



## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

**Our Mission:**

"In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working... together".

**Our Vision:**

"Inspiring our students to succeed and make a difference".

**Our Motto:**

"Small schools make a difference".

**Our Values:**

"Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking".

### Regular Board Meeting 2024/08

## A G E N D A

Monday, June 24, 2024 – 6:30 p.m.

**Videoconference & Teleconference**

Microsoft Teams meeting - [Click here to join the meeting](#)  
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 911 852 149#

**Board Chair:** Pinky McRae

**Director:** Nicole Morden Cormier

Location: Videoconference & Teleconference

Recorder: G. Christianson

PART I: Regular Board Meeting  
PART II: Committee of the Whole Board

Section (A): – (open to public): 6:30 p.m.  
Section (B) In-Camera: – (closed to public) TBA

### **1.0 Roll Call**

| <u><b>Trustees</b></u>       | Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |   |   |                            |    |    |    |   |   |
|------------------------------|--|----|----|---|---|----------------------------|----|----|----|---|---|
|                              | OS   | TC | VC | A | R |                            | OS | TC | VC | A | R |
| Brunskill, Dr. Megen         |  |    |    |   |   | Nesbitt, Jason             |    |    |    |   |   |
| First Nation Trustee(Vacant) |  |    |    |   |   | Pristanski, Kal            |    |    |    |   |   |
| Jarvis, Allison              |  |    |    |   |   | Michano, Julie             |    |    |    |   |   |
| Liscomb, Pat                 |  |    |    |   |   | Hunter, Emeraude (Student) |    |    |    |   |   |
| McRae, Pauline (Pinky)       |  |    |    |   |   | Krause, Zoey (Student)     |    |    |    |   |   |
|                              |  |    |    |   |   |                            |    |    |    |   |   |

| <u><b>Board Administrators</b></u>   | Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |   |   |
|--|--|----|----|---|---|
|  | OS   | TC | VC | A | R |
| Morden Cormier, Nicole: <i>Director of Education</i>                             |  |    |    |   |   |
| Fredrickson, Eric: <i>Superintendent of Education</i>                            |  |    |    |   |   |
| Goodman, William: <i>Superintendent of Education</i>                             |  |    |    |   |   |
| Marton, Alex: <i>Superintendent of Business</i>                                  |  |    |    |   |   |
| Leroux, Carole: <i>Superintendent of Education</i>                               |  |    |    |   |   |
| Balog, Tara: <i>Assistant Superintendent</i>                                     |  |    |    |   |   |
| Brewster, Annick: <i>Assistant Superintendent</i>                                |  |    |    |   |   |
| Harris, Brent: <i>Manager of Financial Services</i>                              |  |    |    |   |   |
| Muir, Gordon: <i>Manager of Plant Services/Transportation</i>                    |  |    |    |   |   |
| Dee, Christine: <i>Team Lead – Payroll Services</i>                              |  |    |    |   |   |
| Chouinard, Connie: <i>Team Lead – Business Services</i>                          |  |    |    |   |   |
| Nault, Denis: <i>Manager of Human Resources</i>                                  |  |    |    |   |   |
| Lucas, Jay: <i>Coordinator of Information Technology Services</i>                |  |    |    |   |   |
| Kitchener, Nick: <i>Manager of Information Technology</i>                        |  |    |    |   |   |
| Renaud, Deana: <i>Mental Health Manager</i>                                      |  |    |    |   |   |
| Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>                       |  |    |    |   |   |
| Christianson, GerriLynn: <i>Executive Assistant &amp; Communications Officer</i> |  |    |    |   |   |
| Zeleny, Lisa: <i>Executive Assistant</i>   |  |    |    |   |   |

**2.0 Regular Meeting Call to Order**

*That, the Superior-Greenstone DSB Regular Board Meeting on Monday, June 24, 2024, be called to order at \_\_\_\_\_ p.m.*

**3.0 Approval of Agenda**

*That, the agenda for the Superior-Greenstone DSB 2024/08 Regular Board Meeting, June 24, 2024, be accepted and approved.*

[\(Attached\)](#)**4.0 Disclosures of Interest re: Open Session****5.0 Minutes: Board Meetings and Board Committee Meetings****5.1 Board Meeting Minutes**

*That, the minutes of the following Board Meeting be adopted as presented:*

1. Regular Board Meeting 2024/07: May 27, 2024;

[\(Attached\)](#)**5.2 Board Committee Meeting Minutes****5.2.1 Committee Meeting Minutes**

*That, the minutes of the following Board Committee meetings be acknowledged as received:*

1. Special Education Advisory Committee May 7, 2024
2. Indigenous Education Advisory Committee April 23, 2024
3. Occupational Health & Safety Committee January 17, 2024
4. Occupational Health & Safety Committee March 27, 2024
5. Board Audit Committee December 14, 2023

[\(Attached\)](#)[\(Attached\)](#)[\(Attached\)](#)[\(Attached\)](#)[\(Attached\)](#)**5.2.2 Board Policy Review Committee: June 11, 2024**[\(Attached\)](#)

*✓ That, the Board accepts the recommendations outlined in the Board Policy Review Committee minutes of June 11, 2024 and approves as reviewed:*

- P-545 Supporting Students with Prevalent Medical Conditions [\(Attached\)](#)
- P-543 Lockdown Policy [\(Attached\)](#)
- P-517 Early Identification (*Redundant*) [\(Attached\)](#)
- P-534 Boil Water Advisory [\(Attached\)](#)
- P-526 Managing Information for Student Achievement (MISA) [\(Attached\)](#)
- P-722 Substance Use by Employees [\(Attached\)](#)
- P-304 Surplus Equipment Furniture & Books [\(Attached\)](#)
- P-307 Travel, Meals, and Hospitality [\(Attached\)](#)
- P-907 Visual Identity [\(Attached\)](#)
- P-548 Student Dress Code [\(Attached\)](#)

*to be posted to the Board website with an implementation date of June 25, 2024, and all of which shall supersede any previous policies.*

**6.0 Business Arising Out of the Minutes****7.0 Delegations and/or Presentations****7.1 Showcasing Learning: Geraldton Composite High School Presentation Titled: Highlights and Celebrations**

*(Video Presentation  
– Principal, Andrew McFarlane)*

**7.2 Excellence in Education: Nakina Public School Presentation Titled: Celebrations**

*(Video Presentation  
– Principal, Kathleen Schram)*

- 7.3 Report No. 59  
Student Trustee Report: June 2024 ([Attached](#) – Student Trustees, E. Hunter & Zoey Krause)

**8.0 Reports and Matters for Decision**

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Special Education Advisory Committee (SEAC) Report (M. Brunskill/ W. Goodman)
  - 8.1.2 Occupational Health and Safety Committee (OH&SC) Report (J. Nesbitt/ A. Marton)
  - 8.1.3 Board Audit Committee Report (K. Pristanski/ A. Marton)
  - 8.1.4 Board Policy Review Committee (BPRC) Report (A. Jarvis/ W. Goodman)

**9.0 Reports of the Business / Negotiations Committee** Superintendent of Business: Alex Marton

- 9.1 Report No. 60:  
School Board Estimates 2024-2025 (Sent Under Separate Cover– A. Marton)
- That, the Superior-Greenstone DSB having received Report No. 59, School Board Estimates for 2024-2025, adopts the Estimates for the 2024-2025 school year as presented.*

**10.0 Reports of the Director of Education** Director of Education: Nicole Morden Cormier

- 10.1 Report No. 61:  
Director's Monthly Report: June 2024 ([Attached](#) – N. Morden Cormier)
- 10.2 Report No. 62:  
Superior-Greenstone DSB Strategic Planning (Sent Under Separate Cover– N. Morden Cormier)
- That, the Superior-Greenstone DSB, having received the 2024-2030 Strategic Plan, approves the Strategic Plan for Implementation in September 2024.*
- 10.3 Report No. 63:  
2024 Summer Break and Board Business ([Attached](#) – N. Morden Cormier)
- That, the Superior-Greenstone DSB having received Report No. 63: 2024 Summer Break and Board Business, cancels the Regular Board meeting scheduled on Monday, July 15, 2024, and*
- That, Administration be authorized, in conjunction with available Trustees to conduct the business of the Board as the need may arise during July and August 2024.*

**11.0 Reports of the Education Committee** Superintendent of Education: Will Goodman  
Superintendent of Education: Eric Fredrickson  
Superintendent of Education: Carole Leroux  
Assistant Superintendent: Tara Balog  
Assistant Superintendent: Annick Brewster

- 11.1 Report No. 64:  
Superior-Greenstone DSB 2024-2025 Special Education Plan ([Attached](#) – E. Leroux/ A. Brewster)
- ✓ That, the Superior-Greenstone DSB having received Report No. 64, Superior-Greenstone DSB 2024-2025 Special Education Plan, approve the 2024-2025 Special Education Plan, effective July 31, 2024.*

**12.0 New Business**

Board Chair: Pinky McRae

- 12.1 Board Chair  
12.1.1 Update: Minister and Board Chair Teleconference (P. McRae)
- 12.2 Trustee Associations and Other Boards
- 12.3 Trustee Activities
- 12.4 Ministry Updates for Trustees (P. McRae)
- 12.5 Future Board Meeting Agenda Items

**13.0 Notice of Motion**

**14.0 Observer Comments**

(Members of the public limited to 2-minute address)

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) TBA.

**15.0 Committee of the Whole Board (In-Camera Closed)**

[\(Attached\)](#)

- 15.1 Agenda: Committee of the Whole Board – Closed  
*✓ That, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at \_\_\_\_\_ p.m. and that this portion be closed to the public.*
- 15.2 Rise and Report from Closed Session  
*✓ That, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at \_\_\_\_\_ p.m. and that this portion be open to the public.*

**16.0 Report of the Committee of the Whole Closed Section B**

- 16.1 *✓ That, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted, including the confidential minutes from the meeting held as:*  
1. Regular Board Meeting 2024/07: May 27, 2024; [\(Attached\)](#)
- 16.2 Other Recommendations from Committee of the Whole Closed Session  
*(This section may be used as required coming out of closed session)*  
*✓ That, the Superior-Greenstone DSB adopt the following recommendations as related to the confidential reports, which include:*
- *(list motions here which may apply)*

**17.0 Adjournment**

*✓ That, the Superior-Greenstone DSB 2024/08 Regular Board Meeting, Monday, June 24, 2024 adjourn at \_\_\_\_\_, p.m.*

|   |                          |   |
|---|--------------------------|---|
| <b><u>2024 - Board Meetings</u></b>   |                          |   |
| <i>Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.</i> |                          |   |
| Monday, August 26, 2024   |                          |   |
| Monday, September 16, 2024<br><i>*Designate Site: Lake Superior High School</i>     | Monday, October 21, 2024 | Monday, November 18, 2024<br>(1:00 p.m.) <i>*Designate Site: Board Office</i> |
| Monday, December 2, 2024  |                          |   |





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### Regular Board Meeting 2024/07

### MINUTES

Monday, May 27, 2024 – 6:30 p.m.

**Videoconference & Teleconference**

Microsoft Teams meeting  
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 409 922 056#

**Board Chair:** Pinky McRae

**Director Designate:** Will Goodman

Location: Dorion Public School, Videoconference & Teleconference

Recorder: G. Christianson

PART I: Regular Board Meeting  
PART II: Committee of the Whole Board

Section (A): – (open to public): 6:30 p.m.  
Section (B) In-Camera: – (closed to public) 7:49 p.m.

### **1.0 Roll Call**

| <u><b>Trustees</b></u>       | Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |   |   |                            |    |    |    |   |   |
|------------------------------|--|----|----|---|---|----------------------------|----|----|----|---|---|
|                              | OS   | TC | VC | A | R |                            | OS | TC | VC | A | R |
| Brunskill, Dr. Megen         | x  |    |    |   |   | Nesbitt, Jason             |    |    | x  |   |   |
| First Nation Trustee(Vacant) |  |    |    |   |   | Pristanski, Kal            | x  |    |    |   |   |
| Jarvis, Allison              | x  |    |    |   |   | Michano, Julie             | x  |    |    |   |   |
| Liscomb, Pat                 |  |    |    |   | x | Hunter, Emeraude (Student) | x  |    |    |   |   |
| McRae, Pauline (Pinky)       | x  |    |    |   |   | Krause, Zoey (Student)     | x  |    |    |   |   |
|                              |  |    |    |   |   |                            |    |    |    |   |   |

| <u><b>Board Administrators</b></u>   | Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |   |   |
|--|--|----|----|---|---|
|  | OS   | TC | VC | A | R |
| Morden Cormier, Nicole: <i>Director of Education</i>                             |  |    |    |   | x |
| Fredrickson, Eric: <i>Superintendent of Education</i>                            | x  |    |    |   |   |
| Goodman, William: <i>Superintendent of Education</i>                             | x  |    |    |   |   |
| Marton, Alex: <i>Superintendent of Business</i>                                  | x  |    |    |   |   |
| Leroux, Carole: <i>Superintendent of Education</i>                               | x  |    |    |   |   |
| Balog, Tara: <i>Assistant Superintendent</i>                                     | x  |    |    |   |   |
| Brewster, Annick: <i>Assistant Superintendent</i>                                | x  |    |    |   |   |
| Harris, Brent: <i>Manager of Financial Services</i>                              | x  |    |    |   |   |
| Muir, Gordon: <i>Manager of Plant Services/Transportation</i>                    |  |    | x  |   |   |
| Dee, Christine: <i>Team Lead – Payroll Services</i>                              |  |    | x  |   |   |
| Chouinard, Connie: <i>Team Lead – Business Services</i>                          |  |    | x  |   |   |
| Nault, Denis: <i>Manager of Human Resources</i>                                  |  |    | x  |   |   |
| Lucas, Jay: <i>Coordinator of Information Technology Services</i>                |  |    | x  |   |   |
| Kitchener, Nick: <i>Manager of Information Technology</i>                        |  |    | x  |   |   |
| Renaud, Deana: <i>Mental Health Manager</i>                                      |  |    |    |   | x |
| Bartlett, Shy-Anne: <i>Manager of Indigenous Education</i>                       | x  |    |    |   |   |
| Christianson, GerriLynn: <i>Executive Assistant &amp; Communications Officer</i> |  |    | x  |   |   |
| Zeleny, Lisa: <i>Executive Assistant</i>   |  |    | x  |   |   |

**LAND ACKNOWLEDGEMENT**

Assistant Superintendent of Education, Tara Balog provided a land acknowledgement for the Ancestral and Traditional Territories of the Indigenous people on whose lands we are gathering. We recognize and honour the contributions of the Indigenous peoples for they hold the knowledge, traditions, and history of the land.

PART I: *Regular Board Meeting*

Section (A): – (open to public): 6:30 p.m.

**2.0 Regular Meeting Call to Order****76/24**Moved by: *Trustee M. Brunskill*Second: *Trustee A. Jarvis*

✓ **That**, the Superior-Greenstone DSB Regular Board Meeting on Monday, May 27, 2024, be called to order at 6:34 p.m.

Carried**3.0 Approval of Agenda****77/24**Moved by: *Trustee J. Michano*Second: *Trustee K. Pristanski*

✓ **That**, the agenda for the Superior-Greenstone DSB 2024/07 Regular Board Meeting, May 27, 2024, be accepted and approved.

Carried**4.0 Disclosures of Interest re: Open Session**

There were no disclosures of interest.

**5.0 Minutes: Board Meetings and Board Committee Meetings****5.1 Board Meeting Minutes****78/24**Moved by: *Trustee A. Jarvis*Second: *Trustee K. Pristanski*

✓ **That**, the minutes of the following Board Meeting be adopted as presented:

1. Regular Board Meeting 2024/06: April 29, 2024.

Carried**5.2 Board Committee Meeting Minutes****5.2.1 Committee Meeting Minutes**

The Indigenous Education Advisory Committee meeting minutes of April 23, 2024 will be brought forward to the next meeting.

**79/24**Moved by: *Trustee M. Brunskill*Second: *Trustee K. Pristanski*

✓ **That**, the minutes of the following Board Committee meetings be adopted:

1. Special Education Advisory Committee April 9, 2024

Carried**6.0 Business Arising Out of the Minutes**

There is no business arising out of the minutes.

**7.0 Delegations and/or Presentations****7.1 Showcasing Learning: George O'Neil Public School - Life Long Learning at GOPS**

Principal Hillary Howe provided a video presentation about the elevated learning experiences at GOPS. The presentation featured images and videos of a variety of student activities including ice fishing, LU system games, and land-based learning activities.

**7.2 Excellence in Education: Dorion Public School - Reimagining Learning**

Principal Eric Leroux provided an introduction of the video presentation. The video showcases the students engaged in their learning environment and utilizing the LU System for Math and students engaged in hands on science experiments.



- 7.3 Student Trustee Report: May 2024  
Student Trustees Emeraude Hunter and Zoey Krause provided a review of their report.
- 7.4 Trustee Presentation  
Board Chair Pinky McRae, Acting Director Will Goodman and Superintendent of Education Carole Leroux presented Student Trustee Emeraude Hunter with a service recognition award as gratitude for her dedication, strong advocacy, and commitment to her role as Student Trustee. Her term will conclude on July 31, 2024. Each Trustee expressed their gratitude.

## **8.0 Reports and Matters for Decision**

- 8.1 Board Committee Reports: (Statutory / Standing / Ad Hoc)
- 8.1.1 Special Education Advisory Committee (SEAC) Report  
Trustee Brunskill provided a review of the May 7, 2024 Special Education Advisory Committee meeting. The agenda included a review of the Special Education Plan, recognition of Dr. Cormier's resignation, and a review of the new Superior Start program that includes screening for children who are entering the education system.
- 8.1.2 Indigenous Education Advisory Committee (IEAC) Report  
Director Designate Will Goodman provided a review of the Indigenous Education Advisory Committee meeting that was held on May 22, 2024. The agenda topics included a review of the Truth and Reconciliation Policy, which is the first of its kind in Canada and the anti-racism policy. The Committee also received several presentations from Grad Coaches and a presentation regarding student attendance.
- 8.1.3 Parental Engagement Committee (PEC) Report  
Trustee Jarvis provided a review of the May 14, 2024 Parental Engagement Committee meeting. The committee did not achieve quorum, however, had a constructive meeting with several presentations that included the Student Achievement Plan, Budget Presentation, Ministry updates regarding Bill 128 and reflecting on the Feast and Feedback session input received.

## **9.0 Reports of the Business / Negotiations Committee**

*Superintendent of Business: Alex Marton*

- 9.1 Report No. 52: Enrollment Summary as of March 31, 2024  
Superintendent of Business Alex Marton provided a detailed review of the Enrollment Summary report as of March 31, 2024. He advised that there is a decrease in enrollment from the projected figures. He advised that the senior leadership has conducted a comprehensive review of the matter and the combination of factors that have impacted the enrollment figures. A question was raised regarding student attendance and therefore a review of the attendance counsellor program was provided.
- 9.2 Report No. 53: Interim Financial Report No. 02  
Manager of Financial Services Brent Harris provided a review of the report. Reviewed the chart. Largest increase – Jordan's principal EA's. on application basis. Slight reduction in IT staff. Difference between estimates and forecast.
- 9.3 Report No. 54: SEIU Staffing for 2024-2025  
Superintendent Alex Marton provided a review of the report and how the staffing needs are determined. He advised that staffing changes reflect those of pre pandemic needs and is based upon the school needs.

**80/24**

Moved by: Trustee M. Brunskill

Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone DSB having Received Report No. 54, approves the SEIU Staffing for 2024-2025 as presented.

Carried**10.0 Reports of the Director of Education**

Director of Education Designate: Will Goodman

**10.1 Report No. 55: Director's Monthly Report: May 2024**

Acting Director Will Goodman provided an introduction for the Re-imagining Learning presentation that was provided in the agenda package. Highlights from the presentation included the signing of the engagement framework along with examples of the student learning activities across the school district.

**10.2 2024 – 2025 Student Trustee Appointment**

The Board Chair welcomed new Student Trustee Miley Anthony to her new role.

**81/24**

Moved by: Trustee J. Michano

Second: Trustee M. Brunskill

✓ **That**, the Superior-Greenstone DSB accept the Appointment of Miley Anthony from Marathon High School to serve as the 2024-2026 Student Trustee, effective for the period August 1, 2024, to July 31, 2026.

Carried**11.0 Reports of the Education Committee**

Superintendent of Education: Will Goodman  
 Superintendent of Education: Eric Fredrickson  
 Superintendent of Education: Carole Leroux  
 Assistant Superintendent: Tara Balog  
 Assistant Superintendent: Annick Brewster

**11.1 Report No. 56: 2024-2025 Educational Support Staff (ESS) Staffing Report**

Superintendent of Business Alex Marton and Assistant Superintendent of Education Annick Brewster provided a review of the staffing report. They discussed the staffing needs of the 2024-2025 school year. They advised that the report does not include the Jordan's Principal applications for support staff that are applied for on an individual basis by the First Nations Communities or families and funds provided by the federal government.

**82/24**

Moved by: Trustee K. Pristanski

Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone DSB having received the Report No. 57, 2024-2025 Education Support Staff (ESS) Report, approve the staffing as presented.

Carried**11.2 Report No. 57: Special Education Portfolio**

Assistant Superintendent of Education Annick Brewster provided a detailed review of the report. She discussed the auditing process of the program to ensure that we continue to meet the needs of our students and discussed the statistics. There was an administrative error on the report that will be corrected, as this report was presented for information only and does not require a resolution.

**12.0 New Business**

Board Chair: Pinky McRae

**12.1 Board Chair****12.1.1 Update: Minister and Board Chair Teleconference**

Board Chair Pinky McRae advised that the Minister has not held a teleconference meeting since last reported. However, the next meeting is scheduled for May 30, 2024.

**12.2 Trustee Associations and Other Boards****12.2.1 Report No. 58: Education Labour Relations & HR Symposium Report**

The report was provided for information.

12.3 Ministry Updates for Trustees  
Nil.

12.4 Future Board Meeting Agenda Items  
The Board Chair reminded Trustees to send any agenda items for the June Regular Board meeting to her attention or acting Director Will Goodman.

**13.0 Notice of Motion**  
Nil.

**14.0 Observer Comments**  
Nil.

PART II: Committee of the Whole Board

Section (B) In-Camera: – (closed to public) 7:49 p.m.

**15.0 Committee of the Whole Board** (In-Camera Closed)

15.1 Agenda: Committee of the Whole Board – Closed

**83/24**

Moved by: Trustee J. Michano                      Second: Trustee M. Brunskill

✓ **That**, the Superior-Greenstone DSB go into a Committee of the Whole Board Section B (Closed Session) at 7:49 p.m. and that this portion be closed to the public.

Carried

15.2 Rise and Report from Closed Session

**84/24**

Moved by: Trustee J. Nesbitt                      Second: Trustee M. Brunskill

✓ **That**, the Superior-Greenstone DSB rise and report from the Committee of the Whole Board Section B (Closed Session) at 7:56 p.m. and that this portion be open to the public.

Carried

**16.0 Report of the Committee of the Whole Closed Section B**

16.1 **85/24**

Moved by: Trustee J. Nesbitt                      Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone DSB Committee of the Whole, In-Camera Section B (Closed) Reports be adopted, including the confidential minutes from the meeting held as:

1. Regular Board Meeting 2024/06: April 29, 2024.

Carried

16.2 Other Recommendations from Committee of the Whole Closed Session  
Nil.

**17.0 Adjournment**

**86/24**

Moved by: Trustee J. Nesbitt                      Second: Trustee J. Michano

✓ **That**, the Superior-Greenstone DSB 2024/07 Regular Board Meeting, Monday, May 27, 2024 adjourn at 7:57, p.m.

Carried

| <b><u>2024 - Board Meetings</u></b>   |                          |   |
|---|--------------------------|---|
| <i>Videoconference and/or Designated Site indicated in schedule. Time 6:30 p.m.</i> |                          |   |
| Monday, June 24, 2024   | Monday, July 15, 2024    | Monday, August 26, 2024   |
| Monday, September 16, 2024<br><i>*Designate Site: Lake Superior High School</i>     | Monday, October 21, 2024 | Monday, November 18, 2024<br>(1:00 p.m.) <i>*Designate Site: Board Office</i> |
| Monday, December 2, 2024  |                          |   |

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Regular Board Meeting 2024/07**

Committee of the Whole Board: Closed Session.

Monday, May 27, 2024

Videoconference and Teleconference

**T O P I C S**

|  |   |
|--|---|
| <b>Board Chair:</b> Pinky McRae                                  | <b>Director Designate:</b> Will Goodman |
| Location: Dorion Public School, Videoconference & Teleconference | Recorder: G. Christianson               |

|  |                                  |
|--|----------------------------------|
| PART II: Committee of Whole Board – Closed | Section (B): In-Camera 7:49 p.m. |
|--|----------------------------------|

- 1.0 Disclosure of Interest: re Closed Session
- 2.0 Approve Agenda: Committee of the Whole In-Camera (Closed)
- 3.0 In-Camera (closed) Meeting Minutes  
1. Regular Board Meeting 2024/06: April 29, 2024
- 4.0 Personnel Item A:
- 5.0 Personnel Item B:

**Regular Board Meeting 2024-07**

Monday, May 27, 2024

**M I N U T E S**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR



## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD Special Education Advisory Committee

May 7, 2024 @ 3:00 pm.

### Videoconference & Teleconference

Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
**Or call in (audio only)**  
Canada, Thunder Bay  
Phone Conference ID:

| <b>MINUTES</b>   |           |           |           |          |          |
|--|-----------|-----------|-----------|----------|----------|
| <b>Voting Members (4/7)</b>  | <b>OS</b> | <b>TC</b> | <b>VC</b> | <b>A</b> | <b>R</b> |
| BRAKE-WELDON, Brandy: <i>Dilico (Chair)</i>  |           |           | X         |          |          |
| ZAPPITELLI, Sheila: <i>Superior Greenstone Association for Community Living (Vice Chair)</i> |           | X         |           |          |          |
| BOTTLE, Candice: <i>North of Superior Counseling Programs</i>                                |           |           | X         |          |          |
| STACH, Andrea: <i>George Jeffrey Children's Centre</i>                                       |           |           |           | X        |          |
| MICHANO, Julie: <i>Trustee</i>   |           |           |           | X        |          |
| BRUNSKILL, Megen: <i>Trustee</i>   |           |           | X         |          |          |
| <b>Alternate Members</b>   | <b>OS</b> | <b>TC</b> | <b>VC</b> | <b>A</b> | <b>R</b> |
| DAVIES, Candace: <i>North of Superior Counseling Programs (Alternate)</i>                    |           |           |           | X        |          |
| JARVIS, Allison: <i>Trustee (Alternate)</i>  |           |           |           | X        |          |
| LISCOMBE, Pat: <i>Trustee (Alternate)</i>  |           |           |           | X        |          |
| MOORE, Jennifer: <i>Dilico (Alternate)</i>   |           |           |           | X        |          |
| POROBIC, Katie: <i>Superior Greenstone Association for Community Living (Alternate)</i>      |           |           |           | X        |          |
| <b>Resource Members</b>  | <b>OS</b> | <b>TC</b> | <b>VC</b> | <b>A</b> | <b>R</b> |
| McRAE, Pinky: <i>Board Chair</i>   |           |           |           |          | X        |
| MORDEN CORMIER, Nicole: <i>Director of Education</i>   |           |           | X         |          |          |
| GOODMAN, Will: <i>Superintendent of Education</i>  |           |           | X         |          |          |
| LEROUX, Carole: <i>Superintendent of Education</i>   |           |           |           |          | X        |
| FREDRICKSON, Eric: <i>Superintendent of Education</i>  |           |           |           |          | X        |
| HUNTER, Emeraude: <i>Student Trustee</i>   |           |           |           | X        |          |
| KRAUSE, Zoey: <i>Student Trustee</i>   |           |           |           | X        |          |
| RENAUD, Deana: <i>Mental Health Manager</i>  |           |           | X         |          |          |
| BIANCO, Melissa: <i>Team Lead, Positive Behaviour Support</i>                                |           |           | X         |          |          |
| BREWSTER, Annick: <i>Assistant Superintendent, School Effectiveness</i>                      |           |           |           |          | X        |
| LEROUX, Erik: <i>System Principal of Learning for All</i>                                    |           |           | X         |          |          |
| ZELENY, Lisa: <i>Executive Assistant</i>   |           |           | X         |          |          |

*Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)*  
*Amanda Gyori attended by Teams*

|                                |                           |
|--------------------------------|---------------------------|
| <b>Land Acknowledgement:</b>   | Amanda Gyori              |
| <b>1.0 Call to Order: 3:04</b> | By Chair, B. Brake Weldon |









**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Our Mission:**

"In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working... together"

**Our Vision:**

"Inspiring our students to succeed and make a difference"

**Our Motto:**

Gikino'amaadiiwigamigoonsan ezhi-gichi-apiitendaagwag "Small schools make a difference"

**Our Values:**

"Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking"

**Anishinaabe Gikino'amaagewin Gaa-anokaadamowid (Indigenous Education Advisory Committee)**

**Tuesday, April 23, 2024 – 10:00 a.m. to 12:00 p.m.**

SGDSB Learning Centre & Virtual Meeting – Microsoft Teams -

Teleconference Dial-In Information: 1 – 8 4 4 – 6 1 3 – 3 1 2 0; Conference ID No

**Maawanji'idiwin Wiindamaagewi-Ozhibii'igewinan (Meeting Minutes)**

**1.0 Roll Call**

| Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |    |   |   |   |    |    |    |   |   |
|--|----|----|----|---|---|---|----|----|----|---|---|
| First Nations Communities  | OS | TC | VC | A | R | Tribal Councils & Representatives   | OS | TC | VC | A | R |
| (Aroland) Robinson Meshake   |    |    |    | X |   | EEP Program Liaison - Matawa, Shelby Chng                                     |    |    | X  |   |   |
| (Biigtigong Nishnabeg) Lisa Michano  |    |    | X  |   |   | Randi Ray and/or Wabun Education Partnership Program.                         |    |    |    | X |   |
| Biinjitiwaabik Zaaging Anishinabek (Rocky Bay) Yvonne Kowtiash                               |    |    | X  |   |   | Joshua LeClair, Regional Education Council Coordinator, KEB, Kristen Kewagean |    |    | X  |   |   |
| Biinjitiwaabik Zaaging Anishinabek (Rocky Bay) Christine Hardy                               |    |    |    | X |   | Tim Robbins, Metis Nation of Ontario - Senator                                |    |    | X  |   |   |
| Biinjitiwaabik Zaaging Anishinabek (Rocky Bay) Pamela Hardy                                  |    |    |    | X |   | Nokiiwin Education Advisor – Scott Baker / Loretta Sky                        |    |    |    | X |   |
| Nikki Goodman  |    |    | X  |   |   | <b>Representatives</b>  |    |    |    |   |   |
| (Ginoogaming #77) Martha Taylor  |    |    |    | X |   | Tamara Vernier, Native Language Teacher                                       |    |    |    | X |   |
| (Ginoogaming #77) Dallas Fisher  |    |    |    | X |   | Sara Carlson, Grad Coach - GCHS   |    |    | X  |   |   |
| (Ginoogaming #77) Chris Hill   |    |    | X  |   |   | Sara Park, Grad Coach - NRHS  |    |    | X  |   |   |
|  |    |    |    |   |   | Delaney Michano, Grad Coach - MRHS  |    |    | X  |   |   |
|  |    |    |    |   |   | Chelsea Boyd, Grad Coach - LSHS   |    |    | X  |   |   |
| (Marten Fall FN) Suzanne Baxter  |    |    | X  |   |   | Sheila Cassie, Secretary - Portfolio Support                                  |    |    | X  |   |   |
| (Marten Falls FN) Louise Coaster   |    |    |    | X |   | Patti Pella, Education Officer, Ministry of Education                         |    |    | X  |   |   |
| (Pays Plat) Valerie Auger  |    |    | X  |   |   | <b>Trustees</b>   |    |    |    |   |   |
| (Netmizaaggamik) Amber Deveraux  |    |    | X  |   |   | Julie Michano   |    |    |    | X |   |
| (Netmizaaggamik) Lori Guinchard  |    |    |    | X |   | Pinky McRae (Ex-officio)  |    |    |    |   | X |
| (Netmizaaggamig) Monique Brownlee  |    |    | X  |   |   | Megen Brunskill   |    |    |    | X |   |
| (Netmizaaggamik) Joe Moses   |    |    |    | X |   | <b>Board Administration</b>   |    |    |    |   |   |
| (Red Rock) Marilyn Netemegesic   |    |    | X  |   |   | Nicole Morden Cormier, Director of Education                                  |    |    | X  |   |   |
| (Red Rock) Ted Wawia   |    |    |    | X |   | Shy-Anne Bartlett, Manager of Indigenous Education                            |    |    | X  |   |   |
| (Red Rock) Tymara Ruth   |    |    | X  |   |   |   |    |    |    |   |   |
| (White Sands) Sue Taylor   |    |    |    | X |   | Eric Fredrickson, Superintendent of Education                                 |    |    | X  |   |   |
| Animgiigoo Zaagi'igan Anishinabek Denise Bottle  |    |    |    | X |   | Will Goodman, Superintendent of Education                                     |    |    | X  |   |   |
| Animgiigoo Zaagi'igan Anishinabek Claudette Rody / Mary Blakely                              |    |    | X  |   |   | Alex Marton, Superintendent of Business                                       |    |    |    |   | X |
| Wabun (Flying Post First Nation) Angela McLeod   |    |    |    | X |   | Anthony Jeethan, Human Rights & Equity Advisor                                |    |    |    | X |   |
| (Bingwi Neyaashi Anishnaabek) Tylyn Silander   |    |    |    | X |   | Carole Leroux, Superintendent of Education                                    |    |    | X  |   |   |
| (Longlac 58 First Nation)  |    |    |    |   |   | Lisa Zeleny, Executive Assistant  |    |    | X  |   |   |



|  |  |  |  |  |  |  |  |   |  |
|--|--|--|--|--|--|--|--|---|--|
|  |  |  |  |  | Loretta Mangoff, <i>Indigenous Special Education Facilitator</i> |  |  | X |  |
|--|--|--|--|--|--|--|--|---|--|

**2.0 Opening Prayer**

Marilynn Netemegec opened the meeting with prayer by thanking the Creator and grandmothers and grandfathers for watching over us in all that we do. Marilyn offered prayers for those who are suffering with illnesses and for the missing and murdered women, girls and boys and those impacted by war. M. Netemegec thanked our Creator for all that he offers us and for our new young learners and leaders in our schools.

**3.0 Welcome and Introductions**

Shy-Anne Bartlett welcomed everyone and thanked all the members who were able to join today. S. Bartlett also introduced Nicki Goodman from Animbiigoo Zaagi'igan Anishinaabek

**4.0 Approval of the Maawanji'idiwin Wiindamaagewi-Ozhibii'igewinan (Meeting Minutes)**

4.1 IEAC Meeting Minutes, February 20, 2024.

*Moved by: Valerie Auger Second: Monique Brownlee  
That the minutes for the Superior-Greenstone DSB Indigenous Education Advisory Committee meeting, February 20, 2023, be accepted and approved.  
Carried.*

**5.0 Apane go Dazhindamowaad (Standing Agenda Items)**

5.1 Celebrations/Updates

Shy-Anne Bartlett also spoke about the PD on April 19 was successful. Angela Gladu presented on the difference between appreciating and appropriating. Guest speaker, Dr. Marie Battiste gave a presentation on decolonizing education, and the difference between equity and sovereignty in education. S. Bartlett gave an introduction on units on how to introduce in the classrooms and how to implement them into the classrooms. Monthly newsletter will come out in a couple of weeks with more information.

Nicole Morden Cormier followed-up with information on the upcoming Excellence Awards taking place at the SGDSB Learning Center on May 17. This is the second year for the Award of Excellence celebration that not only celebrates internal educators but also external. One of the recipients is Lisa Michano who was nominated and chosen as a recipient for an Award of Excellent in Education. Congratulations Lisa.

5.2 February 20, 2024 IEAC Minute Updates

Senior Administration connected with communities for a discussion.

Nicole Morden Cormier updated IEAC Committee members regarding the new Indigenous Student Trustee position with SGDSB. April 2, 2024, members of IEAC who wished to participate in this conversation were invited to provide feedback and guidance to enhance the management guidelines. SGDSB is looking at appropriate titles and language for this position and the best way to conduct the elections. This position is not elected as other Student Trustee positions are but is mutually decided by First Nations who have Education Service Agreements with SGDSB.

Lisa Michano provided the following insight; when AES runs Youth Council they did it in a traditional way; using traditional governance and traditional election with the support of an Elder. An Elder explained the process of the traditional governance N. Morden Cormier indicated that there is an agreement to use a traditional way to hire the new Indigenous Student Trustee and asked L. Michano to follow-up with her with a contact that may be utilized for this process.



Del Michano reminded members the hiring of Chief and Council is a colonial construct which should not be used.

S. Bartlett presented the following information on Deana Renaud's behalf regarding the Substance Abuse Strategy. A special meeting was held April 4, 2024 as an action step from the last IEAC meeting to discuss the current state and concerns and moving towards building clear actions for the following school year. The following strategies have been identified and will be integrated in the Mental Health 2024-2025 Action plan to enhance mental well-being among students: Land-Based Learning, Earlier Education About Substance Use, Connection to People with Lived Experience. We look forward to working collaboratively with IEAC and other stakeholders to implement these initiatives.

### 5.3 Community Updates (and FNAC)

S. Bartlett invited community members to speak about upcoming celebrations and new things taking place in their communities.

Shelby Chng, Matawa EEP Program Liaison, shared the good news that a grant was applied for and received for books through Indigo for both Matawa and Maarten Falls. The grant provided \$100,000 in books and 30% discount, plus free shipping to all the communities. S. Chng indicated the new books are very much needed.

S. Bartlett added a gathering will take place that will include Student Senate, Indigenous Youth Council and the Equity Group. The 3 groups will meet on June 11 for the annual Youth Gathering instead of holding 3 separate meetings.

W. Goodman added that this will be the first time the three groups will be meeting and how exciting it is a great opportunity to be bringing our leaders from our schools together to share and celebrate their learning from the year.

## 6.0 **Nonde-ayaan ji-gaagiiqidoyaang (Open Discussion of Areas of Need):**

### 6.1 Powwows and Youth Gathering

S. Bartlett indicated the consensus was to have 3-4 Powwows with each being provided \$2500 and one bus provided for each school. The following locations/sites have been selected for the Powwows: Beardmore Public School on June 19, Marathon High School on June 7 and Nip-Rock High on May 29; with First Nations communities supporting.

L. Michano provided the following feedback on thinking about our Indigenous students that perhaps there is an opportunity to break up our schools into smaller regions and switch up where the Powwows are taking place, so they are not occurring at the same location. L. Michano brought forth the student voice as they feel the site selection may not be fair for students. L. Michano suggested they would be in favor of a rotation system for Powwows.

S. Bartlett provided the following update regarding the Truth and Reconciliation and Anti-Racism Policy: Human Rights and Equity Advisor, and Manager of Indigenous Education are moving forward with the 2<sup>nd</sup> consultation meeting after updates and revisions were made based on the initial consultation meeting. An update will be provided at the May 22, 2024 IEAC meeting.

## 7.0 **Anishinaabe Gikino'amaagewini-Dazhindamowaad (Indigenous Education Updates)**

### 7.1 Graduation coach Update

#### 7.1.1 Graduation Coach Update – NRHS

Sara Park presented her report attached in the agenda package. The projected student numbers and number of students accessing the space were highlighted.



The number of students accessing the space is difficult to capture as students move in and out of the space quickly.

Transitions is a focus at this time of year as NRHS will be welcoming 52 grade 8 students. The next transition activity is Grade 8 day on April 12, 2024.

S. Park reflected on a survey which was provided for students and filled out anonymously. The results for the last question were disappointing but there is always work to be done as relationships are key.

Elders and Residence Program continues at NRHS continues and is well received by both students and staff and drumming continues at NRHS, with senior student, R. Thompson, taking the lead and leading our drumming group at NRHS.

The Water Walk was supported by Judy Wawia and will be done yearly.

**Next Steps:** Delivery of the developed transition plan for grade 8 students, provide ongoing support for graduating students, plan and collaborate with community organizations to provide cultural opportunities, daily data collection.

#### 7.1.2 Graduation Coach Update - GCHS

Sara Carlson presented her report as attached in the agenda package and highlighted the following: Trying to keep track of the numbers of students that are supported increases throughout the year. The number of grade 9 students has decreased. Transitions: a survey was sent out in September to potential graduates on life after high school. The student's confidence was not good. Another survey was completed in March which indicated the numbers are going up which is positive, but still work to do to support student and build confidence. S. Carlson highlighted three positives and three risk areas from the survey.

Elders and Residence Program is going well with a focus on getting Elders into the classroom. S. Carlson has encouraged teachers to reach out to S. Bartlett for support in this area.

On May 1st there is a transition day taking place for approximately 40 grade 8's

**Next Steps:** GCHS transition team is collaborating with staff and students at partnering schools, secondary visits to classrooms are planned for this spring, Transition Day is scheduled for May 1 at GCHS.

#### 7.1.3 Graduation Coach Update – LSHS

Deferred.

#### 7.1.4 Graduation Coach Update – MRHS

S. Bartlett introduced Del Michano. D. Michano provided a verbal report beginning with his previous work experience and gratitude for the opportunity to move into the Education field. D. Michano expressed there is a need for a role model for young men in the schools and is looking forward in building relationships and shared a 'feel good' moment with members. Drumming is being reintroduced at Marathon High School along with new learning with a focus on self-care with the students. D. Michano thanked the Grad Coaches for their support.

Gratitude was given to D. Michano by IEAC members as well as Grad Coaches by S. Bartlett for their commitment to students.

### 8.0 Ginkino-amaagewini-Odaakewigimaa Oshkichigaadewinan (Director of Education Updates)

#### 8.1 Director's Quarterly Report

The Director presented her Director's Quarterly Reports as attached in the agenda package.

On March 18, 2024, future Director of Education for SGDSB William Goodman began mentoring with the current Director of Education, Nicole Morden Cormier. As part of the



process W. Goodman has assumed responsibility for the supervision of the Indigenous Education Department at SGDSB, with the Director providing input behind the scenes. W. Goodman is also assuming the role of Director Designate at Committee Meetings, including IEAC, and thus will have more of an active role when meetings occur.

The 2024-2029 Multi-year Strategic Plan (MYSP) is well underway, with data from multiple sources being analyzed and themes identified. A draft document will be brought for input in coming weeks, once the Board of Trustees have completed their review. The document will be formerly published and released through a formal campaign once the final review is completed. We are grateful to those who have already provided valuable input into this plan.

The Financial Team, Brent Harris, Manager of Financial Services and Connie Chouinard, Team Lead, Business Services are working to streamline the billing cycle/financial cycle to ensure it works and aligns with the communities.

Math Achievement Action Plan: Objective is to empower instructional coaches to engage in equity-driven practices that foster positive educational mathematics outcome for students across the district. To ensure we continue to work to narrow gaps and foster inclusive learning environments to exploring innovative approaches to cater to the needs of our math learners.

Mental Health Profile: Land-Based Learning, Earlier Education About Substance Use, Connection to People with Lived Experience strategies have been identified and will be integrated into the Mental Health 2024-2025 Action Plan to enhance mental well-being among students. Specific action steps for each of these strategies will be developed and reported on as they are developed.

Our attendance teams are working to support students in having regular attendance at school (falling into the low risk %), actively looking into our data that shows a discrepancy between students that self ID or attend through an ESA and the whole student body to discover why these students have a greater risk of absenteeism. We are looking into the effects of transportation concerns as well as reaching out to student with a High Risk % of absenteeism to is what is preventing them from making it to school.

Research shows that although Kindergarten is a program and parents can decide if their child will attend, it is important to start building habits early as early learning is key for success. There is research that shows regular attendance supports routine.

Questions and concerns were brought forward by L. Michano with how post covid trends still exist and how to lower high absenteeism percentage; as well as access to resources.

N. Morden Cormier addressed L. Michano's concerns and indicated the attendance team will reach out and share information.

## 8.2 Indigenous Trustee

N. Morden Cormier provided a verbal update on the resignation of Indigenous Trustee Paul Cormier.

P. Cormier held positions as a Board Trustee, as well as an IEAC member. P. Cormier's resignation creates a vacancy with SGDSB. A letter will be sent to Chiefs and Council and IEAC members for nominations for this role. N. Morden Cormier reminded members, the Board does not choose or appoint the Indigenous Trustee. This position is chosen by community members. The goal is to have a new Trustee in place for September 2024.

## 8.3 Indigenous Student Trustee- (refer to section 5.2)



## 9.0 **Awashime Dazhindamowaad (Additional Agenda Items)**

### 9.1 Student Achievement Plan

Annick Brewster presented their report as attached in agenda package and reminded members it is a requirement to post on the SGDSB website. The Board is looking for feedback from IEAC members on sharing information on other platforms.

A discussion regarding concerns on low math achievement numbers took place and how there has been a decrease in communication and networking with Leads. L. Michano indicated this is a concern from students, support staff and parents/guardians.

W. Goodman suggested a special meeting to discuss these concerns. Also reminded members the data presented is very prescribed by the Ministry on what the school board is required to report on. There will be a couple of different touch points throughout the year. This information will be shared to all our committees and not just IEAC. We want to get as much feedback and information.

P. Pella will share concerns brought forward by L. Michano with the Ministry.

### 9.2 Summer Learning

A. Brewster shared a poster on Summer Learning and the programs being offered and has individual posters to be sent out.

S. Bartlett was excited to share a new pilot program for SGDSB. The new program will be in person Anishinaabemowin ages 5-9 will work with language keepers. The site for the pilot program will take place at George O'Neill Public School for one week and is open to students registered at a SGDSB school.

W. Goodman added SGDSB Summer Program has been growing every year. This year we have steady programs happening and the programs offered will make a difference for our students and meet the needs of our students. ABC is a key component in creating these opportunities for our students.

L. Michano – commented AES system able to access funding to be able to award 21 credits on a trip to Spain and this year with a trip to Hawaii. Great opportunity to bring their culture and identity to a new community to share their heritage and learn about others culture and share theirs as well.

W. Goodman it is important to note that the Board dollars received for Summer Learning is very prescribed for SGDSB.

## 10.0 **Gaagiigidowin gaye wawiindamowinan aanie-maanwinji'idiwin ge-dazhindamoyaang (Open Discussion and Suggestions for Next Meeting Dates):**

### 10.2 Indigenous Education Advisory Committee Meeting Dates

- May 22, 2024
- November 5, 2024

## 11.0 **Adjournment:**

*Moved by:* L. Michano

*Second:* M. Brownlee

*That, the IEAC Meeting on April 23, 2024, adjourn at 11:44.*

*Carried.*





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### Board Wide Occupational Health and Safety Committee MINUTES

Wednesday, January 17th, 2024 – 9 am

**Committee Co-Chair:** Gordon Muir  
**Committee Co-Chair Recorder:** Lee Ann Donovan  
**Guest:** Annick Brewster  
**Recorder:** Alejandra Interian

**1.0 Roll Call**

| <b><u>Committee Members</u></b>                               | <i>Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i> |    |    |   |   |
|---|---|----|----|---|---|
|   | OS  | TC | VC | A | R |
| Muir, Gordon: Manager of Plant Services / Transportation      |   |    | X  |   |   |
| Fredrickson, Eric: <i>Superintendent of Education</i>         |   |    | X  |   |   |
| Marton, Alex: Alternate Superintendent of Business            |   |    | X  |   |   |
| Grey, Stephanie: Community Use of Schools                     |   |    | X  |   |   |
| Rissanen, Jennifer: Secondary Principal Representative        |   |    | X  |   |   |
| Wilson, Stephen: Alternate Secondary Principal Representative |   |    |    |   |   |
| TBD: Elementary Principal Representative                      |   |    |    |   |   |
| Howe, Hillary: Alternate Elementary Principal Representative  |   |    |    |   |   |
| Brunskill, Megan: Trustee Representative                      |   |    |    |   |   |
| Jarvis, Allison: Alternate Trustee Representative             |   |    | X  |   |   |
| Chrusz, Amber: OSSTF TBU Representative                       |   |    |    |   | X |
| Kauppi, Megan, Alternate OSSTF TBU Representative             |   |    |    |   |   |
| Aguiar, Diane, ETFO Representative                            |   |    | X  |   |   |
| TBD: Alternate ETFO Representative                            |   |    | X  |   |   |
| Passi, David: ETFO Occasional Teacher Representative          |   |    |    |   |   |
| Friske, Ken: Alternate ETFO Occasional Teacher Representative |   |    |    |   |   |
| Donovan, Lee Ann: OSSTF ESS Representative                    |   |    | X  |   |   |
| Rathwell, Tammy: Alternate OSSTF ESS Representative           |   |    |    |   |   |
| TBD, SIEU Representative                                      |   |    |    |   |   |
| TBD: Alternate SIEU Representative                            |   |    |    |   |   |

**Land Acknowledgement**

The Committee Chair provided a land acknowledgement for the Ancestral and Traditional Territories of the Indigenous people on whose lands we are gathering today. We recognize and honour the contributions of the Indigenous peoples for they hold the knowledge, traditions, and history of the land.

**2.0 Approval of Agenda**

MOVED BY: David Passi

SECONDED BY: Jennifer Rissanen

**3.0 Approval of the Minutes**

MOVED BY: David Passi

SECONDED BY: Lee Ann Donovan

**4.0 Business Arising from Minutes:**

- 4.1 SGDSB OH&S Manual Survey
- Will refer to them in Gord Muir's report.
- 4.2 Truncated Safety Plans - Annick Brewster
- Annick presented the Truncated Safety Plans and there were some questions about what exactly is and who should be getting them. It was clarified that is not as extensive as a Safety Plan and it's usually distributed to personnel that is not in constant direct contact with students, like lunch supervisors. It was also stated that it's up to each principal to decide who gets these plans. David Passi suggested that Occasional Teachers should also get them.
- 4.3 Update on Workplace Violence form
- Will refer to it in Gord's Muir report.

**5.0 Agenda Items:**

**6.0 Correspondence:**

- 6.1 NONE

**7.0 Area Reports:**

- 7.1 Gordon Muir, Senior Admin. – Plant
- Part 1 of the OH&S Certification was completed on January 10<sup>th</sup>. Part 2 will resume on February 20<sup>th</sup>, 2024.
  - Workplace Violence form report will be modified to include a Human Rights Complain section. There will be a meeting with Jolene Hynnes, Denis Nault and Ebase representatives.
  - Working with Ebase representatives to get reports related to the Workplace Violence Form.
  - . All information required from Health and Safety is in the Exchange website now with direct links. There was some discussion about making Exchange easier to navigate by creating standardized layouts, creating tutorials, etc.
- 7.2 Dave Passi, ETFO-OCC - nothing to report.
- 7.3 Amber Chrusz, OSSTF TBU – nothing to report.
- 7.4 TBD, Elementary Principals none – nothing to report.
- 7.5 Diane Aguiar, ETFO – nothing to report.



7.6 Allison Jarvis, Trustees

- Informed that new Trustees were appointed in November and the new representative will be Jason Nesbitt and Pat Liscomb as alternate.

7.7 Lee Ann Donovan, OSSTF ESS - nothing to report.

7.8 Jennifer Rissanen, Secondary Principals

- Principal Rissanen had nothing to report but she made a question about when the Gymnasium's equipment gets inspected as well as Board wide audits. Gord Muir answer that inspections happen once a year and there are perform by Green Lights company. Also explained that they only inspect stuff that is legislated to be inspected. He also mentioned that Gymnasiums can also be part of the monthly Health and Safety Inspections.

7.9 TBD, SEIU

7.10 Stephanie Gray, CUS - nothing to report.

**8.0 Adjournment:**

- Adjourned at 9:37 am

MOVED BY: David Passi

SECONDED BY: Jennifer Rissanen

- Next meeting: March 27<sup>th</sup>, 2024

Lee Ann Donovan

Gord Muir

Signature: Lee Ann Donovan  
Lee Ann Donovan (Jun 12, 2024 10:15 EDT)

Email: ldonovan@sgdsb.on.ca

Signature: 

Email: gmuir@sgdsb.on.ca


# APPROVED MINUTES JAN 17 24 - OHS BOARDWIDE MEETING


Final Audit Report


2024-06-12


|                 |  |
|-----------------|--|
| Created:        | 2024-06-12   |
| By:             | Alejandra Interian Estrada (AInterian@SGDSB.on.ca) |
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## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

**Our Mission:**

*"In SGDSB we are learners. Everything we do is designed to help all students succeed and make a difference. We build positive places for learning and working... together".*

**Our Vision:**

*"Inspiring our students to succeed and make a difference".*

**Our Motto:**

*"Small schools make a difference".*

**Our Values:**

*"Character, Citizenship, Collaboration, Communication, Creativity and Critical Thinking".*

### Board Wide Occupational Health and Safety Committee

#### AGENDA

Wednesday, March 27th, 2024 – 9:07 am

|  |
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|  |
|--|

**Committee Co-Chair:** Gordon Muir  
**Committee Co-Chair Recorder:** Lee Ann Donovan  
**Recorder:** Alejandra Interian

|  |
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|  |
|--|

### 1. Roll Call

| <u>Committee Members</u>   | Attendance: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R) |    |    |   |   |
|--|--|----|----|---|---|
|  | OS   | TC | VC | A | R |
| Muir, Gordon: <i>Manager of Plant Services / Transportation</i>      |  |    | x  |   |   |
| Fredrickson, Eric: <i>Superintendent of Education</i>                |  |    | x  |   |   |
| Marton, Alex: <i>Alternate Superintendent of Business</i>            |  |    | x  |   |   |
| Grey, Stephanie: <i>Community Use of Schools</i>                     |  |    | x  |   |   |
| Rissanen, Jennifer: <i>Secondary Principal Representative</i>        |  |    |    |   | x |
| Wilson, Stephen: <i>Alternate Secondary Principal Representative</i> |  |    |    | x |   |
| Cloutier, Heidi: <i>Elementary Principal Representative</i>          |  |    |    | x |   |
| Howe, Hillary: <i>Alternate Elementary Principal Representative</i>  |  |    |    |   |   |
| Nesbitt, Jason: <i>Trustee Representative</i>                        |  |    | x  |   |   |
| Liscomb, Pat: <i>Alternate Trustee Representative</i>                |  |    |    | x |   |
| Chrusz, Amber: <i>OSSTF TBU Representative</i>                       |  |    |    |   |   |
| Kauppi, Megan: <i>Alternate OSSTF TBU Representative</i>             |  |    |    |   |   |
| Aguiar, Diane: <i>ETFO Representative</i>                            |  |    |    | x |   |
| Hedlund, Keith: <i>Alternate ETFO Representative</i>                 |  |    | x  |   |   |
| Passi, David: <i>ETFO Occasional Teacher Representative</i>          |  |    | x  |   |   |
| Friske, Ken: <i>Alternate ETFO Occasional Teacher Representative</i> |  |    |    |   |   |
| Donovan, Lee Ann: <i>OSSTF ESS Representative</i>                    |  |    | x  |   |   |
| Rathwell, Tammy: <i>Alternate OSSTF ESS Representative</i>           |  |    | x  |   |   |
| TBD: <i>SIEU Representative</i>                                      |  |    |    |   |   |
| TBD: <i>Alternate SIEU Representative</i>                            |  |    |    |   |   |

### Land Acknowledgement

The Committee Chair provided a land acknowledgement for the Ancestral and Traditional Territories of the Indigenous people on whose lands we are gathering today. We recognize and honor the contributions of the Indigenous peoples for they hold the knowledge, traditions, and history of the land.

**2. Approval of Agenda**

Moved by: Dave Passi

Seconded by: Lee Ann Donovan

**3. Approval of the Minutes**

It was accorded that the minutes will be approved in the next meeting.

**4. Business Arising from Minutes**

**4.1** Update on Workplace Violence form

As a right now, there is being done a final review for the form, and should be ready for the next meeting, Gord said.

Lee Ann mentioned is a bit disappointed that there are not statistics yet after a few meetings. There was a bit of discussion about this, and Gord Muir explained how this has been working, and that due to the nature of being custom made, is taking more time than planned.

**5. Agenda Items**

**5.1** Review of Terms of Reference

The Terms of Reference for every site will be uploaded in the Plant Department Exchange site. Edit the members on the back, no changes except for members get ready for next meeting to be passed.

Motion

**5.2** Plant Yearly Asbestos Program Update, presented by Matt Legacy

Matt Legacy presented on screen the updated document that explained the Asbestos Management Program. There was no further discussion about the presentation. It was informed that Matt will be returning for a Led Testing Presentation in the next meeting.

**6. Correspondence**

None

**7. Area Reports**

**7.1** *Gordon Muir, Senior Admin. – Plant*

*Gord Muir gave an update on the updates that the Plant site has been doing. Contract management has changed, with review parameters, is more strict controlling who can access the buildings, evaluations of performance.*

**7.2** *Dave Passi, ETFO-OCC – Nothing to report.*

**7.3** *Amber Chrusz, OSSTF TBU - Nothing to report.*

**7.4** *Heidi Cloutier, Elementary Principals – Absent.*

**7.5** *Diane Aguiar, ETFO – Nothing to report.*

**7.6** *Jason Nesbitt, Trustees – Nothing to report.*

**7.7** *Lee Ann Donovan, OSSTF ESS – Nothing to report.*

**7.8** *Jennifer Rissanen, Secondary Principals – Absent.*

7.9 *TBD, SEIU – Absent.*

7.10 *Stephanie Gray, CUS – Nothing to report.*

**8. Adjournment**

June 5<sup>th</sup> next meeting

Moved by: Dave Passi

Seconded by: Lee Ann Donovan

Lee Ann Donovan  
Lee Ann Donovan (Jun 11, 2024 14:01 EDT)

*DP*









# APPROVED MINUTES MAR 27 24 - OHS BOARDWIDE MEETING

Final Audit Report

2024-06-12

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**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Audit Committee Meeting**

Thursday, December 14, 2023, at 6:30 p.m.

**MINUTES**

**Videoconference & Teleconference**

Microsoft Teams meeting  
1 – 8 0 7 – 7 0 1 – 5 9 8 0 Conference ID: 546 273 409#

**Chairperson:** *Kal Pristanski* **Superintendent of Business:** *Alex Marton*  
**Location:** *Videoconference & Teleconference* **Recorder:** *L. Zeleny*

**1.0 Roll Call**

| <b><u>Members</u></b>                              | <i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i> |    |    |   |   |                           |    |    |    |   |   |
|--|--|----|----|---|---|---------------------------|----|----|----|---|---|
|  | OS   | TC | VC | A | R |                           | OS | TC | VC | A | R |
| Green, Kevin                                       |  |    |    |   | X | Pristanski, Kal           |    |    | X  |   |   |
| Jarvis, Allison                                    |  |    | X  |   |   | Sitch, Douglas            |    | X  |    |   |   |
| Liscomb, Pat                                       |  |    |    | X |   | McRae, Pinky (Ex-Officio) |    |    |    | X |   |
| <b><u>Board Administration</u></b>                 |  |    |    |   |   |                           |    |    |    |   |   |
|  |  |    |    |   |   |                           | OS | TC | VC | A | R |
| Alex Marton: <i>Superintendent of Business</i>     |  |    |    |   |   |                           |    |    | X  |   |   |
| Nicki Morden Cormier: <i>Director of Education</i> |  |    |    |   |   |                           |    |    | X  |   |   |
| Will Goodman, <i>Superintendent of Education</i>   |  |    |    |   |   |                           |    |    | X  |   |   |
| Brent Harris: <i>Manager of Financial Services</i> |  |    |    |   |   |                           |    |    | X  |   |   |
| Lisa Zeleny: <i>Executive Assistant</i>            |  |    |    |   |   |                           |    |    | X  |   |   |
| <b><u>Internal Auditors</u></b>                    |  |    |    |   |   |                           |    |    |    |   |   |
|  |  |    |    |   |   |                           | OS | TC | VC | A | R |
| Kris Mauro, <i>Regional Internal Audit Manager</i> |  |    |    |   |   |                           |    |    | X  |   |   |
| Paul Agostino, <i>Internal Auditor</i>             |  |    |    |   |   |                           |    |    | X  |   |   |
| <b><u>External Auditors</u></b>                    |  |    |    |   |   |                           |    |    |    |   |   |
| Trevor Ferguson, Partner, Deloitte                 |  |    |    |   |   |                           |    |    | X  |   |   |
| Heather LaPlante, Audit Manager Deloitte           |  |    |    |   |   |                           |    |    |    |   | X |

**2.0 Approval of Agenda**

**Mover:** *Doug Sitch*

**Second:** *Allison Jarvis*

*That the agenda for the Audit Committee meeting of December 14, 2023 be accepted and approved.*

Carried.

**3.0 Disclosures of interest re: Open Session**

There were no disclosures of interest at this time.

**4.0 Approval of Minutes**

4.1 Minutes of Audit Committee Meeting: October 10, 2023

**Mover:** *Allison Jarvis*

**Second:** *Doug Sitch*

*That the minutes for the Audit Committee meeting of October 10, 2023 be accepted and approved as presented.*

Carried.

## 5.0 Audit Committee

### 5.1 External Audit Committee Member

**Mover: Allison Jarvis**                      **Second: Doug Sitch**

*That the Superior-Greenstone DSB Audit Committee recommends the appointment of Kevin Green as External Member for a period of 3 years, effective December 14, 2023 - December 14, 2026.*

Carried.

### 5.2 Report to the Audit Committee - Financial Statements

The Superintendent of Business Alex Marton and Manager of Financial Services Brent Harris presented a detailed review of the draft of Financial Statements for 2022/2023 fiscal year. The financial statement were provided in the agenda package for the committee review and included the consolidated statement of Financial Position, Financial Operations, Change in Net Debt and Cash Flows. In addition, the Compliance Report and Trust Fund Report were provided for information. The Manager of Financial Services reported that the Superior-Greenstone District School Board has a total in-year surplus is \$1,427,162, while the compliance-based surplus is \$1,396,280. The difference is attributed to employee future benefits which are excluded from the compliance calculation.

The Board is compliant, and the financial statements are recommended for approval. The Committee expressed gratitude to the team for completing this work and for the excellent report provided.

**Mover: Allison**                              **Second: Doug Sitch**

*That the Superior-Greenstone DSB Audit committee recommend the approval of the 2022-2023 audited Financial Statements as presented.*

Carried.

## 6.0 External Audit

### 6.1 2022/2023 Audit Report to the Board

Deloitte Partner Trevor Ferguson, provided a comprehensive review of the Audit Report to the Board for 2022/2023. They expressed their gratitude to the Finance Team for their support during the audit process. The audit was performed in accordance with the audit plan.

Deloitte discussed OSBIE consolidation and Bill 124.

## 7.0 Governance and Accountability

### 7.1 2022-2023 Audit Committee Self-Assessment Report Summary

The Superintendent of Business provided a review of the 2022-2023 Audit Committee Self-Assessment Report Summary, In accordance with the Audit Committee Terms of Reference, the Audit Committee completed the annual assessment. The Superintendent reviewed the feedback received and addressed the comments regarding the appointment of the External Auditors and the process to procure. The Superintendent concluded the process is extensive and transparent.

The Superintendent of Business advised that in response to a recommendation from the self-assessment report, the Whistle Blower policy was approved by the Board at the December 4, 2023 Regular Board meeting.



**8.0 Internal Audit**

8.1 Internal Audit Department Update

The Regional Internal Audit Manager, Kris Mauro provided an agency update. The agency filled their vacancy, and the new hire will begin January 8, 2024. There will be no disruptions for Superior-Greenstone DSB as Internal Auditor, Paul Agostino will remain as the Boards auditor.

**9.0 Standing Items**

9.1 Legal Matters

There are no legal matters to disclose at this time.

9.2 In-Camera Meeting

9.2.1 Agenda: Audit Committee Closed Session

**Moved by: Allison Jarvis**

**Second: Doug Sitch**

**That, the Audit Committee go into a Closed Session at 7:26 p.m. and that this portion be closed to the public.**

9.2.2 Rise and Report from Closed Session

**Moved by: Allison Jarvis**

**Second: Doug Sitch**

**That, the Audit Committee rise and report from the Closed Session at 7:35 p.m. and that this portion be open to the public.**

**10.0 Future Meeting Dates**

- June 13, 2024 at 6:30 p.m.
- October 1, 2024 at 6:30 p.m.
- December 12, 2024 at 6:30 p.m.

**11.0 Adjournment**

**Mover: Allison Jarvis**

**Second: Doug Sitch**

**That the Audit Committee meeting of December 14, 2023, adjourn at 7:37 p.m.**

Carried.

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

## Board Policy Review Committee

Videoconference/Teleconference Meeting

Tuesday, June 11, 2024 at 6:30 p.m.

**MINUTES**

Microsoft Teams Meeting

Or call in (audio only) 1 807-701-5980 Phone Conference ID: 254 843 243#

| <b>Members</b>                  | <i>Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)</i> |    |    |   |   |                                     |    |    |    |   |   |
|---------------------------------|--|----|----|---|---|-------------------------------------|----|----|----|---|---|
|                                 | OS   | TC | VC | A | R |                                     | OS | TC | VC | A | R |
| Jason Nesbitt                   |  |    | x  |   |   | Julie Michano                       |    |    | x  |   |   |
| Megen Brunskill                 |  |    | x  |   |   | Kal Pristanski ( <i>Alternate</i> ) |    |    |    |   | x |
| Allison Jarvis, Committee Chair |  |    | x  |   |   | McRae, Pinky ( <i>Ex-Officio</i> )  |    |    | x  |   |   |
| Pat Liscomb                     |  |    |    |   | x |                                     |    |    |    |   |   |

| <b>Administration Resource Members</b>   | OS | TC | VC | A | R |
|--|----|----|----|---|---|
| Nicole Morden Cormier: <i>Director of Education</i>  |    |    |    |   | x |
| Alex Marton: <i>Superintendent of Business</i>   |    |    |    |   | x |
| Eric Fredrickson: <i>Superintendent of Education</i>   |    |    | x  |   |   |
| Will Goodman: <i>Superintendent of Education</i>   |    |    | x  |   |   |
| Carol Leroux: <i>Superintendent of Education</i>   |    |    | x  |   |   |
| Tara Balog: <i>Assistant Superintendent</i>  |    |    |    |   | x |
| Annick Brewster: <i>Assistant Superintendent</i>   |    |    | x  |   |   |
| Denis Nault: <i>Manager of Human Resources</i>   |    |    | x  |   |   |
| Brent Harris: <i>Manager of Finance</i>  |    |    | x  |   |   |
| Gord Muir: <i>Manager of Plant Services</i>  |    |    | x  |   |   |
| Nick Kitchener: <i>Manager of IT Services</i>  |    |    |    |   | x |
| Kyle Thompson: <i>System Principal, Student Success</i>  |    |    | x  |   |   |
| Shy-Anne Bartlett: <i>Manager of Indigenous Education</i>                                      |    |    | x  |   |   |
| Anthony Jeethan: <i>Human Rights and Equity Advisor</i>  |    |    | x  |   |   |
| Kathleen Schram: <i>System Principal - MISA Lead</i>   |    |    |    |   | x |
| Gerrilynn Christianson: <i>Executive Assistant &amp; Communications Coordinator (Recorder)</i> |    |    | x  |   |   |

**1.0 Review of Minutes: February 6, 2024**

The minutes of the February 6, 2024, Board Policy Review Committee were approved by the Board at the February 26, 2024, Regular Board meeting. The minutes have been attached for information only.

**2.0 Business Arising from Minutes: February 6, 2024****Stakeholder Reviews**

The following policies were posted for stakeholder review for the period of February 7, 2024 through to March 7, 2024. There was no stakeholder feedback received regarding the policies posted.

- P – 545 Supporting Students with Prevalent Medical Conditions
- P – 543 Lockdown Policy
- P – 517 Early Identification (Redundant)
- P – 534 Boil Water Advisory
- P – 526 Managing Information for Student Achievement (MISA)
- P – 722 Substance Use by Employees
- P – 304 Surplus Equipment Furniture & Books
- P – 307 Travel, Meals, and Hospitality
- P – 907 Visual Identity
- P – (New) Student Dress Code

**Action Item:**

Submit Policy 545, P-543, P-517, P-534, P-526, P-722, P-304, P-307, P-907, and New Policy Student Dress Code for board approval at the June 24, 2024, Regular Board meeting.

### 3.0 Reviews: New/Existing Policies

#### P – 303 Purchasing

The Manager of Financial Services Brent Harris discussed the Purchasing Policy updates that include updating of the managers list for purchasing and consulting requirements. The monetary values have been updated to reflect inflationary increases. All revisions are in alignment with provincial guidelines. The Committee discussed the boards continued commitment to support local businesses wherever possible.

#### Action Item:

Submit Policy 303 for stakeholder review.

#### P – 309 Investment

The Manager of Financial Services reviewed the minor revision to the investments regarding school funds, as all investments will now be authorized by the treasurer. These changes reflect the changes made to the accounting standards and the way they are reported to the Ministry.

#### Action Item:

Submit Policy 309 for stakeholder review.

#### P – 414 Naming of Educational Facilities

Manager of Facilities Gord Muir reviewed the policy revisions that included removal of some language within the policy.

#### Action Item:

Submit Policy 414 for stakeholder review.

#### P – 604 Early Years

Superintendent of Education Eric Fredrickson provided a detailed review of the policy changes. The updates included the correction of some grammatical errors and updates to reflect the memorandum policy changes, along with the vision statement of the province as a guiding statement within the document. At the meeting amendments were made to the grammar within 5.3.7 and the removal of the BASP acronym.

#### Action Item:

Submit Policy 604 for stakeholder review.

#### P – 609 Prior Learning Assessment Recognition

Assistant Superintendent of Education Annick Brewster provided a review of the revisions that included the removal of Mature student as this is outlined within a separate policy.

#### Action Item:

Submit Policy 609 for stakeholder review.

#### P – 610 Prior Learning Assessment Recognition for Mature Students

The Assistant Superintendent reviewed the revisions that have been made to reflect the Ministry changes made to the PPM 132.

#### Action Item:

Submit Policy 610 for stakeholder review.

#### P –(NEW) Truth and Reconciliation Policy

Manager of Indigenous Education Shy-Anne Bartlett provided a review of the new Policy. She discussed the process of research and community engagement that has taken place with members of the Indigenous Education Advisory Committee (IEAC). The policy is significant as it supports moving forward in a good way and in alignment with the Calls to Action. The policy is scheduled for review every 5 years or at the request of IEAC. The School Board may be the first in Canada to implement a Truth and Reconciliation Policy. The Committee expressed gratitude for the work to create this impactful policy that supports our commitment as a board.

#### Action Item:

Submit the New Truth and Reconciliation Policy for stakeholder review.

#### P –(NEW) Anti-Racism Policy

Human Rights and Equity Advisor Anthony Jeethan presented the new Anti-Racism Policy. They advised that the policy was developed by request of the Indigenous Education Advisory Committee. The policy has been reviewed by IEAC. The policy reflects request for a clear definition of racism and includes the ways that micro aggression harms. The committee discussed the collection of data and

Anthony provided a review of how the data collection is completed in alignment with Indigenous data sovereignty and in accordance with our Data Sharing Agreements. It was recommended to include reference to the Data Sharing Agreement in the policy document. The appendix document where reviewed and Anthony discussed the Management Guideline that will be created to support the implementation of the policy and that the appendices will be included. The committee discussed the benefit of regular review of the Appendix Document A – Questioning Model for Policy Development and requested that it be included as an attachment to all future Board Policy Review Committee agendas starting in October 2024.

Action Item:

Submit the New Anti-Racism Policy for stakeholder review.

P – 804 Director of Education Performance Review

The policy required a full rewrite due to the new legislation and the mandatory changes required. Superintendent Goodman discussed some of the significant changes that have been made to the Director of Education Performance Review process that differ from current practice. This includes the development of a reputation and appraisal committee, timelines, and schedule changes. He advised that the process would begin at the start of September, following the new Director appointment. The committee's referred to within the policy, will not be required until the second year.

Action Item:

Submit Policy 804 for stakeholder review.

P – 210 Student Trustee

Superintendent Goodman provided a review of the enhancements that have been made to the policy for the inclusion of a third Student Trustee with the position designated for an Indigenous student. He discussed the work that has been done to grow the Indigenous Youth Council and strengthen student leadership. He discussed how the position would be funded within the budget. The Committee expressed their excitement to welcome another student leader to the Board.

Action Item:

Submit Policy 210 for stakeholder review.

P – 101 Vision Statement

Superintendent Goodman provided a review of the new vision statement, Mission Statement, and Goal Statement that has been created as part of the new Multi-Year Strategic Plan. The plan will be brought forward to the board at the June 24, 2024 Regular Board meeting for approval. Policy updates will then be finalized in August, prior to the start of the new school year. Trustees commented on the plan document they received in their communications and expressed gratitude for the clear and actionable items and high quality of the Multi-Year Strategic plan.

Action Item:

Submit Policy 101 for stakeholder review.

P – 102 Mission Statement

No comments.

Action Item:

Submit Policy 102 for stakeholder review.

P – 103 Goal Statement

No comments.

Action Item:

Submit Policy 103 for stakeholder review.

P – 104 Board Motto

Superintendent Goodman advised that the Board Motto of "Small Schools Make a Difference" will remain the same within the new Multi-Year Strategic Plan.

Action Item:

Submit Policy 104 for stakeholder review.

P – 707 Employee Code of Conduct

Superintendent Goodman provided a review of the changes to Policy 707, that are made in alignment with the Ministry of Education PPM 120. The Employee Code of Conduct also applies to Volunteers. He discussed the cell phone use revisions as well as the language regarding smoking and vaping.

Action Item:

Submit Policy 707 for stakeholder review.

P – 520 Student Code of Conduct

Superintendent Goodman provided a detailed review of the significant changes made to the policy, including the changing of the policy name to Student Code of Conduct from Safe School Expectations. The policy will now include the content from Policy 401, Policy 405, Policy 525, and Policy 535 as the policies have been combined to one document. The policy changes have been made to incorporate the language from the Ministry PPM 128. The management guidelines will contain full details for the implementation of the Student Code of Conduct. The Superintendent advised that once approved, the document would be included in the student and staff handbooks and easily accessible for students and families.

The following policies have been deemed redundant, as they will now be integrated under Policy 520 Student Code of Conduct, along with the accompanying Management Guidelines. This consolidation aims to streamline access to information by housing all relevant content within a single document.

- P – 401 Consumption of Alcohol and Use of Cannabis (Redundant)
- P – 405 Smoking (Redundant)
- P – 525 Bullying Prevention and Intervention Strategies (Redundant)
- P – 535 Progressive Discipline (Redundant)

**4.0 List All Policies to be Referred for Stakeholder Review as of June 12, 2024**

P – 303 Purchasing  
 P – 309 Investment  
 P – 414 Naming of Educational Facilities  
 P – 604 Early Years  
 P – 609 Prior Learning Assessment Recognition  
 P – 610 Prior Learning Assessment Recognition for Mature Students  
 P – (NEW) Truth and Reconciliation Policy  
 P – (NEW) Anti-Racism Policy  
 P – 804 Director's Performance Appraisal  
 P – 210 Student Trustee  
 P – 101 Vision Statement  
 P – 102 Mission Statement  
 P – 103 Goal Statement  
 P – 104 Board Motto  
 P – 707 Employee Code of Conduct  
 P – 520 Student Code of Conduct  
 P – 401 Consumption of Alcohol and Use of Cannabis (Redundant)  
 P – 405 Smoking (Redundant)  
 P – 525 Bullying Prevention (Redundant)  
 P – 535 Progressive Discipline (Redundant)

Action Item:

Submit Policy 303, P-309, P-414, P-604, P-609, P-610, Truth and Reconciliation Policy, Anti-Racism Policy, P-804, P-210, P-101, P-102, P-103, P-104, P-707, P-520, P-401, P-405, P-525, and P-535 for stakeholder feedback as of June 12, 2024. The policies will be posted on the school board website, shared with staff and the union groups.

**5.0 List All Policies to be Referred to the Board for Approval on June 24, 2024**

P – 545 Supporting Students with Prevalent Medical Conditions  
 P – 543 Lockdown Policy  
 P – 517 Early Identification (Redundant)  
 P – 534 Boil Water Advisory  
 P – 526 Managing Information for Student Achievement (MISA)  
 P – 722 Substance Use by Employees  
 P – 304 Surplus Equipment Furniture & Books  
 P – 307 Travel, Meals, and Hospitality

P – 907 Visual Identity  
P –(New) Student Dress Code

Action Item:

Submit Policy 545, P-543, P-517, P-534, P-526, P-722, P-304, P-307, P-907, and New Policy Student Dress Code for board review/approval at the June 24, 2024, Regular Board meeting.

**6.0 2024 Meeting Schedule**

The August 19<sup>th</sup> meeting has been scheduled to allow for policy approval prior to the start of the new school year. The meeting will take place through videoconference.

- August 19, 2024 at 6:30 p.m.
- October 1, 2024
- November 26, 2024

**7.0 Adjournment**

*Moved: J. Nesbitt*

*Second: M. Brunskill*

*That, the Board Policy Review Committee Meeting of June 11, 2024, adjourn at 7:44 p.m.*

*Carried*

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

|                    |  |     |
|--------------------|--|-----|
| <i>Section</i>     | SCHOOLS & STUDENTS   |     |
| <i>Policy Name</i> | SUPPORTING STUDENTS WITH PREVALENT MEDICAL CONDITIONS (ANAPHYLAXIS, ASTHMA, DIABETES, AND/OR EPILEPSY) IN SCHOOLS<br><i>Management Guideline Applies</i> | 545 |

*Board Approved: October 16, 2018      Reviewed: June 5, 2018*

*Review by: ~~December 2023~~  
December, 2023*

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### **POLICY**

The Superior Greenstone District School Board believes that it is a shared responsibility to maintain a safe environment for every student. Supporting students with prevalent medical conditions is one aspect of keeping our students' well-being a priority.

The school board policy statement on supporting students with prevalent medical conditions includes the following goals:

- To support students with prevalent medical conditions to fully access school in a safe, accepting, and healthy learning environment that supports their well-being.
- To empower students, as confident and capable learners, to reach their full potential for self-management of their medical condition(s), according to their Plan of Care.
- To support parents/guardians in feeling confident that their child is safe at school and during school related activities.
- To create a collaborative approach with the student, parents/guardians, principal, school staff and health care professionals, to ensure a full understanding of the prevalent medical conditions, supports, clarity of roles and communication associated with the student's Plan of Care.
- To ensure the appropriate staff are familiar with the prevalent medical conditions as outlined in the Plan of Care and are trained and confident in prevention strategies to minimize risks, recognize the symptoms of a medical emergency and know the steps to follow in dealing with a medical emergency.

### **References:**

- *A Handbook for Type 1 Diabetes Management in Schools, New Brunswick (2008) Diabetes Support Plan and Medical Alert Information, British Columbia. Individual Anaphylactic Plan, Hamilton-Wentworth District School Board. Medical Care Plan, York Region District School Board.*

- *Supporting Students with Medical Conditions at School, UK Department of Education (2015).*
- *Individual Care Plan for Students with Type 1 Diabetes: Daily Procedures, Canadian Paediatric Society (2017).*
- *Asthma Management in Schools, Asthma Society of Canada.*
- *Sara's Ready – Preparing for the September Asthma Peak, Asthma Society of Canada.*
- *Breathe: Your Asthma is as unique as you are, Asthma Society of Canada.*
- *Managing Life-Threatening Conditions: Guidelines for Saskatchewan School Divisions, Saskatchewan School Board Association (2015).*
- *Allergy and Clinical Immunology (2016) Managing Asthma Attacks (Poster), The Lung Association – Ontario.*
- *Supporting Ontario Children and Students with Medical Conditions (Quick Facts), The Lung Association – Ontario.*
- *Individual Student Asthma Management Plan, OPHEA and The Lung Association – Ontario.*
- *Provincial Standards in Supporting Students with Type 1 Diabetes in the School Setting, British Columbia (2015).*
- *Supporting Children and Students with Prevalent Medical Conditions in Schools (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy), Ontario Ministry of Education, Policy Program Memorandum (2017).*
- *Consent Form, Hamilton-Wentworth District School Board 43.*



## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

|                        |  |                                     |
|------------------------|--|-------------------------------------|
| <i>Section</i>         | SCHOOLS AND STUDENTS                                   | 543                                 |
| <i>Policy Name</i>     | LOCKDOWN<br><u><i>Procedural Guideline Applies</i></u> |                                     |
| <i>Board Approved:</i> | May 24, 2017   | <i>Reviewed:</i>                    |
|                        |  | <i>Review Before:</i> December 2021 |

### **RATIONALE**

The principal or designate of each school is responsible for establishing and maintaining the safety of students and staff. Various emergency situations such as an intruder, hostage taking or armed individual on school property may require lockdown procedures.

### **DEFINITIONS**

Terminology is very important. Plans should clearly identify when “lockdown” versus other terminology is to be utilized. Terminology used to order a lockdown should be plain language, clear, and leave no room for misunderstanding as to what is expected. No secret passwords should be used.

“**Lockdown**” should be used only when there is a major incident or threat of school violence within the school, or in relation to the school. The overuse or misuse of “lockdown” will result in staff/students becoming desensitized and not taking lockdowns seriously.

“**Hold and Secure**” should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. if a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“**Shelter in Place**” should be used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school to protect them from an external situation at or near the school. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

Boards must use the above terminology in developing local plans, in an effort to ensure consistency across the province. The policy outlined focuses primarily on “lockdowns.”

### **POLICY**

The Superior-Greenstone District School Board Police Protocol is to be reviewed each year and procedures clearly communicated to all stakeholders. This Protocol will act as the guideline for the creation of school lockdown plans.

Each school must develop a simple and concise school plan outlining the procedures to be followed for lockdown, hold and secure, and shelter in place. Plans will include expectations with respect to staff, students, parents, and police. Accessibility and communications for students with special education needs will be addressed in the plan. All staff, occasional staff members, volunteers, school visitors and police must be made aware of the school plans.

Each school will conduct a minimum of two lockdown drills during each school year. Consideration should be given to conducting one of the two required annual drills as a “non-routine” drill, such as one that takes place during recess, before or after the school day, or during lunch.

As many schools have licensed **childcare** centres and/or other tenants and community groups using school premises, sometimes outside of regular school hours, those organizations or individuals must be taken into consideration at all stages, including planning, training, and drills, and they must be informed of the need to follow lockdown procedures.

Procedures must address where staff, students, and others who are outside the school building(s) should go in the event of a lockdown, including a lockdown that occurs **outside of typical instruction in the classroom (physical education or recess)**, ~~during recess~~ or during arrival or dismissal times. These procedures should also address how people who are outside the school building will know where the evacuation sites are located and **include** instructions for bus drivers and parents **or guardians** who might arrive at the school during a lockdown ~~should be included in the procedures.~~

Plans should address the issue of how to deal with a fire alarm activation after a school has gone into lockdown.

Plans should include how a lockdown will be terminated.

Plans should address initial and ongoing training of all staff and students.

Fire drills **are a longstanding** ~~have long been accepted as an important and effective tool in~~ preparing staff and students for procedures to be followed in the event a fire breaks out in a school. Equally important is the practicing of lockdown drills in preparation for a major incident of school violence **or threat to student and staff safety**. Each school shall conduct a minimum of two lockdown drills during each school year.

Plans shall include provisions for dealing with media. As per Policy 202 – Control and Release of Information, to ensure that proper information is released to the public through the various news media, information is to be released only upon the prior knowledge and approval of the Director of Education.

Communication with parents, guardians, and the community **about school lockdown procedures** ~~in general~~ is important ~~so as~~ to ensure a thorough ~~good~~ understanding of lockdown procedures, without instilling fear.

Each school plan, as well as the board plan, shall be thoroughly reviewed by September 30<sup>th</sup> and should be part of the **school** emergency plans.

#### References

The Education Act:  
Keeping Our Kids Safe at School (Bill 157) 2009  
SGDSB Police Protocol 520 – Safe Schools System Expectations

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**Section**                   SCHOOLS AND STUDENTS

**Policy Name**           EARLY IDENTIFICATION

517

*Board Approved: September 24, 2019  
October 27, 2015  
February 17, 2010  
August 10, 2002*

*Reviewed: June 4, 2019  
October 5, 2015  
October 26, 2009  
April 2004*

*Review By: December 2024*

### **POLICY**

It is the policy of the Superior-Greenstone District School Board that the Early Identification procedure will occur in each elementary school. As required by Policy/Program Memorandum No. 11, Early Identification of Children's Learning Needs, School Boards must define "procedures to identify levels of development, learning abilities, and needs" and must "ensure that educational programs are designed to accommodate these needs and to facilitate each child's growth and development. "These procedures are a part of a continuous assessment and program planning process which should be initiated when a child is first enrolled in school or no later than the beginning of a program of studies immediately following Kindergarten and should continue throughout a child's school life".

The Early Identification procedures are done by the Kindergarten educators to assist them in assessing the child's learning needs in order that appropriate programming may take place. Special Education Resource Personnel may assist in ensuring that any necessary referrals for additional support are completed.

### **PROCEDURES**

#### **1.0 Early Identification Procedures Shall Include the Following**

- 1.1 Confidential information in the form of a health and/or social history to be filed in the Ontario Student Record, in keeping with the Ontario Government Statutes and Regulations and Superior-Greenstone District School Board procedures.
- 1.2 Each Kindergarten educator will complete the appropriate checklist(s)/screen(s)/assessment(s) for each student following registration and continuing throughout the school year in keeping with Superior-Greenstone District School Board procedures.
- 1.3 Opportunities for information sharing between parent(s) and educators must be made available. Communication will take place during the transition to Kindergarten, while the child is in Kindergarten as well as during the transition to the next year's teacher.
- 1.4 Documentation of learning takes place in an ongoing basis and is shared with families through learning stories and regular updates.
- 1.5 To streamline the transition process for children with special education needs as they enter school and provide the school system with appropriate time to have the necessary supports in place for the child, schools will follow the procedures outlined in the *Thunder Bay & District Transition for Children with Special*

*Education Needs document.***2.0 Time Line**

| <b><i>Action</i></b>   | <b><i>Involved</i></b>   | <b><i>Timeline</i></b> |
|--|--|------------------------|
| Kindergarten Registration  | Principal, Kindergarten Teacher/Educator Team                                  | January/<br>February   |
| Communication of Information re: Transition to Kindergarten Planning                       | Principal, EY Lead, Kindergarten Teacher/Educator Team                         | February/<br>June      |
| Communication and Planning: Children with Special Needs re: Kindergarten Intake Procedures | Principal, EY Lead, Kindergarten Teacher/Educator Team, SET, Parents, Agencies | March                  |
| Transition to Kindergarten Season  | Principal/ Kindergarten Teacher/Educator Team                                  | February/<br>June      |
| Completion of Initial Screen(s)/Checklist(s)/Assessment(s)                                 | Kindergarten Teacher/Educator Team, Special Education Teacher                  | March/<br>Ongoing      |
| Kindergarten Parent/Teacher Interviews and Student Led Conference                          | Kindergarten Teacher/Educator Team & Parents                                   | Ongoing                |

**3.0 Programs that Support Early Identification**

Educators use professional judgement in the tools and assessments they would like to use to monitor growth, development and learning of children in the Early Years programs. The approved Standardized Diagnostic Assessment Tools is an exhaustive list of approved diagnostics which is updated yearly.

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**


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*Section*                   SCHOOLS AND STUDENTS

*Policy Name*           BOIL WATER ADVISORY

534

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*Board Approved:* \_\_\_\_\_

March 26, 2019

January 21, 2013

September 8, 2008

*Reviewed:* \_\_\_\_\_

January 8, 2019

January 15, 2013

*Review by:* \_\_\_\_\_

December 2029

December 2024

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**POLICY**

Boil water advisories are public announcements advising the public that they should boil their tap water for drinking and for other uses. They are preventative measures issued to protect public health from waterborne infectious agents that could be or are known to be present in drinking water. Boil water advisories are issued by either the local public health unit or other responsible authority, or by the water utility.

In the event of a boil water advisory, the principal or designate must abide by the directions given by the appropriate authority.

**PROCEDURES****1.0 Responsibilities of the Principal or Designate**

- 1.1 Arrange for bottled water to be available for students, staff and visitors use.
- 1.2 Post signs indicating the problem with the water system. The signs should be posted in areas where students may have access to untreated water e.g. washrooms, drinking fountains
- 1.3 Arrange for all water systems to be turned off if possible.
- 1.4 The drinking fountains should be taken out of service. If possible the fountains should be turned off. If it is not possible to turn the water supply off to the fountains, then they should be covered in plastic and rendered inoperable.
- 1.5 Periodic announcements should be made informing the students and staff of the water situation.
- 1.6 Notify the Board office of the Advisory.
- 1.7 The principal of designate should maintain communication with appropriate authorities to determine when the boil Water Advisory is cancelled.
- 1.8 Cancel the boil water advisory only when deemed appropriate by the appropriate authorities (i.e., Ministry of Health official, Ministry of the Environment official or Municipal official).
- 1.9 Ensure that all water systems are run for an adequate amount of time in order to ensure that contaminated water is flushed out of the system.

|  |   |  |
|--|---|--|
| Section  | SCHOOLS & STUDENTS  |  |
| Policy Name  | MANAGING INFORMATION FOR STUDENT ACHIEVEMENT<br>(MISA)<br><i>Management Guideline Applies</i> | 526                                    |
| Board Approved: May 24, 2017<br>March 22, 2011<br>December 6, 2005 |   | Review Prior To: December 2029<br>2022 |

## **POLICY**

Superior-Greenstone District School Board shall make every effort to enhance the capacity of teachers, principals, and board staff to work with data in support of student achievement and in making evidence-based decisions supported by research data.

Superior-Greenstone District School Board recognizes that information collected must be handled in accordance with The Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation and regulations.

## **PROCEDURES**

- 1.0 All personal information in the custody of the Superior-Greenstone District School Board shall be treated as confidential, and:
  - Will not be disclosed to anyone other than the person to whom the information relates.
  - Will be shared with parents/guardians of students who are under the age of 18.
  - Will only be released to individuals or agencies that have permission of the principal or as their authority to receive the requested information.
  - 1.1 All data reports that are shared with the public will not include reference to individual students that may, at any time, lead to the identification of those students.
- 2.0 All data must be collected for the purposes of assessing student performance and for setting avenues/actions for school improvement planning.
- 3.0 Under the direction of the principal, [staffteachers](#) must ensure that data is stored to protect the rights of students and others to whom the data relates. Principals are responsible for ensuring that appropriate information is stored in the Ontario Student Record (OSR) in accordance with the Ministry of Education applicable guidelines.
- 4.0 All tests conducted under the auspices of the Education Quality and Accountability Office (EQAO) will be shared in accordance with EQAO practices for the protection of privacy and sharing of test results.
- 5.0 The following Superior-Greenstone District School Board Policies must also be adhered to in relation to data collection and the release of confidential information:
  - Policy 502 Ontario Student Records
  - Policy 511 Student Questionnaires
  - Policy 607 Electronic Communications Systems
  - Policy 904 Protection of Privacy

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

*Section*                    PERSONNEL

*Policy Name*            SUBSTANCE USE BY EMPLOYEES AND VOLUNTEERS                    722

*Board Approved: June 18, 2019*

*Reviewed: March 5, 2019*

*Review by: December 2024*

### **POLICY**

The Superior-Greenstone District School Board is committed to the health and safety of its employees and *volunteers* and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Superior-Greenstone District School Board actively promotes and encourages early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability. ~~and will assist them towards full rehabilitation.~~

Where an **employee** suffers from a disability under the Ontario *Human Rights Code*, Superior-Greenstone District School Board will make reasonable efforts to accommodate an employee, in accordance with its obligations [at law under the Human Rights Code](#). Where a **volunteer** suffers from a disability under the Ontario Human Rights Code, Superior-Greenstone District School Board will provide initial support to assist them in obtaining information regarding supports for substance use, misuse and abuse.

### **RATIONALE**

~~The Superior-Greenstone District School Board is committed to providing a safe and healthy working and learning environment and is committed to assisting employees with the prevention of substance use and the early identification of substance dependency. The board actively promotes and encourages early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability and will assist them towards full rehabilitation. Where an employee suffers from a disability under the Ontario *Human Rights Code*, Superior-Greenstone District School Board will make reasonable efforts to accommodate an employee, in accordance with its obligations at law.~~

This policy and related Procedural Guideline establish the expectations for all employees and volunteers of the Superior-Greenstone District School Board. It will apply to all work environments, where by employees/volunteers ability to perform their assigned duties in a safe and productive manner are in jeopardy (i.e. Off-site work engagements, conferences, field trips, curricular and extra-curricular activities).

### **DEFINITIONS**

“**Drug(s)**” includes but is not limited to, any substance obtained as a result of a legitimate prescription or a legally obtained drug (such as cannabis), prescription medications which are acquired without a legally obtained prescription, intentionally misused prescription medications, illicit drugs, solvents or inhalants that may inhibit or impair an employee’s ability to perform his or her assigned duties in a safe and productive manner.

“**Alcohol**” includes, but is not limited to beer, wine, spirits or any other intoxicating compound.

“Fit for Duty” in the context of this Policy means being able to perform assigned duties in a safe and productive manner and not under the influence, impaired, or limited in any way by Drugs and/or Alcohol or their after-effects.

**GUIDELINES**

Employees and volunteers under the influence of drugs and alcohol on the job can pose a serious health and safety risk to themselves, employees and students. To help ensure a safe and healthy working environment the Superior-Greystone District School Board reserves the right to prohibit certain items and substances from being brought on to or be present on Board premises.

**ROLES AND RESPONSIBILITIES**

**The Superior-Greystone District School Board will:**

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- ~~Maintain a program of employee health and awareness;~~
- ~~Provide~~ Take all reasonable steps to provide and maintain a safe work environment;
- Review and update this policy regularly to respond to the evolving needs and developments in the law;
- ~~Provide training in an effort to ensure that all supervisors and human resources staff recognize signs of Drug and/or Alcohol abuse or misuse;~~
- Ensure steps are taken, to the extent possible, to protect the confidentiality and privacy of all employees in accordance with the law;
- Ensure that all employees who suffer from a Drug and/or Alcohol related disability are appropriately accommodated in accordance with the Human Rights Code;
- Provide access to ~~rehabilitation~~ Employee & Family Assistance Plan services to employees who require it;
- Provide support if an employee is advised that they may need to use prescribed medicinal cannabis. Matters that should be discussed include: possible non-smoking options; a designated smoking area; the impact of second-hand smoke on others; and the avoidance of residual scents at work.

**Managers and Supervisors will:**

- Identify any situations that may cause concern regarding an employee/volunteer’s ability to safely perform their job functions and notify the Disability and Wellness Advisor; ~~Suspensions of an employee’s ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol or marijuana, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace;~~
- Arrange for the safe transport of an employee to their home address or to a medical facility, depending on the determination of the observed impairment;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) ~~and is not disciplined for doing so~~; and
- Maintain confidentiality and employee privacy.

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**DISCIPLINARY ACTION**

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:



- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Superior-Greenstone District School Board premises).

**References:**

Policy 401 Consumption of Alcohol  
Policy 405 Smoking  
Policy 707 Employee Code of Conduct  
Policy 505 Field Trips  
Policy Criminal Background Check

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

|                        |  |   |                                 |
|------------------------|--|---|---------------------------------|
| <i>Section</i>         | BUSINESS AND TRANSPORTATION                            |   |                                 |
| <i>Policy Name</i>     | SURPLUS EQUIPMENT, FURNITURE & BOOKS                   |   | 304                             |
| <i>Board Approved:</i> | March 26, 2019<br>September 18, 2012<br>March 12, 1999 | <i>Reviewed</i> January 8, 2019<br>September 4, 2012<br>February 20, 2007<br>December 3, 2004<br>October 28, 2002 | <i>Review By:</i> December 2024 |

### **POLICY**

It is the policy of the Superior-Greenstone District School Board to utilize all furniture, equipment and books to the fullest extent. ~~The Board recognizes the importance of a process for the disposal of damaged or obsolete items. In the event an item is surplus to the needs of the school, obsolete or beyond reasonable repair disposal shall be designed to maximize the return for the Board.~~

Disposal of surplus or obsolete furniture, equipment and books shall be handled in an economical and environmentally acceptable manner.

### **PROCEDURES**

#### **1.0 Surplus Furniture, Equipment and Books**

~~A principal or manager who declares items as surplus will take reasonable steps to offer the items to other schools or sites of the board. Items declared surplus that are not claimed by other schools or sites shall be reported to the Superintendent of Business/Manager of Plant Services for disposal and serve as the primary source to fulfill Board requirements.~~

#### **2.0 Obsolete Furniture, Equipment and Books**

Items deemed to be beyond reasonable repair will be declared obsolete and disposed of as outlined below.

#### **3.0 Disposal Process**

Items ~~that have been determined to have no further use in the system~~ declared obsolete or surplus shall be approved by the Manager of Plant Services in consultation with the Superintendent of Business for disposal by one of the following methods:

- trade in on new purchase
- stripped of parts and used for other repairs
- public sale
- recycled
- donated to an approved charity or community
- disposed of in an environmentally acceptable manner

#### **4.0 ~~Non-Preferred Purchasers~~ Public Sale**

~~Obsolete items may not be sold to members of the Board or employees unless such sale occurs through a public sale.~~

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The Manager of Plant Services will prepare a list of items available for sale, establishing a reasonable price for each item. The list will be made available to local and area educational institutions, with a limited time first right of refusal.

Items remaining will be offered for public sale through a fair and open process. This process may include a sale by bid through a web based service (i.e. Marketplace, The Board's website) or a public auction. In the case of a public auction, the time and location will be advertised on the Boards website and/or through the local media.

Obsolete items may not be sold to employees or members of the Board unless such a sale occurs through a public sale.

The Manager of Plant Services and Superintendent of Business and Corporate Services will have some discretion in the disposal process, within the spirit of these guidelines

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

Section BUSINESS AND TRANSPORTATION

Policy Name TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

|  |  |  |
|--|--|--|
| <p>Board Approved</p> <p>January 22, 2019<br/>                 October 23, 2012<br/>                 October 18, 2011<br/>                 October 1, 2008<br/>                 March 31, 2007</p> | <p>Reviewed:</p> <p>October 2, 2018<br/>                 October 2, 2012<br/>                 September 26, 2011<br/>                 September 22, 2008</p> | <p>Review By: December <u>2029</u><br/>                 2024</p> |
|--|--|--|

**POLICY**

It is the policy of Superior-Greenstone District School Board to reimburse trustees, employees and others for costs incurred while on approved Board business.

**DEFINITIONS**

“**others**” refers to student trustees, volunteers, appointed non-trustee members of board committees and school council members.

“**appointed non-trustee members of board committees**” refers to individuals appointed by the Board to the following Superior-Greenstone District School Board Committees: Audit Committee, Indigenous Education Advisory Committee (IEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).

**RATIONALE:**

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person’s assigned duties, support the board’s overall objectives and maximize the benefits to the organization.

As a designated Broader Public Sector (BPS) organization, the Board will ensure that it complies with specific guidelines or directives designed for the Broader Public Sector.

|  |  |
|--|--|
| <p><b><u>Cross Reference</u></b></p> <ul style="list-style-type: none"> <li>• Policy 306 – Corporate Credit Cards</li> </ul> | <p><b><u>Legal/Ministry Reference</u></b></p> <ul style="list-style-type: none"> <li>• BPS Accountability Act, 2010</li> <li>• BPS Expenses Directive</li> </ul> |
|--|--|

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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Section MISCELLANEOUS

Policy Name VISUAL IDENTITY

907

Board Approved: \_\_\_\_\_  
 \_\_\_\_\_ January 22, 2019

Review Before: December ~~2029~~  
 2024

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### **POLICY**

~~It is the policy of Superior-Greenstone District School Board that the Board Logo be used for all official Board purposes and that the visual identity supports the mission, vision and values of the Board. Superior-Greenstone District School Board's visual identity includes: Board Name, Logo, Colours, Tagline, Styles, Typography and school logos/mascots.~~

### **RATIONALE**

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

A common visual identity across schools and service departments will strengthen SGDSB's visual image and public recognition. A clear and consistent visual identity assists students, staff, community members and the public in identifying programs, ~~services~~, and initiatives of ~~the~~ SGDSB. ~~Consistency of logo use between all of the schools at the Superior-Greenstone District School Board also reinforces the relationship between the Board and its schools.~~

### **DEFINITIONS**

~~"Visual Identity" refers to the concrete symbols such as a name, logo, slogan, and design scheme that is used to present an organization.~~

### **POLICY**

~~It is the policy of Superior-Greenstone District School Board that the Board Logo be used for all official Board purposes.~~

### **PROCEDURES**

#### **1.0 SGDSB Identity**

The personnel responsible for board communications will establish and maintain a Visual Identity Guide that includes proper usage of:

- Board logo, Mission and Tagline
- Typography
- Colours
- printed materials
- School Logos/~~Colours/Mascots~~

The personnel responsible for board communications will make available and maintain resource materials, including computer file formats for staff. All communication and

design will be consistent with the Visual Identity Guide and in alignment with the Accessibility Standards Canada.

## 2.0 School Logos/Colours/Mascots

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

Schools must follow the procedures outlined within the Visual Identify Guide. The following will apply to school and mascot logo use:

- Communications will support schools with procedures and advice to identify appropriate school logo and mascot use.
- The School logo must be used on school based documents, publications, signage, and other materials representing the school;
- It may appear in concurrence with the SGDSB logo on promotional items such as agendas, spirit wear, signage and giveaways where appropriate;
- School logos are only to be used and/or displayed by authorized members of the school community as well as outside partners, organizations or other entities who have obtained written permission from the school principal or designate or SGDSB Communications;
- School logos cannot be used in a manner that could be construed as an endorsement of other organizations, products or services.

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## 3.0 Responsibilities

The Director of Education, Superintendents and the Principal of each school will ensure that the Policy is being followed.

The following additional requirements will apply to newly created or modified school and mascot logos:

- Communications will support schools in the creation of original logos, mascots and other visual identifiers to highlight the school;
- All school logos and associated brand identifiers shall be reflective of their connection to the school as a place of learning;
- Logos adapted from a trademarked image(s), free online logo services and/or stock images, and logo design contests may not be used in the creation of logos for schools. Logos must be original designs with files owned by SGDSB;
- School logos may only be displayed using official versions. Proposed changes or alterations may only occur with permission of the Superintendent working in conjunction with SGDSB Communications;
- Elements may not be added to the official school or mascot logos without permission of the Superintendent working in conjunction with SGDSB Communications. This includes but is not restricted to typefaces, rules, surrounded boxes, shadows, colour-changes, outlines, or embellishments.

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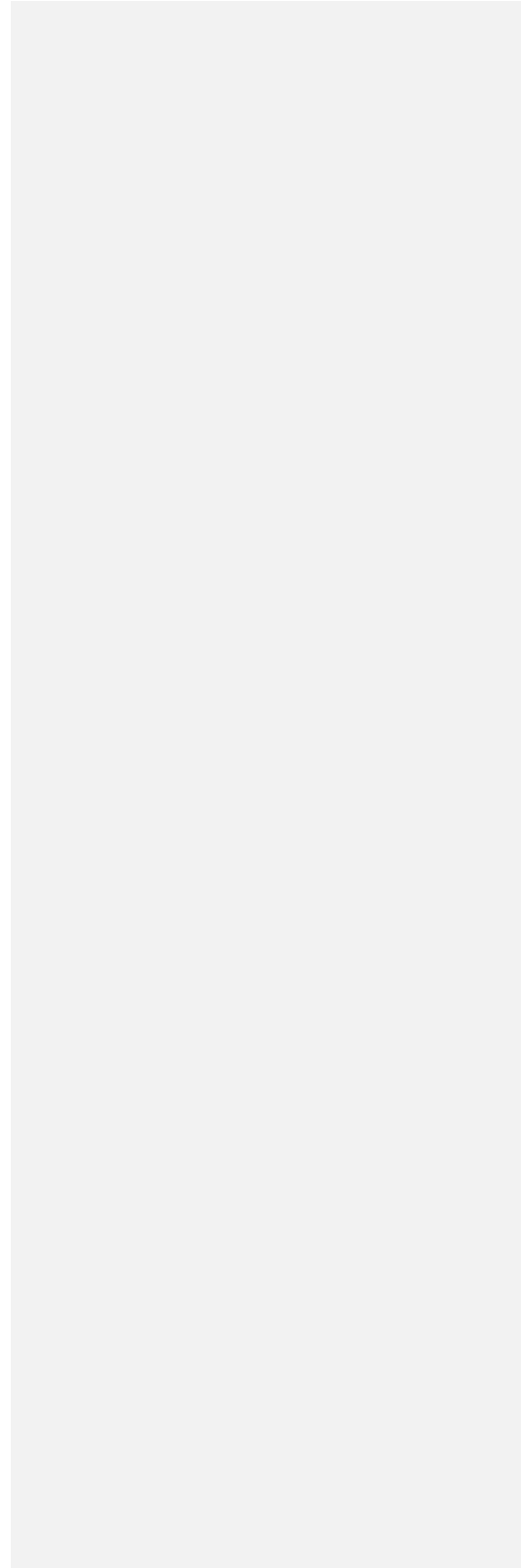
## 4.0 References

This policy operates in conjunction with:

- Superior Greenstone District School Board Visual Identity Guide
- ~~Superior Greenstone District School Board Visual Identity Guide for Schools~~

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- [Accessibility Standards Canada](#)





## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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*Section*                   SCHOOLS AND STUDENTS

*Policy Name*            *STUDENT DRESS CODE* 548

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*Board Approved:* \_\_\_\_\_ *Reviewed:* \_\_\_\_\_ *Review By:* 2029

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### **POLICY**

Superior-Greenstone District School Board (SGDSB) is committed to establishing and maintaining a safe and secure environment for its students, staff, and community where all members of the school community are to be treated with respect and dignity in alignment with the principles of equity, the Ontario Human Rights Code, SGDSB *Policy 520 - Safe Schools System Expectation*, and SGDSB *Policy 717 - Human Rights & Harassment*.

It is the policy of SGDSB that students must be dressed in ways that are consistent with the board's goal in promoting a safe, secure, and equitable learning environment. This policy outlines and establishes the standards for student dress codes in all schools in accordance with all relevant legislation and the Ontario Human Rights Code.

SGDSB endeavors to provide human rights-based accommodations to this policy for all students, short of undue hardship.

### **RATIONALE**

Superior Greenstone District School Board is committed to the success of every student. A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe, nurturing, and welcoming learning environment.

A positive school climate exists when all members of the community feel safe, comfortable, and accepted. Staff, students, parents/guardians, school councils and community members work in a cooperative partnership and must share the responsibility for creating and maintaining such an environment.

The board recognizes that individual expressions of identity and being able to affirm identity through attire are important factors to an individual's health and well-being. Similarly, the board recognizes that school dress codes have disproportionately impacted students from rights-inherent and equity-deserving backgrounds, such as racialized students and female-identified students. As such, this policy draws upon collective principles of human rights, equity, anti-oppression, and inclusion.

### **1 Guiding Principles**

1.1 Students may attend school and school-related functions, either on or off school property, in the attire of their choice that falls within the following board standards:

1.1.1 Clothing, accessories, and shoes must be suitable for school and school related activities. Restrictions to the dress code may be imposed by the Principal of the school to meet the overall goals of education or education-

related activities, or to ensure optimal health and safety requirements. For example, a principal may require a student to wear appropriate footwear to participate in outdoor activities.

- 1.1.2 Clothing must be worn in ways that cover the groin area, buttocks, and nipples with opaque fabric:
  - i. Tops may expose the shoulders, abdomen, midsection, neckline, or cleavage.
  - ii. Bottoms may expose parts of the leg, thigh, and hip.
  - iii. Undergarments cannot be worn as outerwear. They should be worn beneath a layer of outerwear, however straps and waistbands of outerwear may be exposed.
  - iv. Swimsuits can be worn during the appropriate athletic activity.
  - v. Headwear can be worn, provided it does not obscure the face (except as a religious observance)
  
- 1.1.3 Clothing and attire must comply with the minimum safety requirements for any intended education activity (physical education classes, science classes, technical education, etc.) as informed by the SGDSB and provincial organizations such as the Ontario Physical and Health Education Association (OPHEA), the Ontario Federation of School Athletic Associations (OFSAA), or the Ontario School Boards' Insurance Exchange (OSBIE).
  
- 1.1.4 Clothing, footwear, and/or accessories should respect the goals of SGDSB to promote environments which uphold equity, anti-oppression, inclusion, and the principles of the Human Rights Code. This dress code explicitly restricts any article which:
  - i. Promotes lewd, vulgar, offensive, or obscene images or language, including hate speech, profanity, or pornography.
  - ii. Promotes, or could be interpreted to include content which is discriminatory (e.g. racist, anti-Indigenous, anti-Black, anti-Semitic, sexist, homophobic, transphobic, ableist, etc.). Additionally, this policy restricts articles which could be reasonably construed as defamatory, harassing, threatening, or promoting bias, prejudice, or hate.
  - iii. Promotes or symbolizes the illicit use of alcohol, drugs or drug-related paraphernalia (including cannabis, tobacco, and vaping), criminal activity or otherwise illegal conduct, or violence.
  - iv. May interfere with the operational aspects of safe schools or infringe on the rights of others.
  - v. Any articles which conflict with established school standard uniforms (if applicable)

## 2 School Uniforms

- 2.1 Individual schools, after substantial consultation with students, staff, parents/guardians, school councils, and other community stakeholders, may seek to approve (or rescind) a uniform standard as part of the student dress code. Any uniform standard must conform to this policy and the principles herein.

- 2.2 Inquiries about approving a uniform standard shall be directed to the appropriate Superintendent of Education, who will provide guidance on consultation and implementation.

### **3 Roles and Responsibilities**

- 3.1 The school principal is responsible for the following:
  - 3.1.1 Adopting this policy as their school dress code;
  - 3.1.2 Determining if student attire represents a violation or contravention of the dress code;
  - 3.1.3 Addressing concerns or requests related to dress code accommodations based on any protected grounds under the *Ontario Human Rights Code* or other relevant grounds (such as body type/size);
  - 3.1.4 Ensuring all team, club, or other uniforms are consistent with the standards established in this policy (including OPHEA guidelines); and
  - 3.1.5 Coordinating the consultation process for the implementation of a school uniform, where applicable.
- 3.2 School and system staff are responsible for the following:
  - 3.2.1 Promoting, modelling, and educating the school community and students about the dress code standards;
  - 3.2.2 Communicating specific requirements or amendments for student dress standards where there may be health and safety risks related to activities or the use of equipment; and
  - 3.2.3 Reporting dress code contraventions in ways that are non-discriminatory.
- 3.3 The Superintendents of Education are responsible for providing support to all staff to meet their responsibilities under this policy. Additionally, the Superintendent will provide guidance on uniform standard consultations and process.

### **4 Student Expectations**

- 4.1 Students are expected to dress in ways that adhere to this policy.
- 4.2 If a student is found to be in contravention of the dress code, they should be provided with the following options:
  - 4.2.1 To change into their own alternative clothing, if already available at the school;
  - 4.2.2 To change into temporary school clothing, provided by the school, if available; or
  - 4.2.3 If necessary, students' parents/guardians may be called to bring alternative clothing for the student to wear.
- 4.3 Students who refuse any of these options and/or repeatedly are found to have contravened the student dress code may be subject to progressive discipline standards in accordance with *SGDSB Policy 535 – Progressive Discipline and School Safety*.
- 4.4 Students understand that a contravention of the dress code may prevent them from participating in educational events or opportunities due to health and safety risks.
- 4.5 Students will not be found to be in contravention of the dress code if the contravention is due to accommodation.

## 5 Concerns or Complaints

- 5.1 In line with SGDSB *Policy 207 – Lines of Communication Regarding Complaints*, concerns, inquiries, or requests for accommodations regarding the student dress code policy should first go to the teacher.
- 5.2 If concerns are not able to be resolved by the teacher, they can be escalated to the principal of the school.
- 5.3 Should concerns persist after speaking with the principal, concerns can be directed to either the Superintendent of Education or to the Human Rights and Equity Office.

## 6 Review

- 6.1 This policy shall be reviewed in accordance with SGDSB policy.

## Reference

### Legal

Education Act, R.R.O. 1990  
Ontario Human Rights Code  
Canadian Charter of Rights and Freedoms  
PPM 128 – Provincial Code of Conduct

### Board Policy/Procedure

207 – Lines of Communication Regarding Complaints  
520 – Safe Schools System Expectations  
535 – Progressive Discipline  
536 – Equity and Inclusive Education  
717 – Human Rights and Harassment



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
*"Inspiring Our Students to Succeed and Make a Difference"*

**Report No.:** 59

**Date:** June 24, 2024

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Emeraude Hunter, Zoey Krause

**SUBJECT:** Student Trustee Report: June 2024

**STRATEGIC  
PRIORITY:** Wellbeing and Relationships

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**Background**

At our last Student Senate meeting a year-end reflection survey developed by the Student Trustees was conducted to gain insights on student engagement and overall feedback about Student Senate. Senators and their staff support were given time during the meeting to discuss, answer the survey and reflect as a group using the meeting chat and Jamboard. In addition to this report, this survey and Jamboard reflection will be presented at Student Senate to insure transparency and a sense of understanding within the group.

In the Jamboard students were asked what groups they were part of during this school year, Student Councils, Community Committee, Indigenous Youth Council and athletics were the most common answers. When asked their favourite activity from the whole school year a variety of transition activities, sports, leadership groups and trips were mentioned. The last Jamboard discussion was around what matters most to students and what makes them want to come to school. Student expressed that music classes, sports, friends, learning new things and leadership opportunities were their greatest motivators.

The highlights of the Year-End Student Senate Reflection Survey included the overall rating of 4.25 of 5 stars and 90% of students feeling a sense of belonging in Student Senate. Students were asked if they feel motivated to participate in Student Senate, 50% answered moderately while 35% answered "very". About 65% of students felt they moderately to greatly contributed to Student Senate this year. The biggest space for improvement would be student understanding of the impact and work done by Student Trustees at the Board level. Only 45% of students felt they have seen change from Student Senate. However, the solution to this is identified in the short answer responses, where students expressed wanting recaps of Board reports and wanting to understand what Student Trustees and the School Board are working on.

In terms of what students are wanting to see more of for improvement, in person activities, increased connectivity between nearby schools, building relationships between elementary and secondary senators, and the understanding of Student Trustee-School Board relations were the biggest themes. Students expressed that what they enjoy most about Senate includes feeling welcomed, the organization and visual presentations of meetings, discussions about mental health, learning leadership skills to help in their future, and outreach to students and schools. A couple responses to highlight from this question are "comforting environment for students to share" and "involving people regardless of age gender and sexual orientation" as well as "I like that they make sure everyone feels safe". This feedback will be used to develop plans for next school year and better serve the students of Superior-Greenstone District School Board.

**Current Situation**

This month Student Trustees Krause and Anthony had the opportunity to attend both the Marathon School Pow Wow and lead the Student Senate activity at the Student Leadership Gathering in Red Rock. The Pow Wow provided time for the Student Trustees to engage in learning about Indigenous culture, spend time together and connect with other students from other communities.

At the Student Leadership Gathering, Student Trustees Anthony and Krause lead an activity developed by all three Student Trustees to promote leadership, teamwork and socialization amongst students. They began with active ice breakers that got students moving and communicating. The activity, Student Voice Vision and Action, was designed to help students put their ideas and visions into action planning. It also helped teams learn to work towards a common goal while supporting all leadership styles and diverse opinions and skills. This activity was a great success among all the groups worked with and blended the hands-on activities with discussion-based learning. It was also a great benefit for the Student Trustees to work together and develop their leadership skills to further their working relationship moving into Trustee Anthony's term.

**Next Steps**

The activities and opportunities of June, combined with the information gained from the May Student Senate meeting have built a foundation for the Student Trustees to grow a deeper understanding of the needs of students across the school board. Throughout the summer, Student Trustees Anthony, Hunter and Krause will be able to use this learning to plan for advocacy priorities and better structure Student Senate for the 2024-2025 school year.

The Student Trustees have been in discussions with Board supports about the increasing knowledge of student needs and sharing student perspectives. Overall, the Student Trustees are well prepared to continue to serve the students of Superior-Greenstone in an equitable manner lead by the increased opportunities to hear student voice and feedback.

**Administrative Recommendations/Summary**

*That the Superior-Greenstone DSB receive Report No. 59, Student Trustee Report June 2024 for information.*

Respectfully submitted by:

**Emeraude Hunter and Zoey Krause**  
Student Trustees



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
*"Inspiring Our Students to Succeed and Make a Difference"*

**Report No.:** 61

**Date:** June 24, 2024

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Nicole Morden Cormier, Director of Education

**SUBJECT:** Director's Monthly Report: June 2024

**STRATEGIC  
PRIORITY:** Learning, Well-Being, Relationships

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**Background**

For the 2023-2024 school year, the Director's Monthly Report will be an opportunity to showcase examples of the numerous ways in which school personnel and system staff are responding to the feedback that was received from families during the 2022-2023 Feast and Feedback sessions.

Throughout the month of June, the Superintendents have spearheaded our focus on celebrating staff and student achievements under the theme of "Highlights and Celebrations." To ensure families receive comprehensive information on this topic, examples of various celebrations have been widely shared via social media and internally through the Exchange platform. Additionally, this theme was introduced on CFNO's "Onward and Upward" segment, followed by speaking engagements by members of the SGDSB throughout the month. Finally, evidence from schools has been collated and presented in the Director's Monthly Report Sway for a holistic overview of our achievements.

**Current Situation**

Please click on the following link to read the *Director's Monthly Report: June 2024* to read about explicit examples of how SGDSB is ensuring the celebration of Student and Staff achievement.



Director's Monthly Report June Celebrations 2024

We are delighted to present to you a report focused on the vibrant celebrations that took place throughout the month of June. At Superior-Greenstone District School Board, we firmly believe...

[Go to this Sway](#)

**Administrative Summary**

*That the Superior-Greenstone DSB receive Report No. 61, Director's Monthly Report: June 2024, for information.*

Respectfully submitted by:

Nicole Morden Cormier,  
Director of Education





**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
*"Inspiring Our Students to Succeed and Make a Difference"*

**Report No.:** 63  
**Date:** June 24, 2024

**TO:** Chair and Members of the  
Superior-Greenstone District School Board

**FROM:** Nicole Morden Cormier, Director of Education

**SUBJECT:** 2024 Summer Break and Board Business

**STRATEGIC  
PRIORITY:** Stewardship

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**Background**

Regular Board meetings are scheduled in July and August. However, there is generally a pause in the critical business of the Board through the summer break. Therefore, each year at this time the Board's practice is to consider whether a meeting is required in either July or August or if it would be acceptable to cancel.

To date, the cancellation of a Regular Board meeting in the summer has not had a detrimental effect on Board business.

In conjunction with this review, the Board has also carried a motion to ensure that the business of the Board can be conducted, regardless of the varied summer schedules with which both members of the Board and Board Administration may be engaged.

**Current Situation**

A Regular Board meeting is scheduled on Monday, July 15, 2024, and August 26, 2024. Should the Board elect to cancel the July 15, 2024 meeting, a notice of cancellation would be posted on the Superior-Greenstone DSB website for public reference.

The practice has been for Administration to be authorized, in conjunction with available Trustees, to conduct the business of the Board as the need may arise during July and August 2024.

**Administrative Recommendations**

That the Superior-Greenstone DSB having received Report No. 63: 2024 Summer Break and Board Business, cancels the Regular Board meeting scheduled on Monday, July 15, 2024, and

That, Administration be authorized, in conjunction with available Trustees to conduct the business of the Board as the need may arise during July and August 2024.

Respectfully submitted by,

Nicole Morden Cormier  
Director of Education



**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**  
*"Inspiring Our Students to Succeed and Make a Difference"*

**Report No.:** 64  
**Date:** June 24, 2024

**TO:** Chair and Members of the Superior-Greenstone District School Board

**FROM:** Will Goodman, Superintendent of Education

**SUBJECT:** Superior-Greenstone DSB Special Education Plan 2024-2025

**STRATEGIC PRIORITY:** Learning and Well-Being

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**Background**

The Ministry of Education outlines special education procedures. The Superior-Greenstone District School Board has developed the Special Education Plan to provide information about the special education programs and services available within our Board. Each year, boards are required to update their Special Education Plans, outlining how they will implement the Ministry procedures.

**Current Situation**

The Superior-Greenstone District School Board Special Education Plan 2024-2025 describes the programs and services offered by the Superior-Greenstone District School Board. As part of the requirements identified by the Ministry of Education the Superior-Greenstone District School Board undergoes yearly consultation which is designed to improve special education programs and services to students with special needs. Included in this report is the revised SGDSB Special Education Plan.

**Administrative Recommendations**

That, the Superior-Greenstone DSB having received Report No. 64: Superior-Greenstone DSB 2024-2025 Special Education Plan, approve the 2024-2025 Special Education Plan, effective July 31, 2024.

Respectfully submitted by:

Erik Leroux  
Learning for All Principal

Annick Brewster,  
Assistant Superintendent, School Effectiveness

Will Goodman,  
Superintendent of Education



# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## SPECIAL EDUCATION PLAN

2024-2025

Based on Standards for School Boards

Board Approved:



## Special Education Vision

At Superior-Greenstone District School Board, we are responsible for designing and implementing inclusive, student-centered, and barrier-free environments where students with special needs feel welcomed, safe, and supported in the school community. We prioritize the education of students in regular classrooms with age-appropriate peers, as we cultivate inclusive learning communities that honour diversity, respects individuality, and values all perspectives.

Collaborative Relationships are foundational in fostering self-advocacy and ultimately student well-being and achievement. Our educators and school teams collaborate with students, families, school supports community partners and First Nations communities to ensure that learning contexts are purposeful and meaningful within a student's journey through emotional, spiritual, physical, and mental development.

Our commitment is guided by the following principles:

- Inclusive Learning environments are co-created through Universal design and differentiated instruction strategies.
- Removing barriers to learning through evidence-based approaches
- Student-centred decision making
- Transition goals are student-centred and reflect family values.
- Culturally responsive pedagogy is embedded into instructional practices
- Learning opportunities are enriched by the integration of Indigenous ways of knowing and learning

Through our seamless approach to service for students with special education needs we ensure equitable outcomes for all students from Early Years to graduation and beyond.

**TABLE OF CONTENTS**

|  |    |
|--|----|
| A - THE BOARD'S CONSULTATION PROCESS .....   | 1  |
| B - SPECIAL EDUCATION PROGRAMS and SERVICES .....  | 2  |
| C – ROLES and RESPONSIBILITIES ORGANIZATIONAL CHART.....                                   | 5  |
| D - EARLY IDENTIFICATION PROCEDURES / INTERVENTION STRATEGIES &<br>TRANSITIONS.....        | 6  |
| E - THE IDENTIFICATION, PLACEMENT and REVIEW COMMITTEE (IPRC) PROCESS and<br>APPEALS ..... | 11 |
| F - EDUCATIONAL and OTHER ASSESSMENTS .....  | 14 |
| G - REFERRAL and ASSESSMENT PROCEDURES .....   | 16 |
| I - SPECIALIZED HOME INSTRUCTIONAL SUPPORT SERVICES.....                                   | 19 |
| FOR OUT-OF-SCHOOL SETTINGS.....  | 19 |
| J – MINISTRY OF EDUCATION CATEGORIES and DEFINITIONS .....                                 | 20 |
| L - INDIVIDUAL EDUCATION PLANS (IEP's).....  | 25 |
| M – PROVINCIAL and DEMONSTRATION SCHOOLS .....   | 26 |
| N – SPECIAL EDUCATION STAFF .....  | 27 |
| O - STAFF DEVELOPMENT PLAN.....  | 28 |
| P – NEW EQUIPMENT .....  | 30 |
| Q – ACCESSIBILITY OF SCHOOL BUILDINGS.....   | 31 |
| R – TRANSPORTATION FOR SPECIAL NEEDS .....   | 34 |
| S – SPECIAL EDUCATION ADVISORY COMMITTEE - SEAC .....                                      | 35 |
| T - CO-ORDINATION of SERVICES WITH OTHER MINISTRIES or AGENCIES .....                      | 38 |
| U – SUBMISSION AND AVAILABILITY OF SCHOOL BOARD PLAN.....                                  | 40 |
| Appendix A: Roles and Responsibilities in Special Education .....                          | 41 |
| Appendix B: Guides for Parents/Guardians.....  | 46 |
| Appendix C: Specialized Health Support Services .....                                      | 64 |
| Appendix D: Exceptionalities – Categories and Definitions .....                            | 66 |
| Appendix E: Provincial Schools Contacts.....   | 87 |
| Appendix F: Superior-Greenstone District School Board SEAC Contact List.....               | 88 |
| Appendix G: Special Education Staff.....   | 90 |
| Appendix H: Policy 517, Early Identification .....   | 92 |
| Appendix I: Transition to Kindergarten Support Documents .....                             | 94 |



## **A - THE BOARD'S CONSULTATION PROCESS**

In accordance with Regulation 464/97 made under the Education Act, and in accordance with the Standards for School Boards' Special Education Plans, the Superior-Greenstone District School Board has developed this Plan to provide information about the special education programs and services available within our Board. It also outlines the involvement of the Special Education Advisory Committee (SEAC).

The annual review process of the Plan is designed to improve special education programs and services to special needs students. Timelines for consultations, input from stakeholders and the annual review of special education programs and services are as follows:

### September

- An updated version of the plan is available to all stakeholders on the Board website [www.sgdsb.on.ca](http://www.sgdsb.on.ca) > Education > Special Education > Reports and Publications, Special Education Plan
- School Administrators inform parent/guardians of the updated plan on the Board website and request feedback
- School Administrators inform School Councils of the updated plan on the Board website and request feedback
- North of Superior Counseling Programs (NOSP), Dilico, Rural Children's Services Partnership and North West Local Integration Network are advised of the updated plan on the Board website and request feedback

### September to April

- From issues, concerns and recommendations that are addressed in regular SEAC meetings and presented at board meetings
- From the board's written responses to the SEAC recommendations
- From SEAC members during Plan review
- From new directives and reviews of the Plan from the Ministry of Education
- From information gathered at community forums
- From parent/guardians of special needs students
- From any audits
- From Senior Administration
- From School Administrators
- From input and feedback gathered by School Administrators from parent/guardians, community partners and staff
- From Special Education Teachers (SET)
- From Special Education Lead/Multi-Disciplinary Team

### March/April

- Consultation with Indigenous Education Advisory Committee (IEAC)
- Consultation with Special Education Advisory Committee (SEAC)
- Consultation with Parental Involvement Committee (PIC)

### May

- Input from the Board of Trustees during the review of the Plan and the SEAC recommendation to approve the amendments to the Plan
- Final consultation done by School Administrators with parent/guardians, community partners and staff

### June

- Plan brought to board meeting for final approval

### August

- Present Board Plan to our School Administrators



## ***B - SPECIAL EDUCATION PROGRAMS and SERVICES***

### **General Philosophy and Service Delivery Model**

The Superior-Greenstone District School Board will provide the best education possible within its means for each of its students. The Board supports a philosophy of integration within the schools provided that it meets the needs of the student and is in accordance with parent/guardian wishes. We value and prioritize human rights and equity practices to ensure that all students, regardless of their disability, have equal access to meaningful education. The Board is committed to prioritizing and honouring the Calls to Action provided by the Truth and Reconciliation Commission of Canada and must meet the Calls to Action pertaining to Education for Reconciliation.

Our basic premise is that all teachers share responsibility to meet the needs of all students. Students with exceptionalities within the board's jurisdiction (regardless of exceptionality) can access services through placement in:

- The regular classroom setting;
- The regular classroom setting with resource services to the classroom teacher or student;
- The regular classroom setting with the assistance of a special education support person;
- The regular classroom setting with resource assistance or resource withdrawal from a special education resource teacher when deemed necessary; or
- A self-contained classroom for a portion of the day with integration into the regular classroom

The placement goal for all students with exceptionalities is to keep them as close to the regular classroom program as possible with appropriate special education programs and services in place when/where deemed necessary. The ultimate goal will be inclusion in the regular classroom, with withdrawal of students to develop specific skills necessary for meaningful inclusion and specialized support to meet the goals of the IEP.

In some instances, because more specialized services and teaching methodologies are required, some students may require programs and services that involve the co-ordination and co-operation of several agencies. In these cases, alternatives to options not available within the board will be investigated.

In addition to the above, the following principles also apply:

- Attention will focus on the capabilities on the student rather than on their exceptionality or disability;
- To develop individual potential;
- To nurture the development of:
  - Pride in personal achievement
  - Self-worth
  - Self-Regulation
  - Self-confidence
- Education will be provided as close to the student's home as feasible within the schools of the Superior-Greenstone District School Board; and
- Education will be provided as close to the regular classroom environment as feasible in co-operation with local boards, community agencies and provincial services.

Programs and services for students with exceptionalities are developed in accordance with the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Education Act* and the regulations made under the Act.

### **Special Education Placements Provided by the Board**

Due to the large geographic area of the board and the small school populations, Special Education Placements are provided in the regular school setting as follows:

- With indirect support;
- With resource assistance; and/or
- With withdrawal assistance.

## **Programs and Services Regardless of Exceptionality**

In addition to the above placement options, the following services are available in most areas of the board:

- In-school assessments by special education personnel;
- Out-of-school assessments for speech, language, behaviour, psychological, psychiatric, occupational, physiotherapy, and academics;
- Out-of-school referral to North of Superior Counseling Programs (NOSP), Tikinagan Child and Family Services, or Dilico for mental health counseling;
- Referral to the Board Team Lead, Positive Behaviour to support students with ASD;
- Support for deaf and blind students - Provincial Schools;
- Support staff for students with documented high needs; and
- Support and capacity building from the Multi-Disciplinary team.

## **Range of Curriculum Modification and Accommodations Offered**

### Level 1 Accommodations Only

The student is able to manage the content and expectations of the grade level curriculum but accommodations must be made in order for the student to be successful. Samples of accommodations may include extended time to complete tasks/tests, scribing, use of a calculator, use of technology and appropriate software, peer helpers, oral testing or revised test formats or short-term resource withdrawal to review materials.

### Level 2 Modifications and Accommodations

The student is *unable* to manage the content and expectations of the grade level in which he/she is placed. However, the student is able to manage a reduced number of expectations for the current grade level or some of the content and expectations based on the achievement expectations for a different grade level according to *The Ontario Curriculum*. The student's work is modified based on the level at which the student can experience success. Accommodations are also required.

### Level 3 Alternative Programming and/or Modifications and Accommodations

In a few instances, very few of the expectations in The Ontario Curriculum, form the basis of a student's program. For these students, curriculum modification is extensive and alternative programs may be developed based on skills that have been identified by inter-agency personnel. Accommodations for the student may include specialized equipment, learning materials and alternative evaluation techniques.

## **Special Education Programs and Services By Exceptionality**

Due to the geography, size and rural nature of the Superior-Greystone District School Board almost all students, regardless of their exceptionality, are placed in an integrated setting within a school.

Placement in a self-contained classroom is not a viable option unless there are enough students to warrant such a placement.

In very few instances, placement in a Provincial School is available for those students who meet the criteria established by the provincial schools.

In cases where the needs of the student are so extreme that the board is unable to provide a program, alternative options with other boards will be investigated.

## **Criteria for Placement**

The placement of a student in one of the above placement options is determined by the Identification, Placement and Review Committee (IPRC) in consultation with the parent/guardian and, at times, with the student. The identification of the student must be in accordance with the approved Ministry of Education definitions listed in the appendices of this document. The placement decision is based on the stated needs and strengths of the student.

## **Multiple Exceptionalities**

Students who have been identified with more than one area of exceptionality may be placed in an integrated setting and may or may not receive resource withdrawal. In some instances, the students require alternative programming, curriculum modifications, accommodations and additional support in order to be successful at school.





## **Section 23**

There are no Section 23 classrooms within the Board's jurisdiction.

## **Provincial and Demonstration Schools**

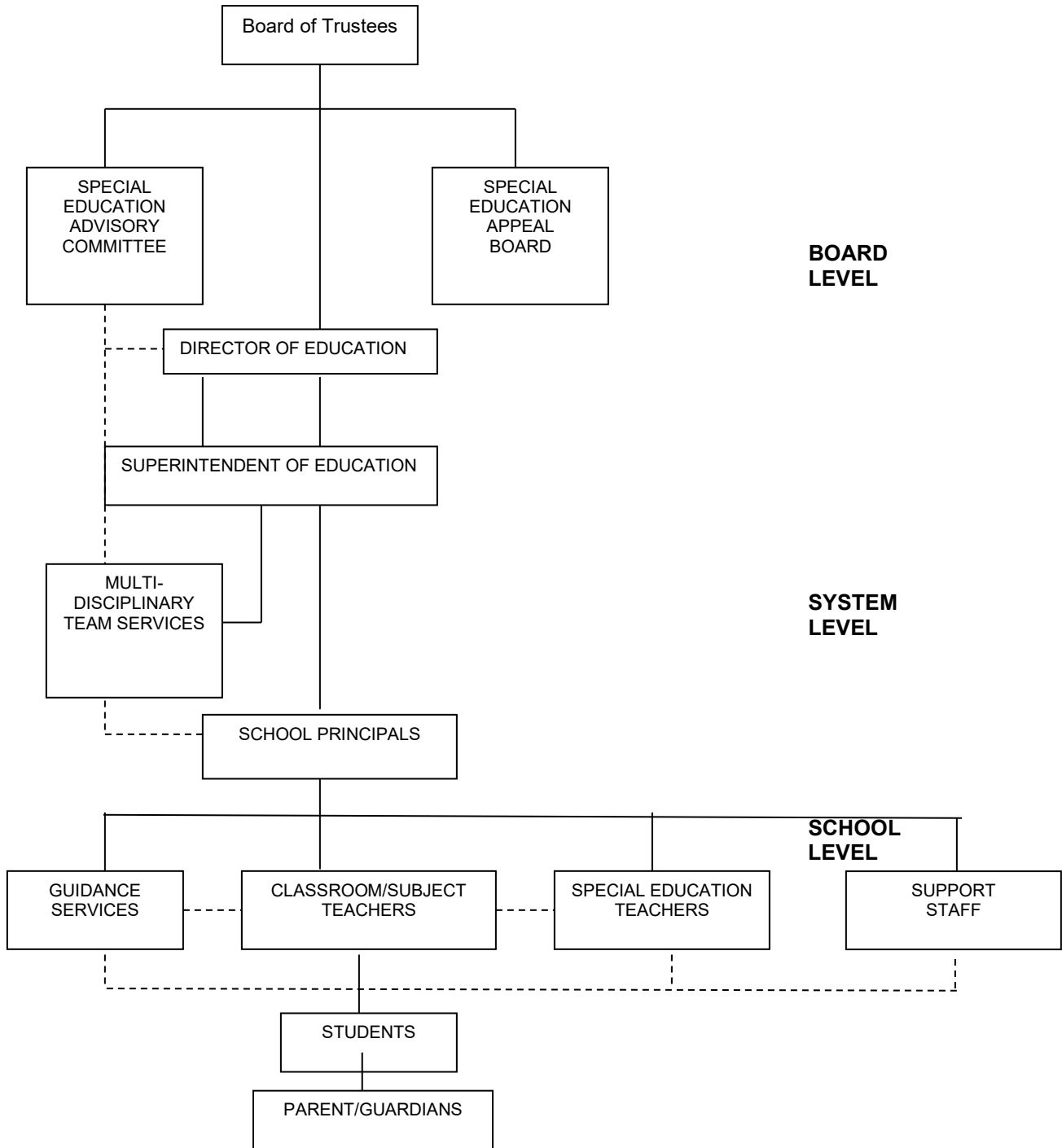
Provincial and demonstration schools offer support services within the Board's schools for students who are blind, deaf, physically challenged or severely learning disabled. Some students, however, may require a day treatment or a residential program in order to be successful. Students placed in provincial or demonstration schools have the day treatment or residential component provided.

Placement of students in these schools must be in accordance with the admissions criteria for each school. It should be noted that very few students are placed in these specialized schools. These schools are listed in the Superior-Greenstone District School Board Plan Appendix E.



## C – ROLES and RESPONSIBILITIES ORGANIZATIONAL CHART

**Note: For specific roles and responsibilities, see outline in Appendix A.**



Direct Lines of Responsibility    \_\_\_\_\_  
 Consultation Relationship        - - - - -

Standards for School Boards' Special Education Plan



## ***D - EARLY IDENTIFICATION PROCEDURES / INTERVENTION STRATEGIES & TRANSITIONS***

### **Philosophy**

It is the philosophy of the Superior-Greenstone District School Board that the Early Identification procedure will occur in each elementary school. The Early Identification procedure is done by the Kindergarten teachers to assist them in assessing the child's learning needs in order to provide appropriate programming.

### **Pre-School Screening Initiative**

The Superior-Greenstone District School board has developed a partnership with community providers to develop a pre-screening program for students who are entering kindergarten. These community providers offer services in the area of family support, medical/health care, childcare and education. The program, which is known as "Ages & Stages" is aimed at helping to identify those children who may be in need of early identification and on-going assessment in developmental and/or social/emotional areas.

### **Board Policy**

In accordance with Program Policy Memorandum 11 (1982), the Superior-Greenstone District School Board has developed Board Policy 517 with regard to Early Identification Procedures. This policy is intended to apply to *all* students enrolled in the kindergarten program. The procedures included in the policy are the start of the continuous assessment and program planning that becomes part of the child's school life.

### **In-school Early and On-going Identification Procedures**

As part of the special education referral process, a parent/guardian or teacher may identify a difficulty. When a difficulty is identified, it is an expectation that teachers try varied teaching strategies and/or methods to see if different approaches help to alleviate the difficulty. During this period of time, the teacher should be observing and documenting the student's learning strengths and areas of need, and consulting with the parent/guardian with regard to the child's progress. The parent/guardian should be providing the child with opportunities at home to support the work of the classroom teacher and should be communicating with the school on a regular basis.

The type of assessment tools/strategies used on a board wide basis to gather appropriate information on students in order to assist in the development of appropriate educational programs are:

- JK, SK, Grade 1 and Grade 2 Oral Language Assessment (OLA) in Terms 1, 2 and 3
- Grades SK, 1, 2, and 3 Developmental Reading Assessment II instructional book level in Terms 1 & 2 with Term 3 being optional.
- Grade 7-10 Ontario Comprehension Assessment (OCA)
- The Assessment of Basic Language and Learning Skills (ABLLS)
- Wechsler Fundamentals: Academic Skills (WFAS)
- Wechsler Individual Achievement Test (WIAT)
- The Assessment of Functional Living Skills (AFLS)

Students who are experiencing difficulty may receive support either in class or in a small group situation.

Should difficulties continue, a parent/guardian-teacher conference is held to discuss the next course of action with regard to assisting the student. At this time, the school (teacher) should be giving the parent/guardian the board's information pamphlets with regard to the special education process and explaining the process. Time should be taken to ensure that the parent/guardian fully understands the process and that the procedures to be followed are understood. The school (teacher) should also discuss the assessment process and obtain the necessary consents to refer the child for an in-school (educational) or out-of-school assessment.

### **Early Identification - Prevention Support by Other Service Providers**

Support for speech therapy, physiotherapy and behavioral counselling is available. These services can be accessed by schools with the consent of the parent/guardian through an out-of-school referral. Often, many of the students who access these services are not formally identified as students with exceptionalities.



This referral process may result in a formal IPRC (Identification, Placement and Review Committee) meeting.

## **Transitions**

Students experience many transitions over the course of their time at school. Transitions occur from school to school, from elementary school to secondary school, from class to class etc. Superior-Greystone District School Board is committed to improving transition outcomes for all learners. PPM 156 states that a transition plan must be created for all students who have an IEP whether or not they have been identified as exceptional by the IPRC committee or not. A transition document has been created in order to support all students and educators in the creation of meaningful and strength based transition goals.

## **Transitioning into Kindergarten**

Planning for Children with Special Needs

Each year, new Kindergarten students with individual needs enter the school system. Following registration, some students require a comprehensive intake process involving the school's Principal and Special Education Personnel.

Individual needs may include, but are not limited to the following:

- Health Care
  - Severe seizure disorder
  - Diabetes, asthma, allergies
  - Medication
- Personal Care
  - Toileting
  - Dressing
  - Eating
- Physical
  - Mobility
  - Vision
- Communication
  - Deaf/hard of hearing
  - Non-verbal/Augmentative
- Social/Behavioral
  - Social understanding
  - Self-regulation
- Cognitive/Developmental
  - Exhibiting less than average intellect
  - Adaptive Behavior
- Autism Spectrum Disorder (ASD)
  - Communication
  - Social
  - Sensory

SGDSB has developed a *Transition to Kindergarten* package to assist schools (Principal, SET, Kindergarten Educators, etc.) in working with parent/guardians, caregivers and community agencies to develop a specific transition plan for students who may possess special needs. *Please see Appendix I for the Transition to Kindergarten support documentation.* Through the use of these documents, teams will:

- Consider the child's strengths and needs;
- Prepare for gradual transition to school by establishing a school entry plan;
- Share information with the school and board to determine next steps;
- Explore external community supports;
- Identify personalized equipment needs and/or school access requirements; and
- Determine transportation, equipment, and access needs

## **“Little t” Transitions**

Transitions happen before, during and after the school day. They range from the bus ride to school to moving between locations in the school (e.g., going from the classroom to the library) to changing subjects (e.g., math to science) to exit routine at the end of the day. While these transitions may seem small, they can cause some students with special education needs to feel anxious and unsure. All students, but especially students with special education needs, tend to perform best when there is routine and the schedule is predictable.

In order to assist your child cope with these Little “t” transitions that occur throughout their day, you can:

- Establish a routine for getting ready for school.
- Practice with your child what he/she needs to do to get ready at the end of the school day (e.g., packing their bag).
- Ask the teacher for an outline of the course or a monthly schedule of the activities the class will be participating in and reviewing the schedule with your child on a regular basis.
- Share with the school team successful strategies you use at home to prepare your child for transitions.
- Attend a “Planning a Transition” Meeting. If your child is struggling with Little “t” transitions at school, your school team may request your attendance at a “Planning a Transitions” meeting. Your input is invaluable to assist the school team in continuing to provide your child with a program to best meet his/her needs.

## **Elementary to High School Transitions**

The following table provides a calendar of events to aid in the planning of the transition from elementary to high school:



| Transition Steps   | Month   | Persons Involved  | Documentation                           | Persons Responsible  |
|--|---|---|---|--|
| <p>Identify a transition planning team</p> <p>Discuss transition planning with family and student during an case conference</p> <p>Identify an individualized timeline and set target dates</p> <p>Grade 8 students visit the home secondary school</p>  | November  | <p>Elementary School Team</p> <p>Parent/Guardians</p> <p>Student</p>                | "Planning a Transition"                 | <p>Elementary Principal</p> <p>Elementary SET</p>  |
| <p>Gather information about the secondary school</p> <p>Share information gathered from "Planning A Transition" with the secondary special education department</p> <p>Grade 8 teachers complete online transition profile for special education students.</p>   | December  | <p>Elementary SET</p> <p>Secondary SET</p>  | "Planning a Transition" Case Conference | <p>Elementary school team to contact Secondary Special Education department to inform of special education needs</p> |
| <p>Secondary SET to visit the Elementary school to have discussions with elementary school team</p>  | January   | <p>Elementary SET- Secondary</p> <p>Student</p>                                     | "Planning a Transition"                 | <p>Secondary SET</p> <p>Elementary SET</p>   |
| <p>Transition planning meeting with parent/guardians, student, Elementary and Secondary school teams for a "Planning a Transition" meeting</p> <p>Share current IEP, most recent report card and IEP Transition Plan with Secondary School</p> <p>Review SEA resources if applicable</p> <p>Students with special education needs visit the secondary school for a half day (including lunch) to learn more about home secondary</p> | February - May  | <p>Secondary school team</p> <p>Student</p> <p>Elementary SET</p>                   |   | <p>Secondary School Team</p>   |
| <p>Secondary SET meets with outside agencies regarding specific students</p>   | April   | <p>Secondary SET</p>  |   | <p>Secondary SET</p>   |
| <p>IIRC's held for Elementary to Secondary Transitions, if applicable (at Secondary site)</p> <p>Make arrangements to transfer SEA equipment to</p>  | <p>April/May</p> <p>* reminder packages have to be to the</p> | <p>Elementary and Secondary School Teams</p> <p>Parent/Guardians</p> <p>Student</p> | <p>IIRC package and documentation</p>   | <p>Elementary &amp; Secondary Principal to collaborate to set dates for IIRCs</p> <p>Elementary SET</p>              |



| Transition Steps  | Month   | Persons Involved | Documentation | Persons Responsible   |
|---|---|------------------|---------------|-----------------------|
| secondary school by completing the necessary transfer forms | participants at least 10 days prior to the IPRC day |                  |               | creates IPRC packages |



## **E - THE IDENTIFICATION, PLACEMENT and REVIEW COMMITTEE (IPRC) PROCESS and APPEALS**

The Superior-Greenstone District School Board has developed two pamphlets that outline for parent/guardians the process used for:

- Referring a student to the Identification, Placement and Review Committee; and
- The Appeal process to follow should the parent/guardians disagree with either the Identification or Placement of their child

Copies of these pamphlets are available from the principal in each school, on the Board website ([www.sgdsb.on.ca/reports--publications](http://www.sgdsb.on.ca/reports--publications)) and a sample is contained in Appendix B of the Superior-Greenstone Special Education Plan.

### **Informal Approaches to Solving Problems Prior to IPRC Meetings**

In cases where a student is *not* known to have a condition that has been identified prior to entrance into school, it is an expectation that teachers try several of the following intervention strategies prior to making a referral to begin the special education process:

- Employ different teaching methods and strategies
- Provide accommodations
- Do on-going assessment “for”, “as” and “of” learning
- Provide descriptive feedback based on success criteria
- Gather information about student learning before, during, and at or near the end of a period of instruction, using a variety of assessment strategies and tools
- Use assessment to inform instruction, guide next steps, and help the student monitor their own progress towards achieving their learning goal(s)
- Conference with the parent/guardians and/or the student
- Conference with the previous classroom teacher
- Check for physical conditions - vision, hearing
- Collect work samples
- Consider early intervention program (K – Grade 2)
- Consider developing IEP

If the learning problems continue, the teacher should consult with the principal, the special education teacher and parent/guardians in order to initiate formal testing.

### **Identification, Placement and Review Process**

#### **Informing Parent/guardians**

The in-school assessment begins the formal special education process that may lead to the child being identified as needing a special education program. The consent for an educational assessment is usually obtained at a school case conference. At the school case conference parent/guardians are given a copy of the board’s special education pamphlets *Parent/Guardians’ Guide to Special Education IPRC’s and Appeals*. Parent/guardians/representative from First Nation(s) are then invited to attend case conferences with regard to the findings of the in-school assessment. If more information is required, parent/guardians must sign for an out-of-school assessment to be completed. Once this assessment is completed the findings are shared with the parent/guardians and appropriate school personnel.

A decision may be made to refer the student to an Identification, Placement and Review Committee. The parent/guardians is/are given 10 days notice *in writing* that an IPRC meeting will be held to discuss the child’s identification and placement. If the student is identified, a placement is determined and the Individual Education Plan is developed within 30 days. In the case of parents, living in isolated communities, that need to meet by teleconference, these arrangements can be made. Boarding of those involved in this process will be done with the consent of parents/guardians. The Individual Education Plan is also reviewed with the parent/guardian/education representative from First Nation(s).



### Gathering Information

The classroom teacher gathers information and shares the findings with the parent/guardians and any other representative(s) of the parent/guardian/student's choosing. If an in-school assessment is conducted, the person responsible for the assessment collects information from various sources, for example:

- The student's Ontario Student Record
- Educational assessment(s)
- Diagnostic tests
- Teacher-created tests
- Developmental assessments
- Living/vocational skills assessments
- Health assessment (vision, speech, hearing)
- Psychological assessments
- Conferences with previous teachers, the parent/guardian(s), the student
- Work samples, portfolios, writing sample
- Student observation - for learning style, environmental factors behaviour, peer interaction, organizational skills, social skills.
- Conferences with First Nation partners involved based on Education Service Agreement

### Identification

Subsection 8 (3) of the *Education Act* requires the Minister of Education to define exceptionalities of students, prescribe categories of students with exceptionalities and to require school boards to employ such definitions. Consequently, the categories of exceptionalities and their definitions as found in Appendix D of the Special Education Plan, which are based on Ministry categories and definitions, are used as the basis for determining a student's identification.

### Statement of Strengths and Needs

All Identification, Placement and Review Minutes list the strengths and needs of the student that have been determined through the assessment reports. It is expected that school personnel, out-of-school professionals, the parent/guardian and the student (where appropriate) have input into the determination of the student's strengths and needs through the assessment process.

### Recommending Placement

One of the three following placements is available within the schools of the Superior-Greenstone District School Board schools. The student can be placed in the regular classroom with:

- Indirect service;
- Resource assistance; or
- Withdrawal assistance.

### Annual IPRC Review/Interim Reviews

By law, an Identification, Placement and Review Meeting must take place every 12 months, however, the parent/guardians can consent to dispense with the annual IPRC review. School personnel must conduct the review if they do not receive written consent from the parent/guardians to dispense with the review. The parent/guardians has the option of re-convening the IPRC within 15 days of an IPRC if further clarification or discussion is required.

The school or the parent/guardians can request a review after a program for a student has been in place for three (3) months. In the case of a review after 3 months, the parent/guardians shall request, in writing to the principal, that a review be convened. The IPRC Committee shall conduct the review within fifteen (15) days.

The school must give the parent/guardians 10 days notice that an interim IPRC will be held in the event that the school wishes to request an IPRC review after three months.

### **Meeting With Parent/Guardians Prior to Rendering a Decision to the Board**

Communication and consultation will take place with the parent/guardians prior to the calling of an Identification, Placement and Review meeting. Parent/guardians are informed before the IPRC of any testing results that will be presented to the IPRC committee. The parent/guardians are asked for input at the IPRC meeting. For those in isolated communities, meetings can occur by teleconference. Parent/guardians have up to 15 days to re-convene the IPRC or seek additional information from the school prior to the determination of the committee being sent to the Board.

### **Communicating the Decision**

Parent/guardians are encouraged to attend all IPRC's but must be present at the initial IPRC in order to be a partner in the decision-making process. Parent/guardians can sign consent for the identification and placement of their child during the IPRC or may take the IPRC Identification and Placement consent home and consider all information before providing signed consent. Parent/guardians are given a copy of the IPRC minutes for their personal files.

If the parent/guardians are not in attendance at an IPRC review, the minutes of the IPRC are mailed to the parent/guardians for consideration and for signed consent to place their child as determined by the IPRC committee.

Should the parent/guardian seek a case conference with school personnel to discuss the minutes of the IPRC, the meeting is accommodated.

### **Parent/Guardian Guides to IPRC's and Appeals**

Further information about IPRC's and Appeals is outlined in the Parent/Guardian Guides. The Parent/Guardian Guides are available from all school principals and from the Board's website ([www.sgdsb.on.ca/reports--publications](http://www.sgdsb.on.ca/reports--publications)). See samples in the Appendix B.

### **SGDSB IPRC 2023-2024 School Data**

| School                 | Total Number of IPRC's | IPRC's Initiated by School | IPRC Initiated by Parent /Guardians | Total # of IPRC Reviews Completed | Total # of IPRC Appeals Completed |
|------------------------|------------------------|----------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| Dorion PS              | 3                      | 3                          | 0                                   | 6                                 | 0                                 |
| Manitouwadge PS        | 4                      | 4                          | 0                                   | 17                                | 0                                 |
| Nakina PS              | 0                      | 0                          | 0                                   | 2                                 | 0                                 |
| Schreiber PS           | 5                      | 5                          | 0                                   | 11                                | 0                                 |
| George O'Neil PS       | 6                      | 6                          | 0                                   | 12                                | 0                                 |
| Beardmore PS           | 0                      | 0                          | 0                                   | 0                                 | 0                                 |
| B.A. Parker PS         | 3                      | 3                          | 0                                   | 24                                | 0                                 |
| Terrace Bay PS         | 5                      | 5                          | 0                                   | 11                                | 0                                 |
| Margaret Twomey PS     | 3                      | 3                          | 0                                   | 10                                | 0                                 |
| Marjorie Mills PS      | 0                      | 0                          | 0                                   | 5                                 | 0                                 |
| Marathon HS            | 9                      | 9                          | 0                                   | 15                                | 0                                 |
| Lake Superior HS       | 9                      | 9                          | 0                                   | 19                                | 0                                 |
| Manitouwadge HS        | 9                      | 9                          | 0                                   | 12                                | 0                                 |
| Nipigon Red Rock DHS   | 4                      | 4                          | 0                                   | 26                                | 0                                 |
| Geraldton Composite HS | 12                     | 12                         | 0                                   | 32                                | 0                                 |
| <b>SGDSB TOTALS</b>    | <b>72</b>              | <b>72</b>                  | <b>0</b>                            | <b>202</b>                        | <b>0</b>                          |

## ***F - EDUCATIONAL and OTHER ASSESSMENTS***

### **Purpose and Goals of Individual Assessments**

The primary purpose of student assessment and evaluation is to improve learning. Assessment has the greatest potential to improve learning when it is an integral part of all classroom activities and when it is used to identify students' strengths and needs to outline the next steps for learning. It should never be an end unto itself, but rather the means through which to improve teaching and learning.

Some students, in spite of accommodations and modifications to their program, experience difficulty meeting academic and/or behavioural expectations of the school environment. Their needs as learners can best be understood and addressed through detailed standardized individual assessment.

Individual assessments will be administered by a range of qualified professionals. The assessment will provide an accurate baseline for tracking future development and academic progress, and provide necessary information for formal identification. Individual assessment can include classroom observations and focus on a student's academic skills, cognitive levels, social-adaptive skills and communication skills according to concerns indicated.

### **In-School Educational Assessments**

Educational assessments are conducted by school personnel in accordance with the Education Act, with the consent of the parent/guardians in order to determine the student's present level of academic performance and to determine areas of strength and weakness. Although an in-school educational assessment may include standardized tests, such as the WIAT III, administered by teachers with Special Education qualifications, it may also include student information based on the results of one or more of the following:

- Developmental checklists
- Analysis of student work
- Teacher observations and anecdotal comments
- Criterion-referenced tests
- Performance tests

Once the in-school assessment is completed, it is shared with the parent/guardian at a school case conference. Recommendations for further testing, in-school modifications and home support are also discussed.

External Assessment services are contracted by qualified professionals as governed by the Health Professions Act 1993 and Health Care Consent Act 1996.

### **Out-Of-School Referrals - Assessments**

The school or the parent/guardians may request that additional testing is needed to further identify strengths, weaknesses, cognitive abilities, processing abilities with a view to enhancing program planning. The *parent/guardians must consent in writing* to any out-of-school testing. If the parent/guardians consents to an out-of-school assessment, the school will follow the appropriate procedures in relation to the receiving agency's expectations. Generally, the process includes:

**Step One:** The school gathers information on past history and the present situation. The completed referral form is sent to the appropriate agency along with any assessment data collected during the educational assessment.

**Step Two:** The out-of-school agency contacts the parent/guardians to obtain information and to receive written consent to share the information gathered. The out-of-school agency schedules the assessment times and place.

**Step Three:** In consultation with the school principal and the parent/guardians/education representative of the First Nation, the out-of-school agency co-ordinates the post-assessment conference. The parent/guardians must give the out-of-school agency permission to share results with the school.

## **Parent/Guardian Consent**

Parent/guardians consent is required for all assessments that do not form part of the regular school program. These assessments include: individual in-school assessments, speech assessments, occupational therapy assessments, behavioural, psychological, psychiatric and intellectual assessments. Medical assessments are usually arranged between the family and the physician.

Other than tests used for educational assessments given by the Special Education Teacher, all other assessments and diagnoses are provided by various support agencies through their employment of qualified professionals. The main support agencies are: Rural Children's Services Partnership, Northwest LHIN, Lakehead Regional Family Center, George Jeffery Treatment Center, Dilico, Tikinagan Child and Family Services, North of Superior Counselling Programs, Family Physicians and Medical Specialists.

## **Consent For Sharing Information - Protection Of Privacy**

All information collected during the special education process is protected by the ***Freedom of Information*** legislation. Parent/guardians are requested to sign consent for out-of-school referrals and consent for out-of-school agencies to view the OSR and student work. Out-of-school agencies obtain consent from parent/guardians for the inclusion of their reports in the student's Ontario Student Record folder. Parent/guardians have the option of:

- Not sharing the assessment results;
- Sharing only part of the assessment results; **or**
- Sharing the entire assessment report with the school.

## **Communication and Diagnosis (per Ministry of Health Regulations)**

Parent/guardians, in consultation with agency/medical professionals, provide consent for the release of information to the schools. Schools provide consents signed by the parent/guardians for referrals to out-of-school agencies.

## **External Assessments**

An external assessor, who is a qualified professional, may be contracted by the board to conduct a more in-depth educational assessment for students who require an assessment for a specific purpose. Only the Director of Education (or designate) has the authority to approve these assessments.

## **Average Waiting List For Assessments**

|                                      |  |
|--------------------------------------|--|
| Assessments through Family Physician | Varies according to the type of referral |
| In-School Assessments                | 2 to 3 weeks                             |
| Out-Of-School Assessments            | 3 months – 1 year                        |
| SGDSB Educational Assessments        | 3 months – 1 year                        |

\*In-school assessments are managed by the in-school Special Education Team.

\*\*SGDSB Educational Assessments are managed by the Multi-Disciplinary Team and contracted out to third party Private Professionals.

## **Criteria for Waitlist**

- Severity
- Mental health implications
- Student ability to attend school
- Access to resources in the community
- Information provided by professionals

Multi-Disciplinary team will make a recommendation based on the above criteria. The Superintendent of Special Education will make the final recommendation.

## **Flow Charts**

The flow charts on the following pages outline the referral process generally followed by the Superior-Greenstone District School Board.



## **G - REFERRAL and ASSESSMENT PROCEDURES**

### **In-School**

**Step One:** Parent/guardians or school personnel identify a difficulty:

- School personnel consider alternate teaching strategies, program differentiation and accommodation, ~~curriculum modifications~~ and document efforts to assist the student

**Step Two:** If the difficulty continues:

- A written referral for an educational assessment is made to the principal by the parent/guardians or school personnel
- Multi-Disciplinary referral form is completed and principal's signature obtained (MDT Referral Form)

**Step Three:** An educational assessment is completed:

- Parent/guardians/adult student consent in writing must be obtained
- Non-consent is signed, if assessment is denied
- Assessment findings are completed and summarized according to Education Summary Format

**Step Four:** School personnel, parent/guardians and principal meet to consider the educational assessment and next steps:

- A case conference is held to go over assessment findings
- Case conference minutes are kept (Special Programs)
- Next steps are determined.
- Required signatures are obtained if Out-of-School assessments are required (SE4)
- Non-consent is obtained, if appropriate

### **Out-of-School**

**Step One:** The referral to out-of-school personnel shall be arranged by the Principal/Vice-Principal of the school:

- Out-of-school referrals will be completed by school personnel in consultation with the parent/guardians/adult student
- Written consent of the parent/guardian or adult student must be obtained (SE4)

Step Two:

- Reports from the out-of-school referral shall be shared with parent/guardians and school personnel in accordance with agency procedures
- Case conference minutes shall be kept and filed in the student's OSR

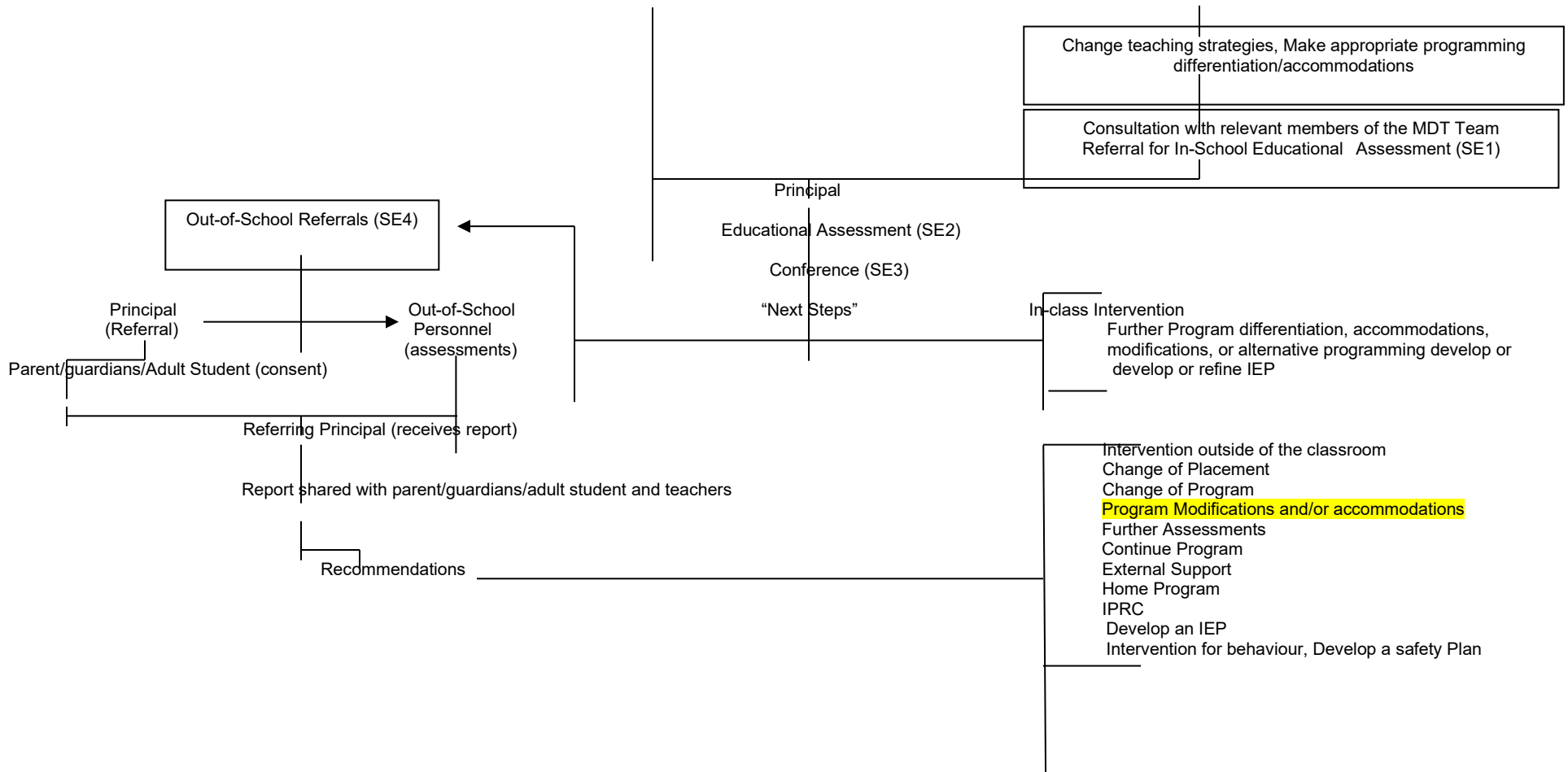


## REFERRAL and ASSESSMENT PROCEDURES

IDENTIFICATION OF CHALLENGE

PARENT/GUARDIAN/ADULT STUDENT

SCHOOL PERSONNEL



## ***H - SPECIALIZED HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS***

Please refer to Appendix C in this document to view the specialized health support services for students in the Superior-Greenstone District School Board who require these services in the school. Please note that there are still some areas within the board's jurisdiction that do not have these services available.



***I - SPECIALIZED HOME INSTRUCTIONAL SUPPORT SERVICES  
FOR OUT-OF-SCHOOL SETTINGS***

For a student unable to attend school due to a medical emergency of such duration that the student's education could be in jeopardy, the student may be eligible for tutoring services at home. In order to receive such services, the Principal of the school must receive a medical certificate from a qualified medical doctor indicating the duration of the expected leave and the reason for absence from school. The Principal will then apply, in writing, to the Director of Education for approval of the services to be offered.

The school register will indicate that the student is on home instruction and receiving educational support at home.





## **J – MINISTRY OF EDUCATION CATEGORIES and DEFINITIONS**

### **BEHAVIOUR**

A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree, and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- an inability to build or maintain interpersonal relationships;
- excessive fears and anxieties;
- a tendency towards compulsive reactions;
- an inability to learn that cannot be traced to intellectual, sensory, or other health factors, or any combination thereof

### **COMMUNICATION**

#### **Autism**

A severe learning disorder that is characterized by:

- Disturbances in:
  - Rate of educational development
  - Ability to relate to the environment
  - Mobility
  - Perception, speech, and language
- Lack of the representational symbolic behaviour that precedes language

#### **Deaf and Hard-of-Hearing**

An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

#### **Language Impairment**

A learning disorder characterized by an impairment in comprehension and/or the use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- Involve one or more of the form, content, and function of language in communication; and
- Include one or more of the following:
  - Language delay
  - Dysfluency
  - Voice and articulation development, which may or may not be organically or functionally based

#### **Speech Impairment**

A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.

#### **Learning Disability**

One of a number of neurodevelopmental disorders that persistently and significantly has an impact on the ability to learn and use academic and other skills and that:

- Results in:
  - (a) academic underachievement that is inconsistent with the intellectual abilities of the student (which are at least in the average range), and/or
  - (b) academic achievement that can be maintained by the student only with extremely high levels of effort and/or with additional support;
- Results in difficulties in the development and use of skills in one or more of the following areas: reading, writing, mathematics, and work habits and learning skills;

- May typically be associated with difficulties in one or more cognitive processes, such as phonological processing; memory and attention; processing speed; perceptual-motor processing; visual-spatial processing; executive functions (e.g., self-regulation of behaviour and emotions, planning, organizing of thoughts and activities, prioritizing, decision making);
- May be associated with difficulties in social interaction (e.g., difficulty in understanding social norms or the point of view of others); with various other conditions or disorders, diagnosed or undiagnosed; or with other exceptionalities;
- Is not the result of a lack of acuity in hearing and/or vision that has not been corrected; intellectual disabilities; socio-economic factors; cultural differences; lack of proficiency in the language of instruction; lack of motivation or effort; gaps in school attendance or inadequate opportunity to benefit from instruction.

## INTELLECTUAL

### Giftedness

An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a degree and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.

### Mild Intellectual Disability

A learning disorder characterized by:

- a) an ability to profit educationally within a regular class with the aid of considerable curriculum modification and supportive service;
- b) an inability to profit educationally within a regular class because of slow intellectual development;
- c) a potential for academic learning, independent social adjustment, and economic self-support.

### Developmental Disability

A severe learning disorder characterized by:

- a) an inability to profit from a special education program for students with mild intellectual disabilities because of slow intellectual development
- b) an ability to profit from a special education program that is designed to accommodate slow intellectual development
- c) a limited potential for academic learning, independent social adjustment , and economic self-support

## PHYSICAL

### Physical Disability

A condition of such severe physical limitation or deficiency as to require special assistance in learning situations to provide the opportunity for educational achievement equivalent to that of students without exceptionalities who are of the same age or developmental level.

### Blind and Low Vision

A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

## MULTIPLE

### Multiple Exceptionalities

A combination of learning and or other disorders, impairments, or physical disabilities, that is of such nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for such disorders, impairments and disabilities.

**Note:** *Identification criteria and observable characteristics for each exceptionality are listed in Appendix D of the Special Education Plan.*



## **Ontario's Approach to Special Education**

### **Principles of Special Education**

In accordance with revisions to *The Education Act* and regulations in September 1985, the Province of Ontario legislated some important principles relating to the rights of students:

- Each Ontario school-age student is entitled to access publicly supported education regardless of the student's special needs;
- Students who are exceptional are entitled to special education programs and services suited to their special needs;
- Parent/guardians of students with exceptionalities shall be invited to participate in meetings with respect to the identification, placement and review of such students.

Universal access to education is fundamental to our society. Special education programs are designed to ensure access by students with exceptionalities to an education on the goals of education for all students.

The needs of an individual exceptional student are determined by an Identification, Placement and Review Committee (IPRC) of the Board. Five broad areas of exceptionality – behaviour, communication, intellectual, physical and multiple – provide a preliminary understanding of the range of differences for which provisions must be made.

### **Special Education Programs in the Superior-Greenstone District School Board**

The Superior-Greenstone District School Board provides a range of placement options to meet the needs of the students. The Board procedures support, and are consistent with, Regulation 181/98 section 17(1) regarding IPRC placement. Ministry categories of exceptionalities and definitions are used by the IPRC when making a decision as to whether a student is exceptional and where the placement should be. Placement decisions take into consideration parental/guardian and student preference. Information regarding the student's abilities, achievement, needs, strengths and interests is considered during decision making. The criteria used by the Board to determine the level of student support, and/or the change of placement are the needs of the student that are stated in professional assessments and parent/guardian consent.

The admission process to special education placement options is the IPRC process. When making placement recommendations, the first option considered is integration into the regular classroom with indirect support when the placement meets the student's needs and is consistent with parent/guardian preferences.

SEAC meets monthly to discuss and make recommendations to the board regarding matters affecting the establishment, development and delivery of special education programs and services for students with exceptionalities. The committee participates in the annual review of the Special Education Plan, takes part in the annual budget process and reviews financial statements that relate to special education. They are integral in determining the range of placement options offered by the Board.

All placement options listed below for each category of exceptionality are applicable for students in both the elementary and secondary panels.

### **Category of Exceptionality – Placement Options**

#### **BEHAVIOUR**

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Determination of need to the above program is a diagnosis by a psychologist or paediatrician of a behaviour disorder.

#### **COMMUNICATION**

##### ***Autism***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance



Students receive programming and instruction to develop social skills, communication skills, self-help skills, behaviour regulations skills.

Determination of need to the above program is a diagnosis of one of the categories in the Pervasive Development Disorder (PDD) spectrum.

### ***Deaf and Hard of Hearing***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Determination of need for the above program is an assessment by an audiologist.

### ***Language and Speech Impairment***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Support for programming is provided by a speech pathologist. If a student has severe articulation difficulties, a speech and language pathologist (SLP) from George Jeffries Children's Centre (GJCC) will deliver a speech intervention program for students in SK and up. Students with severe articulation difficulties in JK will receive speech intervention through the Children's Center Thunder Bay (CCTB).

Determination of need for the above programs is an assessment and recommendation by a speech pathologist.

### ***Learning Disability***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development in the areas of self-advocacy, behaviour, social skills, use of technology and academics.

Determination of need for the above program is a diagnosis of a learning disability by a psychologist along with assessment records and reports.

## **INTELLECTUAL**

### ***Gifted***

- Regular classroom with indirect support

Students are provided with program development by the classroom teacher and/or SET.

The student's classroom-based programming will be varied and flexible and differentiated curriculum opportunities will be considered. The following characterize programming for a student who is gifted:

- It is different in pace, scope, and complexity, in keeping with the nature and extent of the exceptionality;
- It provides opportunities for students to interact socially and academically with both age peers and peers of similar abilities when able;
- It incorporates adaptations and/or extensions to content, process, product, pacing and learning environment; and
- May include accelerating/independent studies/compacting some or all of the student's program.

### ***Mild Intellectual/Developmental Disability***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development in life skills, social skills, communication skills, behaviour and academics.



Determination of need for the above program is through an assessment of the student's intellectual ability and adaptive functioning and diagnosis by a psychologist or physician.

### **PHYSICAL DISABILITY**

#### ***Physical Disability***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development to address individual needs.

Determination of need for the above program is through a diagnosis of medical criteria and assessment records/reports by a physician.

#### ***Blind and Low Vision***

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students are provided with support from Teachers of the Blind. They may be withdrawn for skill development to address individual needs, e.g. Braille, mobility, etc.

Determination of need for the above program is through a diagnosis of medical criteria and assessment records/reports.

### **MULTIPLE**

- Regular classroom with indirect support EA/SET
- Regular class with resource assistance
- Regular class with withdrawal assistance

Students may be withdrawn for skill development to address individual needs.

Determination of need for the above program is through a diagnosis of medical criteria and/or criteria for diagnosis of another exceptionality and assessment records/reports.

If alternatives to the above placement options are necessary, this would be determined during the Identification, Placement and Review (IPRC) process, in conjunction with the parent/guardians. If the Board cannot offer the required program, it will look to purchase services from another Board. Parent/guardians also have the option of enrolling their child in a Provincial School if their criteria are met. Parent/guardians are informed of alternative placements to the SGDSB placements through case conferences.

## ***L - INDIVIDUAL EDUCATION PLANS (IEP's)***

### **Compliance**

The Superior-Greenstone District School Board uses the Ministry of Education IEP template. A sample is included in the Appendices.

### **On-going Review Plan for IEP's**

The on-going plan for the implementation of the IEP standards includes:

- a) review of expectations/document with the school administrators in August/September;
- b) establishment of deadline dates for completion on a board wide basis;
- c) school visits by assigned personnel to review progress and provide in-service as required;
- d) submissions to the Ministry as part of the provincial audit of IEP's;
- e) respond to board results in the *Annual Review of Special Education Programs and Services* as a result of the provincial audits.

A formal audit was conducted by the Ministry Regional Internal Auditor for the Ontario Northwest Region in February 2013.

### **Internal Auditing**

SGDSB has developed an internal audit process for IEP's which include school based audits to be completed twice per year as well as system audits that are ongoing. Specific audit criteria has been established based on the external audit report.

### **Dispute Resolution**

Where parent/guardians and board staff disagree on **significant** aspects of the IEP, the following steps will be employed:

#### **Resolution at the School Level**

- The principal will hold a case conference to identify the specific issues and attempt to resolve the issues (reference to provincial standards for the exceptionality should be considered)
- System resource personnel may be asked to attend
- Out-of-school personnel with expertise in the area of the exceptionality will be asked to attend the case conference

\*Failing resolution at the school level, the Superintendent of Education will chair a system conference in order to resolve the issue. Resource persons from outside of the board's jurisdiction may be asked to attend.

## ***M – PROVINCIAL and DEMONSTRATION SCHOOLS***

The names, addresses and phone numbers for these schools are found in the Appendix E of this document and are listed in the Superior-Greenstone District School Board Special Education Pamphlets.

Currently there are no Superior-Greenstone District School Board students who are attending Provincial and Demonstration Schools.



## ***N – SPECIAL EDUCATION STAFF***

The hired personnel responsible for special education programs and services within the Superior-Greenstone District School Board include:

- Teachers for in-class programs
- Special Education Teachers (SET) for indirect, in-class and resource withdrawal program support
- Educational Assistants – determined on a yearly basis
- Teachers of the blind and visually impaired
- Positive Behaviour Support Team Lead
- Positive Behaviour Interventionists
- Learning for All System Principal
- Special Education Facilitator

See Appendix G for full time equivalents (FTEs) and staff qualifications for the elementary and secondary panels.





## **O - STAFF DEVELOPMENT PLAN**

The overall goal of the special education development plan is to provide the training and professional growth necessary in order for staff to:

- a) be compliant with Ministry of Education expectations
- b) ensure consistency with regard to the delivery of special education programs and services throughout the Superior-Greenstone District School Board.
- c) deliver appropriate special education programs to students based on the needs of the students and within the characteristics of the learning exceptionality
- d) access opportunities for personal professional growth.

In order to achieve these goals, each year, funds in the system special education budget, school budgets and through regional/provincial initiatives is identified for professional development for all staff members.

The determination of professional development needs is made at various levels; however, the system resource person has the main responsibility for planning, organizing and recommending professional development activities at the system level as follows:

- a) Senior Administrators are involved in the review of system needs through the Leadership Forum meetings with administrators and through input from the System Special Education Resource Personnel.
- b) System Resource Personnel identify needs based on consultations with school administrators, SET, teachers and educational assistants. They also identify needs stemming from Ministry initiatives in consultation with Senior Administrators.
- c) Staff members also self-identify needs to their school administrator.
- d) Special Education audit data drive much of our needs assessment for staff.

### **Calendar of Professional Development**

The Ministry of Education directs professional development days during the school year and these must have a special education focus. The focus of each professional development day is determined by:

- a) Ministry directives

OR

- b) System needs. Examples of professional development initiatives include, but are not limited to, the following:
  - Training on Ministry resource document - IEP Guidelines
  - Training on administration of tests and assessment practices
  - Protocols for working with out-of-school agencies
  - Focus on specific exceptionalities - autism, deaf,
  - Writing performance tasks for IEPs
  - Learning For All Modules
  - Human Rights Case Studies
  - Monitoring student goals and supporting documentation

**Classroom teachers** may self-identify their special education professional development needs to the school principal. System discussions with union groups occur yearly in order to determine learning throughout the year for professional activity days. The school principal will try to incorporate in-school needs through:

- a) Sessions presented by the Special Education Teacher
- b) Presentations by other professionals or system personnel at staff meetings
- c) Attendance at area workshops or conferences
- d) Visitations to other schools or
- e) Use of internal mechanisms such as job-shadowing

**Educational assistants** may self-identify their professional development needs to the school administrator. The administrator will try to facilitate opportunities similar to those identified for classroom

teachers. In addition, system opportunities for professional development will also be considered where there is a “group need” for training. Such training would take place on a system professional activity day.

**Special Education Advisory Committee (SEAC)** members also have a small component of their monthly meeting devoted to professional development and input with regard to on-going professional development for staff. The system resource personnel or professionals from other agencies provide the in-service training for SEAC members. SEAC members are welcome to participate in all board, and where appropriate all Ministry of Education professional development sessions.

### **EA Money Allocated Professional Learning**

- Approximately \$14,000
  - BMS Training & Re-certification
  - Workplace Violence Training
  - ABLLS Training
  - ABA Training

### **SET Money Allocated Professional Learning**

- Approximately \$ 15,000
  - Executive Functioning
  - Knowing the Learner
  - Ages & Stages
  - Hot Topics in Special Education
  - Assistive Technology
  - WFAS Training
  - BMST Training
  - ABA Training

## ***P – NEW EQUIPMENT***

The board will determine whether a student requires individualized equipment based on assessment by qualified professionals:

- Medical Practitioners
- Audiologists
- Psychologists
- Augmentative communication
- Speech language pathologists
- Provincial Schools
  - Deaf, deaf-blind
  - Hard of hearing
  - LD
  - ADHD
- North West Local Health Integration Network (NWLHIN)
- Occupational/Physical Therapists
- Special Equipment Amount (SEA) guidelines

SEA provides funds to boards to assist with the costs of equipment recommended and deemed essential in supporting students with special education needs, where the need for specific equipment is recommended or determined by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school.

There are two components to SEA funding:

- a) SEA per Pupil Amount for purchases of all computers, software, computing related devices and required supporting furniture identified for use by students with special needs, as well as all training and technician costs for the equipment
- b) SEA Claims-Based funding for other non-computer based equipment to be utilized by students with special needs including sensory support, hearing support, vision support, personal care support and physical assists support equipment which will cover the cost of an individual student's equipment needs in excess of \$800.00 in the year of purchase. Boards are responsible for the first \$800.00 in cost for any student per year.

Examples of SEA equipment are:

- Computer hardware/software
- Tablet technology
- Speech analysers
- FM systems
- Print enlargers for student with low vision
- Braille writers
- Positioning devices for sitting, standing and lying down
- Communication aids (e.g. Boardmaker, speech synthesizer)
- Insulated booth and study carrels
- Individually modified desks or work tables
- Calming rooms or Sensory equipment

The SEA application is submitted to the system special education resource personnel with all required documentation for review and approval.

Principals identify equipment needs to system resource personnel for budget consideration.

## **Q – ACCESSIBILITY OF SCHOOL BUILDINGS**

Under the School Renewal Program, all aspects of schools within the Superior-Greystone District School Board undergo a careful and ongoing assessment of all physical needs. This is accomplished annually during the preparation of the Budget for the next operational year. Accessibility is one of the factors considered and a collaborative system team travels to all sites to learn and make recommendations for accessibility.

Consultations take place involving Principals, Head Maintenance Working Foremen, the Manager of Plant Services and the Maintenance Lead, Special Education Lead and site inspections are carried out. Where a higher level of expertise is required during the needs assessment process, the Plant Services Department engages the services of the Architects, Engineers and other consultants as needed.

Buildings and grounds targeted for accessibility upgrade in the multi-year capital plan (5-year Capital plan) have their needs estimated, prioritised and placed into the plan within the appropriate year(s). Funding is provided under the School Renewal Grant Program. Smaller projects are frequently handled through the normal maintenance budget and work order system.

**The following table highlights the current budget year projects, in the 5-Year Capital Plan, which have an element of improved accessibility.**

| School                                | Projects  | Status  | Update                                       |
|---------------------------------------|---|---|--|
| Margaret Twomey PS                    | Planning process for special education learning environments.   | ODA Compliance 2022-2023                            | Completed                                    |
| Margaret Twomey PS                    | ODA compliant play space structures                             | 2022-2023   | Area re-design- No Play structure is on plan |
| Margaret Twomey PS                    | ODA Compliant Fire Alarm Strobe lights                          | 2022 - 2023   | Completed                                    |
| Manitouwadge PS                       | ODA compliant play space structures- planning stage             | Design Stage 2021-2022; Construction 2025-2026      | Area re-design- No Play structure is on plan |
| Terrace Bay PS                        | ODA compliant play space structures- planning stage – continued | 2022-2023   | Area re-design- No Play structure is on plan |
|                                       | ODA Compliant Fire Alarm Strobe lights                          | 2022 - 2023   | Completed                                    |
| Nipigon Red Rock District High School | New Elevator  | Completed   | Completed                                    |
| Nipigon Red Rock District High School | Barrier Free Gender Neutral Washroom/Changeroom                 | 2021-2022 Construction to be completed by June 2022 | Completed                                    |
| Schreiber PS                          | Planning process for special education learning                 | Design Stage- Construction scheduled for 2024 -     | Calming room                                 |



|                          | environments.  | 2025   |  |
|--------------------------|--|--|--|
| Schreiber PS             | ODA Compliant Fire Alarm Strobe Lights               | 2022-2023  | Completed                                    |
| Schreiber PS             | ODA compliant play space structures- planning stage  | 2023-2024;<br>Construction to be completed by August 31, 2025  | Area re-design- No Play structure is on plan |
| Schreiber PS             | New Electric Door Operators and Front Entrance Doors | Compliant 21-22  | Completed                                    |
| B.A. Parker PS           | ODA compliant play structures and pathways           | Completed  | Completed                                    |
| B.A. Parker PS           | ODA Compliant Fire Alarm Strobe Lights               | 2022-2023  | Completed                                    |
| Marjorie Mills PS        | New Sidewalks  | Completed  | Completed                                    |
| Marjorie Mills PS        | ODA compliant play space structures- planning stage  | 2025-2026  | Area re-design- No Play structure is on plan |
| Marjorie Mills PS        | ODA Compliant Strobe Lights                          | 2022-2023  | Completed                                    |
| Marjorie Mills PS        | Barrier Free Gender-Neutral Washroom/Changeroom      | 2022-2023  | They have one, needs some upgrades           |
| Manitouwadge High School | Barrier Free Gender Neutral Changeroom               | 2021-2022;<br>Construction to be completed by August 31, 2022  | Completed                                    |
| Terrace Bay PS           | Special Education Resource Room                      | Design Stage 2020-2021- Construction to be completed 2022-2023 | Completed                                    |
|                          | ODA compliant play space structures- planning stage  | 2022 - 2023  | Area re-design- No Play structure is on plan |
|                          | ODA Compliant Fire Alarm Strobe Lights               | 2022 - 2023  | Completed                                    |
| Margaret Twomey PS       | New Sidewalks  | 2020-2021-<br>Construction to be completed by August 31, 2022  | Completed                                    |



|                                 |   |  |   |
|---------------------------------|---|--|---|
| Dorion PS                       | Planning process for special education learning environments. | 2022-2023  | Completed   |
| Dorion PS                       | ODA compliant play space structures- planning stage           | 2023-2024 Design Stage; Construction to be completed by August 31 <sup>st</sup> , 2026 | Area is compliant- No design is on the capital plan.  |
| Dorion PS                       | ODA Compliant Fire Alarm Strobe Lights                        | 2022-2023  | Completed   |
| Dorion PS                       | Barrier Free Gender-Neutral Washroom/Changeroom               | 2022 - 2023  | Completed   |
| Marathon High School            | Elevator Replacement  | 2021-2022 Completed  | Completed   |
| Marathon High School            | Food Service Program - new millwork and accessibility         | 2021-2022 Design Stage; Construction to be completed August 31 <sup>st</sup> , 2024    | Re-designed needed. Project design year 24/25. Build year 25/26 pending budget                |
| Geraldton Composite High School | Gym- Barrier Free Gender Neutral Washroom/Changerooms         | 2021-2022 Design Stage; Construction to be completed by August 31 <sup>st</sup> , 2023 | Barrier Free is completed (by Confederation College)<br>Gender Neutral under construction May |

Overall, the process has been meeting the needs of students and staff, provided funding is available. Every time a project is undertaken, accessibility is kept in mind by the Plant Department to ensure that opportunities to improve are not missed when other work is carried out.

Members of the public may access copies of the complete Multi-Year Capital Expenditure Plan by making a written request to the Director of Education at 12 Hemlo Drive, Marathon, Ontario, P0T 2E0.

## ***R – TRANSPORTATION FOR SPECIAL NEEDS***

The Board Transportation Policy states as follows:

Special transportation may be provided for students with exceptionalities upon approval of the Director of Education in consultation with the required Board personnel. The policy is silent on special education except for the previous statement which provides flexibility in how or if we provide service. Special education transportation is examined on a case-by-case basis depending on the needs of the student. The majority of special needs students are integrated into the regular bussing system, with door-to-door service if it is necessary.

The Principal of the school at which the student with special needs is enrolled and who requires special transportation, will contact the Director, or designate and the Transportation Officer and will discuss the special transportation requirements of the student.

Currently, students with special transportation needs can be accommodated as follows:

- Regular home-to-school buses
- Handicap buses – wheelchair accessible busses are used where mobility is an issue and where there is a wheel-chair provider
- Where needs dictate, the Board may use attendants who ride along to assist the driver with loading, unloading and care giving during transport
- Taxi and other commercial vehicles may also be used

It is noted that the board has limited financial and transportation resources for students who are unable to utilize the regular system.

Tendering for services and selection of operators is based on the operator meeting all Acts and Regulations relevant to the service provider. This may include Highway Traffic Act, Education Act, OH & S Act, and all other relevant acts. Terms of the contracts include other Board requirements as well.

Students who attend the W. Ross McDonald School (Provincial) are transported from hometown to Thunder Bay. The trip includes; taxi, air, charter shuttle with attendant. The students take this trip twice every weekend, because the provincial school residence is closed to them on weekends.

The Board does not provide summer school, therefore, no transportation for special needs students is required. The Board also does not have students who are in education programs in Care, Treatment and Correctional facilities.

## **S – SPECIAL EDUCATION ADVISORY COMMITTEE - SEAC**

Each Board in the Province of Ontario is required to establish a Special Education Advisory Committee (SEAC) as defined in Ontario Regulation 464/97 made under the Education Act, Special Education Advisory Committees.

### **REGULATION 464/97 SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

#### **Membership**

Each district school board **shall** establish a SEAC that **shall** consist of:

- **1 representative** from each local association that operates locally within the area of the jurisdiction of the Board
  - No more than 12
  - Nominated by the local association
  - Appointed by the Board

Where no local association or associations have been established, instead of the above, the Board **shall** appoint two members who are not members of the Board.

- **2 members** of the Board, appointed from their own members
- **1 person to represent the interest of First Nations or Indigenous students**, nominated by the councils of the bands, and nominated by the Board

#### **Alternates**

All of the above are to have alternates, nominated and appointed under the same rules as the members

Each district school board **may** have:

- **1 or more members** who are neither representatives of a local association nor members of the Board or another committee of the Board

#### **Qualifications for Members and Alternates**

- The person is qualified to vote for members of the Board and is a resident of its area of jurisdiction (does not apply to Indigenous representation)
- The person may not be employed by the Board

#### **Term of Office**

- SEAC members shall hold office during the term of the Board and until a new board is organized
- Elections will take place at the January SEAC meeting
- The Chair and Vice Chair are in place for 4 years, or until resignation from the role
- The Inaugural meeting each year will be the December SEAC meeting

#### **Vacancies**

- When the Board appoints a person to fill a vacancy, the Board must ensure that the person is qualified

#### **Disqualifications**

A SEAC member is disqualified if he/she:

- Is convicted of an indictable offence (shall not fill until appeal time has elapsed or appeal has been heard, if quashed no vacancy)
- Absent without being authorized by resolution entered in the minutes from 3 consecutive regular meetings of the committee
- Ceases to hold the qualifications to be appointed to the committee

#### **Duties of Committee**

The SEAC may make recommendations to the Board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the Board



### Working Conditions

- A majority of the members of the committee is a quorum
- A vote of the majority of members present bind the committee
- Every member (or alternate if sitting for member) has a vote
- At first meeting, members shall elect a chair and a vice-chair from among their members
- Vice-chair acts for chair in absence
- If chair and vice-chair are absent then the members present elect a chair for that meeting
- Chair may vote with the members of committee on any motion
- Any motion on which there is equality of votes is lost
- The committee shall meet, at least, 10 times per year
- Where members cannot attend a meeting, they are to inform their alternate if they have one
- Where an alternate attends in place of the appointed member, they act in the member's place

### Board Responsibilities to the SEAC

The Board shall:

- Make available the personnel and facilities that the Board considers necessary for the proper functioning of the committee
- Include personnel necessary to permit the use of electronic means for holding meetings
- Provide members and alternates with information and orientation respecting
  - i. Roles of committee and of Board re: Special Education
  - ii. Ministry and Board policy relating to Special Education
- Ensure that the committee has an opportunity to be heard before the Board/Committee to which the recommendation is referred
- Ensure that an opportunity for SEAC to participate in the Annual Special Education Plan Review
- Ensure that an opportunity for SEAC to participate in the Board's budget process in Special Education
- Ensure that an opportunity for SEAC to review the Boards' Special Education financial statements, is available

Note: Names, addresses, meeting dates, activities etc. can be found in Appendix F

### Function

As advocates for students with exceptionalities in the Superior-Greenstone District School Board, members of SEAC work co-operatively with Board staff to effect constructive change for students with exceptionalities. Through a collaborative effort, members work as a team to develop a shared focus to represent the needs of all students with exceptionalities.

Acting in an advisory capacity, SEAC reports and makes recommendations to the school board relative to any matter affecting the establishment or development of special education programs and services for students with exceptionalities.

Members of SEAC also facilitate effective communication between their association members and the school board. By acquiring and maintaining a working knowledge of special education programs and services provided by the Superior-Greenstone District School Board, members inform their associations of the activities of SEAC and the Board.

The Superior-Greenstone District School Board SEAC plays a vital role in ensuring that students with exceptionalities receive appropriate education services. The ultimate goal of this committee is to improve the educational opportunities for all students with exceptionalities.

### Selection of SEAC Members

The Board advertises in the local newspaper and social media for persons interested in sitting on the SEAC to apply to the Board in writing. The Board determines the member's eligibility and the agencies and affiliations that they represent.

### Communication

Parent/guardian input is received through association reports that are a consistent agenda item for each SEAC meeting. Letters for SEAC are received at the Board Office.

### Meetings

All SEAC meetings are open to the general public and may take place by teleconference, videoconference, face-to-face, or a combination of the three methods. Meetings normally take place the second Tuesday of the month from 3:00 pm – 4:00 pm. Parent/guardians are able to present ideas and concerns to the SEAC upon request.



## ***T - CO-ORDINATION of SERVICES WITH OTHER MINISTRIES or AGENCIES***

### **For Students Enrolling in a School for the First Time**

Within the Superior-Greenstone District School Board, Kindergarten registration season begins in January in order to prepare for the upcoming school year. It is at this time that an entry plan for a student with special needs is started. Following the formal enrolment procedure, a case conference, convened by the school principal, is held (usually in May or June) with representatives from other agencies that have been involved with the student and the parent/guardians. Agencies that are most frequently involved within the Superior-Greenstone District School Board include: North West Local Health Integration Network, Public Health, Lakehead Regional Family Center, Rural Children's Services Partnership, George Jeffery Treatment Center, Children's Centre Thunder Bay, Dilico and the Association for Community Living. Student needs are identified and concerns discussed. An action plan is started. It is expected that all parties outline the services that they can provide in order to assist the child in their transition to school.

In addition, for all students who require it, a pre-school screening tool (Ages & Stages) is also used. Students who are determined to be "at risk" are identified and recommendations made for follow-up in order for the child to receive assistance/attention prior to beginning school in the fall.

### **For Students Arriving from Other Boards or Programs**

In most cases, students arrive at the school with their parent/guardians or agency representative to enroll at the school. Rarely is prior information received. The principal receives information either verbally or receives photocopies of reports or assessments that may be available from the parent/guardian or agency representative. The principal will then discuss the need to receive more information and time to set up supports, transportation or a formal case conference prior to the student officially starting school. A transition plan will be created as well as any other plans as per need. This practice generally occurs only in the case of students identified with "high needs" and not for students who require in-class or special education resource support.

The principal immediately requests that the student's Ontario Student Record be delivered to the school. Once the OSR is received, the principal and SET review the information in the documentation file. Other persons needing to review the information are identified and the pertinent information is shared. Transition to school plans will then be created.

Assessment reports are reviewed. Generally, the Superior-Greenstone District School Board accepts assessments from other programs so long as they are current and have been approved by the appropriate professional. Request for new or updated out-of-school assessments can take from three months to one year (average) to complete.

If another school board has previously identified the student, an in-school IPRC is held to determine if the Superior-Greenstone District School Board will uphold the student's identification and placement. Generally, identifications do not come into question, but the types of placements available may not be as extensive as in the previous board.

### **For Students Leaving the Board**

The principal, in consultation with senior administration, has the main responsibility for coordinating all activities relating to students who may be leaving the board to attend programs offered by other school boards, provincial schools, care, treatment, and correctional facilities.

In the secondary panel, the guidance teacher and SET are responsible for coordinating the transition plan for a student with special needs from high school to a post-secondary program or to the world of work.

Agencies that are usually involved in this planning include:

Association for Community Living  
North West Local Health Integration Network  
Ministry of Community and Social Services  
Rural Children's Services Partnership  
Ministry of Health  
George Jeffery Treatment Center  
Lakehead Regional Family Center  
Children's Aid Society of the District of Thunder Bay  
Luthern Community Care Centre  
Dilico Anishinabek Family Care  
Tikinagan Child and Family Services



## **U – SUBMISSION AND AVAILABILITY OF SCHOOL BOARD PLAN**

The Superior-Greenstone District School Board Special Education Plan is available to the public as follows:

- A copy can be accessed on the board website ([www.sgdsb.on.ca/reports--publications](http://www.sgdsb.on.ca/reports--publications))
- If the Board website cannot be accessed, a copy of the Plan can be requested from the Board Office in Marathon (contact the Superintendent of Education) or from one of the schools in the Board

Principals are required to communicate the availability of the plan in a variety of ways. These may include:

- In school handbooks, newsletters, or other school mailings
- On school posters or displays at Open House or kindergarten registration
- During School Council meetings and in School Council Minutes
- On school websites and social media platforms
- On EDSBY
- Through invitations to stakeholders at community forums

## **Appendix A: Roles and Responsibilities in Special Education**

The Ministry of Education has begun to define roles and responsibilities in elementary and secondary education in several key areas:

- Legislative and policy framework
- Funding
- School system management
- Programs and curriculum

It is important that all involved in special education understand their roles and responsibilities, which are outlined below.

### **The Ministry of Education**

- Defines, through the Education Act, regulations, and policy/program memoranda, the legal obligations of school boards regarding the provision of special education programs and services, and prescribes the categories and definitions of exceptionality
- Ensures that school boards provide appropriate special education programs and services for their exceptional pupils
- Establishes the funding for special education through the structure of the funding model. The model consists of the Foundation Grant, the Special Education Grant, and other special purpose grants
- Requires school boards to report on their expenditures for special education
- Sets province-wide standards for curriculum and reporting of achievement
- Requires school boards to maintain special education plans, review them annually, and submit amendments to the ministry
- Requires school boards to establish Special Education Advisory Committees (SEAC)
- Establishes Special Education Tribunals to hear disputes between parent/guardians and school boards regarding the identification and placement of exceptional pupils
- Establishes a provincial Advisory Council on special Education to advise the Minister of Education on matters related to special education programs and services
- Operates Provincial and Demonstration Schools for students who are deaf, blind, or deaf-blind, or who have severe learning disabilities

### **The District School Board or School Authority**

- Establishes school board policy and practices that comply with the Education Act, regulations, and policy/program memoranda
- Monitors school compliance with the Education Act, regulations, and policy/program memoranda
- Requires staff to comply with the Education Act, regulations, and policy/program memoranda
- Provides appropriately qualified staff to provide programs and services for the exceptional pupils of the board
- Obtains the appropriate funding and reports on the expenditures for special education
- Develops and maintains a special education plan that is amended from time to time to meet the current needs of the exceptional pupils of the board
- Reviews the plan annually and submits amendments to the Ministry of Education
- Provides statistical reports to the ministry as required and as requested
- Prepares a parent/guardian guide to provide parent/guardians with information about special education programs, services, and procedures
- Establishes one or more IPRC's to identify exceptional pupils and determine appropriate placements for them
- Establishes a Special Education Advisory Committee
- Provides professional development to staff on special education

### **Trustees**

The Trustees will take part in the following activities in regard to special education:

- Approve policy statements articulating special education philosophy and goals
- Ensure that each school has adequate, qualified staff to provide educational programs for students with exceptionalities
- Allocate necessary funds for the provision of special education programs and services



- Establish the Special Education Advisory Committee (SEAC)
- Receive the recommendations from the Special Education Advisory Committee through the director

### **The Special Education Advisory Committee**

- Makes recommendations to the board with respect to any matter affecting the establishment, development, and delivery of special education programs and services for exceptional pupils of the board
- Participates in the board's annual review of its special education plan
- Participates in the board's annual budget process as it relates to special education
- Reviews the financial statements of the board as they relate to special education
- Provides information to parent/guardians, as requested

### **Director of Education (or Designate)**

The Director shall be responsible for the following activities in regard to special education:

- The establishment and on-going review of special education programs and services as directed by the Board and the Ministry of Education
- Receiving and disseminating all correspondence from the Ministry of Education
- Ensuring that an Annual Review in special education is conducted and that recommendations are prepared for Board approval
- Chairing a system IPRC which requires special consideration
- Ensuring compliance with The Education Act and the Regulations made there under
- Developing an annual budget in special education with regard to staffing, resources, professional development and transportation
- Authorizing, in writing, and in advance, all specialized assessments of individual pupils that will be a cost to the board

### **Board Learning for All System Principal**

Learning for All System Principal shall be responsible for the following special education activities:

- Receive and act upon any correspondence received from the Director or designate
- Be a liaison with other boards and agencies
- Act as a resource to SEAC
- Assist principals and special education teachers in organizing the delivery of special education programs and services based on established policies and procedures
- If required, attend initial Identification, Placement and Review Committee meetings and de-identification meetings virtually
- Organize system special education meetings for SET teachers, as required
- Order system special education resources as required
- Co-ordinate the use of external resources
- Provide input to the annual Special Education Review and revisions to the Board's Special Education Plan
- Co-ordinate the development and revisions of system special education documents
- Organize system professional development for staff in special education
- Provide input into the preparation of the annual special education budget
- Receive and co-ordinate all external assessments which the board is purchasing
- Process and approve all SEA claims
- Attend all new IPRC's

### **Mental Health Lead**

The Mental Health Lead will be responsible for the following:

- Liaise with other Board committees, Ministry of Education departments (e.g. School Mental Health ASSIST), and the community agencies on behalf of Special Education team
- Facilitate "leading Mentally Healthy Schools" within the Board and team to enhance the well-being of all of our students and promote inclusion



- Increase mental health literacy, enhance staff ability to recognize early signs of behavioural-emotional problems, select and support appropriate strategies, and help students and families access needed services
- Delivery, facilitation, and coordination of training modules to support the “Supporting Minds” resource developed by the Ministry of Education in consultation with School Based Mental Health ASSIST
- Delivery, facilitation, and coordination of other training relative to mental health to build capacity of principals, the team, and teachers relative to mental health
- Work with Board and team to incorporate whole school and class-based strategies to build emotional self-regulation and foster resilience (e.g. Second Step, mindfulness, etc.)
- Serve as resource for SEAC and special education team on evidence based mental health interventions and educational strategies for students with special education needs who may be experiencing persistent or episodic mental health issues
- Work with special education lead, positive behaviour support lead, principals, SETs, and others in the provision of an individualized support plan for students with presenting mental health issues that address triggers, signs of escalation, supportive strategies, and accommodations
- Support and develop evidence informed, strength based perspectives and positive youth development that focus upon the identification, exploration and use of strengths to move learning forward and enhance fortifying relationships in the school setting
- Work with the team on quality improvement initiatives based on the results of Tell Them from Me Surveys and other board and school based feedback mechanisms
- Supervise clinical staff including social workers and child and youth workers

### **Positive Behaviour Systems Support**

The Positive Behaviour Systems Support shall be responsible for the following special education activities:

- Provide support to schools to ensure that directives in PPM 140 are carried out with respect to incorporating methods of Applied Behaviour Analysis (ABA) into programs for students with Autism Spectrum Disorders (ASD)
- Provide training/coaching to school staff on instructional approaches that are evidence-based, for students with ASD
- Provide leadership and support for schools in the area of behavioural programming for ASD students
- Assist administrators, SETS, classroom teachers and education assistants with program planning and implementation for behavioural issues with ASD students, including alternative learning opportunities
- Collaborate and coordinate services with community partners in providing support for ASD students, families and schools
- Plans, coordinates and facilitates the After-School Development Program
- Builds capacity of behaviour management systems with school teams
- Resource to SEAC (Special Education Advisory Committee) when requested
- Other duties as assigned by the supervisor



### **Identification, Placement and Review Committee Chairperson**

The duties of the chairperson shall be:

- Prior to an IPRC, to be familiar with the general procedures for IPRC's as outlined in the Board's Special Education Plan
- At the meeting:
  - To introduce all participants at the meeting
  - To explain the purpose, process and procedures to the parent/guardian/guardian and/or adult student
  - To make sure that all documents have been signed
  - To explain the legal rights to the parent/guardian/guardian and/or adult student
- To conduct the meeting in a formal, but friendly manner and yet ensure that all legal requirements have been fulfilled

### **Principal**

Carries out duties as outlined in the Education Act, regulations, and policy/program memoranda, and through board policies

- Communicates Ministry of Education and school board expectations to staff
- Ensures that appropriately qualified staff are assigned to teach special education classes
- Communicates board policies and procedures about special education to staff, students and parent/guardians
- Ensures that the identification and placement of exceptional pupils, through an IPRC, is done according to the procedures outlined in the Education Act, regulations and board policies
- Consults with parent/guardians and with school board staff to determine the most appropriate program for exceptional pupils
- Ensures the development, implementation, and review of a student's Individual Education Plan (IEP), including a transition plan, according to provincial requirements
- Ensures that parent/guardians are consulted in the development of their child's IEP and that they are provided with a copy of the IEP
- Ensures that appropriate assessments are requested if necessary and that parent/guardian consent is obtained

### **The Teacher**

- Carries out duties as outlined in the Education Act, regulations, and policy/program memoranda
- Follows board policies and procedures regarding special education
- Maintains up-to-date knowledge of special education practices
- Where appropriate, works with special education staff and parent/guardians to develop the IEP for an exceptional pupil
- Provides the program for the exceptional pupil in the regular class, as outlined in the IEP
- Communicates the student's progress to parent/guardians
- Works with other school board staff to review and update the student's IEP

### **Special Education Teacher (S.E.T.)**

(in addition to the responsibilities listed above under "The Teacher")

- Holds qualifications, in accordance with Regulation 298, to teach special education
- Monitors the student's progress with reference to the IEP and modifies the program as necessary
- Assists in providing educational assessments for exceptional pupils

### **Guidance Services - (Secondary Panel)**

Guidance personnel, when necessary, will take part in the following activities in regard to special education:

- Work closely with the special education teacher in meeting the needs of the identified students
- Make written referrals for special education services to the principal
- Participate in school conferences as requested
- Provide guidance services for students as determined at a conference or an IPRC



- Attend Identification, Placement and Review Committee meetings as requested
- Refer new student OSR's containing special education documentation to the special education teacher

### **Educational Assistant**

Within the Superior-Greenstone District School Board, it is understood that the classroom/subject teacher is responsible for all identified students enrolled in the class.

Where an educational assistant is in place, the assistant may be assigned the following activities in regard to special education under the supervision of the classroom/subject teacher or principal:

- Attend to the physical needs of students by lifting, feeding, toileting (for example diapering, catheterisation) providing maintenance therapy and promoting good personal hygiene
- Attend to other health related needs
- Provide assistance to students individually or in small groups through the implementation of educational programs directed by the teacher
- Contribute to educational plans by providing input to the teacher in designing the program
- Assist teachers in student evaluation through observation, recording and/or data collection
- Maintain a daily journal for school use
- Ensure a safe environment through supervision of students during arrivals and departures, recesses, lunches and in the classroom
- Contribute to daily lessons, activities and programs by assisting the teacher in ensuring the availability of learning materials and equipment
- Support and provide a positive environment for student integration through effective communication and involvement with other staff members and students
- Carry out scheduling changes that develop as a result of the changing needs of the students and/or staff
- Ensure ongoing personal growth through participation in system professional development and in-service training
- Ensure that any communication with parent/guardian happens only with the approval of the teacher or principal
- Maintain a code of ethics with regard to staff and students

### **The Parent/Guardian**

- Becomes familiar with, and informed about board policies and procedures in areas that affect the child
- Participates in IPRC's, parent/guardian-teacher conferences, and other relevant school activities
- Participates in the development of the IEP
- Becomes acquainted with the school staff working with the student
- Supports the student at home
- Works with the school principal and teachers to solve problems
- Is responsible for the student's attendance at school

### **The Student**

- Complies with the requirements as outlined in the Education Act, regulations, and policy/program memoranda
- Complies with board policies and procedures
- Participates in IPRC's, parent/guardian-teacher conferences, and other activities, as appropriate



# The Parents' Guide to Special Education

## The Education Act

The Education Act requires that school boards provide, or purchase from another board, special education programs and services for their exceptional pupils. The purpose of this guide is to provide you with information about the Identification, Placement, and Review Committee (IPRC), and to set out for you the procedures involved in identifying a pupil as "exceptional", deciding the pupil's placement, or appealing such decisions if you do not agree with the IPRC. If, after reading this guide you require more information, please contact your child's principal.

### What are special education services?

Special education services are defined in the Education Act as the facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program.

### What is a special education program?

This is an educational program that is based on and modified by the results of continuous assessment and evaluation; and includes an Individual Education Plan (IEP) containing specific objectives and an outline of special education services that meet the needs of the exceptional pupil.

### Individual Education Plan (IEP)

All children learn differently. Program modifications may be incorporated into a formalized IEP which focuses on the child's strengths as well as areas of need. The IEP must be developed by the school, in consultation with the parent and must include:

- Specific educational expectations;
- An outline of the special education programs and services that will be received;
- A statement about the methods by which your child's progress will be reviewed; and
- For students 14 years and older a plan for transition to appropriate post-secondary school activities, such as work, further education and community living.

*The IEP must be completed within 30 days of placement and the principal will ensure that you receive a copy*

### Exceptional Students

The Education Act defines an exceptional student as one "whose behavioral, communicational, intellectual, physical or multiple exceptionalities are such that he or she is considered to need placement in a special education program...".

Students are identified according to the categories and definitions of exceptionalities provided by the Ministry of Education.

*Initial IPRC: usually principal, system resource personnel and SET  
Review IPRC: principal, SET, and classroom teachers*

### Identification Placement and Review Committee (IPRC)

Regulation 181/98 requires that all school boards set up an IPRC, composed of at least 3 people, one of whom must be a principal or a supervisory officer of the board. The IPRC's role is to:

- Decide whether or not your child should be identified as exceptional;
- Identify the areas of your child's exceptionality, according to the categories and definitions of exceptionalities provided by the Ministry of Education;
- Decide on an appropriate placement for your child within the SGDSB: regular class; regular class with assistance to classroom teachers and/or students.

### IPRC Meetings

The principal of your child's school must request an IPRC meeting for your child upon receiving your written request and may, with written notice to you, refer your child to an IPRC meeting when they and the child's teachers believe that your child may benefit from a special education program.

### What information will parents receive about the IPRC meeting?

At least 10 days in advance of the meeting, the chair of the IPRC will provide you with written notification of the meeting and an invitation to attend as an important partner in considering your child's placement. This letter will notify you of the date, time, and place of the meeting, and it will ask you to indicate whether you will attend. Before the IPRC meeting occurs, you will receive a written copy of any information about your child that the chair of the IPRC has received. This may include the results of assessments or a summary of information.

### What happens at an IPRC meeting?

The chair introduces everyone and explains the purpose of the meeting. The IPRC will review all available information about your child and:

- Consider an educational assessment of your child;
- Consider, subject to the provisions of the Health Care Consent Act, 1996, a health or psychological assessment of your child conducted by a qualified practitioner, if they feel that such an assessment is required to make a correct identification or placement decision;
- Interview your child; with your consent if your child is less than 16 years of age; if they feel it would be useful to do so; and
- Consider any information that you submit about your child or that your child submits if they are 16 years or older.

You are encouraged to ask questions and join in the discussion. Following the discussion, after all the information has been presented and considered, the committee will make its decision.

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## Who attends an IPRC and/or IPRC Review?

Regulation 181/98 entitles parents and students 16 years of age or older to be:

- Present at, and participate in all committee discussions about your child; and
- Present when the committee's identification and placement decision is made.

Either you or the principal of your child's school may make a request for the attendance of others including:

- The principal of your child's school;
- Other resource people such as your child's teachers, special education staff, board support staff, or the representative of an agency, who may provide further information or clarification;
- Your representative—that is, a person who may support you or speak on behalf of you or your child; and
- An interpreter, if one is required (request this service through the school principal).

If you are unable to make the initial meeting, you may contact the school principal to arrange an alternative date or time.

For an IPRC review meeting, let the principal know if you will not be attending. As soon as possible after the meeting, the principal will forward to you for your consideration and signature, the IPRC written statement of decision noting the decision of identification and placement and any

### What will the IPRC consider?

Before the IPRC can consider placing your child in a special education class, it must consider whether placement in a regular class with appropriate special education services will:

- Meet your child's needs; and
- Be consistent with your preferences.

If the committee decides that your child should be placed in a special education class; it must state the reasons for that decision in its written statement of decision, and written statement includes:

- Whether the IPRC has identified your child as exceptional;
- Where the IPRC has identified your child as exceptional
- The categories and definitions of any exceptionalities identified, as they are defined by the Ministry of Education;
- The IPRC description of your child's strengths and needs;
- The IPRC placement decision;
- The IPRC recommendations regarding a special education program and special education services; and
- Where the IPRC has decided that your child should be placed in a special education class, the reasons for that decision.

### Once a child has been placed in a special education program, can it be reviewed?

A review IPRC meeting will be held within the school year, unless the principal of the school at which the special education program is being provided receives written notice from you, the parent, dispensing with the annual review.

You may request a review IPRC meeting any time after your child has been in a special education program for 3 months.

### What does a review IPRC consider & decide

With your written permission, the IPRC conducting the review will consider the progress your child has made in relation to the IEP. It will consider the same type of information that was originally considered by the IPRC, as well as any new information.

The IPRC will review the placement and identification decisions and decide whether they should be continued or whether a different decision should now be made.

### What happens after the IPRC has made its decision?

If you agree with the IPRC decision, you will be asked to indicate, by signing your name, that you agree with the identification and placement decisions made by the IPRC.

If the IPRC has identified your child as an exceptional pupil and if you agree with the IPRC identification and placement decisions, the board will promptly notify the principal of the school at which the special education program is to be provided of the need to develop an Individual Education Plan (IEP) for your child.

### What can a parent do if they disagree with the IPRC decision?

If you do not agree with either the identification or the placement decision made by the IPRC, you may within 15 days of receipt of the decision, request that the IPRC hold a second meeting to discuss your concerns; or within 30 days of receipt of the decision, file a notice of appeal with SGDSB.

If you do not agree with the decision after the second meeting, you may file a notice of appeal within 15 days of receipt of the decision (see *Parents' Guide to Special Education, Appeals, Support Organizations and Board Contacts*).

#### Notes:

1. To receive this guide in Braille, large print, or audiocassette format, please contact the board office.
2. When used in this guide, the word parent includes guardian.

[www.sgdsb.on.ca](http://www.sgdsb.on.ca)

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Marathon, ON P0T 2E0  
P 807-229-0436 F 807-229-1471



## Parents' Guide to Special Education, Appeals, Support Organizations and Board Contacts

### Appeals: What can a parent do if they disagree with the IPRC decision?

From time to time parents disagree with the identification or placement of their child. In order to appeal either the identification or placement of a child, a specific process has been developed and is outlined below. If you do not agree with either the identification or placement decision made by the IPRC, you may:

Requests must be received in writing and timelines need to be followed.

...within 15 days of receipt of the decision, request that the IPRC hold a second meeting to discuss your concerns

OR

...within 30 days of receipt of the decision, file a notice of appeal with the Superior-Greystone District School Board, Marathon, ON, 807-229-0436

If you do not agree with the decision after the second meeting, you may file a notice of appeal within 15 days of receipt of the decision. If you do not consent to the IPRC decision, but you do not appeal it, the board will instruct the principal to implement the IPRC decision.

The notice of appeal must indicate the decision with which you disagree, and include a statement that sets out your reasons for disagreeing

### The Appeal Process: How do I appeal an IPRC Decision?

If you disagree with the IPRC's identification of your child as exceptional or with the placement decision of the IPRC, you may, within 30 days of receipt of the original decision or within 15 days of receipt of the decision from the second meeting described in the IPRC pamphlet, give written notification of your intention to appeal the decision to: Director of Education, PO Bag 'A', 12 Hemlo Drive, Marathon, ON P0T 2E0.

### What happens in the appeal process? The appeal process involves the following steps:

- The board will establish a special education appeal board to hear your appeal. The appeal board will be composed of three persons who have no prior knowledge of the matter under appeal, one of whom is selected by you, the parent.
- The chair of the appeal board will arrange a meeting to take place at a convenient time and place, but no later than 30 days after the chair has been selected (unless parents/guardians and board provide written consent to a later date).
- The appeal board will receive the material reviewed by the IPRC and may interview any persons who may be able to contribute information about the matter under appeal.
- You, the parent, and your child, if they are 16 years old or over, are entitled to be present at, and to participate in, all discussions.
- The appeal board must make its recommendation within 3 days of the meetings ending. It may: agree with the IPRC and recommend that the decision be implemented; or disagree with the IPRC and make a recommendation the board about your child's identification or placement or both.
- The appeal board will report its recommendation in writing, to you and the school board, providing the reasons for its recommendations.
- Within 30 days of receiving the appeal board's written statement, the school board will decide what action it will take with respect to the recommendations (boards are not required to follow the appeal board recommendation).
- You may accept the decision of the school board or you may appeal to a Special Education Tribunal. Information about making an application to the tribunal will be included with the appeal board's decision.

### SGDSB Programs: What special education programs and services are provided by the board?

From time to time parents disagree with the identification or due to the large geographic area covered by the board and the wide variance in the number of identified students in each of the exceptionalities, the board does not offer self-contained special education classes. Instead, the board supports a model of integration within the regular classroom as the primary placement for students. This placement may be supported by resource assistance to the classroom teachers for program modifications and accommodations. The SET (Special Education Teacher) may also provide resource assistance directly to the student on an 'as required' basis. Education assistants or other resource personnel may also support this model. If, after providing a student with various supports to access the educational system, it is determined by the board that the student's needs are so great that the student requires a special education placement outside of the board's jurisdiction, the board will investigate its ability to purchase a program from another board or to refer the student to one of the Provincial Demonstration Schools.

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**Support Organizations: What organizations are available to assist parent/guardians?**

Many organizations are available to provide information and support to parent/guardians of exceptional children. Locally, several organizations are eligible for membership on the board's Special Education Advisory Committee (SEAC) and you can obtain the pamphlet titled "School to Community Transition: Community Resources" from your principal or the school board.

Provincial organizations include the Association for Bright Children of Ontario, the Learning Disabilities Association of Ontario (LDAO) and the Geneva Centre for Autism.

**What are the Ministry's Provincial and Demonstration Schools?**

The ministry operates provincial and demonstration schools throughout Ontario for the deaf, blind, deaf-blind and severely learning-disabled students, as well as those with Autism Spectrum Disorder (ASD). Residential programs are offered at the schools Monday to Friday, for students who live too far from school to travel daily.

**French-language school for French-speaking students**

A demonstration school for French-speaking students with severe learning disabilities, including those associated with ASD:

Centre Jules-Leger 613-761-9300  
281 rue Lanark,  
Ottawa, ON K1Z 6R8

**Demonstration Schools for English-speaking Students**

Schools for students with severe learning disabilities, including those associated with ASD include:

|  |  |   |
|--|--|---|
| Amethyst School<br>1515 Cheapside Street<br>London, ON N5Z 4V9<br>519-453-4400 | Sagonaska School<br>347 Ontario Street South<br>Milton, ON L9T 3X9<br>905-878-2851 | Trillium School<br>350 Dundas St W.<br>Belleville, ON K8P 1B2<br>613-967-2823 |
|--|--|---|

**School for the Blind and Deaf**

W. Ross Macdonald School  
350 Brant Avenue  
Brantford, ON N3T 3J9  
519-759-0730

**Schools for the Deaf**

|   |  |   |
|---|--|---|
| Ernest C. Drury School for the Deaf<br>255 Ontario Street South<br>Milton, ON L9T 2M5<br>905-878-2851 | Roberts School for the Deaf<br>1515 Cheapside Street<br>London, ON N5V 3N9<br>519-453-4400 | Sir James Whitney School<br>350 Dundas Street West<br>Belleville, ON K8P 1B2<br>613-967-2823 / 1-800-501-6240 |
|---|--|---|

**Additional Information...can be obtained from:**

Superintendent of Education, 807-229-0436, or toll-free 1-888-604-1111, or by reaching out to one of our school principals:

|                                 |          |                              |          |                                       |          |
|---------------------------------|----------|------------------------------|----------|---------------------------------------|----------|
| B.A. Parker Public School       | 854-1683 | Lake Superior High School    | 825-3271 | Margaret Twomey Public School         | 229-3050 |
| Beardmore Public School         | 875-2128 | Manitowadge High School      | 826-3241 | Nakina Public School                  | 329-5356 |
| Dorion Public School            | 857-2313 | Manitowadge Public School    | 826-4011 | Nipigon-Red Rock District High School | 886-2201 |
| Geraldton Composite High School | 854-0130 | Marathon High School         | 229-1800 | Schreiber Pubic School                | 824-2082 |
| George O'Neill Public School    | 887-2107 | Marjorie Mills Public School | 876-2366 | Terrace Bay Public School             | 825-3253 |

Notes:

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2. When used in this guide, the word parent includes guardian.

[www.sgdsb.on.ca](http://www.sgdsb.on.ca)

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## School to Community Transition: Community Resources

*Helping students in their transition from school to the community...*

The Superior-Greenstone District School Board, Special Education Advisory Committee (SEAC), understands the vital need for information regarding community-based support programs during the transition from high school to the community. These community organizations/agencies are among many that offer support to students with special needs. We hope that this compilation of available sources is of assistance.

### Local Support Organizations: *What is available locally to assist parents and students who are transitioning to the community?*

**Adult Protective Services** provides information on resources and services for adults with a developmental disability, explores options with individuals in order to assist them with goal setting and decision making, helps to coordinate services, and works in partnerships with other community agencies to improve the economic and social conditions of adults with developmental disabilities.

**Assistive Devices Program** provides support and funding to Ontario residents who have long-term physical disabilities. This program provides access to personalized assistive devices which increase independence and which are appropriate to the individual's basic needs.

**North West Local Health Integration Network/Community Care Access Centres** are the local point of access to community-based health care services. CCACs are funded by the Ministry of Health and Long-Term Care and were created to coordinate a variety of health services to maintain an individual's health, independence and quality of life.

**Dilico Anishinabek Family Care** provides a range of responsive individual, family and community programs and services for all Anishinabek people, including the physical health, the mental health and the health of the communities where Anishinabek people live by promoting wellness, preventing illness and trauma, and providing diagnosis, treatment and rehabilitation.

**Rural Childrens' Services Partnership** works with community agencies to provide integrated network of health, mental health and special education services to children with special needs and their families who reside in rural and remote communities of Northern Ontario.

**Kinna-Aweya Legal Clinic** provides legal advice and assistance to all low-income residents in the District of Thunder Bay. Services are offered at no cost to people with low-incomes who meet the financial eligibility guidelines. KALC's focus is on helping people get income maintenance benefits and maintain access to housing. **KALC are not able to assist in criminal or family law matters.**

**North of Superior Programs** offer Rural Children's Services Partnership, one-to-one counseling, family counseling and substance abuse counseling.

**Thunder Bay District Health Unit** provides health information and prevention-related clinical services to people of all ages; are advocates for healthy public policy; investigates reportable diseases and uphold regulations that apply to public health.

**Superior-Greenstone Association for Community Living** provides direct services and support to individuals identified with an intellectual disability, and their families, so that people may plan their future as productive, fully participating citizens in the community. Community Living Ontario supports this activity by linking local associations and their members with the resources and information they need, and by offering training and consultation in the areas of family support, education, employment, human rights, community participation, advocacy and self-planning.

### General

|   |  |
|---|--|
| 211 Ontario North<br>211north.ca  | 211<br>1-866-624-1729                  |
| Assistive Devices Program<br>ontario.ca/page/assistive-devices-program/ | 1-800-268-6021<br>TTY: 1-800-387-5559  |
| Child & Community Resources<br>ccrconnect.ca                            | Thunder Bay 1-877-996-1599<br>624-2540 |
| Community Living Ontario<br>communitylivingontario.ca                   | 1-800-278-8025                         |
| Easter Seals Society<br>easterseals.org                                 | Thunder Bay 345-7622                   |
| Kids Help Phone<br>kidshelpphone.ca                                     | 1-800-668-6868<br>text: 686 868        |
| Legal Aid Ontario<br>legalaid.on.ca                                     | 1-800-668-8258                         |
| Learning Disabilities Association of Ontario<br>ldao.ca                 | 1-416-929-4311                         |
| Member of Parliament, Patty Hajdu                                       | 1-888-266-8004, 766-2090               |
| Member of Provincial Parliament, Michael Gravelle                       | 345-3647                               |
| Ontario March of Dimes<br>marchofdimes.ca                               | 345-6595                               |
| Respite Services<br>respiteservices.com/thunderbay/respiteservices      | 625-6692                               |
| Service Ontario<br>ontario.ca   | 1-800-267-8097                         |
| TTY User Operator Assistance (TTY to Voice)                             | 711<br>1-800-855-1155                  |
| TTY Users Relay Service   | 1-800-855-0511                         |
| Wesway (respite services)<br>wesway.com                                 | 623-2353                               |

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February 2021





School to Community Transition: Community Resources—Page 2

| Family / Support   |   | Health  |   | Job Training / Employment  |   |
|--|---|---|---|--|---|
| Adult Protective Services<br>greenstone.ca<br>Protective Services Program<br>lcctbay.org | Geraldton 853-0499<br><br>Marathon 229-1340 x 2226  | Addictions Counselor Ontario Works<br><br>Canadian Mental Health Association<br>thunderbay.cmha.ca<br><br>Crisis Response Services Suicide Prevention | Manitouwadge 826-2869<br><br>Crisis Response Services<br>1-888-269-3100<br>345-5564<br><br>1-866-888-8988   | Employment Standards (Ministry of Labour)<br>OH&S Contact Centre   | 1-800-531-5551<br><br>1-877-202-0008  |
| North West Local Health Integration Network<br>northwestlin.on.ca/                       | Geraldton 854-2292<br>Marathon 229-8627<br>Nipigon 887-5862<br>No area code: 310-2222   | District Family Health Team   | Greenstone 854-0051<br>Manitouwadge 826-3251<br>Marathon 229-3243<br>Nipigon 887-5252<br>Schreiber 824-2934<br>Terrace Bay 825-3235   | Employment and Social Development Canada   | Geraldton 854-0635<br>Marathon 229-0959<br>Terrace Bay 624-1470   |
| Dilico Anishinabek Family Services<br>dilico.com   | Longlac 876-2267<br>Mober 822-2521<br>Nipigon 887-2514  | Health Card<br>ontario.ca   | 1-800-664-8988  | Northwest Employment Works   | Marathon 229-3223<br>Thunder Bay 473-3829   |
| Food Banks   | Geraldton 854-FOOD (3663)<br>Manitouwadge 826-4326<br>Marathon 229-9986<br>Nipigon 887-2348<br>Schreiber 824-2013<br>Terrace Bay 825-2801 | Hospitals   | Geraldton 854-1862<br>Manitouwadge 826-3251<br>Marathon 229-1740<br>Nipigon 887-3026<br>Terrace Bay 825-3273  | Manitouwadge Employment Centre   | Manitouwadge 826-1414   |
| North of Superior Programs (NOSP)<br>nosp.on.ca  | All Communities<br>1-877-895-6677   | Mental Health Service Information Ontario   | 1-866-531-2600  | AETS<br>(Anishinabek Employment and Training Services)<br>aets.org   | 1-866-870-2387<br>346-0307  |
| Kinna-Awaya Legal Clinic<br>kalc.ca  | Thunder Bay 344-2748<br>1-888-373-3309<br>Geraldton 854-1278<br>1-866-854-1542<br>Marathon 229-2290<br>1-866-389-1477                     | PACE<br>pace-tbay.net   | Geraldton 854-2649<br>Manitouwadge 826-4442<br>Marathon 229-0357<br>Nipigon 110 Front St.<br>Schreiber 824-1362   | Continuing Education   |   |
| Legalaid Ontario<br>legalaid.on.ca   | 1-866-297-5559  | METTA Counselling   | Marathon 229-4220   | Confederation College  | Geraldton 854-0652<br>Marathon 229-2464   |
| Lutheran Community Care Centre<br>lcctbay.org  | 345-6062<br>Thunder Bay and District<br>1-866-752-5427  | North of Superior Programs<br>nosp.on.ca  | Geraldton 854-1321<br>Longlac 876-2235<br>Manitouwadge 826-4517<br>Marathon 229-0607<br>Nipigon 887-2632<br>Red Rock 228-1873<br>Schreiber 824-3236<br>Terrace Bay 825-3238 | Confederation College, Distance Ed/ E-Learning   | 475-3846<br>1-800-465-5493  |
| Marathon Children and Family Centre<br>mcfcentre.ca                                      | 229-3031  | Northern Health Travel Grant  | 1-800-461-4006  | Contact North<br>contactnorth.ca   | 1-855-356-4888<br>Greenstone 854-0542<br>Manitouwadge 826-3327<br>Lk. Superior N. 229-2790<br>Nipigon 887-3320<br>Terrace Bay 825-9160  |
| Marjorie House<br>marjoriehouse.ca   | Manitouwadge 826-4224<br>Marathon 229-2222<br>Schreiber 824-3380  | Sick Kids<br>sickkids.ca  | Toronto 416-813-1500  | TVO / ILC<br>ilc.tv.org  | 1-800-387-5512  |
| Superior-Greenstone Association for Community Living<br>sgacl.ca                         | 1-888-434-4409<br>Geraldton 854-0775<br>Red Rock 886-2801   | Superior Speech Services  | Schreiber 824-1304  | Public Libraries   | Beardmore 875-2212<br>Dorion 857-2318<br>Greenstone 854-1490<br>Longlac 876-4515<br>Manitouwadge 826-3913<br>Marathon 229-0740<br>Nipigon 887-3142<br>Red Rock 886-2558<br>Schreiber 824-2477<br>Terrace Bay 825-3315 |
| The Family Place/ Best Start<br>brassbell.org  | Dorion, Manitowadge, Marathon, Nipigon, Red Rock, Schreiber, Terrace Bay: see Facebook  | Telehealth Ontario  | 1-866-797-0000  | www.sgdsb.on.ca<br>12 Hemlo Drive, Postal Bag 'A'<br>Marathon, ON P0T 2E0<br>P 807-229-0436 F 807-229-1471 |   |
|  |   | Thunder Bay District Health Unit<br>tbdhu.com   | Greenstone 854-0454<br>Manitouwadge 888-294-6630<br>Marathon 229-1820<br>Red Rock 886-1060<br>Terrace Bay 825-7770  |  |   |

Small Schools Make A Difference

February 2021





## Superior-Greenstone District School Board

# A Guide for Parents, Guardians and Students Transitions

SOURCES: Ontario Ministry of Education, *Transition Planning: A Resource Guide 3M12*; *Planning Entry to School: A Resource Guide 2005*; PPM 140

## Transitions

Students encounter many transitions throughout their educational career and in their lives beyond school. Transitions can involve entry to school, class to class, grade to grade, ~~elementary~~ to secondary and school to work. A transition requires careful planning. The SGDSB supports transition planning for all students. Transitions are complex and include significant changes to many aspects of a student's routines.

## There are many types of transitions...

### Entry to School

The goal of planning for entry to school is to help children adjust quickly to a new school setting, enjoy learning, and develop a positive attitude towards education. A good start to school improves a child's chances of success from school entry to graduation.

An entry-to-school plan should provide adequate time for children and parents to learn and ~~practice~~ the skills and routines that will facilitate a smooth move to elementary school. Transition plans for some children may require more careful planning and coordination.



#### Inside this guide

### In-School

Transitions happen between grades and divisions, and from elementary to secondary school. These transitions are complex and include significant changes to many aspects of a student's routines. Some transitions occur on a regular basis between activities and settings within the structure of the school day. Other transitions occur less frequently. Planning for all of the transitions in a student's school day helps the student to cope with change and to adapt to a variety of settings.

|   |   |
|---|---|
| Transitions<br>Entry to School<br>In-School   | 2 |
| Beyond High School<br>Transition Planning<br>PPM 140                                  | 2 |
| PPM 156<br>Individual Education Plans<br>Transition Portfolio<br>For More Information | 3 |

## A Guide for Parents, Guardians and Students

Page 2

### Beyond High School

The transition from school to work, further education, and community living can be particularly challenging for some students. Successful transitions require a collaborative approach involving the student, the school based team, parents, employers, community agencies and providers of post-secondary education.

The transition plan must include the following elements:

- Specific goals for the student's transition to post-secondary activities. The goals must be realistic and must reflect the strengths, needs and interests of the students;
- The actions required, now and in the future, to achieve the stated goals;
- The person or agency (the student, parents, educators, providers of specialized support and services, community agencies) responsible for or involved in completing or providing assistance in the completion of each of the identified actions;
- Timelines for the implementation of each of the identified actions.

### Transition Planning

In more complex situations, transition planning meetings will be arranged with the receiving school and parents to discuss topics such as:

- identifying a school contact and connection
- scheduling of subjects
- intensity, duration and frequency of support required
- I.E.P. revisions
- academic program modifications and accommodations
- alternative programming
- routines, transitions during school day
- plan for unstructured times - breaks, lunch
- transportation requirements
- environmental supports
- schedule for staff training



### Policy Program Memorandum 140 (PPM 140)

This Ministry of Education Memorandum directs Principals to ensure that transition plans are in place for students with Autism Spectrum Disorders. Applied Behavioural Analysis (ABA) methods must be used to support transitions where appropriate.

## Superior-Greenstone District School Board

Page 3

### Policy Program Memorandum 156 (PPM 156)

PPM 156 states that a transition plan must be developed for all students who have an IEP, whether or not they have been identified as exceptional by an IPRC and including those identified as gifted. The transition plan is developed as part of the IEP

### Individual Education Plans

Collaborative planning for a student's transition is formally documented in the student's IEP with input from the student, parent(s)/guardian(s), the principal, school staff, community agencies, and postsecondary institutions, as appropriate. The plan should reflect the student's needs and goals for his or her future.

### Creating Pathways to Success

#### An Education and Career/Life Planning Program for Ontario Schools, Policy and Program Requirements, Kindergarten to Grade 12, 2013

*Creating Pathways to Success: An Education and Career/Life Planning Program for Ontario Schools, Policy and Program Requirements, Kindergarten to Grade 12, 2013* describes a comprehensive education and career/life planning program for Kindergarten to Grade 12 designed to help students achieve their personal goals and become competent, successful, and contributing members of society. *Creating Pathways to Success* supercedes *Choices Into Action: Guidance and Career Education Program Policy for Ontario Elementary and Secondary School, 1999*. The new policy's goals are to:

- ensure that students develop the knowledge and skills they need to make informed education and career/life choices through the effective application of a four-step inquiry process;
- provide opportunities for this learning both in and outside the classroom; and
- engage parents and the broader community in the development, implementation, and evaluation of the program, to support students in their learning.



### For More Information . . .

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/transiti/transition.pdf>

<http://www.edu.gov.on.ca/eng/parents/planningentry.pdf>

[Creating Pathways to Success](#) (PDF, 983 KB)

[Education and Career/Life Planning Program Fact Sheet](#) (PDF, 360 KB)



### Parent Notes and School Contact Information



# A Guide for Parents and Students ASSESSMENT

April 2016

Source: Learning For All, Ontario Ministry of Education, 2013

## Purposes of Assessment

**Classroom Assessment is an on-going process!**

The primary purpose of assessment is to improve student learning and functioning within classroom and school environments. Assessment may therefore:

- Specify and verify a student's strengths and needs;
- Determine particular interventions that may be necessary for the student to gain access to opportunities for achieving desired outcomes. Assessment may also help to inform decisions about programs suitable to a student's learning needs.

## Psycho-Educational Assessment

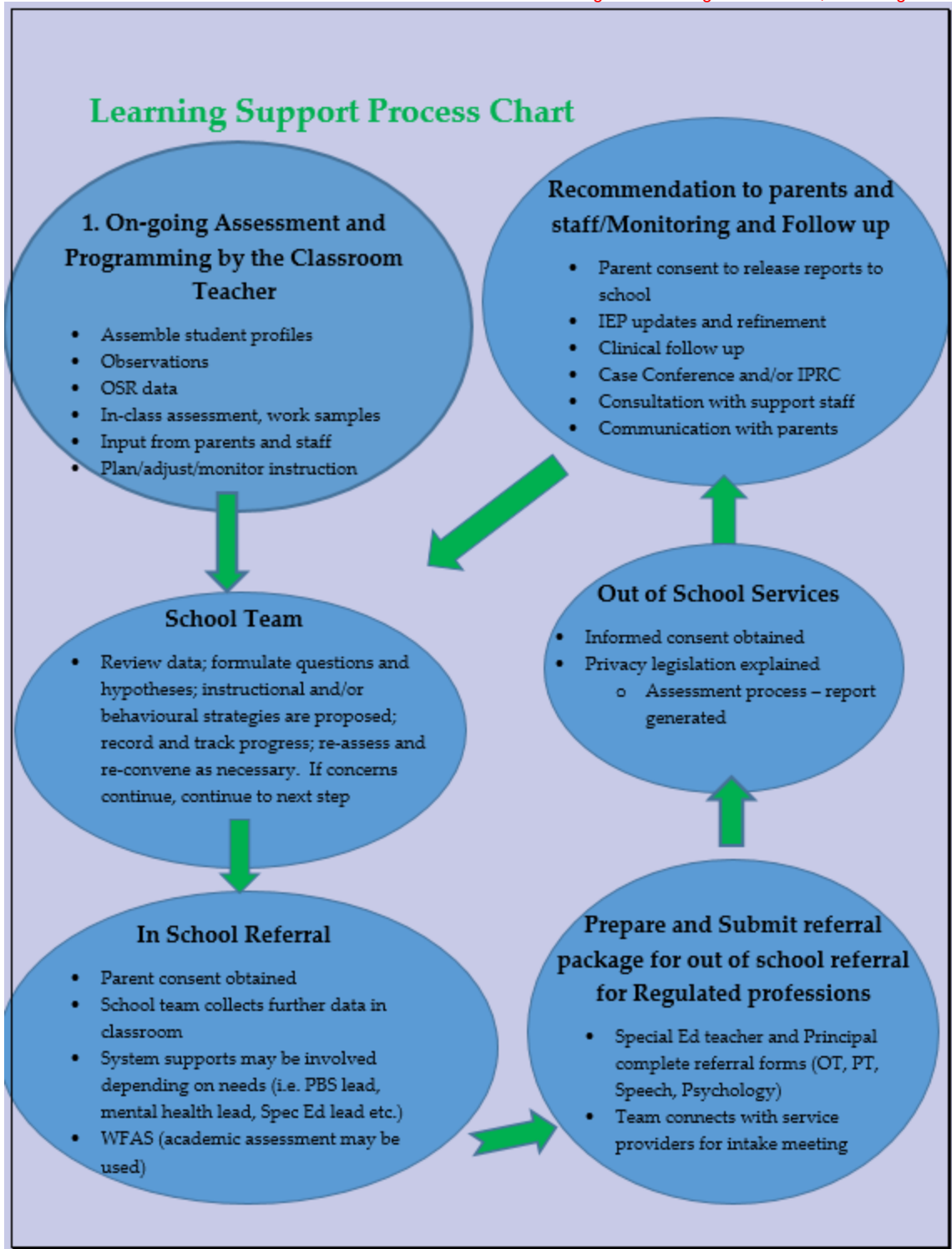
- Teachers often refer students who are exhibiting difficulties at school for a psychological assessment. The most common reasons for referring students for a psychological assessment are that they are having difficulty acquiring age-appropriate academic skills, or controlling their behaviour.
- The purpose of a psychological assessment is to determine a learning profile of the student. The learning profile is a description of strengths and needs. With this understanding, Psychological Services staff can make recommendations to the school staff and parents about ways to help the child. Recommendation often include teaching and learning strategies, curriculum areas to reinforce, language and learning skills to teach, and behaviours to target for change.
- The Ministry of Education has set out requirements for conducting psychological assessments within school boards in its [Policy/Program Memorandum No. 59](#)

Sources of information for a psychological assessment include:

1. A review of the student's educational history from the Ontario Student Record (OSR);
2. A review of the student's developmental history, provided by parent/guardian;
3. The teacher's description of the student's difficulty;
4. The parents' or guardians' understanding of the student's difficulty;
5. Test of intellectual or cognitive ability
6. Tests of specific processes, such as visual-perceptual skills, auditory skills, and memory;
7. Tests of academic achievement;
8. Tests of social and emotional functioning;
9. Measures of personality and self-esteem;
10. Discussion with the student on his or her perspective on the problem
11. Behavioural rating forms completed by the child's teacher and parent(s) to examine for behavioural, attentional or emotional difficulties.

## Speech-Language Assessment

- Speech-Language assessments are completed by Speech-Language Pathologists. They are members of the College of Audiologists and Speech-Language Pathologists of Ontario and are regulated health professionals.
- Referrals for assessment are made by the school team when questions and concerns arise about student speech and language skills. Speech-Language Pathologists develop programs to help remediate and build articulation and/or language skills.
- Programming may occur within the regular classroom or, where indicated, might be carried out by Speech-Language Assistants under the direction of the Speech-Language Pathologist.



### Key Terms

**Adaptive:** Adaptive behaviour includes the age-appropriate behaviours necessary for people to live independently and to function safely and appropriately in daily life. It can be thought of as a sort of "practical intelligence." It is usually measured by scales that identify how well a person manages within his or her own environment.

**Cognitive:** All the mental activities linked to thinking, knowing, and remembering. A term which refers to reasoning or intellectual capacity.

**Criterion Referenced:** A test that is designed to measure that a person has reached a pre-determined level of performance or competence. Example: EQAO tests.

**Diagnostic:** In general, diagnostic is a term used when one is using information to clarify characteristics about a person. In education, informal diagnostic testing occurs when a teacher is using information obtained during in-class testing to determine a student's learning needs. For regulated health professionals (i.e., medical doctors, psychologists) diagnostic refers to the process of identifying a condition, disorder or disease from its signs and symptoms. This leads to a medical diagnosis. When a qualified professional diagnoses a child, he or she looks at the signs or symptoms the child displays, such as various behaviours, ways of communicating, or thoughts that a child may have.

**Norm Referenced:** A test that has been given to a very large group or groups of people. A score obtained by one person taking the test can be compared to scores from the "norming group". This allows test administrators to make statements about how a person's abilities (or achievement, or behaviour, etc.) compare to those of people who are of similar ages/ grades. Ex. CCAT; Most Psycho-educational and Speech-Language tests.

**Profiles:** The classroom teacher is responsible for meeting the learning needs of his or her students. Effective instruction begins with an understanding of the needs of the learners. The teacher needs to know about both the needs of the entire class as a group, and the needs of individual students. If a child is demonstrating difficulties in school, it is important to identify the causes and take appropriate steps to alleviate them. This can lead to informal diagnostic testing.

**Standardized:** Tests that are made to be given and scored in a consistent and objective way. In order to compare one person's performance on a test to another person's performance on a test, it is important that people take the test under the same conditions, and that the same scoring procedure is applied in every case. Example: EQAO; CCAT; Psychoeducational and Speech-Language tests.





## The Parents' Guide to the Individual Education Plan (IEP)

### What is an Individual Education Plan (IEP)?

An IEP is a written plan. It is a working document which describes the strengths and needs of an individual exceptional pupil, the special education program and services established to meet that pupil's needs, and how the program and services will be delivered. It describes the student's progress, and includes a plan to support students in making successful transitions.

### Developing the IEP: *How can I contribute to planning goals for my child?*

Beginning with your child's strengths and needs is an important first step. You can help by engaging in discussions with your child and his or her teachers around establishing short term and long term goals.

Many organizations are available to support you in understanding the IEP, and/or to provide additional resources. Your school principal can provide the names of the organizations that serve your area. This information is also found in the Special Education Advisory Committees brochure available from your child's school, or through the special education section of [sgdsb.on.ca](http://sgdsb.on.ca)

### Carrying out the IEP: *At home, how can I help my child reach their goals?*

- Talk to the teachers about what they plan to accomplish
- Do what you can at home to support your child's goals
- Take every opportunity to communicate with your child's teachers
- Provide additional insights and resources to the school
- Share relevant significant personal/family events

### Review & update the IEP

Your child's progress toward his/her goals will be reviewed. Then, the IEP will be updated to include different strategies, approaches, and/or resources considered necessary to help the learning process.

- Talk to your child's teachers about the goals that have been set
- Communicate regularly with your child's teachers regarding progress
- Look for evidence of growth towards goals on your child's report card
- Recommend changes in goals, strategies and/or resources or support where you see a need
- Be actively involved in discussions at school when your child is changing grades, schools or moving into the workplace

### The IEP summarizes:

- Your child's strengths and needs
- Assessment data
- Special education services provided to your child
- Accommodations (supports, services that will help your child access the curriculum and demonstrate learning)
- Program modifications (changes required to grade-level expectations in the Ontario Curriculum)
- Alternative programs/courses not represented in the Ontario Curriculum (such as Personal Care, Orientation/Mobility Training, Auditory Verbal Intervention Strategies, and/or development of American Sign Language skills)
- Your child's current level of achievement in each program area
- Goals and specific expectations for your child
- Assessment strategies for reviewing your child's achievements and progress
- Regular updates, showing dates, results and recommendations
- A transition plan
- Medical/health supports/services
- A safety plan

**Alternative programming:** expectations that outline learning related to skill development in areas not represented in the Ontario curriculum, and may include behaviour, life skills, learning strategies or the social/emotional needs of the student.

**Accommodation:** a term used to refer to the special teaching and assessment strategies, and/or individualized equipment required to enable a student to learn and to demonstrate learning. Accommodations do not alter the provincial curriculum expectations for the grade.

**Modification:** changes made in the age appropriate grade level expectations for a subject or course in order to meet a student's learning needs. These changes may involve developing expectations and skills required in the curriculum for a different grade level and/or increasing or decreasing the number and/or complexity of the regular grade level expectations.



### How does an IEP work?

#### How can I contribute to planning goals for my child?

An IEP outlines the special education programs and services your child will receive. There are five phases in the development of an IEP:

1. Gather information
2. Set the direction
3. Develop the plan
4. Carry out the planned activities
5. Review and update the IEP, including the transition plan and safety plan

### Who develops a Students IEP?

Creating an IEP is a process that involves the classroom teachers with whom the student interacts, the student, where appropriate, the students parents, the Special Educational Teacher (SET), other professionals involved with the student, other school personnel/support staff, and staff from community agencies.

A students IEP should be developed, implemented, and monitored in collaborative manner. The IEP reflects the school board's and the principal's commitment to provide the special education program and services, within the resources available to the school board, needed to meet the identified strengths and needs of the student.

### As the parent, what role do I play?

Parents play a powerful supporting role in the IEP process and transition planning. It is important to understand and participate in the five phases of the IEP process. As well, be sure to ask for a copy of your child's IEP within 30 school days, so that you can support the planned activities at home.

You know things about your child's approach to learning that no one else knows.

Be sure to tell the teachers about your child's:

- Likes, dislikes and interests
- Talents and abilities
- Interest in extra-curricular activities
- Family and peer relationships and dynamics (extended family, pets)
- Family routines and schedules
- Hopes and dreams for the future, including any short and/or long term goals
- How your child learns best (e.g. by doing, through demonstration, etc.)

### Setting the direction: How do I work as an effective IEP team member?

Students are most successful when all team members work together towards achievable goals. As a parent

- Keep the focus on your child at all times;
- Tell the teachers the hopes you have for your child's learning;
- Bring ideas and information
- Ask questions
- Value everyone's input

### What is a transition plan?

A written plan which outlines the daily, short term and long term changes to programs/pathways. Transitions may include:

- Entry to school, between grades, from elementary to secondary school
- Activity to activity, class to class, school to school
- Secondary school to education, career, community, and life pathway

Contained within the transition plan are:

- Individual goals
- Actions required to achieve those goals
- Identified individuals responsible for the actions required
- Specific timelines for completion

A transition plan is developed in collaboration with students and their families, the school, community agencies and post secondary partners as appropriate and is reviewed and updated as part of the IEP review process.

See [School to Community Transition Information](#) for more

### SGDSB SEAC (Special Education Advisory Committee) Members

SGDSB Trustees, members at large, one or two persons to represent the interests of First Nations students, and representatives and alternates from up to 12 local associations.

The local associations must be affiliated with associations or organizations that are:

- Incorporated
- Operate throughout Ontario
- Further the interests and well-being of one or more groups of exceptional children or adults
- Do not represent professional educators

See the [SEAC Guide](#) for more info

Notes:

1. To receive this guide in Braille, large print, or audiocassette format, please contact the board office.
2. When used in this guide, the word parent includes guardian.

[www.sgdsb.on.ca](http://www.sgdsb.on.ca)

12 Hemlo Drive, Postal Bag 'A'  
Marathon, ON P0T 2E0  
P 807-229-0436 F 807-229-1471

# Individual Education Plan

# IEP

## REASON FOR DEVELOPING THE IEP

- Student identified as exceptional by IPRC
  Student not formally identified but requires special education program/services, including modified/alternative learning expectations and/or accommodations

## STUDENT PROFILE

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Student OEN/MIN: \_\_\_\_\_ Principal: \_\_\_\_\_  
 Current Grade/Special Class: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Most Recent IPRC Date: \_\_\_\_\_ Date Annual Review Waived by Parent/Guardian: \_\_\_\_\_  
 Exceptionality: \_\_\_\_\_

### IPRC Placement Decision (check one)

- Regular class with indirect support
  Special education class with partial integration  
 Regular class with resource assistance
  Special education class full-time  
 Regular class with withdrawal assistance

## ASSESSMENT DATA

List relevant educational, medical/health (hearing, vision, physical, neurological), psychological, speech/language, occupational, physiotherapy, and behavioural assessments.

| Information Source | Date | Summary of Results |
|--------------------|------|--------------------|
|                    |      |                    |
|                    |      |                    |
|                    |      |                    |
|                    |      |                    |
|                    |      |                    |

## STUDENT'S STRENGTH AND NEEDS

| Areas of Strength | Areas of Need |
|-------------------|---------------|
|                   |               |
|                   |               |
|                   |               |
|                   |               |
|                   |               |

Health Support Service/Personal Support Required  Yes (list below)  No

\_\_\_\_\_



**SUBJECTS, COURSES, OR ALTERNATIVE PROGRAMS TO WHICH THE IEP APPLIES**

*Identify each as Modified (MOD), Accommodated only (AC), or Alternative (ALT)*

|          |                              |  |   |           |                              |                             |                              |
|----------|------------------------------|--|---|-----------|------------------------------|-----------------------------|------------------------------|
| 1. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC            | <input checked="" type="checkbox"/> ALT | 6. _____  | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 2. _____ | <input type="checkbox"/> MOD | <input checked="" type="checkbox"/> AC | <input type="checkbox"/> ALT            | 7. _____  | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 3. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC            | <input type="checkbox"/> ALT            | 8. _____  | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 4. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC            | <input type="checkbox"/> ALT            | 9. _____  | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |
| 5. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC            | <input type="checkbox"/> ALT            | 10. _____ | <input type="checkbox"/> MOD | <input type="checkbox"/> AC | <input type="checkbox"/> ALT |

---

**Elementary Program Exemptions or Secondary School Compulsory Course Substitutions**

Yes (provide educational rationale)     No

---

GLE Course(s) will replace the French diploma requirement to support the student's exceptionality

*Complete for secondary students only:*

**Student is currently working towards attainment of the:**

Ontario Secondary School Diploma     Ontario Secondary School Certificate     Certificate of Accomplishment

---

**ACCOMMODATIONS**  
(Accommodations are assumed to be the same for all subjects, unless otherwise indicated)

| Instructional Accommodations | Environmental Accommodations | Assessment Accommodations |
|------------------------------|------------------------------|---------------------------|
|                              |                              |                           |

---

Individualized Equipment     Yes (list below)     No

---

**PROVINCIAL ASSESSMENTS (accommodations and exemptions)**

Provincial assessments applicable to the student in the current school year: \_\_\_\_\_

Accommodations:     Yes (list below)     No

---

Exemptions:     Yes (provide explanatory statement from relevant EQAO document)     No

---



## Special Education Program

To be completed for each subject/course with modified expectations and/or each alternative program with alternative expectations

|                       |   |
|-----------------------|---|
| Student OENMIN: _____ | Subject/Course/Alternative Program: _____ |
|-----------------------|---|

|  |  |
|--|--|
| <b>Current Level of Achievement:</b><br><br>Prerequisite course (if applicable) _____<br><br>Letter grade/Mark _____<br><br>Curriculum grade level _____ | <b>Current Level of Achievement for Alternative Program:</b><br><br>_____<br><br>_____ |
|--|--|

**Annual Program Goal(s):** A goal statement describing what the student can reasonably be expected to accomplish by the end of the school year in a particular subject, course, or alternative program.

| <b>Learning Expectations</b><br><small>(List modified/alternative expectations outlining knowledge and/or skills to be assessed, by reporting period. Identify grade level, where appropriate.)</small> | <b>Teaching Strategies</b><br><small>(List only those that are particular to the student and specific to the learning expectations)</small> | <b>Assessment Methods</b><br><small>(Identify the assessment method to be used for each learning expectation)</small> |
|---|---|---|
|   |   |   |



### Appendix C: Specialized Health Support Services

| Specialized Health Support Service      | Agency or position of person who performs the service (e.g., CCAC, board staff, parent/guardian, student) | Eligibility criteria for students to receive the service   | Position of person who determines eligibility to receive the service and the level of support | Criteria for determining when the service is no longer required                              | Procedures for resolving disputes about eligibility and level of support (if available)                  |
|---|---|--|---|--|--|
| Nursing                                 | NWLHIN<br>Public Health   | Procedure that is needed on a daily basis in order for the student to attend school                    | Medical Practitioner  | The procedure is no longer required for the student to attend school                         |  |
| Occupational therapy                    | GJCC  | Cross referral from other services or O.T. teacher checklist. Assessment by the Occupational Therapist | Community Care Coordinator and the Occupational Therapist                                     | An assessment by the Occupational Therapist indicating that services are no longer required. | Case conference with the Community Care Coordinator, Occupational Therapist, parent/guardian and school. |
| Physiotherapy (Maintenance)             | GGJC<br>Educational Assistant   | Cross referral from other services or O.T. teacher checklist. Assessment by the Physiotherapist        | Community Care Coordinator and the Physiotherapist  | An assessment by the Physiotherapist indicating that services are no longer required         | Case conference with the Community Care Coordinator, physiotherapist, parent/guardian and school.        |
| Nutrition                               | NWLHIN<br>Public Health   | Procedure that is needed on a daily basis in order for the student to attend school.                   | Ministry of Health  | The procedure is o longer required for the student to attend school.                         | Parent/guardian, Ministry of Health and School   |
| Speech and language therapy             | GJCC  | Referral from the parent/guardian or school to GJCC. GJCC then determine if the student is eligible.   | Speech Therapist or Speech Pathologist from GJCC  | Speech Therapist or Speech Pathologist determines the problem has been solved.               | A meeting with GJCC and/or parent/guardian and school.   |
| Speech correction and remediation       | GJCC  | Referral from the parent/guardian or school to GJCC. GJCC then determine if the student is eligible.   | Speech Therapist or Speech Pathologist GGJC   | Speech Therapist or Speech Pathologist determines the problem has been solved.               | A meeting with GJCC, parent/guardian and school.   |
| Administering of prescribed medications | Educational Assistants<br>Board Staff<br>Pupil as authorized<br>Parent/guardian as authorized             | Letter from the doctor and the board policy documents completed.                                       | Medical Practitioner  | Letter from Medical Practitioner   | Meeting with the medical practitioner, school and parent/guardian  |
| Catheterization                         | Trained Educational Assistants or Health Professional or Parent/guardian                                  | Letter from the Medical Practitioner   | Medical Practitioner  | Letter from Medical Practitioner   | Meeting with the medical practitioner, school and parent/guardians.                                      |
| Suctioning                              | Educational Assistants  | Letter from the Medical Practitioner   | Medical Practitioner  | Letter from Medical Practitioner   | Meeting with the medical practitioner, school and parent/guardians.                                      |
| Lifting & positioning                   | Educational Assistants  | Letter from the Medical Practitioner   | Medical Practitioner  | Letter from Medical Practitioner   | Meeting with the medical practitioner, school and parent/guardians.                                      |
| Assistance with mobility                | Educational Assistants  | Letter from the Medical Practitioner   | Medical Practitioner  | Letter from Medical Practitioner   | Meeting with the medical practitioner, school and parent/guardians.                                      |

|           |                        |                                      |                      |  |   |
|-----------|------------------------|--------------------------------------|----------------------|--|---|
| Feeding   | Educational Assistants | Letter from the Medical Practitioner | Medical Practitioner | Regular Board Agenda June 24, 2024<br>Letter from Medical Practitioner | Meeting with the medical practitioner, school and parent/guardians. |
| Toileting | Educational Assistants | Letter from the Medical Practitioner | Medical Practitioner | Letter from Medical Practitioner                                       | Meeting with the medical practitioner, school and parent/guardians. |

## **Appendix D: Exceptionalities – Categories and Definitions**

According to Subsection 8 (3) of the Education Act of the Minister of Education and Training is required to define exceptionalities of pupils, prescribe categories of exceptional pupils and to require school boards to employ such definitions. An Identification, Placement and Review Committee of a school uses the categories and definitions to identify the specific needs of a pupil in order to ensure that an effective individual education plan may be developed. Regulation 181/98 which governs Identification, Placement and Review Committee processes, requires that the IPRC include the category and definition of any exceptionality in its statement of decision when a pupil is identified as exceptional.

The following **approved** categories of exceptionalities are to be used:

### **BEHAVIOUR**

### **COMMUNICATION**

- Autism
- Deaf and Hard of Hearing
- Language Impairment
- Speech Impairment
- Learning Disability

### **INTELLECTUAL**

- Giftedness
- Mild Intellectual Disability
- Developmental Disability

### **PHYSICAL**

- Physical Disability
- Blind and Low Vision

### **MULTIPLE**

- Multiple exceptionalities

## BEHAVIOUR

### **MINISTRY DEFINITION**

A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree, and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- An inability to build or to maintain interpersonal relationships
- Excessive fears or anxieties
- A tendency to compulsive reaction
- An inability to learn that cannot be traced to intellectual, sensory, or other health factors, or any combination thereof

### **IDENTIFICATION CRITERIA: Behaviour**

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a behaviour exceptionality:

- An educational assessment
- An individual assessment conducted by a psychologist, psychiatrist or other qualified personnel

The assessment results would indicate either a social or emotional problem, which is a deterrent to learning.

The Committee MAY require any of the following:

- A health history presented by the Public Health Nurse or qualified medical practitioner
- An intellectual assessment as determined on a recognized intelligence test



## **OBSERVABLE CHARACTERISTICS**

None of these characteristics, by themselves, indicate emotional disturbance or social maladjustment, so one should look for clusters of behaviour which occur more frequently than in most people of the same mental age.

### **EMOTIONAL DISTURBANCE (internalizing disorders)**

Nervous disorders characterized by:

- Low self-esteem, self-deprecating remarks, withdrawn, uncommunicative, aloof, anxious, excessively nervous and depressed, inattentive, distractible, restless, helpless/hopeless attitude, unhappy, tearful, chronic absence, academic underachievement, phobias, obsessions
- Withdrawn into fantasy, a daydreamer
- Fears failure and criticism, may become a perfectionist
- Exhibits nervous reactions such as nail biting, thumb or finger sucking, stuttering, extreme restlessness, muscle twitching, hair twisting
- Irrational or silly maneuvers
- Seems to be unhappier than most, easily depressed
- Un-socialized aggression, defiance of all authority figures and of peers, striking, fighting, abusive language, anger, temper tantrums
- Jealous or over competitive
- Absent from school frequently or dislikes school intensely
- Absent from school frequently for physical symptoms (often girls)
- Preoccupation with death
- Frequent trouble with the law
- Marked change of usual behaviour

### **SOCIAL MALADJUSTMENT (externalizing disorders)**

Habit disorders characterized by:

- Tiredness, poor appetite, poor hygiene, stammers, habits and mannerisms such as nail biting or twitching, soiling

Behaviour disorders characterized by:

- Attention-seeking, insecurity in or negative peer relationships, acting out in aggressive and sometimes violent behaviour, destruction of clothing and property

Antisocial/attentionnel-impulsive disorders:

- Works in an impulsive and uncritical manner
- Is inattentive, indifferent, apparent/guardianly lazy

COMMUNICATION: Autism**MINISTRY DEFINITION**

A severe learning disorder that is characterized by:

- a. Disturbance in:
  - Rate of educational development
  - Ability to relate to the environment
  - Mobility
  - Perception, speech and language
- b. Lack of representational-symbolic behaviour that precedes language

**IDENTIFICATION CRITERIA: Autism**

An Identification, Placement and Review Committee SHALL REQUIRE the following date or information when considering a student with a communication exceptionality due to autism:

- A behavioural assessment which reveals an indifference about social attachment and a profound withdrawal from contact with people
- and/or***
- A developmental assessment which reveals an indifference about social attachment and a profound withdrawal from contact with people
- A letter from a legally qualified medical practitioner, which identifies the child as autistic. The severity of the autism must be given.

The Committee MAY require the following:

- A health history provided by the public health nurse or a child development worker or a legally qualified medical practitioner

**AUTISM**

Autism is a pattern of behaviour which manifests itself during the first three (3) years of life and is characterized by severe withdrawal from social interaction, delay in language development, obsession with sameness, negligible responses to external stimuli and in most cases, requires lifelong planning.

Pupils demonstrate severe disturbances in the rate of development often characterized by profound withdrawal from contact with people, including parent/guardians; the inability to relate to the environment; and an obsessive desire for the preservation of sameness stereotyped by ritualistic behaviour; and poor language development.

## **OBSERVABLE CHARACTERISTICS: Autism**

### **QUALITATIVE IMPAIRMENTS IN VERBAL/NON-VERBAL COMMUNICATION**

- Mute
- No urge to communicate
- No pointing
- Lack of non-verbal communication
- No gestures
- No babble
- Unusual intonation
  
- Use of speech without meaning or communication
- Little/no conversation, “small talk”
- Echolalia (parrot-like repetition of sounds/words without any understanding of the meaning)
- Idiosyncratic use of speech (nonsense words and phrases)

### **QUALITATIVE IMPAIRMENTS IN RECIPROCAL SOCIAL INTERACTON**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Lack of affectionate behaviour</li><li>• Lack of comfort seeking</li><li>• Lack of awareness of others</li><li>• Lack of social play</li><li>• Lack of stranger anxiety</li><li>• Inappropriate responses to others</li></ul> | <ul style="list-style-type: none"><li>• Unusual social overtures</li><li>• Disinhibited</li><li>• Lack of sharing of pleasure/enjoyment</li><li>• No friendships</li><li>• Little interest in peers</li></ul> |
|---|---|

### **REPETITIVE, STEREOTYPIC INTERESTS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Preoccupation with parts of objects/toys</li><li>• Unusual sensory interests</li><li>• Unusual sensory reactions</li><li>• Fixations</li></ul> | <ul style="list-style-type: none"><li>• Attachments to unusual objects</li><li>• Rituals</li><li>• Resistance to change</li><li>• Circumscribed</li></ul> |
|--|---|

## COMMUNICATION: Deaf and Hard of Hearing

### **MINISTRY DEFINITION**

An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

### **HARD OF HEARING**

Deaf people are those who do not have any hearing ability. Hard of hearing or hearing impaired people are those who have a hearing problem but who can hear to varying extents.

### **IDENTIFICATION CRITERIA: Deaf and Hard of Hearing**

The Identification, Placement and Review Committee SHALL REQUIRE the following data or information when considering a student with a communication exceptionality due to deafness or impaired hearing:

- An audio logical report documenting a moderate to severe hearing loss (pure tone averages), in conjunction with
- An audio logical report, which indicates that the configuration of the hearing loss impinges on the student's ability to hear speech and to acquire language.

The Committee MAY require the following:

- An educational assessment
- A health history from the public health nurse or legally qualified medical practitioner

## ***OBSERVABLE CHARACTERISTICS: Deaf and Hard of Hearing***

### **HEARING AND COMPREHENSION OF SPEECH**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• General indifference to sounds</li><li>• Lack of response to spoken words if visual contact is not made</li><li>• “Hears” better when watching the speaker’s face</li></ul> | <ul style="list-style-type: none"><li>• Often asks the speaker to repeat words or sentences</li><li>• Recognition of some sound frequencies and not others</li></ul> |
|---|--|

### **VOCALIZATION AND SOUND PRODUCTION**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Monotonic quality</li><li>• Volume control difficulty</li><li>• Lessened laughter</li><li>• Vocal play for vibratory sensation</li><li>• Head movements, foot stomping for sensation</li></ul> | <ul style="list-style-type: none"><li>• Yelling, screeching to express pleasure</li><li>• Fails to articulate correctly certain speech sounds or omits certain consonant sounds</li><li>• Fails to discriminate between words with similar vowels but different consonants</li></ul> |
|--|--|

### **VISUAL ATTENTION AND RECIPROCAL COMPREHENSION**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Extreme visual vigilance and attentiveness</li><li>• Alertness to gesture and movement</li><li>• Inappropriate response to questions</li></ul> | <ul style="list-style-type: none"><li>• Fails to respond when casually spoken to</li><li>• Seeks visual cues</li></ul> |
|--|--|

### **SCHOOL BEHAVIOUR**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• May be functioning below potential ability</li></ul> | <ul style="list-style-type: none"><li>• Daydreams excessively ignores or confuses directions</li></ul> |
|--|--|

### **SOCIAL RAPPORT AND ADAPTATIONS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Tardy and difficult rapport in vocal nursery games</li><li>• Constant alertness</li><li>• Fear of new situations and people</li></ul> | <ul style="list-style-type: none"><li>• Inquiring, confused facial expression</li><li>• Puzzled and unhappy episode</li><li>• Forced humour</li></ul> |
|---|---|

### **GENERAL BEHAVIOUR**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Easily frustrated to tears or tantrums</li><li>• Irritability at not making self-understood</li><li>• Explosions due to self-vexation</li></ul> | <ul style="list-style-type: none"><li>• Very sensitive</li><li>• Avoidance of new situations and people</li></ul> |
|---|---|

- Reluctant to express needs and difficulties associated with hearing loss
- Serious and intent but may appear angry

- Have developed quite significant coping skills

## **HEALTH**

- Frequent earaches, running ears, colds
- Upper respiratory infections like sinusitis and tonsillitis
- Allergies similar to hay fever
- Frequent headaches
- Eyestrain
- Tire rapidly
- Drained emotionally



COMMUNICATION: Language Impairment

**MINISTRY DEFINITION**

A learning disorder characterized by an impairment in comprehension and/or use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- a. Involve one or more of the form, content, and function of language in communication
- b. Include one or more the following:
  - Language delay
  - Dysfluency
  - Voice and articulation development, which may or may not be organically or functionally based

**IDENTIFICATION CRITERIA: Language Impairment**

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a communication exceptionality due to language impairment:

- An educational assessment
- A language assessment from qualified personnel which indicates that the student has weakness in syntactical skills and/or written expression which interfere with the student's communication and the ability to be understood

The Committee MAY require the following:

- A health history provided by the public health nurse or legally qualified medical practitioner

***OBSERVABLE CHARACTERISTICS: Language Impairment***

**FORM**

- Omit word endings
- Do not develop forms such as plurals, past tense verbs, complex verb forms, or other

Grammar forms at the age most other children do

**CONTENT**

- Substitute one word for another word with a similar meaning, or for a word that sounds familiar

- Use vocabulary typical of a younger child

- Have difficulty understanding or using concept words that describe:
- Position (in, at, under)

- Time (when, first, before, later)
- Quality (big, hot, pretty)
- Quantity (more, some, none, one, two)

**FUNCTION OR USE**

- Relies on non-verbal or limited means of communicating
- Do not take turns in a conversation
- Let adults do most of the talking
- In conversations, usually only answer questions





## COMMUNICATION: Speech Impairment

### **MINISTRY DEFINITION**

A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.

### **IDENTIFICATION CRITERIA: Speech Impairment**

An Identification, Placement and Review Committee SHALL REQUIRE the following information when considering a student with a communication exceptionality due to speech impairment:

- An educational assessment
- An assessment by a qualified speech-language pathologist which indicates a moderate to severe articulation, voice or fluency delay or disorder which impedes the child's intelligibility

The Committee MAY require the following:

- A health history provided by the public health nurse or legally qualified medical practitioner

## **SPEECH DISORDERS**

Speech disorders include:

Articulation Disorders include distortions, omissions, and substitutions of speech sounds, which the child should be able to produce for their age.

Voice Disorders are characterized by one or more of the following "stuttering"-type behaviours: repetitions of syllables, words, or phrases; prolongations of sounds; and "blocks" of struggle and tension.

## **ARTICULATION MILESTONES**

The following list represents the average age at which specific sounds are acquired:

- 3 years p, b, m, n, h, w
- 4 years d, k, g, f, y
- 5 years t
- 6 years l
- 7 years sh, ch, j, r
- 8 years s, z, v, th

Typically, a child would not be seen for speech therapy unless he/she could not produce those sounds expected for their age, i.e. a seven year old who cannot produce "f" and "l". However, the child who is difficult to understand due to multiple articulation errors on sounds not expected for their age or the deletion of sounds would also be a candidate for speech therapy, i.e. a five year old who cannot produce "r", "l", "sh", "ch", "j", and "th".

COMMUNICATION: Learning Disability**MINISTRY DEFINITION**

Learning Disability: One of a number of neurodevelopmental disorders that persistently and significantly has an impact on the ability to learn and use academic and other skills and that:

- Affects the ability to perceive or process verbal or non-verbal information in an effective and accurate manner in students who have assessed intellectual abilities that are at least in the average range;
- Results in (a) academic underachievement that is inconsistent with the intellectual abilities of the student (which are at least in the average range), and/or (b) academic achievement that can be maintained by the student only with extremely high levels of effort and/or with additional support;
- Results in difficulties in the development and use of skills in one or more of the following areas: reading, writing, mathematics, and work habits and learning skills;
- May typically be associated with difficulties in one or more cognitive processes, such as phonological processing; memory and attention; processing speed; perceptual/motor processing; visual-spatial processing; executive functions (e.g., self-regulation of behaviour and emotions, planning, organizing of thoughts and activities, prioritizing, decision making);
- May be associated with difficulties in social interaction (e.g., difficulty in understanding social norms or the point of view of others); with various other conditions or disorders, diagnosed or undiagnosed; or with other exceptionalities;
- Is not the result of a lack of acuity in hearing and/or vision that has not been corrected; intellectual disabilities; socio-economic factors; cultural differences; lack of proficiency in the language of instruction; lack of motivation or effort; gaps in school attendance or inadequate opportunity to benefit from instruction.

**LEARNING DISABILITY**

A learning-disabled student displays a marked difference between ability level and performance level. The student possesses average ability or above but also exhibits weakness in one or more modes of learning.

The learning disabled student will demonstrate weakness in perceptual or processing skills that manifest themselves in one or more of the following areas: reading, writing, listening, speaking, computation, or math reasoning.

**IDENTIFICATION CRITERIA: Learning Disability**

The Identification, Placement and Review Committee SHALL REQUIRE the following data and information when considering a student with a communication exceptionality due to a learning disability:

- A diagnosis of a Learning Disability by a member of the College of Psychologists  
Or all of the following
  - An educational assessment
  - An intellectual assessment which indicates that the student has average or above average intellectual potential as determined by a recognized intelligence test
  - A statement in a report indicating a process deficit or disorder that appears to affect the student's ability to learn
  - An indication of a significant discrepancy between expected and actual academic achievement that is not a result of chronic absenteeism and/or a lack of effort
  - A detailed health assessment (hearing, vision, physical and perhaps neurological) from qualified personnel
  - A speech language assessment
  - A health history provided by a public health nurse or legally qualified medical practitioner



## **OBSERVABLE CHARACTERISTICS: Learning Disability**

### **ACADEMIC**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Gaps in skills apparent/guardian</li><li>• Achievement low in some areas, high in others</li><li>• Erratic memory</li><li>• Weak memory skills</li><li>• Forgetful</li><li>• Easily overloaded with info presented at a regular pace</li><li>• Unable to retain facts and tables</li><li>• Communicates well orally</li><li>• Difficulty with sequence</li><li>• Difficulty decoding and comprehending</li></ul> | <ul style="list-style-type: none"><li>• Reversing letters, numbers</li><li>• Leaves out words when reading or writing</li><li>• Extreme difficulty learning to spell</li><li>• Spells with no seeming order or rule</li><li>• Nearly illiterate in writing assignments</li><li>• Sloppy writing</li><li>• Poor pencil position</li><li>• Mirror writing</li><li>• Right/left confusion</li><li>• Prefers print to cursive writing</li><li>• Preservation with some tasks</li></ul> |
|--|--|

### **SOCIAL**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Socially immature</li><li>• Awkward social habits</li><li>• Needs to be taught social skills</li><li>• Very literal</li></ul> | <ul style="list-style-type: none"><li>• Inability to follow instructions</li><li>• Low frustration level</li><li>• Low self-esteem</li></ul> |
|---|--|

### **BEHAVIOUR**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Hyperactive</li><li>• Distractible</li><li>• Inconsistent behaviour</li><li>• Can exhibit destructive, aggressive behaviour</li><li>• Efficient with avoidance strategies</li></ul> | <ul style="list-style-type: none"><li>• Appears lazy</li><li>• Says “I can’t do this” or “I’m stupid”</li><li>• Reluctant to try new things</li><li>• Overreacts</li><li>• Highly disorganized</li></ul> |
|---|--|

INTELLECTUAL: Giftedness

**MINISTRY DEFINITION**

An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a depth and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.

**GIFTEDNESS**

Gifted children’s intellectual needs differ from their chronological peers to such a degree that they require individualized academic and affective programming. Giftedness may also be found in combination with other exceptionalities.

**IDENTIFICATION CRITERIA: Giftedness**

The Identification, Placement and Review Committee SHALL REQUIRE the following data and information when considering a student with an intellectual exceptionality due to giftedness:

- An educational assessment
- An intellectual assessment with a full scale score measurement in the very superior range on a specified age appropriate intelligence test

***OBSERVABLE CHARACTERISTICS: Giftedness***

**ACADEMIC ABILITY**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• High rate of success in subjects of interest</li> <li>• Pursue certain areas with vigor</li> <li>• Good memory</li> <li>• Comprehends well</li> </ul> | <ul style="list-style-type: none"> <li>• Acquires knowledge quickly</li> <li>• Widely read in special areas</li> <li>• Very task oriented</li> </ul> |
|--|--|

**INTELLECTUAL**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Observant</li> <li>• Gets excited about new ideas</li> <li>• Inquisitive</li> <li>• Learns rapidly, easily</li> <li>• Independent learner</li> </ul> | <ul style="list-style-type: none"> <li>• Has a large vocabulary compared to others of same age</li> <li>• Thinks abstractly</li> <li>• Enjoys hypothesizing</li> <li>• Intense</li> </ul> |
|---|---|

**LEADERSHIP**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Likes structure</li> <li>• Self-confident</li> <li>• May be well-accepted by peers</li> <li>• Shows good judgment, common sense</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible</li> <li>• Articulate, verbally fluent</li> <li>• Foresees the consequences of things</li> </ul> |
|---|---|



**CREATIVE**

- Independent thinker
  - Expressive (oral or written)
  - Keen sense of humour
  - Is resourceful
- Doesn't mind being different
  - Is original, unconventional, imaginative

**VISUAL/PERFORMING ARTS**

- Ability for expressing feelings, thoughts and moods through art, dance, drama or music
  - Good coordination
- Exhibits creativity, imagination
  - Observant
  - Likes to produce original products
  - Flexible

**GIFTED UNDERACHIEVEMENT**

- Barely passes or does not pass tests
  - Fluctuating performance levels
  - Performance drops when presented with repetitive material
- Lack of self-motivation
  - Not interested in peers
  - Doesn't have social graces
  - Very sensitive to perceived attitudes



INTELLECTUAL: Mild Intellectual Disability

**MINISTRY DEFINITION**

A severe learning disorder characterized by:

- a) An ability to profit from a special education program for the mildly intellectually disabled because of slow intellectual development
- b) An ability to profit from a special education program that is designed to accommodate slow intellectual development
- c) A limited potential for academic learning, independent social adjustment, and economic self-support

**IDENTIFICATION CRITERIA: Mild Intellectual Disability**

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data when considering a student with an intellectual exceptionality due to a mild intellectual disability:

- An educational assessment that indicates that the student is achieving significantly below grade/age level for their chronological age and /or
- An adaptive behaviour assessment indicating serious delays or deficits in social maturity and adaptive behaviour
- An intellectual assessment by a psychologist, which indicates a full scale potential in the borderline to moderately mentally deficit range (IQ 70-55)

The Committee MAY also require the following:

- A health history provided by the public health nurse or a legally qualified medical doctor
- A recent health assessment
- A social history or development history report from a public health nurse or Developmental Services Worker

INTELLECTUAL: Developmental Disability

**MINISTRY DEFINITION**

A learning disorder characterized by:

- a) An ability to profit educationally within a regular class with the aid of considerable curriculum modification and supportive service
- b) An inability to profit educationally within a regular class because of slow intellectual development
- c) A potential for academic learning, independent social adjustment, and economic self-support

**IDENTIFICATION CRITERIA: Developmental Disability**

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data when considering a student with an intellectual exceptionality due to a developmental disability:

- A developmental assessment by a Developmental Services Worker
- An adaptive behaviour assessment indicating serious delays or deficits in social maturity and adaptive behaviour
- An intellectual assessment completed by a psychologist which indicates a full scale potential no higher than the moderately deficient range of ability (IQ Range 55 and below)

## ***OBSERVABLE CHARACTERISTICS: Developmental Disability***

### **FOR THE MORE ABLE STUDENT**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Learn through experience</li><li>• Slower rate of learning</li><li>• Learn less than average students</li><li>• Apply processes of imitation, reasoning, generalization</li><li>• Acquire concepts and develop value systems consistent with social living to the degree possible</li><li>• Could experience over aggressiveness, self-devaluation, short attention span, poor memory, delayed language development, low tolerance for frustration</li></ul> | <ul style="list-style-type: none"><li>• Slow in acquisition of motor and language skills</li><li>• Weakness in retention, reaction time, creativity, transfer of learning</li><li>• Below average intellectual functioning</li><li>• Can conform to social customs</li><li>• Function at <math>\frac{1}{2}</math> to <math>\frac{3}{4}</math> rate of speed of normal children</li><li>• Can achieve 2-6 grade level of academic achievement</li><li>• Culturally disadvantaged</li><li>• Often avoided by peers</li></ul> |
|--|--|

### **FOR THE LESS ABLE STUDENT**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Capable of kindergarten through third grade achievement</li><li>• Typically not able to read or write</li><li>• Inability to solve day-to-day problems</li><li>• Poor physical health</li></ul> | <ul style="list-style-type: none"><li>• Deviations in personality, behaviour, emotional reactions</li><li>• Ineptness in self-help skills</li><li>• Capable of unskilled occupations with supervision</li></ul> |
|---|---|



PHYSICAL: Physical Disability

**MINISTRY DEFINITION**

A condition of such severe physical limitation or deficiency as to require special assistance in learning situations to provide the opportunity for educational achievement equivalent to that of pupils without exceptionalities who are of the same age or developmental level.

**IDENTIFICATION CRITERIA: Physical Disability**

The Identification, Placement and Review Committee SHALL REQUIRE the following data or information for a student being considered as having a physical exceptionality due to orthopedic and/or physical handicap:

- A letter from a legally qualified medical practitioner or medical agency stating the nature and severity of the student's physical handicap and the necessity for special needs or programming

The Committee MAY require the following:

- A recent health assessment conducted by a legally qualified medical examiner
- A health history provided by the public health nurse or a legally qualified medical practitioner

**PHYSICAL: Blind and Low Vision****MINISTRY DEFINITION**

A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

**BLIND AND LOW VISION**

Visual impairment refers to the loss of part of or all of useful vision, which after correction adversely affects educational performance. Blindness is designated by an uncorrected visual acuity of 20/200 or less (about 10% or less of average vision). Low vision is designated by an uncorrected visual acuity of 20/70 or less (about 25% or less of average vision).

**IDENTIFICATION CRITERIA: Blind and Low Vision**

The Identification, Placement and Review Committee SHALL REQUIRE the following information or data for a student being considered as having a physical exceptionality due to visual impairment:

A report from a qualified ophthalmologist indicating one of the following:

- For low vision, a visual acuity of 20/70 or less
- For legal blindness, a visual acuity of 20/200 or less
- A functional visual loss equated with either low vision or blindness which, after correction, adversely affects educational performance

The Committee MAY require the following:

- A health history provided by the public health nurse or a legally qualified medical practitioner

***OBSERVABLE CHARACTERISTICS: Blind and Low Vision***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Complain of aches or pains in the eyes</li> <li>• Tired eyes</li> <li>• Prolonged reading of print material is difficult</li> <li>• Excessive headaches</li> <li>• Dizziness or nausea after close work</li> <li>• Squinting, blinking, facial distortion</li> <li>• Rubbing of eyes</li> <li>• Tilt head to see</li> <li>• Realign total body posture to see</li> <li>• Changing distance from reading material</li> <li>• Hold reading material very close or very far away</li> <li>• Constant loss of place in sentence or page</li> <li>• Problems with spacing in written work</li> <li>• Stumble over objects on floor or ground</li> <li>• Need large print material to be able to read</li> <li>• Be a Braille user</li> </ul> | <ul style="list-style-type: none"> <li>• May follow a pattern in missing or misreading parts of words</li> </ul> |
|--|--|

MULTIPLE: More Than One Exceptionality

**MINISTRY DEFINITION**

A combination of learning or other disorders, impairments, or physical disabilities that is of such a nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for the disorders, impairments or disabilities.

**IDENTIFICATION CRITERIA: Multiple**

The Identification, Placement and Review Committee SHALL REQUIRE compulsory data or information that is listed in this document for each exceptionality considered. In order to be identified as a multi-handicapped student, it is expected that documentation be provided in TWO OR MORE areas of exceptionality.

The specific exceptionalities being designated shall be clearly noted in writing on all appropriate documentation/lists.



## **Appendix E: Provincial Schools Contacts**

Teachers may obtain additional information from the Resource Services Departments of the Provincial Schools and the groups listed below.

### **Provincial Schools Branch, Ministry of Education:**

Provincial Schools Branch  
255 Ontario Street South  
Milton, Ontario L9T 2M5  
Tel.: 905-878-2851  
Fax : 905-878-5405  
TTY: 905-878-7195  
Toll Free 1-866-906-1192  
Toll Free TTY:1-866-906-1193

### **Schools for the Deaf:**

Ernest C. Drury School  
255 Ontario Street South  
Milton, Ontario L9T 2M5  
Tel.: 905 878-2851  
Fax: 905 878-9261 (Elementary School)  
Fax: 905-878-9390 (Secondary School)  
TTY: 905-878-7195

The Robarts School  
1090 Highbury Avenue, PO Box 7360, Stn E.  
London, Ontario N5Y 4V9  
Tel. and TTY: 519-453-4400  
Fax: 519-453-7943

Sir James Whitney Provincial School  
350 Dundas Street West  
Belleville, Ontario K8P 1B2  
Tel. and TTY: 613-967-2823  
Fax: 613-967-2857

### **School for the Blind and Deaf-Blind:**

W. Ross Macdonald School  
350 Brant Avenue  
Brantford, Ontario N3T 3J9  
Tel.: 519-759-0730  
Fax: 519-759-4741

### **School for the Deaf, Blind, and Deaf-Blind:**

Centre Jules-Léger  
281 rue Lanark  
Ottawa, Ontario K1Z 6R8  
Tel.: 613-761-9300  
Fax: 613-761-9301

### **Provincial Demonstration Schools:**

The Ministry of Education provides the services of four provincial Demonstration Schools for Ontario children with severe learning disabilities. These schools are the following:

Amethyst School  
1090 Highbury Avenue  
London, Ontario N5Y 4V9  
Tel.: 519-453-4408  
Fax: 519-453-2160

Centre Jules-Léger  
281 rue Lanark  
Ottawa, Ontario K1Z 6R8  
Tel.: 613-761-9300  
Fax: 613-761-9301

Sagonaska Demonstration School  
350 Dundas Street West  
Belleville, Ontario K8P 1B2  
Tel.: 613-967-2830  
Fax: 613-967-2482

Trillium School  
347 Ontario Street South  
Milton, Ontario L9T 3X9  
Tel.: 905-878-8428  
Fax: 905-878-7540

## Appendix F: Superior-Greenstone District School Board SEAC Contact List

Special Education Advisory Committee as of April 25, 2024

### Voting Members

|   |  |
|---|--|
| <p><b>Brandy Brake Weldon</b> <i>Dilico (Chair)</i><br/>Work: 807-887-2514<br/>Email: <a href="mailto:BrandyBrakeWeldon@dilico.com">BrandyBrakeWeldon@dilico.com</a><br/><i>Vacant – First Nation Trustee</i></p>       | <p><b>Sheila Zappitelli</b> <i>Superior Greenstone Association for Community Living Representative (Vice Chair)</i><br/>Work: 807-633-2300 Email: <a href="mailto:sheila.zappitelli@sgacl.ca">sheila.zappitelli@sgacl.ca</a></p>                 |
| <p><b>Julie Michano</b> <i>Trustee</i><br/>Email: <a href="mailto:jmichano@sgdsb.on.ca">jmichano@sgdsb.on.ca</a></p>  | <p><b>Andrea Stach</b> <i>George Jeffrey's Children's Centre</i><br/>Email: <a href="mailto:astach@georgejeffrey.com">astach@georgejeffrey.com</a></p>   |
| <p><b>Candice Bottle</b> <i>North Of Superior Counselling Programs Representative</i><br/>Work: 807-854--0006 Fax: 807-887-2764<br/>Email: <a href="mailto:Candice.bottle@nosp.on.ca">Candice.bottle@nosp.on.ca</a></p> | <p><b>Megen Brunskill</b> <i>Trustee</i><br/>Email: <a href="mailto:mbrunskill@sgdsb.on.ca">mbrunskill@sgdsb.on.ca</a></p>   |
| <p><b>Pat Liscombe</b> <i>Trustee (alternate)</i><br/>Email: <a href="mailto:pliscombe@sgdsb.on.ca">pliscombe@sgdsb.on.ca</a></p>   | <p><b>Allison Jarvis</b> <i>Trustee (Alternate)</i><br/>Email: <a href="mailto:ajarvis@sgdsb.on.ca">ajarvis@sgdsb.on.ca</a></p>  |
| <p><b>Jennifer Moore</b> <i>Dilico (alternate)</i><br/>Work: 807-887-2514 Email: <a href="mailto:jennifermoore@dilico.com">jennifermoore@dilico.com</a></p>   | <p><b>Candice Davies</b> <i>Superior Greenstone Association for Community Living Representative (Alternate)</i><br/>Work: 807-889-0246 Fax: 807-887-2764<br/>Email: <a href="mailto:candace.davies@nosp.on.ca">candace.davies@nosp.on.ca</a></p> |
|   | <p><b>Katie Porobic</b> <i>Superior Greenstone Association for Community Living Representative (Alternate)</i><br/>Work: 807-854-0775 Fax: 807-854-1047<br/>Email:</p>   |

### Resource Members

|   |   |
|---|---|
| <p><b>Will Goodman</b> <i>Director of Education</i><br/>Work: 807-886-2253 ext 104 Fax: 807-229-1471<br/>Email: <a href="mailto:wgoodman@sgdsb.on.ca">wgoodman@sgdsb.on.ca</a></p>                  | <p><b>Carole Leroux</b> <i>Superintendent of Education</i><br/>Work: 807-886-2253 ext 104 Fax: 807-229-1471<br/>Email: <a href="mailto:cleroux@sgdsb.on.ca">cleroux@sgdsb.on.ca</a></p> |
| <p><b>Eric Frederickson</b> <i>Superintendent of Education</i><br/>Work: 807-886-2253 ext Fax: 807-229-1471<br/>Email: <a href="mailto:efrederickson@sgdsb.on.ca">efrederickson@sgdsb.on.ca</a></p> | <p><b>Pinky McRae</b> <i>Board Chair (Ex-Officio)</i><br/>Home: 807-229-3417 Email: <a href="mailto:pmcrae@sgdsb.on.ca">pmcrae@sgdsb.on.ca</a></p>                                      |
| <p><b>Zoey Krause</b> <i>Student Trustee</i><br/>Email: <a href="mailto:zoeykrau@student.sgdsb.on.ca">zoeykrau@student.sgdsb.on.ca</a></p>  | <p><b>Deana Renaud</b> <i>Mental Health Manager</i><br/>Work: 807-228-0196 Email: <a href="mailto:drenaud@sgdsb.on.ca">drenaud@sgdsb.on.ca</a></p>                                      |
| <p><b>Miley Anthony</b> <i>Student Trustee</i><br/>Email: <a href="mailto:mileanth@student.sgdsb.on.ca">mileanth@student.sgdsb.on.ca</a></p>  | <p><b>Annick Brewster</b> <i>Assistant Superintendent: School Effectiveness</i><br/>Work: 807-826-3241<br/>Email: <a href="mailto:abrewster@sgdsb.on.ca">abrewster@sgdsb.on.ca</a></p>  |
| <p><b>Amanda Gyori</b> – <i>Early years System Principal</i><br/>Work: 807-886-2253<br/>Email: <a href="mailto:agyori@sgdsb.on.ca">agyori@sgdsb.on.ca</a></p>                                       | <p><b>Melissa Bianco</b> <i>Team lead Positive Behaviour</i><br/>Work: 807-889-1327<br/>Email: <a href="mailto:mebianco@sgdsb.on.ca">mebianco@sgdsb.on.ca</a></p>                       |
| <p><b>Erik Leroux</b> <i>Learning for All Principal and Principal of Dorion Public School</i><br/>Work: 807-886-2253 Email: <a href="mailto:eleroux@sgdsb.on.ca">eleroux@sgdsb.on.ca</a></p>        | <p><b>Lisa Zeleny</b> , <i>Executive Assistant</i><br/>Work: 807-886-2253<br/>Email: <a href="mailto:lzeleny@sgdsb.on.ca">lzeleny@sgdsb.on.ca</a></p>                                   |



Meetings are held on the second Tuesday of every month unless adverse weather or technical difficulties exist. Most meetings are held by electronic means due to distance.

[\*Return to Table of Contents\*](#)



## Appendix G: Special Education Staff

### Elementary Panel

| Special Education Staff                                      | FTEs                                | Staff Qualifications  |
|--|-------------------------------------|---|
| <b>1. Teachers of students with exceptionalities</b>         |                                     |   |
| 1.1 Teachers for indirect and resource program support       | 10                                  | University Degree, Bachelor of Education and Special Education Part I, II, or Specialist.   |
| 1.2 Teachers for self-contained classes                      | 0                                   |   |
| <b>2. Other special education teachers</b>                   |                                     |   |
| 2.1 Itinerant teachers                                       | 0                                   |   |
| 2.2 Teacher diagnosticians                                   | 0                                   |   |
| 2.3 Coordinators   | 0                                   | Special Education Facilitator Masters Degree, Bachelor of Education and Special Education Qualifications, PQP, SOQP                       |
| 2.4 Consultants  | 0                                   |   |
| <b>3. Educational assistants and Child and Youth Workers</b> |                                     |   |
| 3.1 Educational assistants                                   | 52 (total elementary and secondary) | Preferably a two-year College diploma in Teacher Aide, Early Childhood Education, Developmental Service Worker, or Child and Youth Worker |
| 3.2 Child and Youth Workers                                  | 5                                   |   |
| <b>4. Other professional resource staff</b>                  |                                     |   |
| 4.1 Psychologists  | 0                                   |   |
| 4.2 Psychometrists   | 0                                   |   |
| 4.3 Psychiatrists  | 0                                   |   |
| 4.4 Speech-language pathologists                             | 0                                   |   |
| 4.5 Audiologists   | 0                                   |   |
| 4.6 Occupational therapists                                  | 0                                   |   |
| 4.7 Physiotherapists   | 0                                   |   |
| 4.8 Social workers   | 0                                   |   |
| 4.9 Behaviour Expertise Consultant                           | 3                                   |   |
| <b>4.10 Subtotal</b>   |                                     |   |
| <b>5. Paraprofessional resource staff</b>                    |                                     |   |
| 5.1 Orientation and mobility personnel                       | 0                                   |   |
| 5.2 Oral interpreters (for deaf students)                    | 0                                   |   |
| 5.3 Sign interpreters (for deaf students)                    | 0                                   |   |
| 5.4 Transcribers (for blind students)                        | 0                                   |   |
| 5.5 Interveners (for deaf-blind students)                    | 0                                   |   |
| 5.6 Auditory-verbal therapists                               | 0                                   |   |
| <b>5.7 Subtotal</b>  | 0                                   |   |

Secondary Panel

| <b>Special Education Staff</b>                               | <b>FTEs</b> | <b>Staff Qualifications</b>   |
|--|-------------|---|
| <b>1. Teachers of students with exceptionalities</b>         |             |   |
| 1.1 Teachers for indirect and resource support program       | 5           | University Degree, Bachelor of Education and Special Education Part I, II, or Specialist.   |
| 1.2 Teachers for self-contained classes                      | 0           |   |
| <b>2. Other special education teachers</b>                   |             |   |
| 2.1 Itinerant teachers                                       | 0           |   |
| 2.2 Teacher diagnosticians                                   | 0           |   |
| 2.3 Coordinators (Special Education Facilitator)             | 1           | University Degree, Bachelor of Education, Masters of Education and Special Education Qualifications for Administrators, PQP, SOQP       |
| 2.4 Consultants  | 0           |   |
| <b>3. Educational assistants and Child and Youth Workers</b> |             |   |
| 3.1 Educational assistants                                   | 52          | Preferably two-year College diploma in Teacher Aide, Early Childhood Education, Developmental Service Worker, or Child and Youth Worker |
| 3.2 Child and Youth Workers                                  | 0           |   |
| <b>4. Other professional resource staff</b>                  |             |   |
| 4.1 Psychologists  | 0           |   |
| 4.2 Psychometrists   | 0           |   |
| 4.3 Psychiatrists  | 0           |   |
| 4.4 Speech-language pathologists                             | 0           |   |
| 4.5 Audiologists   | 0           |   |
| 4.6 Occupational therapists                                  | 0           |   |
| 4.7 Physiotherapists   | 0           |   |
| 4.8 Social workers   | 0           |   |
| 4.9 Behaviour Expertise Consultant                           | 0           |   |
| <b>4.10 Subtotal</b>   |             |   |
| <b>5. Paraprofessional resource staff</b>                    |             |   |
| 5.1 Orientation and mobility personnel                       | 0           |   |
| 5.2 Oral interpreters (for deaf students)                    | 0           |   |
| 5.3 Sign interpreters (for deaf students)                    | 0           |   |
| 5.4 Transcribers (for blind students)                        | 0           |   |
| 5.5 Interveners (for deaf-blind students)                    | 0           |   |
| 5.6 Auditory-verbal therapists                               | 0           |   |
| <b>5.7 Subtotal</b>  | 0           |   |





## Appendix H: Policy 517, Early Identification

| <b>SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD</b> |  |                   |   |
|--|--|-------------------|---|
| <i>Section</i>                                   | SCHOOLS AND STUDENTS   |                   |   |
| <i>Policy Name</i>                               | EARLY IDENTIFICATION   | 517               |   |
| <i>Board Approved:</i>                           | September 24, 2019<br>October 27, 2015<br>February 17, 2010<br>August 10, 2002 | <i>Reviewed:</i>  | June 4, 2019<br>October 5, 2015<br>October 26, 2009<br>April 2004 |
|  |  | <i>Review By:</i> | December 2024   |

**POLICY**

It is the policy of the Superior-Greenstone District School Board that the Early Identification procedure will occur in each elementary school. As required by Policy/Program Memorandum No. 11, Early Identification of Children's Learning Needs, School Boards must define "procedures to identify levels of development, learning abilities, and needs" and must "ensure that educational programs are designed to accommodate these needs and to facilitate each child's growth and development. "These procedures are a part of a continuous assessment and program planning process which should be initiated when a child is first enrolled in school or no later than the beginning of a program of studies immediately following Kindergarten and should continue throughout a child's school life".]

The Early Identification procedures are done by the Kindergarten educators to assist them in assessing the child's learning needs in order that appropriate programming may take place. Special Education Resource Personnel may assist in ensuring that any necessary referrals for additional support are completed.

**PROCEDURES**

**1.0 Early Identification Procedures Shall Include the Following**

- 1.1 Confidential information in the form of a health and/or social history to be filed in the Ontario Student Record, in keeping with the Ontario Government Statutes and Regulations and Superior-Greenstone District School Board procedures.
- 1.2 Each Kindergarten educator will complete the appropriate checklist(s)/screen(s)/assessment(s) for each student following registration and continuing throughout the school year in keeping with Superior-Greenstone District School Board procedures.
- 1.3 Opportunities for information sharing between parent(s) and educators must be made available. Communication will take place during the transition to Kindergarten, while the child is in Kindergarten as well as during the transition to the next year's teacher.
- 1.4 Documentation of learning takes place in an ongoing basis and is shared with families through learning stories and regular updates.
- 1.5 To streamline the transition process for children with special education needs as they enter school and provide the school system with appropriate time to have the necessary supports in place for the child, schools will follow the procedures outlined in the *Thunder Bay & District Transition for Children with Special Education Needs* document.

**2.0 Time Line**

| <i>Action</i>  | <i>Involved</i>  | <i>Timeline</i>  |
|--|--|------------------|
| Kindergarten Registration  | Principal, Kindergarten Teacher/Educator Team                                  | January/February |
| Communication of Information re: Transition to Kindergarten Planning                       | Principal, EY Lead, Kindergarten Teacher/Educator Team                         | February/June    |
| Communication and Planning: Children with Special Needs re: Kindergarten Intake Procedures | Principal, EY Lead, Kindergarten Teacher/Educator Team, SET, Parents, Agencies | March            |
| Transition to Kindergarten Season  | Principal/ Kindergarten Teacher/Educator Team                                  | February/June    |
| Completion of Initial Screen(s)/Checklist(s)/Assessment(s)                                 | Kindergarten Teacher/Educator Team, Special Education Teacher                  | March/Ongoing    |
| Kindergarten Parent/Teacher Interviews and Student Led Conference                          | Kindergarten Teacher/Educator Team & Parents                                   | Ongoing          |

**3.0 Programs that Support Early Identification**

Educators use professional judgement in the tools and assessments they would like to use to monitor growth, development and learning of children in the Early Years programs. The approved Standardized Diagnostic Assessment Tools is an exhaustive list of approved diagnostics which is updated yearly.

## Appendix I: Transition to Kindergarten Support Documents

School Attending in September: \_\_\_\_\_

### Beginning KINDERGARTEN Intake Process for Students with Special Education Needs

| Student Demographics                                |   |
|---|---|
| Student Name:                                       | Gender: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>  |
| D.O.B. ___/___/___<br><small>Day Month Year</small> | Known Diagnosis: Physician:   |
| Address:  | Language spoken at home:<br>English   |
| Student Lives with:                                 | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Foster <input type="checkbox"/> Group Home <input type="checkbox"/> Other (specify):   |
| Custody Information                                 | <input type="checkbox"/> Joint Custody <input type="checkbox"/> Sole Custody <input type="checkbox"/> No Agreement <input type="checkbox"/> Formal Agreement<br><input type="checkbox"/> Dilico <input type="checkbox"/> CAS <input type="checkbox"/> Kinship Agreement <input type="checkbox"/> Other: |
| Preferred Contact Person:                           | <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other (specify):   |

| Parent / Legal Guardian Information                                      |               | Best                     |
|--|---------------|--------------------------|
| Name:  | Phone (home): | <input type="checkbox"/> |
| Relationship: Father   | Phone (cell): | <input type="checkbox"/> |
| Legal Guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No | Email:        | <input type="checkbox"/> |
| Address (if different than child's):                                     |               |                          |
| Other Parent / Legal Guardian Information                                |               | Best                     |
| Name:  | Phone (home): | <input type="checkbox"/> |
| Relationship:  | Phone (cell): | <input type="checkbox"/> |
| Legal Guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No | Email:        | <input type="checkbox"/> |
| Address (if different than child):                                       |               |                          |

| Check All That Apply:               |                          |  |
|-------------------------------------|--------------------------|--|
| Healthcare Plan:                    | <input type="checkbox"/> | School Transportation Required: <input type="checkbox"/>                 |
| ELSP (Early Learning Support Plan): | <input type="checkbox"/> | ASQ Completed: <input type="checkbox"/>                                  |
| BSP (Behaviour Success Plan):       | <input type="checkbox"/> | Other Assessments Completed (ASQ not required): <input type="checkbox"/> |

| Childcare Centre Information |                           |
|------------------------------|---------------------------|
| Centre:                      | CCTB Resource Consultant: |
| Phone:                       | Email:                    |

What is the best time to visit the child at the centre?  Mon  Tues  Wed  Thurs  Fri Time: \_\_\_\_\_

Number of children in the room the child is attending? \_\_\_\_\_

Is this child a flight risk?  Yes  No

If yes, please provide details: \_\_\_\_\_

Is this child attending day care over the summer?  Yes  No



School Attending in September: \_\_\_\_\_

**COMMUNITY AGENCIES / SERVICE PROVIDERS:**

| <input type="checkbox"/> Occupational Therapy   | <input type="checkbox"/> Physical Therapy   | <input type="checkbox"/> Speech/Language  | <input type="checkbox"/> Other<br>(je: SBRS, CCTB, Dilico, CCR, CAS) |
|---|---|---|--|
| <input type="checkbox"/> GJCC<br><input type="checkbox"/> Active<br><input type="checkbox"/> Waitlist<br><input type="checkbox"/> Private<br><br>Therapist:<br><br>Contact: | <input type="checkbox"/> GJCC<br><input type="checkbox"/> Active<br><input type="checkbox"/> Waitlist<br><input type="checkbox"/> Private<br><br>Therapist:<br><br>Contact: | <input type="checkbox"/> CCTB<br><input type="checkbox"/> GJCC<br><input type="checkbox"/> Private<br><input type="checkbox"/> Attachment<br><br>Therapist:<br><br>Contact: |  |

| Strengths         | Needs | Interests |
|-------------------|-------|-----------|
| - Articulate<br>- |       |           |

A) HEALTH CARE:

B) PHYSICAL / MOBILITY:



School Attending in September: \_\_\_\_\_

|   |   |
|---|---|
| <p><b>Allergies:</b></p> <p><b>Dietary Needs:</b></p> <p><b>Seizures:</b></p> <p><b>Medication:</b></p> <p><b>Nursing Required:</b></p> <p><b>Vision/Hearing:</b></p> | <p><b>Equipment:</b></p> <p><b>Other:</b></p> |
|---|---|

**C) PERSONAL CARE:**

**Toileting:**

Independent?  Yes  No  Equipment Required

If no, please describe: \_\_\_\_\_

Is the use of visuals required?  Yes  No

If yes, are they general or child specific (with their own picture)? \_\_\_\_\_

**Dressing:**

Independent?  Yes  No

If no, please describe: \_\_\_\_\_

Is the use of visuals required?  Yes  No

**Eating:**

Independent?  Yes  No

Please describe: \_\_\_\_\_

**D) COMMUNICATION:**

| <input type="checkbox"/> Receptive Language | <input type="checkbox"/> Expressive Language | <input type="checkbox"/> Articulation |
|---|--|---------------------------------------|
|   |  |                                       |

**E) TRANSITIONS:**



School Attending in September: \_\_\_\_\_

**F) SOCIAL / EMOTIONAL BEHAVIOUR:**

**SELF REGULATION:**

- Taking Direction: \_\_\_\_\_
- Responding to Limits: \_\_\_\_\_
- Sensory: \_\_\_\_\_
- Describe the child's behaviour when upset: \_\_\_\_\_
- How does this child calm down? (Describe) \_\_\_\_\_

**SOCIAL:**

- Turn Taking: \_\_\_\_\_
- Sharing: \_\_\_\_\_

**G) Atypical Behaviour:**

**H) Other Pertinent Information:**

Parent/Guardian Signature: \_\_\_\_\_



School Attending in September: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_

This KINDERGARTEN Intake Package was completed by:

X \_\_\_\_\_

Date: \_\_\_\_\_

