justice Act](#)
- [Charter of Rights and Freedoms](#)
- [Ontario Human Rights Code](#)
- [Safe School Act, 2000](#)
- [Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
- [Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #154-1998 06 23

Reviewed by Board Resolution #019-2015 01 27

Revised by Board Resolution #090-2015 05 05

Revised by Board Resolution #054-2017 05 09

Policy Statement

The Algoma District School Board acknowledges that workplaces for employees must be respectful, safe and free of harassment. Therefore, employees not only have the right to such workplaces, they also have the responsibility to maintain such environments. The Board is committed to providing workplaces that are free of workplace harassment and bullying and takes its responsibility to ensure environments of mutual trust and respect seriously. Harassment of any kind, of any individual(s), will not be tolerated.

Definition

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment does not include:

- an occasional or casual compliment;
- any voluntary relationship;
- the proper exercise of responsibility or authority related to the provision of advice, assignment of work, counselling, performance appraisal, discipline and/or other management or supervisory functions;
- Verbal disagreements or personality differences that are addressed in a respectful manner.

Harassment may include but is not limited to derogatory or demeaning comments, taunts, threats, jokes, jeers about appearance, race, colour, gender, sexual orientation, disability, age, religion or ethnicity.

Definition of Workplace

This policy and related procedures apply to all work activities that occur while on Board business or work-related social events.

Application

This policy applies to but is not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

The Algoma District School Board has developed a [Harassment of Students, Volunteers and Staff Procedure](#) to support the Workplace Harassment Policy in accordance with the [Occupational Health and Safety Act](#) and the [Ontario Human Rights Code](#).

SECTION 6: OPERATIONS**Policy 6.27.02 Workplace Harassment Policy****Supporting Policies**

- 4.07 [Employee Ethics](#)
- 6.06 [Physical Intervention](#)
- 6.27 [Health and Safety Policy](#)
- 6.27.01 [Workplace Violence Policy](#)
- 6.36 [Equity and Inclusive Education](#)
- 6.49.01 [Board Code of Conduct](#)
- 6.49.02 [Progressive Discipline Policy Including Suspension and Expulsion](#)
- 6.49.03 [Bullying Prevention and Intervention Policy](#)

Supporting Procedures

- [Harassment of Students, Volunteers or Staff Procedure](#)
- [Workplace Violence of Students, Volunteers or Staff Procedure](#)

Supporting Protocols and Guidelines**Supporting Templates and Forms****Other Resources**

- [Occupational Health and Safety Act, as amended June 15, 2010; Education Act Sections 283](#)
- [Occupational Health and Safety Amendment Act 2009; Violence and Harassment in the Workplace – Bill 168](#)
- [Child and Family Services Act](#)
- [Youth Criminal Justice Act](#)
- [Charter of Rights and Freedoms](#)
- [Ontario Human Rights Code](#)
- [Safe School Act, 2000](#)
- [Education Amendment Act, Bill 212 \(Progressive Discipline and School Safety\), 2007](#)
- [Education Amendment Act, Bill 157 \(Keeping our Kids Safe at School\), 2009](#)

Approved by Board Resolution #154-1998 06 23

Reviewed by Board Resolution #019-2015 01 27

Revised by Board Resolution #090-2015 05 05

Revised by Board Resolution #054-2017 05 09

Policy Statement

The Algoma District School Board acknowledges that workplaces for employees must be respectful, safe and free of harassment. Therefore, employees not only have the right to such workplaces, they also have the responsibility to maintain such environments. The Board is committed to providing workplaces that are free of workplace harassment and bullying and takes its responsibility to ensure environments of mutual trust and respect seriously. Harassment of any kind, of any individual(s), will not be tolerated.

Definition

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment does not include:

- an occasional or casual compliment;
- any voluntary relationship;
- the proper exercise of responsibility or authority related to the provision of advice, assignment of work, counselling, performance appraisal, discipline and/or other management or supervisory functions;
- Verbal disagreements or personality differences that are addressed in a respectful manner.

Harassment may include, but is not limited to, derogatory or demeaning comments, taunts, threats, jokes, jeers about appearance, race, colour, gender, sexual orientation, disability, age, religion or ethnicity.

Definition of Workplace

This policy and related procedures apply to all work activities that occur while on Board business or work-related social events.

Application

This policy applies to but is not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

The Algoma District School Board has developed a [Harassment of Students, Volunteers and Staff Procedure](#) to support the Workplace Harassment Policy in accordance with the [Occupational Health and Safety Act](#) and the [Ontario Human Rights Code](#).

SECTION 6: OPERATIONS**Policy 6.27.03 SCENT SENSITIVITY IN THE WORKPLACE*****Supporting Policies***

[6.27 Health and Safety Policy](#)

Supporting Procedures***Supporting Protocols and Guidelines******Supporting Templates and Forms******External Resources***

[Occupational Health and Safety Act and Regulations](#)

[Ontario Human Rights Code](#)

Approved by Board Resolution #021-2019 02 26

Rationale

The Algoma District School Board, as an employer, has a duty to accommodate employees who may be adversely affected or suffer a severe medical reaction when exposed to a certain scent or fragrance. To provide consistent scent sensitive conditions at all facilities and amongst all workplace stakeholders, this policy applies to all locations where the need for an accommodation has been identified. It is understood that, while supporting medical documentation may be needed with respect to the causes and symptoms of a sensitivity, the absence or delay of such documentation does not remove the need for an immediate response. In all cases, the minimum awareness consideration will be applied.

SECTION 6: OPERATIONS

Policy 6.27.03 SCENT SENSITIVITY IN THE WORKPLACE

Supporting Policies

[6.27 Health and Safety Policy](#)

Supporting Procedures

[Scent Sensitivity Procedure](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

External Resources

[Occupational Health and Safety Act and Regulations](#)

[Ontario Human Rights Code](#)

Approved by Board Resolution #021-2019 02 26

[Amended by Board Resolution #](#)

Rationale

The Algoma District School Board, as an employer, has a duty to accommodate employees who may be adversely affected or suffer a severe medical reaction when exposed to a certain scent or fragrance. To provide consistent scent sensitive conditions at all facilities and amongst all workplace stakeholders, this policy applies to all locations where the need for an accommodation has been identified. It is understood that, while supporting medical documentation may be needed with respect to the causes and symptoms of a sensitivity, the absence or delay of such documentation does not remove the need for an immediate response. In all cases, the minimum awareness consideration will be applied.

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.42: USE OF INFORMATION TECHNOLOGIES AND RESOURCES

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.18.03 [Academic Honesty Policy](#)
- 6.33 [Copyright Policy](#)
- 6.49 [Safe Schools Policy](#)

Guidelines, Checklists and Other Board Resources

- [ADSB Acceptable Use Guidelines for Information Technologies and Resources](#)
- [Director's Memo: Use of ADSB Technology / Personal Use of Cell Phones](#)

External Resources

- [Freedom of Information and Protection of Privacy Act](#)
- [Principles of Digital Citizenship \(http://digitalcitizenship.net\)](http://digitalcitizenship.net)

Approved by Board Resolution #059 - 2013 05 28

Approved by Board Resolution #062 - 2018 06 12

Policy Statement

Users must utilize ADSB technology in a manner that is consistent with the values and expectations of the Board. Users who are given access to ADSB technology, its electronic devices, or who use their own technology/personal electronic devices in the Board's learning or work environment(s), whether connected to the Board or Non-Board networks, are required to know and abide by the *ADSB Acceptable Use Guidelines for Information Technologies and Resources* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

SECTION 6: BOARD/PHILOSOPHY/AIMS & OBJECTIVES

Policy 6.42: USE OF INFORMATION TECHNOLOGIES AND RESOURCES

Supporting Policies

- 4.07 [Employee Ethics](#)
- 6.18.03 [Academic Honesty Policy](#)
- 6.33 [Copyright Policy](#)
- 6.49 [Safe Schools Policy](#)

Guidelines, Checklists and Other Board Resources

[ADSB Acceptable Use Guidelines for Information Technologies and Resources](#)

[Director's Memo: Use of ADSB Technology / Personal Use of Cell Phones](#)

External Resources

[Freedom of Information and Protection of Privacy Act](#)

Principles of Digital Citizenship (<http://digitalcitizenship.net>)

Approved by Board Resolution #059 - 2013 05 28

Approved by Board Resolution #062 - 2018 06 12

Policy Statement

Technology must be used in a safe, legal, and responsible manner. Therefore, ~~u~~Users must utilize ADSB technology in a manner that is consistent with the values and expectations of the Board. Those Users who are provided given access to ADSB technology, ~~its electronic~~ devices, or who use their own technology/personal electronic devices in the Board's learning or work environment(s), whether connected to ~~the~~ Board or Non-Board networks, are required to ~~know and~~ abide by the *ADSB Acceptable Use Guidelines for Information Technologies and Resources*, ~~in order to ensure that all technology is being used in a safe, legal, and responsible manner.~~



SECTION 6: OPERATIONS

Policy 6.47: Use of Board Credit Card

Supporting Policies

[6.31 Travel Meals and Hospitality Policy](#)

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #057-2007 04 24

Revised by Board Resolution # 092-2014 05 27

Amended by Board Resolution #024-2019 02 26

POLICY STATEMENT:

The Algoma District School Board recognizes the need for designated employees to have Board credit cards. The use of the Board credit cards is intended to improve efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

ADMINISTRATIVE PROCEDURES:

All requests for corporate credit cards must be approved by the Director of Education or designate and a copy of these procedures must be reviewed with the employee upon approval. Board credit cards are to be used for Board related expenses and must be used by cardholders for expenses related to their duties only. Cardholders are responsible for their cards and meeting all terms and conditions. Expenditures of meals, travel and hospitality must adhere to [Policy #6.31](#).

Appropriate approvals of the expenses are obtained from a Superintendent or Director of Education; In the case of trustees, the Chair of the Board or a designated senior official of the board; in the case of the Chair of the Board, a designated senior official of the board other than the Director of Education; the Chair of the Board shall review and approve the expenses of the Director of Education.

Cash advances are kept to a minimum and limited to unusual circumstances with the appropriate approvals being obtained.

Expense claims, with attached receipts, must be submitted to the Confidential Secretary to the Executive Superintendent of Business & Operations or designate for review and approval by the Director of Education and Executive Superintendent of Business & Operations or designates.

SECTION 6: OPERATIONS

Policy 6.47: Use of Board Credit Card

Supporting Policies

[6.31 Travel Meals and Hospitality Policy](#)

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #057-2007 04 24

Revised by Board Resolution # 092-2014 05 27

Amended by Board Resolution #024-2019 02 26

POLICY STATEMENT:

The Algoma District School Board recognizes the need for designated employees to have Board credit cards. The use of ~~athe~~ Board credit cards is intended to improve efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

APPLICATION ADMINISTRATIVE PROCEDURES:

All requests for corporate credit cards must be approved by the Director of Education or designate. ~~If approved, the card recipient must provide written confirmation that the and a copy of these procedures must be reviewed with the employee upon approval.~~ Board credit cards ~~shall are to be~~ used for Board-related expenses and ~~must be used by cardholders for expenses~~ related to their duties ~~only~~. Cardholders are responsible for their cards and meeting all terms and conditions. Expenditures of meals, travel and hospitality ~~shall must~~ adhere to [Policy #6.31](#).

Appropriate approvals of the expenses are obtained from a Superintendent or Director of Education. In the case of trustees, the Chair of the Board or a designated senior official of the board ~~shall~~ approve; in the case of the Chair of the Board, a designated senior official of the board other than the Director of Education ~~shall approve~~; the Chair of the Board shall review and approve the expenses of the Director of Education.

~~Cash advances are kept to a minimum and limited to unusual circumstances with the appropriate approvals being obtained.~~

Expense claims, with attached receipts, must be submitted to the ~~Executive Assistant Confidential Secretary to the Executive Superintendent of Business~~ Associate Director of Corporate Services & Operations or designate for review and approval by the Director of Education and

Associate Director of Corporate Services & Operations ~~Executive Superintendent of Business & Operations~~ or designates.

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