



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the
Program and Human Resources Committee will be held on:

Monday, October 19, 2009
commencing at 7:00 p.m.

in the
Board Committee Room, Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

Jim Williams, Chair
Program and Human Resources Committee

Trish FitzGibbon
Superintendent of Education
Special Education Services

Rob McGall
Superintendent of Education
Human Resources Support Services

Jan Montgomery
Superintendent of Education
Curriculum Services

June Rogers
Superintendent of Education
Education Services

Committee members: T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, J. Williams



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

Program and Human Resources Committee PUBLIC AGENDA

Regular meeting of
October 19, 2009 – 7:00 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – none		
	Approval of agenda		
	Approval of minutes – September 21, 2009	A-1	
	Business arising from the minutes		
B	Recommendations		
	Board Policy No 4: Corporate Board Job Description Notice of motion: amendment by addition	B-1	KS
	Textbook/novel approval	B-2	JM
C	Information		
7:00 p.m.	Use of resources in secondary literacy programs	Verbal	JM
7:15 p.m.	2008-2009 suspension and expulsion data	C-1 Handout to follow	JR
7:35 p.m.	Instructional Technology Advisory Committee	C-2	MN
	Child care partnerships	C-3	KS
	Procedure review		
	Procedure 181: Distribution of Materials	C-4	KS
	Procedure 320: Staff Administration of Medication	C-5	KS
D	Correspondence		

None

Motion to move into closed session

Next regular meeting: Monday, November 9, 2009 @ 5:30 p.m.



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Monday, September 21, 2009**

Members present: T. Goodfellow, M. Hall, M. Walker, J. Williams

Absent: None

Regrets: H. Marissen, C. Pitman

Guests: M. Brant, C. Cotton, S. Clements

Resource: T. FitzGibbon, R. McGall, J. Montgomery, J. Rogers,
D. Rutherford, K. Soule

Minutes: C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 7:10 p.m.

Delegations/presentations - none

Approval of agenda

Moved: M. Walker

Seconded: M. Hall

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow

Seconded: M. Hall

That the minutes of the regular meeting of June 8, 2009 be approved.

Carried

Business arising from minutes - None

Recommendations – None

Information

Enrolment update

Superintendent Rutherford noted that elementary enrolments were collected on September 9 and secondary on September 11. A summary of the enrolments for September 2009 was provided, along with a summary of staffing implications. A complete package of enrolments by grade and school will be provided at the Board

meeting on September 28, 2009. He noted that the second page of the handout relates to Ministry requirements around Primary Class Size reporting. The total elementary enrolment shows a decrease of 40 students. As a result, financial implications were reviewed and staffing adjustments were made. In the secondary panel, enrolments are 92 students higher than projected generating 5.35 additional secondary staff. It was noted that data relating to Native Studies courses has not been reflected in the enrolment and staffing summary as information is still being gathered in this area.

EQAO results

Superintendent Montgomery introduced the report and welcomed Ken Manderville to his new role as System Principal, Student Success. He was joined by Colleen DeMille, System Principal, Curriculum Services. On September 17, the EQAO results were released to the public. A comparison of the Board and province overall in the areas of reading, writing and mathematics was provided.

Colleen DeMille presented information related to primary and junior results in the areas of reading and writing, showing board results over time as well as results over time for students with special needs and results over time by gender. There have been encouraging results for students with special needs. It was noted that a gender gap still exists in the board and provincially.

Ken Manderville presented information regarding the Grade 9 mathematics results that continue to demonstrate strong achievement for students. Compared to 2007-2008, results at the applied level showed particular improvement with an eight per cent increase of students achieving level 3 or 4, outperforming the province by 11 per cent. Academic results remained unchanged with 76 per cent of students achieving level 3 or level 4. Information about individual schools demonstrated a wide range in results with some schools experiencing as much as a 27 per cent increase in reading and with others experiencing up to a 39 per cent decrease at the Grade 3 level. In Grade 6 reading, this same pattern was evident with some schools receiving as much as a 27 per cent increase and others a 20 per cent decrease.

Colleen DeMille concluded the presentation by stating that, based on the analysis of EQAO, system and school specific information, the board and school improvement plans will have common, system wide goals for reading, writing and mathematics. Beginning this year, the board improvement plan will encompass Kindergarten to Grade 12 to support improvement for students at the elementary and secondary levels.

Committee members inquired about students obtaining a level 1 or level 2 on EQAO and wondered if they would still get their credit for the course. It was noted that a level 1 represents a mark of 50-59 and level 2 is a mark between 60 and 69. A student's final course mark is based on term work, mid-term and final exam and a mark of 50% or higher is considered a passing mark.

A further inquiry was made regarding how board improvement planning and teacher training are balanced with keeping teachers in the classroom. Senior staff explained that, in order to improve instructional practices teachers need time to work on job-embedded professional development. Most of this professional development is taking place in school or between schools and is mainly focuses on teacher dialogue around their instructional practices. This type of professional development has direct impact on what

happens in the classroom. Professional dialogue may also be taking place outside of school hours, although there is no requirement to do so. Regular discussions take place with federations regarding teacher growth and professional development, however, specific discussions regarding EQAO results and changes in classroom practices is not a focus of those discussions.

A question was raised regarding comparing results and practices to other school boards with higher success rates to determine best practices. It was confirmed that these discussions are ongoing on a regular basis and comparison data is reviewed. Individual student reports, when released, will provide more detail to work with and a clearer picture of where those students are on the achievement scale.

Committee members raised a question regarding responding to inquiries about the results of the Catholic board. A further detailed analysis of the data is required before any clear answers can be provided. A spreadsheet showing school-by-school data was provided and will be reviewed in more detail at the Board meeting on September 28. An opportunity for further discussion will take place at that time.

Comments were made regarding involving parents in the board improvement plan. Senior staff confirmed that parent engagement has been embedded in the board improvement plan, recognizing that parent modeling and a rich literacy environment at home is a key component to success.

Trustee Brant, Trustee Cotton and Trustee Clements left the meeting at 8:10 p.m.

Information and Technology Services summer update

Matt Norton reviewed Report No. C-2, providing information regarding the following projects completed by Information and Technology Services over the summer:

- Five year ever greening of elementary classroom computers;
- Implementation of a new school-funds software called KEV Software;
- Upgraded the Synrevoice phone system;
- Completed backend hardware and software upgrades to the data centre;
- Involved in a number of renovations throughout the district;
- Hardware technicians continued to install Smartboards; and
- Madoc Township Public School received a new computer lab.

It was noted that three summer students were hired, one of which helped with the elementary ever greening while the other two worked mainly with the hardware technicians.

At 8:20 p.m. it was:

Moved: M. Hall

Seconded: M. Walker

That the Program and Human Resources Committee move into closed session.

At 8:40 p.m. the Program and Human Resources Committee adjourned closed session and reconvened public session.

Professional development and summer inservice update

Superintendent McGall reviewed Report No. C-3, noting that approximately 250 employees were involved in summer training. A letter of recognition from the chair of the board will be sent to those employees.

Draft Pandemic Response Plan

Superintendent McGall reviewed Report No. C-4 indicating that the draft plan is a generic framework that provides boards with a communication plan in the event of a pandemic. A pandemic is declared if 10% or more of the staff/student population is affected.

The draft plan has been presented to the Operations and Finance Committee, the local health unit, and will be presented to the Health and Safety Committee on September 30. At that time, the draft will be finalized for the current school year.

Committee members inquired about preventative measures already being taken in the schools. Senior administration has recently provided direction regarding the posting of hand washing signage in the schools and have arranged for the distribution of alcohol based hand rub (ABHR) to all sites.

A question was raised regarding tracking sick days as a result of the pandemic. Employees are required to familiarize themselves with collective agreement language regarding sick days. Special circumstances could be approved by the superintendent of human resources if necessary, however, sick days would have to be used initially.

Principal/Vice-principal recruiting

Referencing Report No. C-5, Superintendent McGall noted that interviews are tentatively scheduled for October 28 for the secondary principal posting in order to recruit a replacement for the interim principal at Prince Edward Collegiate Institute.

Committee members inquired about the availability of information regarding the number of teachers looking for administrative careers. As part of the board's succession planning initiative, early information sessions have been scheduled this fall to provide an opportunity for interested teachers to start planning and identifying what steps they need to take to become an administrator. In additions, recent changes to succession planning will involve administrators identifying future leaders in their school and encouraging them to participate.

SALEP pilot refinements

Superintendent FitzGibbon reviewed Report No. C-6, noting that the pilot SALEP refinements will be in place for the 2009-2010 school year and will be reviewed again in June.

The refinements reflect:

- a) an enhancement of school-based practices for addressing students who may require an alternative pathway;

-
- b) an opportunity to keep students and parents engaged with their local secondary school personnel; and
 - c) a system consistency in SALEP Committee practice and documentation

Superintendent FitzGibbon responded to questions relating to trustee participation at these meetings. Concerns were raised regarding time limitations for meetings and location of video conferencing. Principals have been advised that a comfortable private location needs to be provided at their location. Flexibility in timing is always considered and will be refined as the process rolls out.

Correspondence – None

At 9:12 p.m. the Program and Human Resources Committee adjourned.



Decision X Information

To: The Chair and Members of the Program and Human Resources Committee

From: Kathy Soule, Director of Education
Rob McGall, Superintendent of Education, Human Resources Support Services

Re: Board Policy No. 4 – Corporate Board Job Description

Purpose

To align the corporate board job description with current practice regarding administrative pool placement.

Background

On May 26, 2008 the Board adopted Policy No. 4. From time to time changes or amendments are required to policy to reflect current practice and/or Ministry direction.

Current situation

Senior administration met and recommended that the approval of placements of successful candidates into the administrative pool be added to the corporate board job description. As per Board Policy No. 2 Article XII: Policies, upon approval, the Program Human Resources Committee will provide notice of motion to the Board at its meeting on October 26, 2009.

Appendices

Appendix A – Board Policy No. 4: Corporate Board Job Description

Recommendation

Moved:
Seconded:

That the Program and Human Resources Committee recommend that the Board amend Policy No. 4: Corporate Board Job Description by the addition of a new number 8 under Section 11: Additional Responsibilities, as follows:

- 8. Involvement in principal interviews with final approval of placement into the principal pool.**
- and the subsequent renumbering of the current number 8:**
- 9. Involvement in superintendent interviews, with final approval of the position.**

Respectfully submitted,

**Kathy Soule
Director of Education**

**Rob McGall
Superintendent of Education, Human Resources Support Services**



Hastings and Prince Edward
District School Board

BOARD POLICY NO. 4

Adopted	May 26, 2008
Last Revised	May 26, 2008
Review Date	May, 2011

CORPORATE BOARD JOB DESCRIPTION

The *Education Act* provides for the establishment of four types of district school boards: English Public, English Catholic, French Public, and French Catholic. Under the *Education Act*, locally elected school Boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board decisions applies to the Board as a corporate entity rather than to individual trustees.

The Hastings and Prince Edward District School Board's major areas of responsibility are:

1. ACCOUNTABILITY FOR STUDENT ACHIEVEMENT IN THE DISTRICT

- 1.1. Promote a culture that supports student success.
- 1.2. Ensure that effective educational programs are available for every student.
- 1.3. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy and beliefs that all students can learn.
- 1.4. Promote clear, consistent expectations that focus on a successful outcome for students.

2. ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

- 2.1. Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2. Perform Hastings and Prince Edward District School Board functions required by provincial legislation and board policy.
- 2.3. Provide advice to the Ministry of Education through the Ontario Public School Boards' Association (OPSBA) regarding regional and local implications of new government policy recommendations.

3. ACCOUNTABILITY TO THE COMMUNITY

- 3.1. Make decisions that reflect Hastings and Prince Edward District School Board's philosophy, goals and system plan that represent the interests of the entire district.
- 3.2. Establish processes that provide the community with opportunities for input.
- 3.3. Provide two way communications between Hastings and Prince Edward District School Board and School Councils.
- 3.4. Provide reports outlining district results in accordance with provincial policy.
- 3.5. Develop Board policies to conduct appeals and hearings in accordance with the *Education Act*, Regulations, and other appropriate statutes.
- 3.6. Model a culture that reflects the system Character Attributes.

4. POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

- 4.1. Develop policies that outline how the district will successfully function.
- 4.2. Ensure that all new policies have in place a purpose statement prior to development.

Corporate Board Job Description

- 4.3. Approve policy statements that meet the criteria identified by the district.
- 4.4. Review Hastings and Prince Edward District School Board policies to ensure that they reflect the desired impact and/or purpose.

5. DIRECTOR/BOARD RELATIONS

- 5.1. Select the Director of Education.
- 5.2. Provide the Director with a clear job description and corporate direction.
- 5.3. Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 5.4. Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's system plan as the basis for the evaluation.
- 5.5. At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the board in closed session.
- 5.6. Periodically review the compensation of the Director and senior staff.
- 5.7. Promote a positive working relationship with the Director of Education.

6. BOARD DEVELOPMENT

- 6.1. Annually or biannually evaluate Hastings and Prince Edward District School Board's effectiveness and performance.
- 6.2. Develop an annual plan for trustee development (both collectively and individually by increasing knowledge of a) Role, b) Processes, c) Issues).
- 6.3. Use the expertise of the Director of Education, and other provincial organizations (Ontario Public School Boards' Association - OPSBA, Council of Ontario Directors of Education - CODE, Ontario Public Supervisory Officers' Association - OPSOA) to help develop and support the district's development plan.

7. SYSTEM PLANNING

- 7.1. Provide overall direction for Hastings and Prince Edward District School Board by establishing the Board mission and goals.
- 7.2. Annually set priorities with outcomes (system plan).
- 7.3. Annually approve the system plan in public session for district distribution.
- 7.4. Annually use the system plan to drive the budget process.
- 7.5. Annually evaluate the effectiveness of Hastings and Prince Edward District School Board in relation to the system plan.
- 7.6. Monitor progress of student achievement.

8. FISCAL RESPONSIBILITY

- 8.1. Develop a budget review process to help determine annual resource allocations. (Use the system plan and other provincial and local directions.)
- 8.2. Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- 8.3. Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 8.4. Have in place a committee or alternative structure to ensure that the district is compliant with the provincial audit regulations and that the district has in place appropriate accountability processes.
- 8.5. Ratify Memoranda of Agreements with all employee groups.

Corporate Board Job Description

9. ADVOCACY AND COMMUNICATION

- 9.1. Annually develop a plan for district connections. Consider in the plan the focus, key messages and advocacy mechanisms.
- 9.2. Annually develop a plan to ensure that the district is communicating with the community and beyond.

10. RECOGNITION

- 10.1. Ensure that Hastings and Prince Edward District School Board recognizes students and student achievement.
- 10.2. Ensure that Hastings and Prince Edward District School Board recognizes staff and staff achievements.
- 10.3. Ensure that Hastings and Prince Edward District School Board recognizes community members and volunteers.

11. ADDITIONAL RESPONSIBILITIES

The board also has the following responsibilities:

1. Approval of school year calendars
2. Naming of educational facilities
3. Approval of tender selection for major building construction and modernization
4. Approval of disposition of land and buildings
5. Approval of education development charges
6. Approval for the issuance of debentures
7. Designation of the "head" for Freedom of Information and Protection of Privacy
8. Involvement in superintendent interviews, with final approval of the position.

Legal References:

Education Act, section 170 – 171 Duties and Powers of Boards

Board References:

- Board Policy Handbook
- Achievement in Motion System Plan



Decision X Information

To: The Chair and Members of the Program and Human Resources Committee

From: Jan Montgomery, Superintendent of Education – Curriculum Services

Re: **Textbook/Novel Approval**

Purpose

To seek approval for textbooks/novels not listed in the Ministry Curriculum Centre Learning Resources website which lists textbooks/novels approved for use in schools by the Minister of Education.

Background

The Ministry Curriculum Centre Learning Resources website lists textbooks/novels approved for use in schools by the Minister of Education under the Education Act.

Current situation

The titles (attached as Appendix “A”) have been reviewed by the school principal, curriculum services staff or superintendent and trustees on the Program & Human Resources Committee.

Appendices

Appendix A – Titles Submitted for Board Approval.

Recommendation

Moved:

Seconded:

That the Program and Human Resources Committee recommend that the Hastings and Prince Edward District School Board approve the list for use in schools as described in Appendix “A” as contained in the Program and Human Resources Committee public session report no. B-2 dated October 19, 2009.

Respectfully submitted,

**Jan Montgomery
Superintendent of Education – Curriculum Services**



FORM F210-1

Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

Summary List of Material Submitted for Approval

Date: Monday, October 5, 2009

TITLES SUBMITTED FOR BOARD TEXT/NOVEL APPROVAL

TITLE	SUBJECT	AUTHOR	PUBLISHER	EDITION (# or Yr.)	CDN OR FOREIGN (C or F)	GRADES
Toronto At Dreamer's Rock & Education is Our Right	Aboriginal Voices or English	Drew Hayden Taylor	Fifth House Publishers	1990	C	10 - 12
Keeper'n Me	Aboriginal Voices or English	Richard Wagamese	Anchor Books	2006	C	11



Decision _____ **Information** X

To: The Chair and Members of the Program and Human Resources Committee

From: Matt Norton, Senior Information and Technology Services Officer

Re: Instructional Technology Advisory Committee

Purpose

The purpose of this report is to provide information to Trustees regarding the creation of an Instructional Technology Advisory Committee for the 2009 – 2010 school year.

Background

During the 2003 – 2004 school year, the district underwent a review of its then current computer ever greening model and subsequently, developed the current five year ever greening plan. 2009 – 2010 school year is the final year of the current ever greening plan.

Current situation

The current ever greening plan provides new instructional computers in the classrooms and in the computer labs every five years. Schools typically receive the computers at the beginning of the school year.

Proposed change

That an advisory committee be created with a mandate of providing future direction for the district's instructional technology for the 2010/11 - 2014/2015 school years.

The committee will be comprised of the various stakeholders who use instructional technology in the district.

- One Trustee
- One member of OSSTF
- One member of ETFO
- One member of CUPE
- One Elementary Principal
- One Secondary Principal
- Two Students (one Senior Elementary and one High School)
- One System Educational Technology Support (SETS) person
- One ITS Coordinator
- One ITS Network Technologists
- One System Principal
- One Curriculum Coordinator
- One Superintendent of Education



The committee will be chaired by the Senior ITS Officer and co-chaired by the Superintendent of Curriculum. The committee's mandate would begin under these proposed Guiding Principles.

1. Recommendations:
 - ✓ are supported by evidenced-based research
 - ✓ consider the diverse needs of all HPEDSB students and staff
2. All members will have an opportunity to have their voice heard.
3. Instructional technology must support the goals of the School Improvement Plan, Board Improvement Plan and the AIM System Plan.
4. Technology has the greatest positive impact on learning when used in the classroom.
5. The effective use of technology is a critical 21st Century Skill.

The committee will meet four times during the 2009 – 2010 school year.

Respectfully submitted,

Matt Norton
Senior Information and Technology Services Officer



**Hastings and Prince Edward
District School Board**

**Program and Human Resources
Committee Report No. C-3
Page 1
October 19, 2009**

Decision _____ Information X

To: The Chair and Members of the Program and Human Resources Committee

From: Kathy Soule, Director of Education and Secretary to the Board
Sandy Smith, Community Engagement Coordinator

Re: Child-Care Partnership Agreements: 2009-2010

Purpose

To provide an update regarding child-care agreements for 2009-2010.

Background

The board has been in partnership with a variety of community agencies to provide a range of child care services in schools across the district. These partnerships are developed based on the needs of the community and include nursery/pre-school programs, before and after school child care, full or partial daycare and Best Start programs.

Current situation

Partnership agreements are reviewed on an annual basis with community partners and school and board administration to ensure effectiveness and alignment with the *AIM* system plan. Currently there are 24 before and/or after school programs, six pre-school programs and nine Best Start programs operating in the district.

Appendix

Child-Care Partnership Agreements: 2009-10

Respectfully submitted,

Kathy Soule

Director of Education and Secretary to the Board

Sandy Smith

Community Engagement Coordinator

CHILD-CARE PARTNERSHIP AGREEMENTS 2009-10

School Group	School Name	Program Name	Program Times	Community Partner
BAYSIDE	Bayside Public School	After School	2:30-6:00pm	YMCA
	Stirling Primary School	Best Start	7:30am-5:30pm	Stirling Co-operative Nursery School
	Stirling Primary School	Before and After School	7:30-9:00am/3:45-5:30pm	Stirling Co-operative Nursery School
CENTENNIAL	Prince Charles School (B)	After School	3:30-4:30pm	Hastings County (National Child Benefit Re-investment Program)
	Prince Charles School (B)	Before and After School	8:30-9:15am/3:45-6:00pm	YMCA
	Prince Charles School (B)	Best Start	7:00am-6:00pm	Abigail's Centre
	Sir John A. Macdonald School	Before and After School	7:30-8:45am/3:00-5:30pm	Hastings County Social Services
	Susanna Moodie Elementary School	Before and After School	7:30-9:15am/3:45-5:30pm	YMCA
CENTRE	Earl Prentice Public School	After School	3:45-6:00pm	Madoc Nursery School
	Earl Prentice Public School	Best Start	8:00am-4:00pm	Madoc Nursery School
	Madoc Public School	Before and After School	7:00-8:00am/2:30-7:00pm	Madoc Nursery School
	S.H. Connor School	Best Start	8:00am-3:35pm	Bright Beginnings of Tweed & District
MOIRA	Deseronto Public School	Pre-School	8:00am-12:00pm, Tuesday/Wednesday	Family Space Quinte Incorporated
	Harry J. Clarke Public School	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Queen Elizabeth School (B)	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Queen Victoria School	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Sir Winston Churchill School	Pre-School	daily	Family Space Quinte Incorporated
NORTH HASTINGS	Bancroft Public School	After School	3:30-4:30pm	Hastings County (National Child Benefit Reinvestment Program)
	Bancroft Public School	After School	3:00-6:00pm	North Hastings Children's Services
	Bird's Creek Public School	After School	3:30-6:00pm	North Hastings Children's Services
	Coe Hill School	Best Start	8:00am-4:00pm	North Hastings Children's Services
	Hermon Public School	Best Start	8:00am-4:00pm	North Hastings Children's Services
	Maynooth Public School	Best Start	8:00am-4:00pm	North Hastings Children's Services
PRINCE EDWARD	C.M.L. Snider School	Before and After School	7:30-9:00am/3:30pm-6:00m	Prince Edward Child Care Services
	C.M.L. Snider School	Pre-School	9:00am-noon, Monday/Wednesday	Prince Edward Child Care Services
	Massassaga-Rednersville Public School	Before and After School	8:00-9:15am/3:45-6:00pm	YMCA
	Pinecrest Memorial Elementary School	Pre-School	9:30am-noon, Tuesdays/Thursdays	Prince Edward Child Care Services
	Pinecrest Memorial Elementary School	Before and After School	7:30-9:15am/3:45-6:00pm	Prince Edward Child Care Services
	Queen Elizabeth School (P)	Before and After School	7:30-8:15am/2:30-6:00pm	Prince Edward Child Care Services
	Queen Elizabeth School (P)	Best Start	8:00am-4:00pm	Prince Edward Child Care Services
QUINTE	Harmony Public School	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Park Dale School	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Prince of Wales Public School	Before and After School	7:30-9:15am/3:45 - 6:00pm	YMCA
	Quinte Secondary School	Pre-School	7:30am-6:00pm	BCI Child Care Centre
	Tyendingaga Public School	Before and After School	7:30-9:25am/3:45pm-6:00pm	YMCA
TRENTON	Breadner Elementary School	Best Start	6:45am-5:30pm	Trenton Military Family Resource Centre Childcare
	Prince Charles Public School (T)	Before and After School	7:30-9:15am/3:45-6:00pm	YMCA
	Trenton High School	Pre-School	8:30-11:30am	Little Minnows Child Care



**Hastings and Prince Edward
District School Board**

PROCEDURE 181

Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

DISTRIBUTION OF MATERIALS

1. PURPOSE

Hastings and Prince Edward District School Board is a service organization committed to providing service and support to the district's students. Organizations and corporations frequently approach the Board and/or schools for permission to distribute material via students. The following guidelines are provided to assist principals in making decisions regarding the distribution of material in schools.

2. DISTRICT PROCEDURES

- 2.1 The distribution of any material to students is at the discretion of the school principal, unless a) direction to distribute has been given by the Director's Office, or b) distribution has been prohibited in section 2.3 below.
- 2.2 Materials originating from the Education Centre Mail Room and arriving via the Board courier will have been approved by the Director's Office. However, it is possible that materials may have been deposited at another school for distribution through the courier. Therefore, principals should ensure that the materials arriving via courier meet the criteria outlined below. If schools receive material through the courier that does not meet criteria outlined below, please contact the Director's Office.
- 2.3 Material received by schools containing political, religious, faith-related or inappropriate information, or from profit-making organizations is not approved for distribution via students in district schools.
- 2.4 Once material is approved, the distribution may include any of the following, at the principal's discretion:
 - 2.4.1 posted on a school's community bulletin board; or
 - 2.4.2 mentioned on the PA announcements; or
 - 2.4.3 copies available for pick-up in the office; or
 - 2.4.4 mentioned in the school newsletter; or
 - 2.4.5 distributed to students.
- 2.5 Public service information may be distributed to school stakeholders.
- 2.6 Notices of community events may be distributed by any means normally used within the school.
- 2.7 All requests are to be treated in a fair and equitable manner.

Legal References:

- Ontario Regulation 298—Operation of Schools, section 24 Advertisements and Announcements
- Ministry of Education Memorandum 2006: B15

District References:

- Board Policy No. 1 - Board Mission and Goals
- The Achievement in Motion System Plan
- Administrative Procedure 147 Internet Use
- Administrative Procedure 170- District Communications and Media Relations
- Administrative Procedure 171 - Use of Board Logo
- Administrative Procedure 182 - Sponsorship/Partnership
- Administrative Procedure 505 - Purchasing



**Hastings and Prince Edward
District School Board**

PROCEDURE 320

Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

**STAFF ADMINISTRATION OF MEDICATION
AND/OR MEDICAL PROCEDURES
INCLUDING ANAPHYLACTIC REACTIONS**

1. PURPOSE

This administrative procedure has been developed to provide direction for the involvement of staff members in the administration of medication and/or medical procedures.

As a general rule, educators and other school staff members should not be involved with administering oral medication or medical procedures to students. Such matters are primarily the responsibility of the students' parents or guardians in conjunction with trained medical personnel. Treatment regimes should, where possible, be adjusted to avoid administration during school hours. **Students should be encouraged to accept the maximum responsibility appropriate for administration of their own medication.**

At the same time, students with health problems have the same right to an education which will provide the opportunity to reach their maximum potential as do students without health problems. Therefore, Hastings and Prince Edward District School Board recognizes that, on occasion, it may be necessary for staff members to administer medication and/or medical procedures to a student in order to afford that student an equal opportunity to attend school to receive an appropriate education.

2. DEFINITIONS

Prescription Medication—Prescription medication is prescribed by a medical practitioner.

Non-prescription Medication—Non-prescription medication is medication for which no prescription is required; i.e., “over the counter” medication.

Emergency Medication—Emergency medication is medication prescribed for use in a life-threatening situation.

Oral medication—Oral medication is taken by mouth, including inhalants.

Staff Administration—Staff administration occurs when a district staff member provides the required dosage of medication at the prescribed time to a student, and/or provides medical procedures to a student.

Self Administration—Self administration means that the student accepts full responsibility for the medication regime.

Medical Procedures—Medical procedures include catheterization and suctioning.

3. COMMUNICABLE DISEASES

With regard to communicable diseases, students, staff members dealing with students and school boards are governed by current provincial public health legislation.

4. AGREEMENT WITH HEALTH UNIT

- 4.1 Hastings and Prince Edward District School Board shall take advantage of the provisions of current public health legislation to enter into an agreement with Hastings and Prince Edward Counties Health Unit to provide for services for students in schools under the board's jurisdiction.
- 4.2 Hastings and Prince Edward District School Board shall share the personal information of students with Hastings and Prince Edward Counties Health Unit as provided for in legislation and as indicated on the board's student enrolment form. The district will ensure that any other student personal information is only provided to Hastings and Prince Edward Counties Health Unit with the consent of the parent, legal guardian or adult student.

5. LIMITATIONS ON STAFF INVOLVEMENT

- 5.1 Before the administration of medication and/or medical procedures to any student can occur, it must be authorized in writing by the student's parent(s) or guardian(s) and the student's attending physician in accordance with the terms of this administrative procedure.
- 5.2 District staff members will not administer any medication or medical procedures except as designated appropriate for school board employees to administer under government legislation, including Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.
- 5.3 Staff members will not undertake any action which would qualify as a medical procedure that may be carried out only by medical professionals licensed under the *Health Professionals Act*.

6. PROTECTION FROM LIABILITY

When acting in accordance with the directives set out in this administrative procedure, employees of Hastings and Prince Edward District School Board are covered by the Board's liability insurance, and are supported by the Board through the *Education Act* and its attendant regulations when acting in *loco parentis*.

7. PROCEDURES FOR STAFF ADMINISTRATION OF MEDICATION

The following procedures are to be followed when parents seek to have the staff administer medications or medical procedures.

7.1 Request Form

- 7.1.1 A request by a parent that staff administer medication or medical procedures must be in written form, signed by a parent/guardian or adult student and the attending physician.
- 7.1.2 The request must be recorded on Form F320-1 Parent Request and Authorization and Form F320-2 Parent Release of Medical Information. The parent must indicate, in the appropriate location on the forms, the name of the child, the name of the medication, the

dosage, the time for administration, duration of the medication, storage instructions and possible side effects.

- 7.1.3 The information as indicated on the forms must be provided by the parent, the attending medical practitioner and/or pharmacist and verified by the signature of each one.
- 7.1.4 Should the original prescription be changed at any time, the parent must present a new Form F320-2 Parent Release of Medical Information, completed by the attending medical practitioner. A new request must be submitted annually.
- 7.1.5 Similarly, a new request on Form F320-1 Parent Request and Authorization must be submitted annually for the staff to administer medical procedures. The request must be in written form, signed by a parent/guardian or adult student and supported by the report of the student's attending medical practitioner.
- 7.1.6 A request by a parent will be reviewed by the principal in consultation with the principal's superintendent and the parent will be informed of the decision as to whether the request will be granted.

7.2 Prescription Medication

Parents are responsible to provide to the school any **prescription medication** which the principal has agreed will be administered by the staff. All such medication must be provided in a clearly labelled pharmacy container which shows the child's name, the physician's name, the name of the medication and the dosage (quantity and frequency).

7.3 Contact Numbers

The telephone numbers of the parent and physician must be readily accessible to the school.

7.4 Physician's Statement

- 7.4.1 In exceptional cases, when the duration of the medication prescribed is to be very short term (several days at most) and the parent is unable to obtain the physician's statement on Form F320-2 Parent Release of Medical Information before the termination of the prescribed regimen, the principal may, at his/her discretion and in the interest of the student involved, waive the request for the physician's statement.
- 7.4.2 If this situation occurs, the parent/guardian will be required to provide the medication in accordance with the procedures outlined in subsections 8.2 and 8.3 above. In addition, the parent/guardian will be required to sign Form 320-1 Parent Request and Authorization, which will be appended to include in writing the agreement of the principal to waive the physician's statement.

7.5 Medication Records

Staff members administering medication will record every occasion when medication has been administered. This record will include the student's name, date, time, medication, dosage and signature of the person administering the medication. This record is kept on Form F320-3 Administration of Medication Monthly Log. The principal shall designate a secure place for this record to be stored in the school.

7.6 Person Responsible for Procedures

- 7.6.1 Subject to collective agreements, the principal shall determine the staff person to be responsible for the administration of medication and/or medical procedures. Assistance in training to administer medication and/or medical procedures is the responsibility of the parents in conjunction with the principal.
- 7.6.2 Advice from the physician, the Health Unit, Community Care Access Centre, or a pharmacist should be solicited. Staff members will indicate that they have agreed to accept this responsibility by signing Form F320-4 Person Responsible for Procedure.

7.7 Manner of Administration

The medication and/or medical procedure must be administered in a manner which allows for sensitivity and privacy.

7.8 Storage of Medication

The principal shall designate a secure, locked place for the storage of medication and shall provide refrigeration when necessary. [An exception to the locked storage space occurs with the storage of epinephrine auto-injectors, which must be readily available at all times.] Medication must be stored separately and apart from First Aid kits and supplies. To provide for a safe environment for all students, inhalers which are to be self-administered are to be stored securely on the person of the student.

7.9 Supply of Medication

- 7.9.1 The parent is responsible for the delivery of prescribed medication to the principal at intervals as may be determined by the parents and/or physician, and the principal shall deliver to the parents any unused medication at the end of the school year or at other times determined by the parents and/or physician.
- 7.9.2 It is the responsibility of parents to provide medication that has not exceeded its expiry date and to replace any medication which reaches its expiry date.

8. PROCEDURES FOR STUDENT SELF-ADMINISTRATION

- 8.1 The following are the procedures to be followed when students self-administer medications, or in the case of non-prescription medication.
- 8.2 Parents/guardians of students will be asked to inform the school of students who self-administer medications. Prescription and non-prescription medications which are to be self-administered are to be carried by students in single or daily doses only.
- 8.3 Normally, **non-prescription medication** will be self administered. If staff members are to be involved in the administration of non-prescription medication this medication must be accompanied by specific instructions from a medical practitioner. Exceptions may be granted only at the discretion of the principal after consultation with the parent or guardian.

9. EMERGENCY SITUATIONS: ANAPHYLACTIC STUDENTS

Medication for life-threatening situations, such as allergic reactions to insect stings, may be administered by staff members. The parent or legal guardian will be informed by the school of such an emergency treatment as soon as possible after the treatment is administered.

- 9.1 The following are the procedures to be followed in the case of health problems or medical conditions which may escalate or give rise to emergency complications while a student is at school.
- 9.2 It is the responsibility of the parent/guardian or adult student to inform the school of any health problems which may occur or escalate or result in possible emergency complications at school.
- 9.3 Principals shall ensure that upon registration, parents/guardians or adult students are asked to supply information on life-threatening allergies. In such circumstances parent/guardians will complete Form F320-5 Emergency Health Alert; Form F320-6 Transportation Department Medical Emergency Release of Information and Form F320-7 Consent for Injection of Epinephrine and Transportation to Emergency Medical Centre/Hospital.

10. EMERGENCY PLAN AND TRANSPORTATION: ANAPHYLACTIC STUDENTS

- 10.1 Principals, in consultation with the parent/guardian or adult student, shall develop an individual Emergency Plan for each student who has an anaphylactic allergy. These plans include the forms: Form F320-5, Form F320-6 and Form F320-7 noted above.
- 10.2 The Emergency Plan shall contain:
- 10.2.1 details regarding the nature of the allergy, which will be provided to school and transportation personnel who are in direct contact with the student on a regular basis;
- 10.2.2 a readily accessible emergency procedure for the student, including contact information, and a copy of the prescription and/or instructions from the student's physician; and
- 10.2.3 the storage location for the epinephrine auto-injector, where necessary.
- 10.3 In the event of an emergency health situation where the student must be sent to obtain immediate medical attention, several choices may be available regarding the method of transportation of the student including ambulance, police car or private vehicle. The decision for transportation will be based on the circumstances of the emergency as well as the established plan of action for that individual student.
- 10.4 Each student's Emergency Plan should specify a preferred method of transportation as well as an alternative, if appropriate. If transportation by private vehicle is included in a plan, this will be indicated by the parent on Form F320-7 Consent for Injection of Epinephrine and Transportation to Emergency Medical Centre/Hospital.
- 10.5 Regular training on dealing with life-threatening allergies for all school and transportation personnel who are in direct contact with students shall be provided on a regular basis. Training options are designated annually by the board's health and safety officer. The epinephrine auto-injector will be used due to the ease of administration.
- 10.6 Questions relating to the administration of a medication and/or medical procedures shall be referred to the parent/guardian and/or physician for further instruction and/or clarification.
- 10.7 Parents shall ensure that every student who has an epinephrine auto-injector prescribed has at least one labelled with his or her name and kept in a readily available location (not locked). Where appropriate, students should carry their own epinephrine auto-injector. Depending on the student's need and the distance from medical care, more than one

injector may be necessary. Certain school excursions may require the parent to provide more than one injector.

- 10.8 For epinephrine auto-injection, parents must complete the appropriate section of Form F320-7 Consent for Injection of Epinephrine and Transportation to Emergency Medical Centre/Hospital.

11. RISK MANAGEMENT STRATEGIES: ANAPHYLACTIC STUDENTS

- 11.1 Schools are required to develop strategies that reduce the risk of exposure to anaphylactic causative agents in a manner which preserves normal peer interactions for the student who is subject to anaphylactic reaction. At the same time, such strategies must strive to avoid placing unreasonable restrictions on the normal activities of other children in the school.
- 11.2 As an example, the strategies should include the creation of “nut sensitive” zone(s) within the school. Useful references include: www.cdnsba.org “Anaphylaxis: A Handbook for School Boards”; www.allergyfoundation.ca brochures—“Anaphylaxis in Schools”; and www.hpechu.on.ca Hastings and Prince Edward Counties Health Unit.
- 11.3 A communication plan must be put into place to share information on life-threatening allergies with parents, students and the staff. Parents should be encouraged to support the student who is subject to an anaphylactic reaction by not sending foods to school which could cause an anaphylactic reaction. Sample newsletter items and parent letters can be found at: www.cdnsba.org “Anaphylaxis: A Handbook for School Boards”.
- 11.4 A checklist for principals is found in Appendix A of this administrative procedure. A sample newsletter item is attached in Appendix B.

Legal References:

- *Education Act, section 265 Duties of Principal: Communicable Diseases*
- *Sabrina’s Law 2005*
- *Health Protection and Promotion Act*
- Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings.

District References:

- Administrative Procedure 149 - Safety and Well-Being of Students and Staff
- Administrative Procedure 162 - Treatment of Injured or Ill Students and Staff Members
- Form F320-1 Parent Request and Authorization
- Form F320-2 Parent Release of Medical Information
- Form F320-3 Administration of Medication Monthly Log; Form F320-4 Person Responsible for Procedure; Form F320-5 Emergency Health Alert
- Form F320-6 Transportation Department Medical Emergency Release of Information
- Form F320-7 Consent for Injection of Epinephrine and Transportation to Emergency Medical Centre/Hospital.

Resources:

www.cdnsba.org “Anaphylaxis: A Handbook for School Boards”; www.allergyfoundation.ca brochures—“Anaphylaxis in Schools”; and www.hpechu.on.ca Hastings and Prince Edward Counties Health Unit

APPENDIX A**PRINCIPAL'S CHECKLIST FOR ADMINISTRATION OF MEDICATION**

1. Receive, acknowledge and file parent and physician requests for administration of medication. Determine if the information meets the requirements of the procedures on staff administration of medication and if the request falls within the parameters of the procedures such that the request will be granted. If any question arises, consult a superintendent. Whatever the decision, the principal will advise the parents of the results of this consideration.
2. If the principal decides that the request meets the requirements of the procedures such that the request should be granted, the principal will determine staff member(s) and alternate(s) to administer the medication.
3. Ensure that appropriate staff members sign Form F320-4 Person Responsible for Procedure.
4. Facilitate essential training for designated staff members. Training to administer medication is the responsibility of the parents in conjunction with the principal, with the advice of the physician or Hastings and Prince Edward Counties Health Unit, or the board's health and safety officer.
5. Provide for the storage and security of medication.
6. Establish an "Administration of Medication File" for the student, including Form F320-3 Administration of Medication Monthly Log. Ensure that the file is stored in a secure area in the school.
7. Consider the need to develop an emergency plan for the student.
8. Notify all stakeholders identified in the emergency plan.
9. Return unused medications to parents at the end of the duration request or at the end of the school year.
10. Consider the need for placement of an "Administration of Medication File" in the student's Ontario Student Record (OSR) file:
 - a) at the conclusion of the administration regime, and
 - b) at the time of the student's transfer from the school.
11. **Maintain a current list of all students receiving medication. This list may be shared with Hastings and Prince Edward Counties Health Unit with the consent of the students' parents.**
12. **For identified anaphylactic students complete the Emergency Plan as outlined in section 11 of this administrative procedure.**
13. **Ensure that all school staff members (including occasional teachers) and transportation personnel who come in direct contact with the anaphylactic student are aware of the emergency plan.**
14. **Sample newsletter items about anaphylaxis and sample parent letters are available in "Anaphylaxis: A Handbook for School Boards" (www.cdnsba.org).**

APPENDIX B**SUGGESTED NEWSLETTER ITEM**

(To be included in the September Newsletter. Reproduce a copy of the physician's statement, Form F320-2 Parent Release of Medical Information, on the reverse)

Date:

Dear Parents/Guardians:

RE: ADMINISTRATION OF MEDICATION

The administrative procedure of Hastings and Prince Edward District School Board concerning the administration of medication to students while they are at school is described below. In the case where medication must be administered to a student at school, a form must be completed by the student's attending physician. On the reverse side is the form which needs to be completed by the attending physician. Medications include non-prescription as well as prescription medication.

Please keep a copy of this form in case you need to have your family physician fill it out. If you require additional copies, please contact the school.

STANDARD MEDICATION INFORMATION

It is understood that, where possible, the time of medication should be adjusted to avoid administration during school hours. In the event that a student requires prescription medication to be administered orally during school hours in order to attend school, the medication will be administered, if necessary, by school staff members who do not have medical or nursing training. Consequently, our staff may not administer medication by injection, by way of a syringe, or perform any medical act which may only be performed by a licensed medical professional.

In order for the staff to accept the responsibility of administering medication to your student, the school will require a written request and direction to administer medication. These forms must be signed by the parent/guardian and the attending physician who must verify that the medication must be administered during school hours. The request must indicate the name of the student, the name of the medication, the dosage, the time for administration and duration of the medication, storage instructions and possible side effects. A new request must be submitted annually or for any change in the original prescription.

It is the responsibility of the parent to provide an adequate supply of up-to-date medication to the school for the student. If the student is able to take the medication unsupervised, the student **MUST** carry only a daily dosage. All medication carried by the student must be stored **safely and securely** on the person of the student. Non-prescription medication shall not be administered without a physician's written direction. Exceptions, in rare cases, may be granted only at the discretion of the principal after consultation with the parent or guardian.

If a student has a health problem requiring emergency medication (e.g. allergies which may result in anaphylactic reactions), it is the responsibility of the parent/guardian to inform the school and assist in developing an emergency plan which will be shared with all school and transportation personnel associated with the child. Requests in relation to severe allergic reactions which require subcutaneous injections (epinephrines) will require the same procedures and authorizations as described above.