

# AGENDA

## School Board Meeting



Wednesday, October 23, 2013

6:00 pm

Board Chambers  
33 Spectacle Lake Drive  
Dartmouth, NS

Reports attached following Agenda

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **AWARDS / PRESENTATIONS (Normally awards and presentations will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)**

Aboriginal Student Support Workers - In Honour of Mi'Kmaq History Month

4. **PUBLIC PRESENTATIONS**
5. **APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES**

September 24, 2013 (Regular)

6. **CORRESPONDENCE**
7. **CHAIR'S REPORT**
8. **SUPERINTENDENT'S REPORT**
9. **ITEMS FOR DECISION**

- 9.1 Report #13-10-1435 - F.004 Solid Waste Management Policy – Selena Henderson, Corporate Secretary, and Ron Heiman, Director,

*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. During Board meetings, cell phone ringers should be switched to vibrate or turned off. Cell phone conversations must take place outside the Board Chambers. We appreciate your cooperation. Thank you.*

Halifax Regional  
School Board  
33 Spectacle Lake Drive  
Dartmouth NS  
B3B 1X7  
T 902 464-2000 Ext. 2321  
F 902 464-2420

## Operation Services

- 9.2 Report #13-10-1436 - Distributed Learning Policy – Selena Henderson, Corporate Secretary, and Alison Leverman, Director, Program
- 9.3 Report #13-10-1434 - D.006 Progressive Discipline Policy – Selena Henderson, Corporate Secretary, and Mike Christie, Director, Human Resource Services
- 9.4 Report #13-10-1433 - D.005 Secondary Employment Policy – Selena Henderson, Corporate Secretary, and Mike Christie, Director, Human Resource Services
- 9.5 Report #13-10-1437 - B.010 Report Child Abuse and Neglect – Selena Henderson, Corporate Secretary, and Danielle McNeil-Hessian, Director, School Administration
- 9.6 By-law Revisions – Gin Yee, Chair
- Revisions to the index page
  - Revisions to Appendix A - Agenda
  - Addition of Appendix D – Terms of Reference – Policy Development and Review Committee
- 9.7 Board Member Dave Wright provided the following notice of motion:

I move that staff prepare a report in response to the transportation recommendations by the Sackville High and Millwood High Boundary Review proposal (doc #13-03-1397) referred to on Page 5 – Map Exchange 6 and Map Exchange 7 by the November Regular Board meeting.

## **10. COMMITTEE REPORTS (Committee reports will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)**

10.1 Audit Committee

10.2 Nova Scotia School Boards Association

## **11. INFORMATION ITEMS**

11.1 Report #13-10-1438 - B.003 Creating School Populations– Selena

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Henderson, Corporate Secretary

**12. NOTICE OF MOTION**

**13. DATE OF NEXT MEETING**

Board Meeting – November 27, 2013

**14. IN-CAMERA**

**15. ADJOURNMENT**

*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. During Board meetings, cell phone ringers should be switched to vibrate or turned off. Cell phone conversations must take place outside the Board Chambers. We appreciate your cooperation. Thank you.*

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## HALIFAX REGIONAL SCHOOL BOARD Solid Waste Management Policy

**PURPOSE:** To seek approval from the Governing Board for revisions to the Solid Waste Management Policy.

**BACKGROUND:** The Solid Waste Management Policy was originally approved in February 2009 in support of the Halifax Regional Municipality (HRM) Solid Waste Resource Collection and Disposal By-Law S-600, which requires source separation of organics and recyclables from the mixed waste stream.

Since implementation of this policy, there have been revisions to the waste streams that require definition within the policy to ensure compliance requirements are met for source separation. Additionally, there has been an increase in the practice of separating redeemable recyclable waste to generate revenue for the Board and schools, resulting in more detailed reporting requirements.

**CONTENT:** Revisions have been proposed to reflect the HRM compliance requirements, existing practice and to align with current policy format. The following provides rationale for the material changes to the policy.

### *Principles*

A third principle is now included in the policy that commits to ensuring revenues generated from redeemable recyclable materials are reported and used for the benefit of Halifax Regional School Board or its schools. This principle recognizes that there is a modest revenue generated within schools and within the Operations Services Department as a result of schools collecting items such as beverage containers and Board staff separating metals from Operations Services maintenance, repair and renovation processes, and that the revenue must be managed appropriately.

### *Responsibilities*

The listed responsibilities of staff have been modified to remove some specific “job description” type tasks which are understood by employees and not seen to be a requirement for listing in this policy.

A responsibility for students has been added to identify the reliance on source separation to comply with the policy. This is not a task assignment for students. It is intended to reinforce the need for mindful

regard for the environment when depositing waste into school receptacles.

*Waste Streams*

The language describing waste streams has been changed from “four stream waste separation” to multiple stream waste separation. The requirement for separation has expanded the number of streams and this revision will eliminate similar language revisions in the future, as waste streams are anticipated to continue to change. One example of a waste stream change since the original policy implementation is the requirement to separate paper waste products from corrugated cardboard. Processes supporting the multiple streams are already being implemented at schools and Board offices.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** Upon Board approval.

**APPENDICES:** Appendix A- Solid Waste Management Policy

**RECOMMENDATIONS:** It is recommended that the Governing Board approve the revisions to the Solid Waste Management Policy.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
School Principals	Director-School Administration	Following Board approval
Operations Services employees	Director-Operations Services	Following Board approval
Halifax Regional Municipality Solid Waste Resources	Coordinator-Custodial Operations Services	Following Board approval

**From:** For further information please contact Ron Heiman,  
Director-Operations Services  
Phone: 464-2000 ext 2144  
E-mail: [rheiman@hrsb.ca](mailto:rheiman@hrsb.ca)

Or Selena Henderson, Corporate Secretary-Board Services  
Phone: 464-2000 ext 2324  
E-mail: [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca)

**To:** Senior Staff: October 21, 2013  
Board: October 23, 2013

## SOLID WASTE MANAGEMENT

### POLICY

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

#### 1.0 PRINCIPLES

- 1.1 The Halifax Regional School Board (“HRSB”) is committed to practicing responsible and sustainable management of solid waste materials thus reducing its impact on the environment and contributing to a sustainable world.
  - 1.1.1. The HRSB will practice responsible and sustainable management of solid waste materials in all schools and other workplaces managed and operated by the board.
  - 1.1.2 The HRSB is committed to instilling the principles, practices and culture of environmental stewardship into all aspects of school life.
  - 1.1.3 The HRSB is committed to ensuring revenues generated from recycled and reclaimed solid waste is reported and used solely for the benefit of HRSB and/or its schools.

#### 2.0 POLICY FRAMEWORK

- 2.1 The HRSB solid waste management complies with the following:
  - 2.1.1 Province of Nova Scotia *Solid Waste-Resource Management Regulations* made under section 102 of the *Environment Act*;
  - 2.1.2 Halifax Regional Municipality *Solid Waste Resource Collection and Disposal By-Law S-600*.

#### 3.0 AUTHORIZATION

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

#### **4.0 POLICY REVIEW**

4.1 This policy will be reviewed every 5 years, or on an as needed basis.

DRAFT

## SOLID WASTE MANAGEMENT

### PROCEDURES

#### 1.0 RESPONSIBILITIES

#### 2.0 WASTE STREAMS

#### APPENDIX A: DEFINITIONS

#### 1.0 RESPONSIBILITIES

- 1.1 Superintendent is responsible for:
  - 1.1.1 Ensuring that this policy and stated procedures are fully implemented and periodically reviewed by Operations Services to ensure compliance with provincial and municipal regulations.
- 1.2 The Director Operations Services is responsible for:
  - 1.2.1 Overseeing implementation of this policy;
  - 1.2.2 Bringing forward recommendations for updates to the policy and procedures as required;
  - 1.2.3 Ensuring that employees receive professional development to assist them with implementation of this policy;
  - 1.2.4 Monitoring compliance with this policy.
- 1.3 The Operations Services Coordinator – Custodial is responsible for:
  - 1.3.1 Ensuring processes are in place for provision of approved receptacles to accommodate multi-stream source separation of solid waste;
  - 1.3.2 Ensuring processes are in place for provision of approved signage for demarcation of multi-stream separation receptacles;
  - 1.3.3 Liaising with Halifax Regional Municipality Solid Waste Resources division to review compliance results;
  - 1.3.4 Reviewing summary offence tickets and payment of fines resulting from non-compliance;

- 1.4 The Operations Services Coordinator – Maintenance is responsible for:
  - 1.4.1 Ensuring procedures are in place to support managing of regulated and hazardous waste products resulting from maintenance and renovation procedures including but not limited to asbestos, lead, batteries, PCB's, etc;
  - 1.4.2 Ensuring appropriate separation of redeemable (metals) and other construction and demolition (C&D) waste resulting from Operations Services maintenance and repair activities;
  - 1.4.3 Managing revenue from redeemable recyclable waste.
- 1.5 The Operations Services Custodial Supervisors are responsible for:
  - 1.5.1 Performing assessment of solid waste management component of building operations as part of their quality control site inspections;
  - 1.5.2 Providing instructional support and guidance to caretaker(s) and custodian(s) on responsibilities for managing solid waste;
  - 1.5.3 Providing support to principals and office managers regarding implementation of waste collection procedures;
  - 1.5.4 Liaising with contracted solid waste haulers regarding school service delivery and contract management concerns.
- 1.6 Operations Services Caretakers are responsible for:
  - 1.6.1 Removing solid waste materials from interior and exterior waste containers and ensuring they are placed into the appropriate commercial collection bin daily;
  - 1.6.2 Inspecting exterior waste collection bins regularly and reporting deficiencies to the supervisor and contracted solid waste hauler;
  - 1.6.3 Ensuring that exterior waste collection bins are locked when not in use;
  - 1.6.4 Ensuring clear access and inspecting interior and exterior solid waste containers regularly and ensuring that they are maintained in a clean, accessible condition.
- 1.7 Operations Services Technology Services staff are responsible for:

- 1.7.1 Coordinating transportation of electronic waste products from schools to authorized Atlantic Canada Electronics Stewardship (ACES) drop-off centers for recycling and/or disposal.
- 1.8 Operations Services Maintenance staff are responsible for:
  - 1.8.1 Separation and disposal of construction and demolition waste resulting from Operations Services maintenance and repair activities;
  - 1.8.2 Identification and safe storage of hazardous materials resulting from maintenance activities in accordance with regulatory requirements until disposal by a qualified service provider (e.g. PCB ballasts).
- 1.9 Cafeteria operators are responsible for:
  - 1.9.1 Separating organics, paper fiber, cardboard, blue bag recyclables and mixed waste generated from cafeteria kitchen food operations and disposal into approved containers.
- 1.10 Principals and Managers are responsible for:
  - 1.10.1 Ensuring compliance with this policy at schools and offices;
  - 1.10.2 Ensuring payment of summary offence ticket fines resulting from non-compliance;
  - 1.10.3 Managing revenues generated from redeemable/recyclable waste.
- 1.11 Teachers are responsible for:
  - 1.11.1 Identification and safe storage of hazardous materials resulting from program delivery until disposal by a qualified service provider. (e.g. chemicals);
  - 1.11.2 Promote and encourage environmental stewardship within the school;
  - 1.11.3 Emphasize environmental stewardship when opportunities arise in the curriculum.
- 1.12 Students are responsible for:
  - 1.12.1 Supporting source separation of waste by using appropriate designated receptacles for depositing waste.

## 2.0 WASTE STREAMS

2.1 The multi-stream waste separation program is dependent on source separation of generated waste. This means that all building occupants are required to separate their waste and deposit it into the appropriate waste receptacles designated waste streams.

Interior receptacles shall be color coded and marked with approved labels to indicate the type of waste acceptable for deposit as per the table below:

Waste Stream	Receptacle Colors	Container Location	Signage/Text for Labeling	Container Liner
Recyclables	Blue	Every type of receptacle is required in lunchrooms, kitchens and areas generating multiple streams of waste.  Offices and individual work stations require waste & paper recycling receptacles.	Recyclables	Clear Bags
Paper	Blue		Paper	Clear Bags
Organics	Green		Organics	Clear Bags
Garbage (mixed waste)	Black/Gray		Garbage	Black or Clear Bags
Corrugated Cardboard	Blue		Cardboard	N/A

- 2.1.1 Recyclables includes:
- 2.1.1.1 glass/aluminum containers;
  - 2.1.1.2 steel/tin cans;
  - 2.1.1.3 plastic bags;
  - 2.1.1.4 pallet and shrink wrap;
  - 2.1.1.5 plastic containers; beverage containers, juice cartons, tetra packs and mini-sip containers;

- 2.1.2 Paper includes:
- 2.1.2.1 newspaper;
  - 2.1.2.2 office paper;
  - 2.1.2.3 shredded paper;
  - 2.1.2.4 flyers;
  - 2.1.2.5 telephone books;
  - 2.1.2.6 catalogues;
  - 2.1.2.7 books with hardcover removed;
  - 2.1.2.8 paper egg cartons;

- 2.1.2.9 cardboard.
- 2.1.3 Organics includes:
  - 2.1.3.1 food waste;
  - 2.1.3.2 boxboard;
  - 2.1.3.3 leaf debris, branches and brush,
  - 2.1.3.4 wood dust.
- 2.1.4 Mixed waste (garbage) includes all collectible waste other than that which is collected as recyclable materials or organic materials including:
  - 2.1.4.1 broken bottles, crockery and glassware;
  - 2.1.4.2 floor sweepings;
  - 2.1.4.3 discarded clothing and furnishings;
  - 2.1.4.4 non-recyclable plastic and metal;
  - 2.1.4.5 non-recyclable packaging;
  - 2.1.4.6 bulky items and white goods.
- 2.1.5 Electronic waste (e-waste) is collected and recycled through Technology Services and includes but is not limited to:
  - 2.1.5.1 desktop computers and peripherals;
  - 2.1.5.2 laptops;
  - 2.1.5.3 printers;
  - 2.1.5.4 monitors.
  - 2.1.5.5 computer scanners;
  - 2.1.5.6 telephones;
  - 2.1.5.7 facsimile machines;
  - 2.1.5.8 cellular phones and other wireless devices;
  - 2.1.5.9 televisions, audio and video playback and recording systems. (e.g., VCRs, DVD players).
- 2.1.6 Hazardous waste includes:
  - 2.1.6.1 PCBs;
  - 2.1.6.2 lead;
  - 2.1.6.3 asbestos;
  - 2.1.6.4 chemical (chemistry labs) and biological waste (sharps);
  - 2.1.6.5 batteries (alkaline, lead and acid).
- 2.1.7 Redeemables:
  - 2.1.7.1 beverage containers;
  - 2.1.7.3 metals: aluminum, steel, brass, copper, etc.

## APPENDIX A

### SOLID WASTE MANAGEMENT

#### DEFINITIONS

**Asbestos** means strong, durable and non-combustible minerals which includes but is not limited to those that were used in construction materials up to the early 1980's including but not limited to floor tiles, pipe insulation, plaster, roofing materials, and ceiling tiles.

**Blue bag recyclables** means glass bottles and jars, aluminum, steel and tin cans, high density polyethylene, low density polyethylene, and polyethylene terephthalate plastic bottles, containers and bags, milk and juice cartons, tetra packs and mini-sip containers.

**Boxboard** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items.

**Collectible waste** means material originating from eligible premises and placed by the owner or occupant for collection by a collection contractor and includes, without limitation, mixed waste, recyclable materials, and organic materials.

**Construction and demolition waste** means material generated as a result of construction, demolition, or renovation activities and includes but is not limited to polystyrene or fiberglass insulation, pieces of gyprock and scrap wood.

**Electronic waste** means select electronic products that must be recycled at established drop-off centers. These products currently include desktop computers and peripherals, laptops, printers, monitors and televisions.

**Fiber recyclables** means mixed paper, corrugated cardboard, newsprint, magazines, catalogues, flyers, telephone and other soft cover books and egg cartons.

**Food waste** means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items.

**Organic materials** means food waste, leaf and yard waste, boxboard, soiled and non-recyclable paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin.

**Polychlorinated Biphenyls (PCB)** Polychlorinated biphenyls, known as chlorobiphenyls or PCBs means industrial chemicals which were used up to the late 1970s.

**Recyclable material** means fiber recyclables, blue bag recyclables, metals and other materials of a recyclable nature.

**Solid Waste Management** means established procedures as stated in this policy for the separation, collection, recycling and/or disposal of solid waste materials, which includes organic, fiber & blue bag recyclable, electronic, hazardous and mixed waste.

**Source separation** means the separation of organics, recyclables and mixed waste at the source of generation. (i.e. classroom, cafeteria, kitchen, lunchroom, offices).

**Surplus materials** means furniture or appliances deemed as redundant to a specific school's needs which are in reasonable condition and available for re-use in another location

**White goods** means any large appliance including but not limited to refrigerators, freezers, air conditioners, water heaters, stoves, washers, and dryers (with the CFC refrigerants removed as required by applicable law).

## HALIFAX REGIONAL SCHOOL BOARD DISTRIBUTED LEARNING POLICY

**PURPOSE:** The purpose of this report is to obtain Governing Board approval for the Distributed Learning policy with the Distributed Learning procedures being brought forward to the Governing Board for information.

**BACKGROUND:** The Distributed Learning policy will replace the current Halifax Regional School Board policy on Correspondence Courses and will incorporate the development of the Nova Scotia Virtual School from the Department of Education and Early Childhood Development. The former Correspondence Course policy is included in the new Distributed Learning policy as fewer students are learning through correspondence courses and more through the virtual platform therefore, the new name for the policy encompasses other kinds of learning opportunities rather than just correspondence.

**CONTENT:** The Distributed Learning Policy replaces the former policy on Correspondence Courses and includes the launch of the Nova Scotia Virtual School. A highlight of the Distributed Learning Policy includes the acknowledgement that there are other ways the Halifax Regional School Board offers students opportunities to earn credits.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Immediately upon Governing Board approval.

**APPENDICES:** Appendix A- Distributed Learning Policy

**RECOMMENDATIONS:** It is recommended that the Governing Board approve the Distributed Learning Policy.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
School Principals	Alison Leverman Director- Program	Following Board Approval
HRSB Website	Doug Hadley, Communications Coordinator	

**From:** For further information please contact Alison Leverman, Director, Program, at 464-2000 ext.2624 or at [aleverman@hrsb.ca](mailto:aleverman@hrsb.ca) or Selena Henderson, Corporate Secretary at 464-2000; ext. 2324 or at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca).

**To:** Senior Staff                      October 21, 2013  
Governing Board                October 23, 2013

## **DISTRIBUTED LEARNING**

### **POLICY**

#### **CONTENTS:**

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

#### **1.0 PRINCIPLES**

- 1.1 The Halifax Regional School Board believes students in grades 7-12 should be offered an alternative way to achieve curricular outcomes.
- 1.2 The Halifax Regional School Board believes students should be provided opportunities that foster independence in learning.
- 1.3 The Halifax Regional School Board believes students should be given opportunities to increase technological skills.

#### **2.0 POLICY FRAMEWORK**

- 2.1 The Halifax Regional School Board is committed to ensuring the Distributed Learning Policy is in accordance with the following:
  - 2.1.1 *Nova Scotia Education Act;*
  - 2.1.2 *F.007 Acceptable Use of Computers and Internet/Intranet Technology*

#### **3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 POLICY REVIEW**

4.1 This policy will be reviewed every five (5) years or on an as needed basis.

# **DISTRIBUTED LEARNING**

## **PROCEDURES**

### **CONTENTS**

- 1.0 NOVA SCOTIA VIRTUAL SCHOOL COURSES**
- 2.0 CORRESPONDENCE COURSES**

### **APPENDIX**

#### **A. DEFINITIONS**

#### **1.0 NOVA SCOTIA VIRTUAL SCHOOL COURSES**

- 1.1 Students in grades 10-12 registered in the HRSB and attending school may access available online courses through the Nova Scotia Virtual School.
- 1.2 High school students enrolled in the HRSB may access Nova Scotia Virtual School courses to:
  - 1.2.1 complete graduation requirements;
  - 1.2.2 take courses not offered at the local high school;
  - 1.2.3 take courses to meet job requirements;
  - 1.2.4 meet unique university requirements;
  - 1.2.5 take courses because of scheduling conflicts;
  - 1.2.6 prepare for future learning opportunities.
- 1.3 Students enrolled in a Nova Scotia Virtual School course must:
  - 1.3.1 have a designated block in their schedule for their online course. This designated block is equivalent to the time they would have for a regularly scheduled class within their school;
  - 1.3.2 be provided access to a computer, headset with microphone and webcam for their online course;

- 1.3.3 be provided the materials needed for the course. If not available at the school site, a request is to be made to the principal.
- 1.3.4 be provided a designated school contact for their course. The school contact will communicate regularly with the student and the online course instructor and monitor the student's progress in the online course;
- 1.3.5 be provided a designated space/area within the school to work during their online course;
- 1.3.6 log into the online course daily and attend required e-chats;
- 1.3.7 notify their online teacher and school contact when encountering difficulties.
- 1.4 Principals will advise student and parents/guardians of the course load and independent nature of online courses.
- 1.5 Where a student is taking an online course for which an Individual Program Plan or adaptations are needed, planning must be done in advance through the program planning team and is to involve the school contact as well as the online learning teacher.
- 1.6 Students enrolled in a Nova Scotia Virtual School course must be supervised by a Nova Scotia Teachers' Union member during their online course block in their schedule.

## **2.0 CORRESPONDENCE COURSES**

- 2.1 Students may take correspondence courses if they are attending junior or senior high school (grades 7-12) and meet the criteria outlined by the Nova Scotia Department of Education and Early Childhood Development.
- 2.2 The student or the student's parent/legal guardian is responsible for all expenses related to the taking of correspondence courses
  - 2.2.1 The student or the student's parent/legal guardian may apply to the School Administration Supervisor for consideration of payment of registration fees and textbook costs in extraordinary circumstances.
- 2.3 The principal must give signed approval for correspondence courses if the

student is registered in school.

- 2.4 Principals will advise students/parents/guardians of the course load and independent nature of correspondence courses.

## **APPENDIX A**

### **DISTRIBUTED LEARNING**

#### **DEFINITIONS**

**Distributed Learning:** Distributed Learning refers to alternative ways for students to complete public school program courses. The Nova Scotia Department of Education and Early Childhood Development provides correspondence courses and Nova Scotia Virtual School as part of its distributed learning opportunities.

**Correspondence Studies:** Public school correspondence courses follow the Nova Scotia Public School Program curriculum and use textbooks and other resource materials from the Authorized Learning Resources. Correspondence Study is independent study.

**Nova Scotia Virtual School:** The Nova Scotia Virtual School provides online high school courses to students enrolled in public high schools in Nova Scotia.

## HALIFAX REGIONAL SCHOOL BOARD PROGRESSIVE DISCIPLINE POLICY

**PURPOSE:** To seek approval from the Board for revisions to the Progressive Discipline Policy.

**BUSINESS PLAN GOAL:** N/A

**BACKGROUND:** The Progressive Discipline Policy was originally approved in December, 2000 and has been noted on the Board's website as "Under Review" for a number of years. In 2011, the Board requested that this policy be reviewed.

Consultations were held with stakeholders, including Principals, School Advisory Councils, representatives from NSTU, NSUPE, CUPE and NSGEU, Human Resource Services and Operations Services during April and May 2013. Consultation with the governing Board was held in September 2013. Feedback received from all consultations was considered and, where appropriate, incorporated into the version of the Policy and Procedures being recommended herein.

**CONTENT:** The proposed revisions provide clarity in the Policy and add more content to the Procedures. Generally, the proposed revisions:

- a) Reflect the Board's current practice, with one exception – Supervisors/Principals must consult with Human Resource Services before issuing any form of discipline;
- b) More clearly define the distinction between discipline for intentional misconduct and discipline for performance issues;
- c) Clarify who has responsibility to issue what forms of discipline (in keeping with current practice);
  - Supervisors/ Principals: verbal and written warnings
  - Human Resource Services (non-teachers) or governing Board (teachers): suspension and discharge
- d) Include a list of factors to be considered when deciding what level of discipline to issue (in accordance with what arbitrators have said should be considered, and current practice); and
- e) Clarify that the practice for managing performance issues for teachers is different than for non-teachers, as this is covered by the Supervision And Appraisal For School-Based Teaching Staff Policy.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** Upon Board approval.

**APPENDICES:** Appendix A: Progressive Discipline Policy and Procedures (December, 2000)  
Appendix B: Progressive Discipline Policy and Procedures (Revised)

**RECOMMENDATIONS:** It is recommended that the Board approve the revisions to the Progressive Discipline Policy.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
HRSB community	Mike Christie	Upon Board approval
HRSB Website	Doug Hadley	Upon Board approval

**From:** For further information, please contact Mike Christie, ext. 2210, mchristie@hrsb.ca

**To:** Senior Staff – October 15, 2013  
Governing Board- October 23, 2013

## **PROGRESSIVE DISCIPLINE FOR BOARD EMPLOYEES**

### **POLICY**

#### **1.0 GENERAL PRINCIPLES**

- 1.1 The Halifax Regional School Board is committed to providing a high standard of professional services to the public.
- 1.2 The Board believes that its employees are committed to acting professionally with integrity and in the best interests of the students and the Board.
- 1.3 The Board is committed to improving employee performance through evaluation and professional development.
- 1.4 The Board is committed to ensuring acceptable employee conduct, behaviour and performance.
- 1.5 The exercise of discipline is the responsibility of the management of the Board.
- 1.6 The Board is committed to its policies and beliefs regarding Race Relations, Cross Cultural Understanding and Human Rights.

#### **2.0 PURPOSE**

- 2.1 Discipline is imposed to correct and to deter unacceptable conduct, behaviour or performance.
- 2.2 Progressive Discipline provides the flexibility to deal with a wide range of circumstances that may arise in the organization.
- 2.3 Progressive Discipline is based on the concept that disciplinary action is to be progressive based on the seriousness and/or repetition of unacceptable behaviour.

#### **3.0 APPLICATION**

- 3.1 This policy applies to all unionized and non-unionized employees.

**4.0 PROCESS**

- 4.1 Employees will be informed of unacceptable conduct, behaviour or performance.
- 4.2 As necessary, discipline imposed will be progressive in nature.
- 4.3 Progressive Discipline utilizes disciplinary action ranging from a verbal warning, written warning, varying levels of suspensions, demotion and discharge.
- 4.4 All instances of discipline will be documented in a consistent manner.

**5.0 PERFORMANCE**

- 5.1 Prior to the imposition of any discipline for unacceptable performance, employees will be evaluated fairly, given opportunities for improvement and as necessary re-evaluated.
- 5.2 Unacceptable performance does not include intentional misconduct or deliberate behaviour.

**6.0 RESPONSIBILITY FOR DISCIPLINE**

- 6.1 The immediate supervisor has first responsibility for discipline. This is based on the fact that the immediate supervisor is in the best position to correct unacceptable conduct, behaviour or performance.
- 6.2 In the event that the immediate supervisor is unable to deal with the conduct, behaviour or performance, the next level supervisor will assume the responsibility for discipline.

**7.0 AUTHORIZATION**

- 7.1 The Superintendent is authorized to develop and issue procedures in support of this policy.

## **PROGRESSIVE DISCIPLINE FOR BOARD EMPLOYEES**

### **POLICY**

#### **CONTENTS**

- 1.0 PRINCIPLES**
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- 4.0 POLICY REVIEW**

#### **1.0 PRINCIPLES**

- 1.1 The Halifax Regional School Board is committed to providing a high standard of professional services to the public.
- 1.2 The Board believes that its employees are committed to acting professionally with integrity and in the best interests of the students and the Board.
- 1.3 The Board is committed to improving employee performance through evaluation and professional development.
- 1.4 The Board is committed to ensuring acceptable employee conduct and performance of all employees.
- 1.5 The Board believes that discipline is based on the concept that disciplinary action is to be progressive based on the seriousness and/or repetition of unacceptable conduct or performance.
- 1.6 The Board believes that fair and thorough investigation and diligent record keeping throughout the disciplinary process are essential.

#### **2.0 POLICY FRAMEWORK**

- 2.1 The Halifax Regional School Board is committed to ensuring that progressive discipline for board employees is in accordance with the following acts and policies:
  - 2.1.1 Diversity Management Policy
  - 2.1.2 Harassment Policy
  - 2.1.3 Principal and Vice Principal Appraisal Policy
  - 2.1.4 Supervision and Appraisal for School-Based Teaching Staff Policy
  - 2.1.5 Nova Scotia *Education Act*

2.1.6 Nova Scotia *Human Rights Act*

- 2.2 The Halifax Regional School Board is committed to ensuring that progressive discipline for employees is in accordance with all terms and conditions of employment, including collective agreements.

**3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 POLICY REVIEW**

- 4.1 This policy will be reviewed every five years.

**PROGRESSIVE DISCIPLINE FOR BOARD EMPLOYEES**  
**PROCEDURES****CONTENTS**

- 1.0 PROGRESSIVE DISCIPLINE**
- 2.0 UNACCEPTABLE CONDUCT**
- 3.0 UNACCEPTABLE PERFORMANCE**
- 4.0 RESPONSIBILITY FOR PROGRESSIVE DISCIPLINE**
- 5.0 PROCESS**

**1.0 PROGRESSIVE DISCIPLINE**

- 1.1 Progressive Discipline may consist of disciplinary action ranging from a verbal warning to a written warning to varying levels of suspension, demotion and, ultimately, discharge.
- 1.2 The following factors may be considered when determining the appropriate level of disciplinary action:
  - 1.2.1 The severity and nature of the unacceptable conduct and/or behaviour;
  - 1.2.2 The employee's previous discipline record;
  - 1.2.3 The employee's length of service with the Board;
  - 1.2.4 Any progressive discipline steps taken to date;
  - 1.2.5 Any precedent of other discipline for similar incidents (through consultation with Human Resource Services);
  - 1.2.6 The employee's rehabilitative potential (honesty, remorse, medical or rehabilitation treatment such as counseling);
  - 1.2.7 The employee's extenuating circumstances.

**2.0 UNACCEPTABLE CONDUCT**

- 2.1 Employees will be informed of unacceptable conduct or behaviour.
- 2.2 Discipline imposed will be progressive in nature; however, when necessary, discipline may not be progressive due to the severity of the unacceptable conduct.
- 2.3 All instances of discipline will be documented in a consistent manner.

**3.0 UNACCEPTABLE PERFORMANCE**

- 3.1 Unacceptable performance does not include intentional or deliberate misconduct or behavior.
- 3.2 Employees will be informed of unacceptable performance and opportunity for improvement.
- 3.3 Discipline imposed will be progressive in nature; however, when necessary, discipline may not be progressive due to the severity of the unacceptable performance.
- 3.4 All instances of unacceptable performance will be documented in a consistent manner.

**4.0 RESPONSIBILITY FOR PROGRESSIVE DISCIPLINE**

- 4.1 The immediate supervisor has first responsibility for progressive discipline. The immediate supervisor shall consult with the appropriate Human Resource Services manager before the imposition of progressive discipline.
- 4.2 In the event that the immediate supervisor is unable to deal with the unacceptable conduct or performance, the next level supervisor will assume the responsibility for progressive discipline.
- 4.3 The immediate supervisor has responsibility to issue verbal and written warnings to employees.
- 4.4 The Governing Board has responsibility for the suspension and discharge of teachers.
- 4.5 The Director, Human Resource Services, has responsibility for all other discipline that does not fall under 4.3 and 4.4.

**5.0 PROCESS**

- 5.1 When considering disciplinary action for unacceptable conduct, the immediate supervisor shall:
  - 5.1.1 Meet with the employee and allow for Union representation when required by the collective agreement;
  - 5.1.2 Clearly identify the conduct of concern;

- 5.1.3 Ensure that the employee is given opportunity to provide an explanation for the conduct or behaviour;
  - 5.1.4 Conduct a thorough investigation to confirm or deny that the unacceptable conduct has occurred;
  - 5.1.5 If warranted, issue disciplinary action and inform the employee of the consequences if the conduct or behaviour is not resolved;
  - 5.1.6 Document the disciplinary action and record it on the employee file stored with Human Resource Services.
- 5.2 Where the immediate supervisor witnesses the unacceptable conduct or behaviour directly an investigation may not be required.
- 5.3 When considering disciplinary action for unacceptable performance for teachers, the immediate supervisor shall follow the Evaluation and/ or Performance Review processes outlined in the Supervision and Appraisal for School-Based Teaching Staff Policy.
- 5.4 When considering disciplinary action for unacceptable performance for Principals and Vice Principals, the immediate supervisor shall follow the Principal & Vice Principal Appraisal Policy.
- 5.5 When considering disciplinary action for unacceptable performance for all employees not covered in 5.3, the immediate supervisor shall:
- 5.5.1 Meet with the employee and allow for Union representation when required by the collective agreement
  - 5.5.2 Clearly identify the performance issue(s) of concern;
  - 5.5.3 Give reasonable supervision and instruction to the employee and afford the employee a reasonable opportunity to meet the expected level of job performance required;
  - 5.5.4 Establish an inability on the part of the employee to meet the level of job performance required;
  - 5.5.5 Inform the employee of the consequences if the unacceptable performance is not resolved;
  - 5.5.6 If warranted, issue disciplinary action;
  - 5.5.7 Document the disciplinary action and record it on the employee file stored with Human Resource Services.
- 5.6 A supervisor may vary the order of the responsibilities in 5.1 and 5.4 as appropriate and upon recommendation from the Human Resource Services Department.
- 5.7 A supervisor may introduce additional information at any stage of the processes outlined in 5.1 and 5.4 so long as the employee is made aware of the information and is given a reasonable opportunity to respond to it.

## HALIFAX REGIONAL SCHOOL BOARD SECONDARY EMPLOYMENT POLICY

**PURPOSE:** To seek approval from the Board for revisions to the Secondary Employment Policy.

**BUSINESS PLAN GOAL:** N/A

**BACKGROUND:** The Secondary Employment Policy was originally approved in March 1997. In 2011, the Board requested that this policy be reviewed.

Consultations were held with stakeholders, including Principals, School Advisory Councils, representatives from NSTU, NSUPE, CUPE and NSGEU, Human Resource Services and Operations Services during April and May 2013. Consultation with the governing Board was held in September 2013. Feedback received from all consultations was considered and, where appropriate, incorporated into the version of the Policy and Procedures being recommended herein.

**CONTENT:**

*Title*

During consultation with stakeholders, it was noted that the Halifax Regional School Board is not the primary employer for many employees, as was referenced in the March, 1997 version of the policy. In order to remove this reference, reference to “secondary” employment also had to be removed in order to make the policy language consistent. However, the title remains the same due to staff familiarity.

*Other Revisions*

The proposed revisions do not change the intent of the policy. Generally, employees must disclose to the Director, Human Resource Services, any employment with an employer other than the Halifax Regional School Board that may be in conflict with their job with the HRSB. Employees do not have to disclose all other employment that they hold, only that which raises a conflict or a reasonable apprehension of conflict.

A form has been created for employees to use to disclose other employment that may be in conflict with their employment with HRSB.

The revisions confirm that teachers cannot tutor for students in their school because it is a conflict.

Finally, the revisions require an employee to disclose other employment where the employee is in receipt of Workers’ Compensation benefits, Injury on Duty, long term disability, sick

leave or some other type of leave, upon request by the Director, Human Resource Services.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** Upon Board approval.

**APPENDICES:** Appendix A: Secondary Employment Policy and Procedures (March, 1997)  
Appendix B: Secondary Employment Policy and Procedures (Revised)

**RECOMMENDATIONS:** It is recommended that the Board approve the revisions to the Secondary Employment Policy.

**COMMUNICATIONS:**

<b>AUDIENCE</b>	<b>RESPONSIBLE</b>	<b>TIMELINE</b>
HRSB community	Mike Christie	Upon Board approval
HRSB Website	Doug Hadley	Upon Board approval

**From:** For further information, please contact Mike Christie, ext. 2210, mchristie@hrsb.ca

**To:** Senior Staff – October 15, 2013  
Governing Board- October 23, 2013



## **SECONDARY EMPLOYMENT**

### **POLICY**

- 1.0 The Halifax Regional School Board believes the first employment commitment of an employee is to the primary employer.

#### **DEFINITION**

Secondary Employment: Employment with an employer other than Halifax Regional School Board, including self-employment.

## **SECONDARY EMPLOYMENT**

### **PROCEDURES**

#### **GUIDELINES**

- 1.0 As a general rule, no employee may engage in secondary employment, including self-employment, or a business undertaking as an employee or shareholder where the outside employment:
  - 1.1 Creates documented evidence that the outside employment interferes with, impacts or affects the performance of duties in Halifax Regional School Board employment.
  - 1.2 Is in conflict or competition with the function in which the individual is employed by Halifax Regional School Board.
  - 1.3 Is performed in such a way as to appear to be an official act, or to represent Halifax Regional School Board opinion.
  - 1.4 involves performance of work which must be inspected or approved by another Halifax Regional School Board employee where a conflict of interest or preferential treatment may exist.
  - 1.5 Directly results in any matter contributing to a proposal or contract which may require Halifax Regional School Board consideration or approval whether of a financial nature or otherwise.
  - 1.6 In any way creates a conflict of interest with the operations and services provided by the Halifax Regional School Board except when full disclosure has been made and written approval is proved by the Board.
- 2.0 All Halifax Regional School Board employees who engage in secondary employment shall:
  - 2.1 Conduct themselves in such a manner that there will be no ethical or legal conflict of interest.
  - 2.2 Disclose to the Director, Human Resource Services any secondary employment, business, commercial or financial interest which may give rise to a reasonable apprehension of conflict or bias in connection with the exercise of their official duties or the operations and services provided by the Halifax

Regional School Board, and shall maintain such information current during their period of employment.

- 3.0 The Halifax Regional School Board may require that an employee involved in secondary employment make it known, in writing, to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by Halifax Regional School Board. A copy of notification will be provided to the Halifax Regional School Board.
- 3.1 Inquiries and concerns regarding this policy are to be directed to the Director, Human Resource Services.
- 3.2 Employees are encouraged to seek the guidance of the Director, Human Resource Services to ascertain if they are in violation of this policy.



## SECONDARY EMPLOYMENT POLICY

### CONTENTS

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

### 1.0 PRINCIPLES

- 1.1 The Halifax Regional School Board believes that an employee should not be employed with another employer where that role is in conflict with the employee's employment commitment to the Halifax Regional School Board.
- 1.2 The Halifax Regional School Board believes that where there is a conflict or reasonable apprehension of conflict between an employee's employment with another employer and the employee's employment commitment to the Halifax Regional School Board, the employee must disclose that conflict.
- 1.3 Employment with another employer that may be in conflict includes any employment other than with the Halifax Regional School Board, including self-employment or a business undertaking as an employee or shareholder, or other business, commercial or financial interest.

### 2.0 POLICY FRAMEWORK

- 2.1 The Halifax Regional School Board is committed to ensuring that this policy is in accordance with the following act and policy:
  - 2.1.1 *Nova Scotia Education Act*
  - 2.1.2 *D.006 Progressive Discipline Policy*

### 3.0 AUTHORIZATION

- 3.1 The Superintendent is authorized to develop and implement procedures in

#### SECONDARY EMPLOYMENT POLICY

Approved:

support of this policy.

#### **4.0 POLICY REVIEW**

4.1 This policy will be reviewed every five years.

# **SECONDARY EMPLOYMENT**

## **PROCEDURES**

### **CONTENTS**

#### **1.0 GUIDELINES**

#### **APPENDIX**

##### **A. DISCLOSURE OF SECONDARY EMPLOYMENT FORM**

#### **1.0 GUIDELINES**

- 1.1. As a general rule, no employee may engage in employment with an employer other than the Halifax Regional School Board where employment with another employer:
  - 1.1.1 Interferes with, impacts or affects the performance of the employee's duties, including regular attendance, with the Halifax Regional School Board;
  - 1.1.2 Is in conflict or competition with the function in which the individual is employed by Halifax Regional School Board;
  - 1.1.3 Is performed in such a way as to appear to be an official act, or to represent Halifax Regional School Board opinion;
  - 1.1.4 Directly results in any matter contributing to a proposal or contract that may require Halifax Regional School Board consideration or approval whether of a financial nature or otherwise;
  - 1.1.5 Involves the provision of services (such as tutoring) to a student(s) attending the same school at which the employee performs similar duties in their function as an employee of the Halifax Regional School Board;
  - 1.1.6 In any way enhances or increases the likelihood of increased revenue or profit through the other employer. This would, for example, prohibit the selling, promoting, or advertising of products or services in the workplace or to co-workers or students;
  - 1.1.7 In any way creates a conflict of interest with the operations and services provided by the Halifax Regional School Board except when

full disclosure has been made and written approval is provided by the Director, Human Resource Services.

- 1.2 All Halifax Regional School Board employees who engage in employment with another employer shall:
  - 1.2.1 Conduct themselves in such a manner that there will be no ethical, financial, or legal conflict of interest;
  - 1.2.2 Disclose to the Director, Human Resource Services any employment with another employer that may give rise to a conflict or a reasonable apprehension of conflict pursuant to 1.0 of these Procedures. A copy of the attached Disclosure of Employment Conflict Form (Appendix A) must be completed and submitted to the Director, Human Resource Services;
- 1.3 Upon request by the Director, Human Resource Services, an employee who is on sick leave, in receipt of Workers' Compensation benefits, Injury on Duty or long-term disability, or absent from the workplace for other reasons, shall submit a Disclosure of Employment Conflict Form (Appendix A). Failure to do so may result in disciplinary action.
- 1.4 The Halifax Regional School Board requires that an employee involved in other employment make it known, in writing, to the other employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by Halifax Regional School Board. A copy of notification will be provided to the Halifax Regional School Board.
- 1.5 Inquiries and concerns regarding this policy and procedures are to be directed to the Director, Human Resource Services.
- 1.6 Employees are encouraged to seek the guidance of the Director, Human Resource Services to ascertain if they are in violation of this policy.
- 1.7 Where it is determined that there is no avoidable conflict, the Halifax Regional School Board may require the employee to resign her/his employment with one of the employers.

<b>APPENDIX A: Disclosure of Secondary Employment</b>	
<b>TO BE COMPLETED BY EMPLOYEE</b>	
Name:	Employee No.:
Position at time of disclosure:	School/Department at time of disclosure:
Name of immediate supervisor:	If on leave, type and duration of leave:
<b>DETAILS OF SECONDARY EMPLOYMENT (PROPOSED OR ONGOING):</b>	
Name of other employer or business activity:	
Location of other employment:	
End date (if applicable):	
Hours/days worked per week:	
Description of duties/terms of activity (attach details if insufficient space below):	
Please explain any potential conflict of interest pursuant to section 1.0 of the Procedures: employment:	
<p>I acknowledge that I have read the Halifax Regional School Board's Secondary Employment Policy &amp; Procedures and that this request is not in breach of these documents. I hereby certify that the other employment I wish to undertake is not contrary to the guidelines contained in section 1.0 of the Secondary Employment Procedures:</p> <p>Signature: _____ Date: _____</p>	
<p>Please return completed form to:</p> <p>HR Director, HR Services  Halifax Regional School Board  33 Spectacle Lake Dr, B3B 1X7  Fax: 464-2316  Email : <a href="mailto:mchristie@hrsb.ns.ca">mchristie@hrsb.ns.ca</a></p>	
<b>TO BE COMPLETED BY DIRECTOR, HUMAN RESOURCE SERVICES</b>	
I have reviewed the information provided in this Form and find that there is no secondary employment conflict.	
Signature : _____ Date: _____	

cc: Personal/Personnel File

## HALIFAX REGIONAL SCHOOL BOARD REPORTING CHILD ABUSE AND NEGLECT POLICY

**PURPOSE:** To seek approval from the Governing Board for the Reporting Child Abuse and Neglect policy and to bring forward the procedures to the Governing Board for information.

**BACKGROUND:** The Reporting Child Abuse and Neglect policy was originally approved in January 26, 1999 to endorse the legal obligation of staff to report suspected child abuse and neglect in accordance with the *Children and Family Services Act* and to acknowledge that in accordance with the Education Act, all school boards are required to establish policies for the protection of students from abuse.

**CONTENT:** This policy has been updated in order to align with current policy and procedure development requirements and to align with current policy format.  
The policy has also been updated to ensure compliance with the *Children and Family Services Act*; specifically updated contact information for the Department of Community Services and Child Welfare has been included as an appendix in the procedures.  
The revised procedures provide greater clarity on the defined responsibilities of the principal and school staff, and parent(s)/guardian(s). Also, the definitions section has been moved to a separate appendix for greater clarification.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Immediately following Governing Board approval.

**APPENDICES:** Appendix A- Reporting Child Abuse and Neglect policy and procedures.

**RECOMMENDATIONS:** That the Governing Board approve the Reporting Child Abuse and Neglect policy and receive the procedures as information.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
School Principals	Danielle McNeil-Hessian Director-Program	Following Board Approval
HRSB Website	Doug Hadley, Communications Coordinator	

**From:** For further information please contact Danielle McNeil-Hessian, Director School Administration at 464-2000 ext. 2275 or at

dhessian@hrsb.ns.ca or Selena Henderson, Corporate Secretary at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca) or 464-2000; ext 2324.

**To:**

Senior Staff  
Governing Board

October 21, 2013  
October 23, 2013



## **REPORTING CHILD ABUSE AND NEGLECT POLICY**

### **CONTENTS:**

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

### **1.0 PRINCIPLES**

- 1.1 The Halifax Regional School Board (“HRSB”) is committed to:
  - 1.1.1 Protecting students from, and informing them of their rights and responsibilities with respect to, all forms of child abuse.
  - 1.1.2 Ensuring that all school community members, including employees, understand their rights, roles and responsibilities with respect to students.
  - 1.1.3 Ensuring that all school community members are diligent in not placing themselves in situations that can be viewed as placing students at risk.

### **2.0 POLICY FRAMEWORK**

- 2.1 The HRSB is committed to ensuring the Reporting Child Abuse and Neglect Policy is written in accordance with the following:
  - 2.1.1 *Nova Scotia Education Act*
  - 2.1.2 *Nova Scotia Children and Family Services Act*
  - 2.1.3 *D.007 Student Protection Policy*

**3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

**4.0 POLICY REVIEW**

- 4.1 This policy will be reviewed every 5 years or on as needed basis

# **REPORTING CHILD ABUSE AND NEGLECT PROCEDURES**

## **CONTENTS**

- 1.0 GENERAL PROCEDURES**
- 2.0 PRINCIPAL AND SCHOOL STAFF RESPONSIBILITIES**
- 3.0 PARENT(S) / GUARDIAN(S) RESPONSIBILITIES**

## **APPENDICES**

- A. DEFINITIONS**
- B. DEPARTMENT OF COMMUNITY SERVICES; CHILD WELFARE CONTACT INFORMATION**

## **1.0 GENERAL PROCEDURES**

- 1.1 The HRSB recognizes its responsibility to ensure that students attending schools under its jurisdiction are protected from abuse and neglect in any form while at school and/or under the supervision of HRSB employees.
- 1.2 In deciding to report an incident or situation or suspected abuse or neglect of a child, it is not a requirement that the person making the report has proof that abuse has occurred. This is for the child welfare agency and the courts to determine. Any uncertainty in deciding to report a suspicion should be resolved in favour of the child.
- 1.3 The HRSB shall undertake to ensure that all employees are provided with information that will enable them to carry out their legal responsibility to report suspected child abuse and neglect.
- 1.4 Where an employee is alleged to be a perpetrator, the Director of Human Resource Services must be notified in addition to notifying the appropriate agency. If an agency determines that the referral warrants investigation, it will advise the Director of Human Resource Services who will notify the Superintendent and will meet with the appropriate manager, supervisor or school principal to determine the immediate actions that may need to be taken by the school board.

- 1.5 The HRSB acknowledges that child protection workers have authority under the *Children and Family Services Act* to interview students at a school without the prior knowledge and/or consent of parent(s)/guardian(s).
- 1.6 All parties – the HRSB and the Department of Community Services – will ensure that all records created as a result of actions pursuant to the Board’s policy are shared in a timely fashion.
- 1.7 Records received by the HRSB as a result of actions pursuant to this policy are to be treated in a confidential manner, as personnel records are treated. This principle applies to records involving employees, volunteers and students.
- 1.8 Records of a complaint will be held in a separate file, that is, not in one or more personnel files, until the investigation is complete and decisions are made on appropriate action, if any.

**2.0 PRINCIPAL AND SCHOOL STAFF RESPONSIBILITIES:**

- 2.1 Administrators, teachers and/or other employees of the HRSB who have reason to believe that a student is being abused or neglected are obligated under the *Children and Family Services Act* and must report that information to the local office of the Department of Community Services.
- 2.2 Administrators, teachers and/or other employees of the Board who have reported suspected incidents to the appropriate agency should then inform their principal when appropriate that they have made an abuse or neglect report, but not the details of the report.
- 2.3 HRSB employees who report suspected incidents of abuse and neglect must not inform parent(s)/guardian(s) of their action. The decision to inform and investigate lies with the Department of Community Services.
- 2.4 If a suspected offender is an employee of the HRSB, the person having information must report this to the Department of Community Services and then inform Director of Human Resource Services of the report, but not the substance or details of the reported information.
- 2.5 If a parent/guardian contacts the school objecting to the school’s permitting the child protection worker to have access to their child, Principals (or designate) should indicate that it is their legal obligation to co-operate with the child protection worker.
- 2.6 Principals shall assist child protection workers by providing an appropriate interview space and discreetly arranging for the student to be interviewed.

- 2.7 A child protection worker may request that a principal or teacher be present during an interview to offer support to the student.
- 2.8 Principals (or designate) must direct a parent/guardian to the Department of Community Services if the parent/guardian is requesting information regarding the report or interview.
- 2.9 School administrators will ensure that school volunteers are fully informed of their rights, roles and responsibilities with respect to students.

**3.0 PARENT(S) / GUARDIAN(S) RESPONSIBILITIES:**

- 3.1 Parents/guardians shall contact the Department of Community Services if they have an objection to the school providing the child protection worker with access to their child.
- 3.2 Parents/guardians shall approach the Department of Community Services if requesting information regarding the report or interview.

**REPORTING CHILD ABUSE AND NEGLECT****DEFINITIONS**

As defined in the *Nova Scotia Children and Family Services Act*,

**Child** - a child is defined in the *Nova Scotia Child and Family Services Act* as anyone under the age of 16.

**Child is in need of protective services** – a child in need of protective services is defined in the *Child and Family Services Act* **where:**

- a. the child has suffered physical harm, inflicted by a parent or guardian of the child or caused by the failure of a parent or guardian to supervise and protect the child adequately;
- b. there is a substantial risk that the child will suffer physical harm inflicted or caused as described in (a) above;
- c. the child has been sexually abused by a parent or guardian of a child, or by another person where a parent or guardian of the child knows or should know of the possibility of sexual abuse and fails to protect the child;
- d. there is a substantial risk that the child will be sexually abused as described in (c) above;
- e. a child requires medical treatment to cure, prevent or alleviate physical harm or suffering, and the child's parent or guardian does not provide, or refuses or is unavailable or is unable to consent to, the treatment.

**Abuse by a person other than a parent or guardian (“third party”)** means that a child:

- a. has suffered physical harm, inflicted by a person other than a parent or guardian of the child or caused by the failure of a person other than a parent or guardian of the child to supervise and protect the child adequately;
- b. has been sexually abused by a person other than a parent or guardian or by another person where the person, not being a parent or guardian, with the care of the child knows or should know of the possibility of sexual abuse and fails to protect the child;
- c. has suffered serious emotional harm, demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour, caused by the intentional conduct of a person other than a parent or guardian.

**Duty to report** - Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall immediately report that information to the Department of Community Services.

**Duty of professionals and officials to report** - Notwithstanding any other Act, every person who performs professional or official duties with respect to a child - including but not limited to a teacher, school principal, social worker, family counselor, member of the clergy, operator or employee of a day-care facility - who, in the course of that persons professional or official duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall immediately report the suspicion and the information upon which it is based to an agency. This requirement applies whether or not the information reported is confidential or privileged.

**Duty to report third-party abuse** - Every person who has information, whether or not it is confidential or privileged, indicating that a child is or may be suffering or may have suffered abuse by a person other than a parent or guardian shall immediately report the information to an agency.

**Department of Community Services; Child Welfare**

**Contact Information**

**Halifax District Office**

6009 Quinpool Road  
4th Floor  
Willow Tree Tower  
Halifax, Nova Scotia B3K 5J7  
Phone: (902) 425-5420  
Fax: (902) 422-9424

**Dartmouth District Office**

Dartmouth Professional Centre, Suite 400  
277 Pleasant Street  
Dartmouth, Nova Scotia B2Y 4B7  
Phone: (902) 424-3298  
Fax: (902) 424-0625

**Sackville District Office**

Cobequid Multi-Service Centre  
40 Freer Lane  
Sackville, Nova Scotia B4C 2J3  
Phone: (902) 869-3600  
Fax: (902) 864-4669

**The *Children and Family Services Act* is available at:**  
<http://www.gov.ns.ca/legislature/legc/statutes/childfam.htm>



# HALIFAX REGIONAL SCHOOL BOARD BYLAWS

## CONTENTS:

- 1.0 CODE OF ETHICS FOR BOARD MEMBERS
- 2.0 DEFINITIONS
- 3.0 MEMBERS – STIPENDS, ATTENDANCE AND EXPENSES
- 4.0 ELECTION OF CHAIR AND VICE-CHAIR
- 5.0 MEETINGS AND NOTICE OF MEETINGS OF THE BOARD
- 6.0 PROCEEDINGS AT MEETINGS – SEATING PLAN, QUORUM AND ORDER OF BUSINESS
- 7.0 RULES OF ORDER – MOTIONS, DEBATES, VOTING AND POST-VOTE NOTICES AND MOTIONS
- 8.0 GOVERNANCE – COMMITTEES
- 9.0 MOTION TO CENSURE
- 10.0 PUBLIC PRESENTATIONS
- 11.0 MINUTES AND RECORDS
- 12.0 CORRESPONDENCE
- 13.0 PROFESSIONAL APPOINTMENTS
- 14.0 AMENDMENTS TO BYLAWS
- 15.0 APPENDICES:
  - A. Terms of Reference – Agenda Template Regular Board Meeting
  - B. Senior Staff Report - Template
  - C. Terms of Reference – Audit Committee
  - D. Terms of Reference – Planning Development and Review Committee**
  - E. Oath of Office

# AGENDA

## School Board Meeting



Wednesday, \*\*\*\*, 2008

\*\*\*\* pm

Board Room, Lower Plaza

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. AWARDS / PRESENTATIONS (Normally awards and presentations will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)
  - 3.1
4. PUBLIC PRESENTATIONS
5. APPROVAL OF MINUTES/BUSINESS ARISING FROM THE MINUTES  

\*\*\*\*\* (Regular Board)
6. CORRESPONDENCE
7. CHAIR'S REPORT
8. SUPERINTENDENT'S REPORT
9. ITEMS FOR DECISION
  - 9.1

*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. Please turn off your cell phone. Usage is restricted to outside the Board Chambers. Thank you.*

**Appendix A:**  
**Regular School Board Meeting Agenda Template**  
Board Approved: September 22, 2010  
Minister Approved: October 29, 2010

Halifax Regional  
School Board  
33 Spectacle Lake Drive  
Dartmouth NS  
B3B 1X7  
T 902 464-2000 Ext. 2321  
F 902 464-2420

**10. COMMITTEE REPORTS (Committee reports will be limited to 5 minutes – the Chair may extend the time limit under unique circumstances.)**

10.1 Audit Committee

~~10.2 Finance Committee~~

10.3 ~~Planning, Policy and Priority Committee~~ Policy Development and Review Committee

10.4 Nova Scotia School Board Association

**11. INFORMATION ITEMS**

11.1

**12. NOTICE OF MOTION**

**13. DATE OF NEXT MEETING**

- Board Meeting - \*\*\*\*\*

**14. IN-CAMERA**

**15. ADJOURNMENT**

*The HRSB would appreciate the support of the public and staff in creating a scent-reduced environment at all meetings. Please turn off your cell phone. Usage is restricted to outside the Board Chambers. Thank you.*

**Appendix A:**  
**Regular School Board Meeting Agenda Template**  
Board Approved: September 22, 2010  
Minister Approved: October 29, 2010

Halifax Regional  
School Board  
33 Spectacle Lake Drive  
Dartmouth NS  
B3B 1X7  
T 902 464-2000 Ext. 2321  
F 902 464-2420

**APPENDIX – D**

**HALIFAX REGIONAL SCHOOL BOARD**

**POLICY DEVELOPMENT AND REVIEW COMMITTEE  
TERMS OF REFERENCE**

<b>Committee Type:</b>	Standing Committee of the Board, open to the public
<b>Composition:</b>	All members of the Governing Board
<b>Committee Chair and Vice-Chair:</b>	The Committee's Chair and Vice-Chair shall be elected at the first meeting following the Chair and Vice-chair elections at the November regular Board meeting.
<b>Quorum:</b>	50% of Governing Board members
<b>Meeting Frequency:</b>	The Committee will meet the second Wednesday of each month (September-June), or as required, or at the call of the Chair of the committee.
<b>Time:</b>	The Committee will normally meet for two hours. The time frame can be extended, at the discretion of those present, to three hours by 2/3's majority of the present Committee members.
<b>Staff Support:</b>	Regular staff members will include the Superintendent, Corporate Secretary, Assistant to the Corporate Secretary. The Superintendent will ensure that staff are available for consultation and advice as required by the Committee. The Superintendent will also be responsible for inviting outside expertise at the request of the Committee.
<b>Mandate:</b>	<p>In consultation with the Superintendent, the Policy Development and Review Committee is responsible for the following:</p> <ol style="list-style-type: none"><li>1. Advise the Board on the development of new policy;</li><li>2. Respond to any legislation that requires change to the Board's existing policies or development of a new policy;</li><li>3. Make recommendations for reviewing existing policies;</li></ol>

4. Fulfill other functions as required by the Halifax Regional School Board.

**Format:**

Meetings will be held in the board chambers and will be open to the public.

1. Meetings will generally be informal.
2. Agendas will be posted to the Halifax Regional School Board website by the Friday prior to the meeting and will be emailed to Board members with the relevant information attached.
3. Notice will not be required to add items to the agenda.

## HALIFAX REGIONAL SCHOOL BOARD B.003 CREATING SCHOOL POPULATIONS PROCEDURES UPDATE

**PURPOSE:** To inform the Governing Board about changes to the Creating School Populations procedures.

**BACKGROUND:** The *Response to The External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons* recommended changes to the Creating School Population policy stating:

*Revise the policy for Creating School Populations to take account of the needs of students who may have parents/guardians living in more than one school area. Clarify the approval process for transfers between schools to remove any inconsistencies between the policy and the practices.*

Staff is reviewing the entire policy but that review will not be completed until December 2013. At the Regular Board Meeting in September, the Governing Board requested that staff address the above recommendation from the *Response to the External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons* immediately.

**CONTENT:** Revisions to the procedures are being brought forward for information under Section 7.0 Student Registration, and Section 14.0 Out-of –Area Request- Within Regional Board.

The changes under Section 7.0 addresses the concerns over parents/guardians who live in separate residences.

The changes in 14.0 address the desire for students to have the best learning environment possible. The revisions also respond to the recommendation for the out-of-area process to be more flexible.

These changes will address the recommendations made by the *Response to the External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons report*.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Immediately

**APPENDICES:** Appendix A – B.003 Revisions to the Creating School Populations procedures.

**RECOMMENDATIONS:** That the Governing Board receive the revisions to the Creating School Populations procedures for information.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
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School Principals	Danielle McNeil-Hessian Director-School Administration	Following Regular Board Meeting
HRSB Website	Doug Hadley, Communications Coordinator	Following Regular Board Meeting

**From:** For further information please contact Danielle McNeil-Hessian, Director School Administration at [dhessian@hrsb.ca](mailto:dhessian@hrsb.ca) or 464-2000 ext. 2275 or Selena Henderson, Corporate Secretary at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca) or 464-2000 ext 2324.

**To:** Senior Staff                      October 21, 2013  
Governing Board                    October 23, 2013

## CREATING SCHOOL POPULATIONS REVISED PROCEDURES

Previous Sections	Revised Sections
<b>7.0 STUDENT REGISTRATION</b>	
7.1 By February 1 of each school year, all principals will inform parents/guardians of registration guidelines.	7.1 By February 1 of each school year, all principals will inform parents/guardians of registration guidelines.
7.2 By the end of the first week of February, advertisements will be placed in major local media.	7.2 By the end of the first week of February, advertisements will be placed in major local media.
	7.3 All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.
	7.4 Parents/ guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.
7.3 At the time of registration for Grade Primary, parents/guardians must present the child's birth certificate.	7.5 At the time of registration for Grade Primary, parents/guardians must present the child's birth certificate.
7.4 By the end of the first week of April, principals will inform parents/guardians as to the placement of students registered for French Immersion.	7.6 By the end of the first week of April, principals will inform parents/guardians as to the placement of students registered for French Immersion.
<b>14.0 OUT-OF-AREA REQUEST – WITHIN REGIONAL BOARD</b>	
	14.1 The Halifax Regional School Board is committed to creating the best possible learning environments for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible.
14.1 Parents must secure an out-of-area Request Form from the	14.2 Parents must secure an out-of-area Request Form from the

neighbourhood school at which the student is currently registered signed by the school principal.	neighbourhood school at which the student is currently registered signed by the school principal.
	14.3 Parents can request an out-of-area transfer at any time for the school year. The request will be processed by the school at the time of the application.
	14.4 When an out-of-area transfer is accepted by the receiving school it is expected the schools will share appropriate information to assist with the transition
14.2 Out-of-area Request Forms must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1.	14.5 Out-of-area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1.
14.3 The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests must be processed by June 30 of the year of the transfer.	14.6 The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests for the next school year must be processed by June 30 of the year of the transfer.
14.4 The transfer request will be considered by the principal of the school to which the transfer is requested.	14.7 The transfer request will be considered by the principal of the school to which the transfer is requested when adequate accommodation is available.
14.5 Once a student's out-of-area Request Form has been approved, re-application is not required for subsequent years.	14.8 Once a student's out-of-area Request Form has been approved, re-application is not required for subsequent years.
	14.9 Students may re-apply to return to their neighborhood school through the out-of-area process.
14.6 Parents/guardians are responsible for transportation.	14.10 Parents/guardians are responsible for transportation.