



## MEMORANDUM

**Memo No. 23-050**

**TO:** Trustees  
Student Trustees

**FROM:** Pino Buffone, Director of Education and Secretary of the Board  
Michèle Giroux, Executive Officer of Corporate Services

**DATE:** 08 September 2023

**RE:** **New and Revised Board Policies, Procedures and Forms  
(2022-2023 Update: 29 June 2022 - 26 June 2023)**

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This memo outlines the OCDSB policies, procedures, and forms that were adopted, revised, or rescinded since the 2021-2022 update. Over the past year, considerable progress was made on our commitment to policy and procedural renewal. This includes updating 17 policies, 12 procedures, and 29 associated forms, while developing 3 new procedures.

Please note that all by-laws, policies, and procedures are accessible through the OCDSB website and are kept up-to-date as changes occur. **Please use this [webpage](#) to locate the most current version.**

### **POLICIES – NEW**

No new policies were developed in the period of this update.

### **POLICIES - REVISED**

The table below includes the 17 policies that were revised during the period of this update.

<b><u>Policy Name</u></b>	<b><u>Revision Date</u></b>
OCDSB Bylaws Standing Rules	25 April 2023
<a href="#">P.003.GOV</a> - Board Member and Student Trustee Professional Development and Constituency Communications	06 September 2022

<a href="#">P.004.GOV</a> - Board Member Honoraria	06 September 2022
<a href="#">P.005.GOV</a> - Board Member and Student Trustee Expenses and Support Services	06 September 2022
<a href="#">P.009.HR</a> - Respectful Workplace (Harassment Prevention)	31 January 2023
<a href="#">P.013.GOV</a> - Community Member Recognition Program	06 September 2022
<a href="#">P.018.GOV</a> - Electronic Meetings of the Board and Committees	06 September 2022
<a href="#">P.019.GOV</a> - Special Education Advisory Committee	25 April 2023
<a href="#">P.029.SCO</a> - Field Trips	28 March 2023
<a href="#">P.051.GOV</a> - Evaluation of Director of Education and Secretary of the Board	26 June 2023
<a href="#">P.058.HS</a> - Occupational Health and Safety	31 January 2023
<a href="#">P.073.GOV</a> - Board Member Code of Conduct	09 May 2023
<a href="#">P.096.SES</a> - Special Education Programs and Services	31 January 2023
<a href="#">P.113.GOV</a> - Student Senate	25 April 2023
<a href="#">P.121.GOV</a> - Accessibility	31 January 2023
<a href="#">P.127.TRA</a> - Ottawa Student Transportation Authority	31 January 2023
<a href="#">P.132.HS</a> - Violence in the Workplace	31 January 2023

## **POLICIES - RESCINDED**

<b><u>Policy Name</u></b>	<b><u>Rescission Date</u></b>
P.111.GOV Advisory Committee for Extended Day and Child Care Programs	26 June 2023

## **PROCEDURES - NEW**

The following procedures were developed during the period of this update.

<b><u>Procedure Name</u></b>	<b><u>Revision Date</u></b>
<a href="#">PR.695.SCO</a> - Student Exclusion (Pause for Safety)	13 June 2023
<a href="#">PR.705.HR</a> - Electronic Monitoring Disclosure	10 October 2022
<a href="#">PR.707.SCO</a> - Secondary School-Sanctioned Events Outside Instructional Hours	23 May 2023

## **PROCEDURES - REVISED**

The following procedures were revised during the period of this update.

<b><u>Procedure Name</u></b>	<b><u>Revision Date</u></b>
<a href="#">PR 501 GOV</a> - Policy Development And Management	23 May 2023
<a href="#">PR 503 GOV</a> - Trustee And Student Trustee Expenses For Professional Development, Constituency Communications, And Support Services	06 September 2022
<a href="#">PR 564 IT</a> - Information Technology Security	28 June 2023
<a href="#">PR.575.HS</a> - Fire Safety Plans	20 June 2023
<a href="#">PR 599 GOV</a> - Municipal Election Compliance Audit Committee	23 May 2023
<a href="#">PR 610 HR</a> - Classification Review System, Union-Exempt Employee Group Levels 2 To 12	06 June 2023
<a href="#">PR 611 HR</a> - Compensation, Union-Exempt Employees	06 June 2023
<a href="#">PR.621.HR</a> - Employee Recognition	18 April 2023
<a href="#">PR.650.GOV</a> - Calculation of Board Member Honoraria	06 September 2022
<a href="#">PR 672 IT</a> - Electronic Communications Systems	25 April 2023
<a href="#">PR.691.SCO</a> - Administration of Medication for Non-Life Threatening Conditions	09 May 2023
<a href="#">PR.701.HR</a> - Working From Home (Remote Work)	22 November 2022

## **PROCEDURES - RESCINDED**

The following procedures were rescinded during the period of this update.

<b><u>Procedure Name</u></b>	<b><u>Rescission Date</u></b>
PR.697.HS - COVID-19 Vaccination Protocol	01 March 2023
PR.551.HS - Human Immunodeficiency Virus (HIV)—AIDS (Employees)	18 April 2023
PR.573.HS - Hepatitis B Vaccinations	18 April 2023

## **NEW AND UPDATED FORMS**

Following are the updated and new forms developed during the period of this update.

<b><u>Form Name</u></b>	<b><u>Access Permissions</u></b>
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<a href="#">OCDSB 017</a> - Appropriate Use of Technology Agreement - Primary Students (Kindergarten to Grade 3)	OCDSB Students
<a href="#">OCDSB 018</a> - Appropriate Use Of Technology Agreement - Junior Students (Grade 4 To Grade 6)	OCDSB Students
<a href="#">OCDSB 019I</a> - Appropriate Use of Technology Agreement - Intermediate Students (Grade 7 to Grade 8)	OCDSB Students
<a href="#">OCDSB 019S</a> - Appropriate Use of Technology Agreement - Secondary Students (Grade 9 to Grade 12)	OCDSB Students
<a href="#">OCDSB 020</a> - Appropriate Use to Technology Agreement (Community Members)	Public
<a href="#">OCDSB 056</a> - Request for Kilometrage Payment (Personal Vehicle)	OCDSB Staff
<a href="#">OCDSB 202</a> - Suspected Child Abuse Incident Report	OCDSB Staff
<a href="#">OCDSB 256</a> - Payment Requisition Form	OCDSB Staff
<a href="#">OCDSB 271</a> - Request for a Journal Entry	OCDSB Staff
<a href="#">OCDSB 280</a> - Budget Adjustment	OCDSB Staff
<a href="#">OCDSB 287</a> - Student Medication Log	Public
<a href="#">OCSDB 595</a> - Travel Expense Claim	OCDSB Staff
<a href="#">OCDSB 734</a> - Safety Plan for Worker and Student Safety (Revised 2022)	OCDSB Staff
<a href="#">OCSDB 738</a> - General Safety Plan	OCDSB Staff
<a href="#">OCDSB 988</a> - Handling of Prescribed Medication for Students with Non-life Threatening Medical Conditions	Public
<a href="#">OCDSB 993</a> - Declaration of Interest	Public
<a href="#">Take Our Kids to Work Day™ Parent/Guardian Consent Form</a>	Public
<a href="#">OCDSB Work from Home Request (up to 50%)</a>	OCDSB Staff (Sign-In)
<a href="#">OCDSB Work from Home Request (over 50%)</a>	OCDSB Staff (Sign-In)

<a href="#">Attestation of Residency in Ottawa for OCV Students</a>	Public
<a href="#">Month End Folders</a>	School Staff Only
<a href="#">Privacy Breach Acknowledgement</a>	Public
<a href="#">Supply Chain Requisition</a>	Purchasing and RFP Only
<a href="#">Application for Municipal Election Compliance Audit</a>	Public
<a href="#">OSBIE Certificate of Insurance Request Form</a>	OCDSB Staff Only
<a href="#">Authentic Student Learning Experience (ASLE) Form</a>	School Staff Only
<a href="#">OCDSB Request to Appeal a Cross Boundary Transfer Application Decision to the Board of Trustees</a>	Public
<a href="#">OCDSB Request to Appeal a Cross Boundary Transfer Application Decision to the Principal and Superintendent</a>	Public
<a href="#">Banking and TD1 Information - New Employee</a>	Payroll and PC&L Staff Only

### **RESCINDED FORMS**

Following are the forms that were rescinded during the period of this update.

<b><u>Form Name</u></b>	<b><u>Rescission Date</u></b>
OCDSB 285 - Self-Administration of Oral Medication Authorization	09 May 2023
OCDSB 286 - Administration of Oral Medication Authorization	09 May 2023

CC: Senior Staff  
General Manager, Board Services  
Administrative Assistants  
Managers  
Principals  
Vice-principals  
Corporate Records