



Limestone District School Board
Employee Orientation Guide

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Introduction

Welcome to the Limestone District School Board! You have joined a talented and dedicated group of academic and support staff who share in the goal of delivering the highest quality education services for our students.

The Limestone District School Board covers an area of 7,719 square kilometers with an overall population of 138,965 public school supporters. From the historic city of Kingston on the shores of Lake Ontario, the district extends west to Napanee, east to Joyceville and north to the villages of Denbigh and Plevna. The Board provides high quality comprehensive educational programming for approximately 21,000 students in 51 elementary and 11 secondary schools.

This Employee Orientation Guide has been developed in order to facilitate your transition during the first few months of your employment with the Board by providing useful information that will assist you in your new role. The goal is to:

- Make you feel welcome;
- Acquaint you with the Board philosophy and strategic plan;
- Present information on specific policies and expectations;
- Answer common questions of new employees; and,
- Reduce any anxiety you may feel;

This Orientation Guide is not intended to include everything you need to know and should therefore be used in conjunction with orientation materials provided to you from your direct supervisor and/or mentor. Please feel free to ask Human Resources, your supervisor or your colleagues for more information or visit our website at <http://limestone.on.ca>.

On behalf of the Limestone District School Board we wish you much success as you join our team and we hope that you find your new role both challenging and rewarding!

Welcome from the Director

I would like to take this opportunity to welcome you to the Limestone District School Board.

Your contributions to Limestone will make a significant impact on the lives of our children and youth – directly or indirectly through the provision of a number of key instructional and support services.

As an employee of the Board, you are our most valuable asset as you play a vital role in fostering quality public education. The Limestone District School Board cultivates excellence in education by creating a dynamic and diverse learning environment that prepares and enables our students to adapt to an ever-changing world as lifelong learners and informed responsible, contributing members of society. In order to achieve this goal, we rely on the services of our many non-academic staff that support our employees and students in a variety of ways.

I look forward to your individual and collective contributions to the Board, our staff and our students and I wish you every success as you embark on your career, trusting that you will find your role both challenging and rewarding.

Sincerely,

Debra Rantz

Debra Rantz
Director of Education

Statement of Beliefs

Public education creates a dynamic environment for learning which prepares students to face a changing world as life-long learners and informed responsible citizens.

Students:

We believe that...

- Our students are our reason for being.
- Our students include adult learners.
- Every student can learn and experience success.
- It is the purpose of the schools to maximize each student's potential for and enjoyment of life-long learning.

Staff:

We believe that...

- Every staff member is valuable and essential to fostering quality public education.
- All staff members endeavour to maintain a work environment that respects each person's integrity, dignity and individual contribution.
- The board and staff share in the responsibility to model teamwork, continuous improvement and professional development.

Partners:

We believe that...

- Public education is a shared responsibility.
- The Ministry of Education is responsible for providing appropriate funding for a quality education program.
- Our parents, community and businesses will enthusiastically support public education.
- Partnerships will enhance and improve the quality of education, including support for program innovation.
- Our schools reflect and honour society's common goals and enrich them by encouraging diversity.

Accountability:

We believe that...

- Our trustees, our director and our staff are accountable to the community for providing quality education to all students.
- In partnership with parents, students and the community, we have the responsibility to provide a positive, safe and inviting learning environment.
- Our resources should be committed to ensure that our strategic initiatives and expectations are met.

Strategic Plan Highlights

The Limestone District School Board has developed a strategic plan that is updated annually. The three core goals include the following:

1. ***Improve Student Achievement***

The Limestone District School Board is fully committed to improving overall achievement and closing achievement gaps for all students in every school. Our Board and all staff share the responsibility to model lifelong learning, teamwork, leadership and continuous improvement to help all students reach their full potential.

2. ***Ensure Equity, Inclusion and Wellbeing***

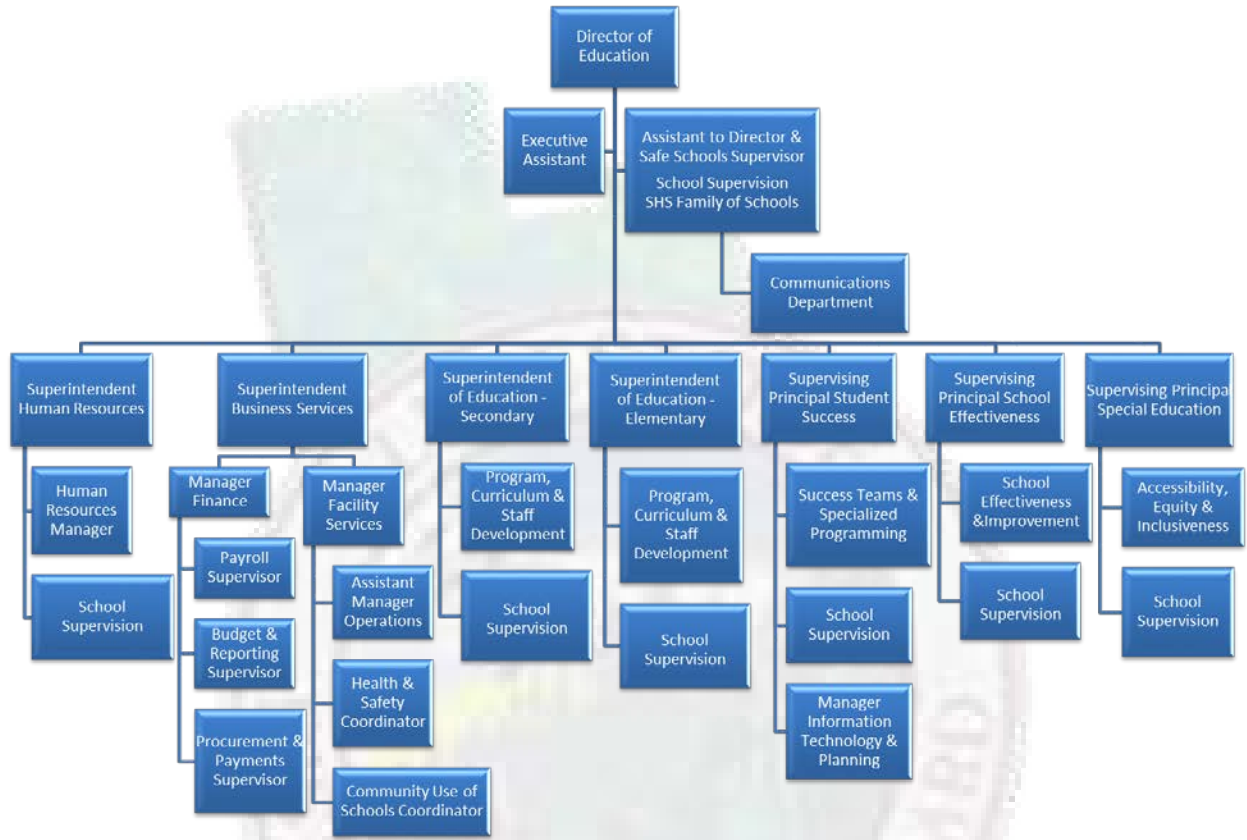
The Limestone District School Board is committed to providing safe, healthy and caring learning and working environments that are respectful, inclusive and welcoming for everyone.

3. ***Enhance Engagement, Accountability & Sustainability***

The Limestone District School Board is committed to promoting, enhancing and leading the development of positive collaborations with all of our partners – students, families, employees, government, and the community. Board operations must align to support the success of all students and ensure the efficient and effective use of all resources while preparing for an economically and environmentally sustainable future.

The above is simply an overview highlighting our three core goals. For more detailed information on the Limestone District School Board's Strategic Plan, please visit our website at www.limestone.on.ca/Board/Strategic_Plan#6.

Organization Chart



Key Contacts

In addition to your school Principal and/or department supervisor and colleagues, Board office employees are also available to assist and support you as you commence your career. You are encouraged to access these valuable resources at any time in order to answer any professional and/or personal questions that you may have.

Below you will find a summary of key contacts that you might find useful in your first few months with the Board. Please note that a comprehensive description of each department and its corresponding staff, including roles and responsibilities can be found on the Board website at www.limestone.on.ca.

Elected Officials

School Board Trustees are elected officials responsible for representing public education in their community. They are an important link between the community and our schools.

Trustees attend monthly Board meetings during the school year and also serve on a variety of Board committees.

Key roles include:

- Advocating for students, student learning and equity of opportunity;
- Supporting and promoting public education;
- Articulating the Board's vision for education and developing corresponding policies;
- Establishing the Board's budget and spending priorities each year.

The Board also has two Student Trustees who serve a one year term and are elected by the Limestone District Inter-School Student Council.

Chair of the Board: Paula Murray

Director of Education: Debra Rantz

Supervisory Officers

Supervisory Officers are responsible for overseeing a designated group(s) of schools as well as specific educational portfolios. A few of the key responsibilities include:

- Supporting student success
- Setting district goals
- Acting as a liaison between the LDSB and Ministry of Education
- In-servicing district staff on new Ministry policies
- Working with staff to support positive learning environments
- Problem-solving
- Approving leave of absence requests

- Approving field trip proposals
- Working with parents, as required

Director's Office

The Director of Education is the Chief Educational/Executive Officer and the Secretary of the Board. As the senior administrator, the Director of Education provides educational leadership and direction to the system. The Director is responsible for implementing the policies and procedures of the Board, ensuring that the Board works within the parameters of the Education Act.

Human Resources

Within Human Resources our mission is to recruit, develop and retain outstanding employees who are committed to the broader goal of fostering educational excellence. Human Resources plays a key role in establishing a work environment that is safe, healthy, responsive and efficient and therefore provides leadership in a variety of areas including recruitment and selection, employee orientation, performance management, professional development and succession planning, labour relations and collective agreement administration, benefits administration, policy/procedure development and staff wellness.

Financial Services

Financial Services is responsible for the Board budget process, developing budget allocations, accounts receivable/payable matters, payroll, and purchasing functions.

Communications

The Communications Department engages in a variety of activities and programs involving internal and external communications and community relations on behalf of the Limestone District School Board.

Information Technology

The Information Technology Department provides all IT support for schools and staff. The goal is to ensure that employees and students have access to required programs and applications that further educational programming and internal communications between staff.

Facility Services

The Facility Services Department is committed to providing the best educational facilities possible for our student school community, employees and of course, our most important asset, our students. The Facility Services Department maintains over 3 million square feet of building space and 615 acres of land.

Health & Safety

The Board has one designated Health & Safety Coordinator who oversees all health & safety matters and sits as a resource on the Joint Health & Safety Committee. This individual is also responsible for WSIB Return to work for all workplace injuries and works with Human Resources to offer accommodation devices for all non-occupational injuries.

Educational Services

The Limestone District School Board's philosophy of special education programs and services is derived from a mission statement developed concurrently by the Special Education Advisory Committee and the Educational Services Department. This philosophy is based upon the school being the centre of an inclusive community. Students are active participants who can and should be taught to advocate for their own needs so that they have the opportunity to achieve their maximum potential.

Tri-Board Transportation

The Tri-Board Student Transportation Services provides a variety of transportation services for the following Boards in our consortium:

- [Algonquin Lakeshore C.D.S.B.](#)
- [Hastings Prince Edward D.S.B.](#)
- [Limestone D.S.B.](#)

Our transportation department is continually monitoring and reviewing our transportation system for safety, route efficiencies and adherence to the Board Policies.

Our vision is to provide safe, secure, on-time transportation for approximately 36,000 students on 645 bus routes travelling over 97,000 km daily to 164 schools in our jurisdiction.

Planning Office

The Planning Department is responsible for school boundaries, school accommodation planning, enrolment projection and building leasing.

Equity & Inclusiveness

The Limestone District School Board believes that all students can learn and is committed to enabling each and every student to learn effectively, to reduce achievement gaps and to improve learning outcomes for all, regardless of race, class, gender, ethnicity, disability, sexual orientation and other historical forms of marginalization. The Board upholds the principles of respect for human rights and fundamental freedoms enshrined in the *Canadian Charter of Rights and Freedoms*. The Board and its staff are therefore committed to the elimination of all types of discrimination as outlined in *Ontario's Equity and Inclusive Education Strategy* and the Ontario Ministry of Education Policy/Program Memorandum No. 119 (2009). The Board recognizes that equity of opportunity and equity of access to the full range of programs, the delivery of services, and resources are critical to the achievement of successful educational and social outcomes for those served by the school system as well as those who serve the system.

The Board is therefore committed to an equitable education system that upholds and reflects the principles of fair and inclusive education which should permeate all policies, programs, practices, and operations. Respect for the diverse perspectives of the entire school community will be reflected in all areas of the teaching, learning and administrative culture. Every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit access to, and opportunity for, effective student engagement and achievement. The goal is to ensure that schools are inclusive and reflect the makeup of their diverse communities.

The full procedure can be found at:

www.limestone.on.ca/board/documents/procedures/AP-105.pdf

Religious Accommodation Guidelines

The Limestone District School Board acknowledges and respects each individual's right to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behaviours and is committed to taking all reasonable steps to provide religious accommodations to staff and to students. The Board recognizes and values the religious diversity within its community and is committed to providing a safe, respectful and equitable environment for all, free from all forms of discriminatory or harassing behaviours based on religion.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects religious freedom for all individuals. While the Board and its staff will take all reasonable steps to ensure freedom of religion and religious practices consistent with the Ontario Human Rights *Code*, it is expected that students and their families will help the Board to understand their religious needs and will work with the Board and its schools to determine appropriate and reasonable accommodations.

The full procedure can be found at:

www.limestone.on.ca/board/documents/procedures/AP-106.pdf

Health and Safety

The Board is committed to ensuring that all employees work in a safe and healthy environment. The Occupational Health and Safety Act and the National Standards for Psychological Health & Safety establish the standards for health and safety in the workplace. The Act and Standards are designed to protect workers against health and safety hazards – both physical and psychological – on the job by detailing the rights and responsibilities of employers, workers and the government.

A significant obligation under the Act for employers with over 50 employees is to establish a Joint Health & Safety Committee which is comprised of both union and management representatives. Each worksite also has a health and safety representative as well as a health and safety bulletin board where important information is posted including:

- The Occupational Health & Safety Act
- LDSB Health & Safety Procedures – Administrative Procedure 412
- Ministry of Labour Orders
- Other relevant information as it pertains to health and safety

This procedure is also provided to ensure that all staff members comply with safety procedures. All individuals in the workplace, at all levels and functions, must accept the responsibilities involved in achieving the spirit and intent of this procedure. Attention to health and safety issues, and performance regarding health and safety issues, will be important components used in evaluating job performance for all staff members and supervisors.

Health & Safety Training

The LDSB provides health and safety orientations for all new employees. In addition, health and safety training sessions are provided to staff, including, but not limited to:

- Respect in the Workplace: Anti-Harassment & Discrimination
- Reporting & Investigating Workplace Harassment & Discrimination
- Violence in the Workplace
- Reporting & Investigating Violence in the Workplace
- Psychological Health & Safety
- Right to Refuse or Stop Work Where Health & Safety is in Danger
- WHMIS (Workplace Hazardous Materials and Information Systems)
- First Aid & CPR
- Anaphylaxis Awareness and EpiPen Administration
- Curriculum specific course safety
- Behaviour Management Systems training
- Equipment – specific training
- Crisis Prevention & Intervention
- Scent Awareness Program
- Use of Handheld Devices While Driving

Additional Resources

To promote and foster a safe environment for staff and students, a number of procedures and guidelines outlining expectations and acceptable practices have been developed.

To this end, the following resource documents are available to staff and used, as needed, in the development of school safety plans:

- Science Safety Guidelines Guide
- Technology Safety Resources
- Standard Operating Procedures (SOP)
- Material Safety Data Sheets (MSDS)
- Technology Safe Classroom Operating Guidelines
- Emergency Procedures Handbook
- Safe Schools Protocol
- Health Issues Handbook
http://www.limestone.on.ca/Board/Documents/health_issues/HI-300
- Bloodborne Pathogens: H.I.V., A.I.D.S., Hepatitis B & C
<http://www.limestone.on.ca/Board/Documents/procedures/AP-171.pdf>

Emergency Response Plans

The principal of each school and the supervisor of any other Board building shall ensure that a written Emergency Response Plan has been developed which outlines the sequence of actions that should occur subsequent to an emergency situation on Board property, including health issues such as anaphylaxis, seizures, asthma, medical issues and accommodation requirements.

The emergency plan shall outline the names and locations of first aid support, the location of first-aid kits, the sequence of actions and the duties of key personnel (e.g. principal, secretary). The emergency response plan is posted beside each Master First-Aid Kit.

Training in First Aid

For each Board building, at least two staff members or 20% of the staff, whichever is greater, hold current first aid qualifications. In addition, all members of emergency response teams hold current Standard First Aid qualifications, and are trained to administer epinephrine. For multi-storey buildings, a staff member on each floor of the building is trained in first aid.

For Board buildings where there is a shift operating after 4:00 p.m., at least one of the shift members holds current Standard First Aid /C.P.R. qualifications.

Within each secondary school, the number of staff members having current first aid qualifications shall include at least one member from each of the following departments: physical and health education, technological studies, and science. As well, all principals and vice-principals and assistant vice-principals hold current first aid qualifications.

First Aid Kits

First-aid kits for staff are located in a central, readily accessible area in each board building. First aid kits for students are also mandatory and located in designated areas. In addition, each Board bus and service vehicle shall be equipped with a Portable First-Aid Kit. Additional information will be provided through your immediate supervisor.

For more information on health and safety, please visit:

<http://www.e-laws.gov.on.ca/html/statutes/english/elaws>

www.wsib.on.ca

<http://www.prevent-it.ca/>



Respect in the Workplace

Under the Ontario Human Rights Code, every individual has a right to equal treatment in the workplace, free from harassment and discrimination. The Limestone District School Board is committed to providing a work and learning environment that promotes and fosters respect, diversity, equity, and dignity for every individual.

Harassment and discrimination adversely affects workplace and individual well-being. The goal of this procedure is therefore to create a climate of understanding and mutual respect through increased awareness, early problem resolution and the use of mediation such that each person feels a part of the LDSB community and is able to contribute fully to our core mission of preparing students to face a changing world as lifelong learners, and informed responsible citizens, in a safe, inclusive and dynamic environment.

The Limestone District School Board will not tolerate, ignore, or condone any form of discrimination or harassment and is committed to promoting appropriate standards of conduct at all times. All employees are responsible for respecting the dignity and rights of their co-workers and the students they serve. Discrimination and harassment are serious forms of employee misconduct which may result in disciplinary action up to and including dismissal.

Harassment

Improper comment or conduct that a person knows or ought to know would be unwelcome, offensive, embarrassing or hurtful. It is a form of discrimination. Harassment may be subtle, direct or indirect. It may result from one incident or a series of incidents. Harassment may occur between co-workers, between management and employees, between employees and Trustees, between employees and third party contractors/consultants, between employees and members of the public, between employees and students or between employees and parents/legal guardians.

Personal Harassment

Personal (non-Code) is harassment that is not related to a prohibited ground identified in the Ontario Human Rights Code. Personal harassment is improper comment and/or conduct, not related to a legitimate work purpose, directed at and offensive to another person or persons in the workplace that the individual knows or ought to reasonably know would offend, harm or is derogatory, demeaning or causes humiliation or embarrassment.

Discrimination

Is any practice or behaviour, whether intentional or not, which has a negative impact on an individual or group because of personal characteristics or circumstances unrelated to the person's abilities or the employment or service issue in question (e.g., disability, sex, race, sexual orientation). Discrimination may arise as a result of direct differential treatment or it may result from the unequal effect of treating individuals and groups in the same way. Either way, if the effect of the behaviour on the individual is to withhold or limit full, equal and meaningful access to services, facilities, employment, or contracts available to other members of society, it is discrimination.

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. Within this environment, everyone is responsible for:

- Respecting differences in people, their ideas and opinions;
- Treating one another with dignity and respect at all times, particularly when disagreement occurs;
- Respecting the rights of others;
- Demonstrating proper care and regard for Board property and the property of others;
- Demonstrating honesty and integrity; and
- Respecting the learning and working environment.

Administrative Procedure 405 – Respect in the Workplace applies to all aspects of the employment relationship and therefore includes all Board employees, Trustees and volunteers. All staff is expected to abide by this procedure and the Ontario Human Rights Code by refraining from any form of harassment and discrimination and by fully co-operating in any investigation of a harassment or discrimination complaint.

The full procedure can be found at <http://www.limestone.on.ca/board/documents/procedures/AP-405.pdf>

Reporting Harassment & Discrimination

Individuals who believe that they have been subjected to harassment or objectionable behaviour may file a report using the Workplace Harassment & Discrimination Reporting Form (Appendix B), which is available on FirstClass as follows: LDSB Area → Staff Services → Forms → Human Resources. In addition, those individuals who have witnessed harassment or objectionable behaviour directly, or have reasonable grounds to suspect that it is occurring, may initiate a report.

Administrative Procedure 406 details the process for reporting and responding to harassment and/or discrimination in the workplace and can be found at <http://www.limestone.on.ca/board/documents/procedures/AP-406.pdf>

Additional Resources

For more information, you may access the following:

- The Ontario Human Rights Commission at www.ohrc.on.ca
- Your local or provincial union representatives

Violence in the Workplace

The Limestone District School Board is committed to workplace health, safety and security and believes in the prevention of workplace violence and the promotion of a violence-free workplace in which all people respect one another and work together to achieve common goals. Any form of violence in the workplace, or at any work-related and/or staff function, or in any other work-related circumstance is unacceptable. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff and students. The goal of this procedure is therefore to prevent violence from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, collaboratively and judiciously.

In order to facilitate the implementation of this Procedure, a Workplace Violence Program has been developed. The Program includes measures and procedures to protect employees from workplace violence, means for summoning immediate assistance, a process for workers to report incidents or concerns as well as community partnerships that support our commitment to staff safety and a violent-free workplace.

As defined by the *Occupational Health & Safety Act*, workplace violence includes:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or,
- A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence may be physical or psychological in nature.

Domestic Violence

Domestic violence occurring in the workplace is recognized by the *Occupational Health and Safety Act (OHSA)* as workplace violence. Unlike many risks which may lend themselves to regular and ongoing assessment, the risk of domestic violence taking place in the workplace is much more variable and less easily anticipated, although nonetheless real. Although the *OHSA* does not require an assessment of the risks of domestic violence becoming workplace violence, the Limestone District School Board is committed to educating workers regarding domestic violence, and to take every reasonable precaution to protect workers from domestic violence that is likely to expose workers to physical injury in the workplace.

Employees are responsible for:

- Maintaining a safe work environment, whenever possible, treating all employees and members of the public with respect and dignity
- Responding to and reporting all violent, threatening, intimidating or other disruptive behaviors in the workplace, at any work related functions, or in any other work related circumstances

- Refraining from engaging in or threatening violence and/or using any Board resources such as workplace phones, fax machines, mail or email to commit or threaten violence
- Refraining from engaging in violence or threatening violence which has arisen out of a workplace incident or relationship while at work or away from the workplace
- Reporting, immediately, to their immediate supervisor, any incident where the employee is subjected to, witnesses, or had knowledge of workplace or domestic violence, or has reason to believe workplace violence, including domestic violence, has/may occur
- Cooperating fully in any internal or external investigation of a violent incident

Application

All individuals in the workplace, at all levels and functions, must accept the responsibilities involved in achieving the spirit and intent of this procedure in order to ensure the safety of our staff, students, volunteers, trustees as well as members of the broader school community.

The full procedure can be found at <http://www.limestone.on.ca/board/documents/procedures/AP-407.pdf>

Reporting Workplace Violence

Individuals who believe that they have been subjected to or have witnessed workplace violence, including domestic violence, must file a report and provide a copy to their immediate supervisor. Where the immediate supervisor is at issue, the report should be directed to the appropriate Supervisory Officer.

The Report to be completed is the Employee Accident/Incident Investigation Form, which can be found in FirstClass as follows: LDSB Area → Staff Services → Facility Services → Forms → Employee Accident/Incident Investigation Report

Administrative Procedure 408 details the process for reporting and responding to harassment and/or discrimination in the workplace and can be found at <http://www.limestone.on.ca/board/documents/procedures/AP-408.pdf>

Additional Resources

For more information, you may access the following:

- The Ontario Ministry of Labour <http://www.labour.gov.on.ca/english/hs/>
- Your local or provincial union representatives

Professional Misconduct by Staff Members and Volunteers

Schools provide a safe environment for both students and staff wherein responsibility, respect, civility, and academic excellence prevail. All students, parents, teachers and staff have the right to be and feel safe in their school community.

The Limestone District School Board is committed to providing and maintaining an environment in which all students and staff thrive free from sexual abuse, sexual harassment and inappropriate sexual contact. Any such actions will therefore not be tolerated.

The following procedures surrounding professional misconduct have therefore been developed to supplement other Board policies and procedures, including: Safe Schools, Harassment in the Workplace, Child in Need of Protection, and Assaults on Staff.

Guiding Principals

No member of the College of Teachers employed by the Limestone District School Board or any other Board employee or volunteer shall engage in sexual misconduct towards a student. Sexual misconduct is defined as “offensive conduct of a sexual nature that may affect the personal integrity or security of a student or the school environment”. Sexual misconduct includes, but is not limited to: sexual abuse, sexual harassment and sexual relationships.

Sexual abuse of a student is defined as:

- (a) Sexual intercourse or other forms of physical sexual relations between the member of the College, Board employee or volunteer and the student;
- (b) Touching of a sexual nature, of the student, by the member of the College, Board employee or volunteer;
- (c) Behaviour or remarks of a sexual nature by the member of the College, Board employee or volunteer

Sexual harassment is defined as any course of sexual comment or conduct that is known or ought reasonably to be known to be unwelcome. Such actions demean or cause personal embarrassment to a student based upon a student’s gender.

Sexual relationship is defined as any form of sexual relationship with a student, or with a former student under the age of 18, and any conduct directed to establishing such a relationship.

The Director will ensure that all relevant procedures are reviewed and updated regularly to reflect changes to existing laws or to accommodate improvements which flow from the implementation of these procedures.

All school board employees and volunteers should avoid activities that, standing alone, might not constitute sexual misconduct but would raise concerns in the minds of a reasonable observer as to their propriety.

In-service and professional misconduct training will be provided on an annual basis for all employees and volunteers to identify those activities which could raise concerns as to their propriety.

Board employees and volunteers should consider their behaviour carefully, reviewing and evaluating as to their propriety any involvement with students, and take into account the following:

- (a) Whether the activities are known to or approved by supervisors and/or parents or legal guardians;
- (b) Whether the student is isolated at anytime during the activity;
- (c) Whether urgent or critical circumstances require action;
- (d) Whether the school environment might be detrimentally affected by the activities; and,
- (e) To what extent the activities may reasonably be regarded as posing a risk to the personal integrity or security of a student, or as contributing to any student's level of discomfort.



Child in Need of Protection

Students are entrusted to our care and therefore all staff and volunteers within the Board have a duty to safeguard the physical and emotional well-being of our students.

As a Board employee, you are held in high regard by students, parents, other staff, and the community, and are therefore afforded a higher level of trust as you lead our youth on their journey toward academic excellence. The modeling of integrity, professionalism and respect for diversity and the individual is an important expectation for teachers, and for everyone involved in public education. To support these expectations, both staff and volunteers have very specific obligations with respect to student safety and well-being as follows.

- To report suspected cases when a child is in need of protection. It is expected that teachers will be sensitive to the wide-ranging implications that such reporting can have on students, parents, guardians and other staff members.
- Any staff member who believes, on reasonable grounds, that a child is or may be in need of protection as defined by The Child and Family Services Act, must report the belief and supporting information to the Children’s Aid Society.
- In so doing, the staff member or volunteer shall apprise the principal or designate, and if possible, student services, where applicable, of the situation.
- Detailed facts surrounding the actual or presumed abuse should be carefully documented for CAS officials as well as legal proceedings where required.

Please refer to the *A Child in Need of Protection: A Handbook for Staff* that is provided during your formal orientation for additional information on how to handle such a situation, reporting requirements and procedures as well as documentation requirements.

Keeping Kids Safe at School (Bill 157)

Bill 157- Keeping Kids Safe at School came into force on February 1, 2010. The objective of this legislation is to address reporting gaps between school staff, principals and parents about serious student incidents that could lead to suspension or expulsion.

Bill 157 makes it mandatory for school staff to report violent incidents to the school principal who are then required to notify the parents of students who are victims of serious incidents. The goal of this legislation is to keep our schools safe for students and staff.

Reporting to the Principal

Under Bill 157, all employees will be required to report to the principal, as soon as is reasonably possible, after becoming aware that a student may have engaged in any of the activities listed below that may result in possible suspension or a possible expulsion, respectively.

Behaviours that may lead to suspension:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Behaviours that may lead to expulsion:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Scent Awareness

Due to health concerns arising from exposure to scented products, and in an effort to support a healthy, safe educational environment for all, a “Scent Awareness Program” has been developed. Although the Board recognizes that there is a broad spectrum of environmental hazards, the focus of this program is on scents in the workplace. Exposure to strong scents and fragrances in the environment can cause discomfort, as well as directly impact the health, of some individuals. This scent awareness program is therefore part of a broader effort to limit, to the fullest extent possible, human exposure to potentially harmful chemicals.

Chemical/fragrance sensitivity is the inability to tolerate even low levels of exposure to chemicals in the environment. Chemicals and fragrances in the workplace such as perfumes, colognes, air fresheners, paints, flowers, air deodorizers, aerosol sprays and cleaning products can trigger a variety of reactions for an environmentally sensitive individual. Symptoms and reactions can range from mild to severe, including, but not limited to:

- Watery eyes
- Sneezing
- Coughing
- Dizziness
- Nausea
- Fatigue
- Shortness of breath/breathing problems
- Loss of concentration
- Asthma
- Migraines
- Heaviness in the chest
- Hypertension
- Anaphylactic reaction

To provide an environment that supports teaching and learning, all staff, students, volunteers and visitors need to be mindful that scented products are problematic for many individuals and therefore are asked to refrain from wearing/using scented products on Board premises, during Board sanctioned activities as well as on school buses.

Ongoing efforts will be made to educate students, staff, parents, and community partners with respect to the “Scent Awareness Program”. Links are available on the Board website offering information on the following:

- Understanding Environmental Sensitivities
- How to Handle Sensitive Situations
- Common Questions and Answers

It is the joint responsibility of management, all employees, Unions, students and their guardians/caregivers to support the Scent Awareness program and to act in a responsible and respectful manner that does not place a co-worker or fellow student in jeopardy or at risk for a sensitivity or allergic reaction.

Reporting Concerns

- Any employee with concerns about scents or other odours associated with products used while performing their duties should advise their immediate supervisor and/or their Health and Safety representative.

- Any employee who experiences problematic symptoms that they suspect may be caused by exposure to scents/fragrances may be directed by their Supervisor to an alternate location until a course of action has been determined.
- Any employee who experiences a reaction to scented products in the workplace that is debilitating and results in the need to seek health care and/or lose time from work should report the incident to their supervisor as a workplace injury/illness.
- In such cases, employees are expected to obtain medical documentation from their health care practitioner and follow the recommendations of their physician to address any health issues. A medical note must be provided to the supervisor.



Attendance Support

The Limestone District School Board prides itself on the quality educational services we provide to our students. The Board is dependent on the contribution and commitment of all its employees to achieve this goal. Regular, consistent attendance is therefore essential. An Attendance Support Program (the Program) has been introduced in an effort to address attendance issues through positive intervention whereby employees are offered assistance and support on an individual basis.

The goal of the Program is to assist employees to remain at work and where injury, illness or disability prevent an employee from working, ensure that the necessary supports are in place to promote the early and safe return to work. The intent is to resolve health concerns through positive intervention, including offering assistance such as accommodation, EAP services, or providing other referrals as appropriate.

Objectives of the Attendance Support Program include:

- Supporting employees in maintaining optimal health;
- Promoting optimal and regular attendance at work;
- Offering assistance and support to employees whose attendance has escalated;
- Treating all employees in a fair, consistent and respectful manner;
- Providing a framework to work within and establishing individualized goals for employees to work toward; and,
- Reducing the financial and human impacts associated with sick leave, such as interruption to student learning, loss of productivity, overtime, replacement staff and staff morale.

Guiding Principles

There are a number of guiding principles underlying the program, which include:

- Employee absences due to injury or illness are a legitimate use of sick leave unless culpable absenteeism is determined;
- Employees play an active role in managing their own attendance;
- Supervisors will promote an open and cooperative injury/illness support process wherein both parties actively work together in assessing, planning and identifying targets for improvement, based on individual circumstances;
- Cooperation between supervisors and employees will promote reduced absenteeism and improved accommodation of employee needs;
- The program provides for increased intervention as an employee moves through the Program; and,
- No person shall be denied participation in job competitions, transfers or developmental opportunities as a result of their inclusion in the Program.

Employee Responsibilities

As the Board's greatest asset, employees are required to be at work, wherever possible. However, occasionally circumstances will occur that result in an employee being absent from work. It is the employee's responsibility to advise their supervisor if they are going to be absent due to illness or injury, including the following:

- Notifying their supervisor as soon as possible on or before the first day of absence;
- Notifying their supervisor as early as possible of the expected date of return;
- In the case of longer absences, maintaining regular contact with their supervisor to advise of progress and expected date of return;
- Notifying their supervisor or Human Resources as early as possible if the employee's inability to attend work is the result of a disability in order that possible accommodations can be explored;
- Actively participating in the return to work / accommodation process; and
- Actively participating in the Attendance Support Program when they enter a given level.

When an employee's absenteeism record exceeds the standard frequency rate of five percent (5%), this signals that the employee may require additional support. It is recognized that each employee and their situation is unique and therefore each case is considered independently with some consideration and flexibility given to the individual circumstance.

The Attendance Support Program is designed to support our employees who actively participate in the process, including establishing personalized goals. Each level of the program is intended to build on the one before, with increasing intervention at each level. Goal setting is individualized and recognizes the employee's needs. At any time, goals may be modified based on new information as provided by the employee.

Goals may be quantitative or qualitative in nature as well as temporary or permanent, depending on the situation. Examples may include:

- Personal absenteeism thresholds;
- Reduced hours;
- Modified work;
- Relocation;
- Time off (paid or unpaid, depending on the circumstances).

Most absenteeism issues will be resolved at Level One or Level Two. Supervisors support their employees through the implementation of positive strategies such as EAP referrals, counseling, time off, accommodations, etc. and by maintaining regular contact with them, particularly when an employee is off work for an extended period of time. The goal is to promote optimal attendance with a focus on early and safe return to work strategies.

At any point in the process, an employee may apply for and be approved for Long Term Disability benefits. Employees in receipt of LTD are no longer actively participating in the Attendance Support Program. At such time as they receive medical clearance to return to work,

a return to work and, where necessary, accommodation plan will be developed. Once the employee returns to the workplace, he/she will return to the Attendance Support Program at the last level entered and continues following the process. This also applies to employees who were on authorized leaves of absence or WSIB.



Staff Use of Tobacco, Alcohol & Other Drugs

The use of tobacco, alcohol, and other drugs (tobacco products, illicit drugs, inhalants, non-authorized prescription drugs) at school or at school-sponsored activities, or other board facilities is detrimental to education, injurious to the moral tone of the school and the Board, as well as harmful to the health and well-being of students, staff and families.

The knowledge, behaviour and attitudes of staff members have a major impact on students. The district has the highest expectation of its staff members to comply with LDSB Administrative Procedure 442 – Staff Use of Tobacco, Alcohol & Other Drugs, and to respect the related municipal, provincial and federal laws. The district is committed to developing partnerships with other organizations to assist staff in modelling a healthy, drug-free life style.

Except as specifically approved, Limestone District School Board prohibits the use, possession, sale or provision of alcohol and other drugs at school, school-sponsored activities in or outside of the district, and on vehicles operated for or by the board. The district also prohibits the use of tobacco in board-owned or leased buildings and on board-owned or leased property or vehicles.

When a principal/manager determines that a staff member is under the influence of alcohol and/or illicit drugs on board property or at a school-sanctioned activity, the principal/manager shall decide whether the person is in need of emergency assistance and make the necessary arrangements.

Where it is suspected and/or determined that an employee has reported to work under the influence of alcohol and/or drugs, appropriate action will be taken which may lead to the imposition of discipline.

Health and Wellness

The Limestone District School Board is committed to supporting healthy and safe work and learning environments through the implementation of wellness strategies and the promotion of healthy lifestyle choices.

Visit our website for news and tips at http://hr.limestone.on.ca/Health_Wellness/

Employee Assistance Program

All employees experience challenges in both their personal and professional lives from time to time that may or may not require supportive intervention. When additional support is required, employees are encouraged to take personal responsibility for problems and to recognize that many human problems can be successfully resolved and treated, provided they are identified in the early stages and appropriate assistance is obtained. To support its employees in this regard, the Limestone District School Board offers an Employee Assistance Program.

The Employee Assistance Program (EAP) provides confidential information, counseling and referral service for you and your family members. The EAP is designed to provide you with direct access to experienced professionals who will help you resolve your problems, before they affect your health, your personal life or your work. These services are free to the employees and immediate family members.

Confidential assistance is available for a broad range of personal and work-related issues such as:

- Personal or job stress
- Relationship issues
- Depression/anxiety
- Eldercare and childcare
- Addictions
- Separation and divorce
- Parenting
- Balancing work and family
- Financial and legal difficulties

The Employee Assistance Program provides individual staff members and/or their immediate family members with the following service:

- A confidential assessment;
- A coordinated referral to a community resource, where appropriate;
- Brief counselling services from the program provider; and,
- Supportive aftercare, when appropriate.

Our EAP services are provided by Family Services Employee Assistance Programs. To access the EAP please contact Family Services at: 613-549-5561 or 1-888-409-4499. Emergency After Hours Counselling can be accessed at 1-800-668-9920.

Confidentiality

The Employee Assistance Program is strictly confidential in nature. All EAP counsellors shall be charged with the responsibility for ensuring that all information received from staff members participating in the program will be held in the strictest confidence.

Additional Resources

All employees receive resource materials with respect to EAP services as well as each permanent employee will be given access to the Family Services Employee Assistance Program website at www.fseapkingston.org. Authorized access will be approved through Human Resources.



Pay & Benefits

Employees of the Limestone District School Board are paid every two weeks. Upon hire, you will be required to provide a void cheque in order that your pay can be directly deposited into your bank account. Pay stubs are issued electronically and can be accessed through our FirstClass email system. All employees will be issued a 5-digit Personal Information Number (PIN) which must be used in order to access their paystub.

This 5-digit PIN number is extremely important and is used to also complete your annual offense declaration, which is described later. For your own protection, it is imperative that you do not share this password with any other person.

In addition to all casual and support staff, permanent caretaking and maintenance staff report their hours of work and absences bi-weekly on timesheets that are submitted to their direct supervisor for verification and approval. Due to the nature of the payroll system/process, it is important that support staff adhere to payroll deadlines when submitting timesheets in order that your pay is processed on time.

Employee profiles are available online at – <https://sdsweb.limestone.on.ca>

Enter your User Name (the first part of your email address before the @limestone.on.ca)

Enter your password –numeric password used to view your online paystub

Click Profile

Benefits

Eligible Employees - You are eligible for benefits if you are a permanent employee and have completed the waiting period stipulated by your Collective Agreement. Benefits include:

- Health Benefits: Extended Health, Semi-Private Hospital Room and Dental
- Life Insurance
- Long-Term Disability

Pensions for non-teaching staff are covered by the Ontario Municipal Employees Retirement Savings (OMERS) and the Teacher's Pension Plan (TPP) covers all qualified teachers.

For any benefit related inquiries please contact Kim Wilson at (613) 544-6925 ex. 264

Acceptance of Supplemental Employment by Regular Staff Members

Regular staff members of the Limestone District School Board shall not accept supplemental employment which will interfere with their duties, or which may cause a conflict of interest with their responsibilities.

Supplemental employment means regular or occasional employment for which remuneration is received. Prior to accepting supplemental employment, an employee must declare his/her intentions in writing to the Superintendent of Human Resources.

Staff Members Elected or Appointed to Public Office

Employees are encouraged to participate in community activities, including holding elected and appointed positions. Prior to being nominated for an elected office, employees must submit an application for a leave of absence without pay to the Director of Education, or designate.

When elected to public office which requires an employee to be absent from work, a request for a leave of absence without pay shall be submitted to the Director of Education or designate, indicating the maximum amount of time required to be away from regular duties.

If the time required away from regular duties is not more than five days annually, the employee may be granted the time off work, subject to the approval by the appropriate supervisor. Time away from regular duties shall be at no cost to the Board and shall therefore be recorded as vacation, where available, or leave without pay. Time off must be taken in increments of at least a half-day.

Employment/Supervision of Family Members

The Limestone District School Board is committed to promoting honest and ethical conduct of staff, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships. In order to protect the Board and its employees from situations in which actual or apparent conflicts of interest might arise from the employment and supervision of family members within the Limestone District School Board, the following procedure has been developed with the goal of clearly identifying circumstances where a Board employee may be involved in the hiring and/or supervision of an immediate family member as well as protecting the Board and its employees from situations in which actual or apparent conflicts of interest might arise from the employment and/or supervision of family members or subordinates in which a personal romantic relationship has developed.

Employment with Members of the Same Family

The Limestone District School Board does not prohibit members of the same family to be employed by the Board, and within the same department/school.

It is acknowledged and understood that conflicts of interest may occur:

- (a) at the time of hire;
- (b) during the employment relationship; or
- (c) where family relationships have changed during an existing employment relationship.

In order to prevent conflicts of interest, employees must disclose to the Superintendent of Human Resources, or designate, any material transaction or relationship that reasonably could be expected to give rise to such conflict.

Generally, the direct supervision of one family member by another is not permitted unless otherwise authorized by the Superintendent of Human Resources or designate.

Participation in Employment Situations

There are a number of circumstances where participation in the deliberations or evaluation of employment matters regarding a member of the same family would not be appropriate. These include but are not limited to:

- (a) Participation in the hiring process;
- (b) Deliberations regarding promotion; or
- (c) In the evaluation of a family member's job performance.

In situations such as this, the family member shall decline to participate in the evaluation process due to a conflict of interest.

The full procedure can be found at:

<http://www.limestone.on.ca/board/documents/procedures/AP-430.pdf>

Professional Learning & Development and Employment Opportunities

A variety of training opportunities are available throughout the school year which will be communicated on the LDSB website as well as through your immediate supervisor.

New employment opportunities are accessible via the LDSB website at <http://www.limestone.on.ca/Employment/>



Dress Code

The manner in which one dresses reflects not only on the individual but on the Limestone District School Board as a whole. As adults, we are models for our students and therefore we have a responsibility to model appropriate dress. Moreover, as Board representatives all staff have a responsibility to portray a professional image that promotes respect in the workplace.

Designated 'casual and/or dress down days' must adhere to the principles of professionalism. In addition, T-shirts, if worn, should not display inappropriate and/or unprofessional wording, pictures or other innuendoes. Jeans should not be torn.

Uniforms

Due to the nature of their work, some staff are required to wear uniforms and protective clothing. For these employees, uniforms and protective clothing are issued on an annual basis in accordance with the appropriate Collective Agreement. These employees include:

- Maintenance and Caretaking personnel;
- Bus Drivers;
- Courier and Warehouse personnel; and,
- Cafeteria employees.

Computer & Email Usage

The Limestone District School Board provides information systems and internet access to support the educational goals of the Board. Your use of the LDSB network is a privilege, not a right and therefore you are expected to abide by relevant Board policies and procedures. The LDSB Computer Use and Network Access Procedure for staff members – Administrative Procedure 145 supports the need for staff members and students to have school access to electronic networks, including the Internet. It is recognized that it is increasingly important for students and staff to access information and resources responsibly at remote computing sites. Both staff and students are expected to adhere to the Board’s acceptable computer use procedure. Misuse of networks can infringe on the rights of other users, result in loss of revenues to businesses, and can be illegal.

This administrative procedure and the acceptable computer use agreement will serve to help staff and students develop knowledge, values and attitudes about electronic information services and resources and will encourage the effective and judicious use of these technologies.

Property Ownership

- LDSB computers, systems and network resources are the property of the Board and therefore alterations are strictly prohibited unless authorized by the Manager of Information Technology Services or designate.
- Any work that you prepare using LDSB information systems network resources is the property of LDSB.
- E-mail is not confidential or private; it is the property of the Board. Email should be used primarily for Board business as it pertains to your job and personal uses should be kept to a minimum. Email shall not be used to solicit for commercial ventures, religious or political causes or other non-LDSB purposes.
- Information Technology Services must be contacted for assistance with modifying, removing or rearranging keyboards, monitors, printers or any other peripheral equipment.
- All equipment problems should be reported to Information Technology Services.

Acceptable Use

- You are responsible for all material maintained on your system and in your account. If you receive inappropriate or unsolicited material, you should delete it immediately. If you receive such information on a continual basis, contact ITS for assistance.
- Use of Board electronic networks and information systems shall be limited to uses related to instruction, research and school administration.
- Staff members may access Board electronic networks or information systems during the hours specified by the information technology services department.
- You must only use assigned accounts or passwords. Do not share your password with anyone. If an emergency necessitates that you share your password with another staff member, you should change your password within 24 hours.

Unacceptable Use

Unacceptable uses of electronic networks and information systems include the following:

- Uses that violate federal or provincial laws;
- Activities which are, or could be construed to be, harassment;
- Uses that threaten or intimidate other users;
- Uses that violate the privacy rights of others;
- Uses that jeopardize the health and safety of others
- Uses that unduly interfere with the work of other users or computer systems, or that seriously disrupt the network, or that result in the loss of a user's work or system;
- Uses related to commercial activities such as the unsolicited distribution of advertising material and sale of products or services;
- Uses that violate published acceptable use guidelines of network service providers or remote computing sites.

Senior administration determines who may have access to the LDSB network and access may be restricted or terminated at any time, without prior notice. Unacceptable uses of Board information technology will be investigated and disciplinary may result, up to and including dismissal.

Email Etiquette

- You should check your email regularly;
- All email correspondence must be professional in nature;
- When you receive an email, you should respond within one to two business days or acknowledge receipt of the email and indicate when a response will be forthcoming;
- If you will be away from the office for an extended period of time, you should activate your 'Out of Office' notifier, which will automatically provide senders a personalized message that you are away and when they can expect to receive a response;

LDSB Account Credentials (username and password)

These are assigned to you upon starting work with the Board. Your initial password is your 5-digit employee number. But you should change that immediately. Don't confuse your employee number with the 5-digit PIN that is assigned by Payroll and is needed to open your electronic PDF paystubs and login to the SDS (staff data) website. Your username is some combination of your last name, first name and possibly middle initial. You'll use this username to login to many Board systems (O365, computers on the network, Trillium, SDS ...) and your e-mail address is your username plus "@limestone.on.ca".

Limestone DSB E-Mail / Collaboration Platforms

FirstClass (old system)	Office 365/ O365 (new system)
<ul style="list-style-type: none"> • Still provides collaboration & conferencing 	<ul style="list-style-type: none"> • Hosts your e-mail (@limestone.on.ca) using the Outlook program
<ul style="list-style-type: none"> • Job postings for some employee groups are here 	<ul style="list-style-type: none"> • https://myo365.limestone.on.ca
<ul style="list-style-type: none"> • https://fcweb.limestone.on.ca 	<ul style="list-style-type: none"> • Web and client versions of all apps
<ul style="list-style-type: none"> • Many curriculum resources, department forms, employee information is still hosted in FirstClass 	<ul style="list-style-type: none"> • Allows staff/students to download and install MS Office Suite on personal devices
	<ul style="list-style-type: none"> • All students have email accounts in O365
	<ul style="list-style-type: none"> • Outlook can be installed on most smartphones and other devices
<p>Navigating First Class</p> <p>For more information on navigating FirstClass, including using your mailbox, calendar and other features, click on FirstClass How To's once inside the LDSB Login Portal. (go to www.limestone.on.ca and look for the Staff Portal link.</p> <p>All employee groups have their own conference area. Please ensure you check this regularly for important information, updates, and professional development opportunities.</p> <p>The LDSB area inside FirstClass provides access to information on a number of things, including, but not limited to:</p> <ul style="list-style-type: none"> • Curriculum Planning • Safe Schools • Departments & Forms • Succession Planning • Health & Safety and Wellness Initiatives • Teacher professional development mini courses • Professional development opportunities (password required) • E-Training Modules • LDSB Calendars • ITS Help Desk 	<p>Navigating O365</p> <p>Login to the web portal at https://myo365.limestone.on.ca</p> <p>You can download the full suite onto your personal computer at home and access all features through the full client experience. As we move forward with Office 365 we will be using more of its features and functionality.</p>

Use of Social Media

The Limestone District School Board recognizes that emerging online collaboration platforms are fundamentally changing the way individuals and organizations communicate. In this digital world, the lines between public and private, personal and professional become blurred. All employees of the Limestone District School Board are responsible for their conduct when using social media channels and are therefore expected to act in a professional manner at all times in order to safeguard their online reputation and identity as well as that of the Limestone District School Board.

Breach of accepted ethical standards, which are care, trust, respect and integrity and the violation of this procedure, may result in disciplinary action up to and including dismissal. Even if your employment with the Limestone District School Board is not explicitly stated when using a social media site, your actions that are captured via posted images or videos, as well as commentary, can reflect on you, your colleagues, your school and/or the Board. The following is therefore intended to provide Limestone employees with practical guidance for responsible communications via social media channels.

Social Media Defined

Social media constitutes the myriad of internet based tools and platforms that increase and foster the sharing of information, making the transfer of text, photos, audio, video, and other information in general almost effortless among users. Social media includes blogs, micro-blogs, wikis, social networks, and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, e-mail or any other existing or emerging communications platform.

Roles & Responsibilities

Limestone District School Board employees are personally responsible for all comments and information they publish online. Employees must be aware that what they publish will remain public for a long time and can never be totally erased. It is therefore also imperative that employees ensure their privacy is protected.

The following guiding principals have been developed to ensure employees are using social media channels appropriately and that employees understand the potential consequences of their online communications.

- Online behavior should reflect the same standards of professionalism, respect, integrity and consideration that would otherwise be applied using face-to-face communication or interactions with students.
- Through the use of social media, information is communicated and broadcasted to the world and therefore even with the strictest privacy settings in place, what is communicated online should remain within the boundaries of professional discretion. Comments expressed via social networking pages under what is deemed a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum, given that the privacy settings of other individuals cannot be controlled.
- Comments related to the school and/or Board should always meet the highest standards of professional discretion. When posting, even on the strictest settings, employees should act on the assumption that all postings are in the public domain.

- Before posting photographs and videos, permission should be sought from the subject where possible. This is particularly important where photographs of professional colleagues or students are concerned.
- Before posting personal photographs, you should ensure the photos selected reflect a professional image as your networking site is an extension of both your personal and professional reputation. For example, photographs relating to alcohol may be deemed inappropriate.
- Micro blogging (Facebook, Twitter etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment that could be deemed unprofessional.
- Blogs, wikis and podcasts may be viewed as an extension of the workplace. What is inappropriate in the workplace should be deemed inappropriate online.
- Employees must not post defamatory, libelous, vulgar, obscene, abusive, profane, threatening, racially/ethnically hateful or otherwise offensive or illegal information or material on any site under an identity that can be tied to your employment with the Limestone District School Board. This includes any posting under a screen name behind which is a profile, whether private or not, that includes your actual identity, whether or not that profile itself identifies you as an employee of the Board.
- When contributing online you must never post confidential student, staff or Board information.
- If you identify yourself as a Limestone District School Board employee, your profile and related content should be consistent with how you wish to represent yourself with colleagues, parents, and students.
- Use of social media to speak on behalf of the Limestone District School Board must be approved through the Director's office.
- Employees are responsible for ensuring that their online activities do not interfere with their job requirements. To this end, employees are not to be using social media for personal use during working hours/instructional time, unless on an approved break.
- Employees are prohibited from using social media channels for evaluating the performance of their co-workers or students.
- Employees are prohibited from using social media channels to publicly criticize or complain about the behavior or actions of students, staff, parents, community partners, vendors, suppliers or other members of the broader school community.
- If an employee learns that they have posted in error or have communicated incorrect information, via their social media channel, they must take the necessary steps to correct the information immediately.

Privacy

Employees and students have a right to their personal privacy. They have the right to keep their personal opinions, beliefs, thoughts and emotions private. Employees are prohibited from sharing anything via social media channels that could violate another employee's right to privacy.

Examples of social media disclosures that may compromise an employee's or student's right to privacy include, but are not limited to, pictures, videos or audio recordings shared through social media channels without the permission of any single employee featured, the public disclosure of private facts or the disclosure of information gained through unreasonable intrusion.

At no time should any employee of the Board be sharing or communicating information about students, staff or other confidential business of the Board.

The full procedure can be found at: <http://hr.limestone.on.ca/Procedures/AP-444.pdf>



Telephone & Voice Mail Etiquette

All employees have access to a telephone and a mailbox where messages can be left. This information will be provided by your direct supervisor. A Limestone District School Board staff directory is available in each school and board facility. A school directory is accessible on the LDSB website at www.limestone.on.ca/Schools/.

When using the telephone, the following general guidelines should be respected:

- Please keep personal calls to a minimum
- Endeavour to answer your phone within 3 to 5 rings
- Be courteous and professional at all times
- Forward calls as necessary to the appropriate person

Local Calls

- A local call can be made by dialing: 9 + Area Code + 7 Digit Number

Long Distance Calls

Long distance calls should be for work-related purposes only.

- A long distance call can be made by dialing: 9 + 1 + Area Code + 7 Digit Number

Voice Mail Etiquette

In some workplaces Voice Mail may be available. If you have access to Voice Mail, please ensure the following:

- All voice mail boxes should contain an appropriate message – your name, and when the caller can expect to receive a call back. For example, “You have reached the voice mail of Jane Doe. I am either on the phone or away from my desk. Please leave your name, telephone number and a brief message after the tone and I will return your call as soon as possible”.
- Voice mail should be updated on a regular basis and contain accurate information, particularly if you are in and out of the office on a regular basis.
- Voice mail/call display should not be used to screen calls
- Check for messages on a regular schedule – first thing in the morning, last thing before going home.

Accessing Voice Mail

Instructions for Voice Mail will vary site to site and will be provided by your site supervisor.

Returning Calls

All calls should be returned within a reasonable time frame – generally speaking between 24 to 48 hours.

Integrated Accessibility Standards for Customer Service

The Limestone District School Board is committed to providing services to our students, parents/guardians, the public and our staff that are free of barriers and biases. The Limestone District School Board strives to ensure that key principles of independence, dignity, integration and equality of opportunity are reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength diversity brings to our communities. The Limestone District School Board will provide an environment in all of its facilities that builds independence, dignity and respect for our students, parents/guardians, the public and our staff. Further, we are committed to giving people with disabilities the same opportunity of access to our services in the same location and in a similar way as these services are available to all others we serve.

Accessibility Standards General Requirements

Barriers to accessibility are obstacles that make it difficult and sometimes impossible for people with disabilities to do things most of us take for granted. Barriers aren't only physical things, such as steps onto a bus or doors without push buttons, but also include information that is not readily accessible, organizational barriers such as policies and procedures as well as attitudinal barriers – what we think or assume. In order to eliminate barriers, the Integrated Accessibility Standards Regulation establishes accessibility standards for employment, information and communication and transportation.

Accessibility Standards for Employment

Building on the existing requirement of the *Ontario Human Rights Code*, the Board is committed to accommodating employees with disabilities thereby ensuring accessibility needs are considered through the full spectrum of employment, from recruitment through to career progression or redeployment. Employees who require accommodation, be it physical accommodation or information/communications provided in accessible formats, need to speak with their immediate supervisor who will work with Human Resources to take appropriate steps to address employee needs.

Accessibility Standards for Information & Communication

This standard establishes processes to ensure information and communications are available to people with disabilities in accessible formats. For example, it will help people with vision loss to access more websites using their screen readers and expand large print and digital collections. It also ensures that appropriate training is provided with respect to accessible formats and accessible course delivery and instruction.

Accessibility Standards for Transportation

School boards shall ensure that integrated accessible school transportation services are provided to their students or ensure that appropriate alternative accessible transportation services are provided for students with disabilities.

For more information, please visit: www.accessforward.ca

Annual E-Training

As a condition of employment each employee must complete the following E-Training modules on an annual basis. Reminders are sent out by Human Resources with timelines and instructions.

Criminal Background Check & Annual Offence Declarations

As a condition of employment, all employees of the Limestone District School Board must have a current criminal background check (CPIC) completed prior to commencing their employment with the Board. In addition, each year thereafter, all employees must complete an annual offense declaration.

Completing an Offence Declaration is an automated process. Each new employee is sent a User ID and secure password (PIN #) by the payroll department to access their electronic pay stub. This same information is used to complete the Offence Declaration on-line at <https://sdsweb.limestone.on.ca>. In May of each year, timelines and instructions on how to complete the declaration are posted annually on the Board e-mail system

Anaphylaxis - Sabrina's Law Training

Bill 3, titled Sabrina's Law, came into effect on January 1, 2006. The legislation requires school boards to have policies that include:

- Training for school staff on dealing with life-threatening allergies on a regular basis;
- Creating individual plans for pupils who have an anaphylaxis allergy; and
- Having emergency procedures in place for anaphylactic pupils.

As a result, the Ministry of Education has created a simple e-workshop to assist school boards, principals, teachers, staff and others who play an important role in helping to create safer environments for pupils with anaphylaxis. It contains vital information on how to develop strategies to help reduce the risk of exposure to triggers of anaphylaxis and how to respond in the event of an emergency, in compliance with Sabrina's Law.

In addition to the above, the following modules are located within FirstClass under LDSB Area, E-Training, each of which must be completed at the commencement of your employment with the Board:

- Violence & Harassment Training
- Violence in the Workplace
- Reporting & Investigating Violence in the Workplace
- Right to Refuse or Stop Work Where Health or Safety in Danger
- Respect in the Workplace: Anti-Harassment & Discrimination
- Reporting & Investigating Harassment & Discrimination
- Safe Schools
- Accessibility Standards for Customer Service

LDSB Information Resources

Limestone District School Board Website:

LDSB's main website is www.limestone.on.ca. This site provides access to a wealth of information about our Board, including:

- The Board strategic plan
- Board Programs
- Our schools
- Board policies & procedures
- School year calendar
- Meeting dates
- Employment Opportunities
- Media releases

Other Resource Links

Ministry of Education	www.edu.gov.on.ca
Ontario College of Teachers	www.oct.ca
Ontario Teacher's Pension Plan	www.otpp.com
Ontario Municipal Employees Retirement Savings	www.omers.com
Ontario Teacher's Insurance Plan	www.otip.com
Manulife Financial	www.manulife.ca
CUPE (National)	www.cupe.ca
CUPE (Local)	www.1480.cupe.ca
ETFO (Provincial)	www.etfo.org
ETFO (Limestone Local)	www.etfolimestone.on.ca
ETFO Occasional Teachers	www.limestoneots.ca
OSSTF (Provincial)	www.osstf.on.ca
OSSTF (District 27)	www.osstf27.ca
QUECO	www.qeco.on.ca

Fifth Disease

Fifth disease is a viral infection caused by human parvovirus B19. It occurs most commonly in children with up to 70% of all cases occurring in children 5 to 15 years old.

Called fifth disease because it was the fifth childhood rash named, it occurs worldwide, but is more common in temperate climates. Epidemics are seasonal with most outbreaks occurring in the winter and spring. The infection seems to be more common in girls than boys.

There is no vaccine for fifth disease. However, once you're infected with the virus, you're immune against future infections.

Causes

Fifth disease is caused by human parvovirus B19, a virus that only affects humans. It is spread from person to person the same way cold is spread. The virus is most commonly spread by inhaling air containing the virus after an infected person has coughed or sneezed, or by sharing cups and eating utensils. It can also be passed from an infected pregnant woman to an unborn child and through blood transfusions.

Coming in contact with the virus doesn't necessarily mean that you'll get infected. About 50% of people living with someone infected with fifth disease will get the infection and 10% to 60% of students will get infected during school outbreaks.

Symptoms

The symptoms of fifth disease are usually mild, and up to 25% of adults and children infected with the virus will not develop symptoms at all.

If symptoms do develop, they usually start to appear about 4 to 14 days after becoming infected with the virus. The first symptom of fifth disease is usually a mild rash on the cheek that looks like the face has been slapped. This is followed by a red, lacey rash on the arms, legs, stomach and back. The rash occurs in 75% of children and 50% of adults. The rash will disappear on its own in 7 to 10 days, but may reappear and clear for several weeks.

Other symptoms associated with fifth disease include:

- low-grade fever a few days prior to the rash (more common in adults)
- headache
- sore throat
- itchy skin
- stomach pain
- joint pain lasting two to three days (more common in adults)

Infection during pregnancy can cause severe anemia in the unborn child. However, the chance of this occurring is very small. There is also a small chance of miscarriage when infection occurs during pregnancy, especially in the first trimester. If you are pregnant and are exposed to someone with fifth disease, contact your doctor. It is therefore important that if you or your spouse is planning on becoming pregnant, you should be tested in advance so that you know whether or not you have the immunity.

Severe complications are usually rare with fifth disease; however, if you have certain medical conditions (e.g., anemia, immune system problems, cancer, leukemia, or an organ transplant), you may become more

seriously ill with fifth disease. Talk to your doctor if you have any of these medical conditions and think you may have been infected.

Treatment

Fifth disease is usually a mild illness and goes away without medical treatment in children and adults who are otherwise healthy. There is no specific treatment for fifth disease.

Fifth disease is only contagious at the beginning of the infection. Once the rash appears, the infection is no longer contagious. Therefore, there is no need to keep infected children home from school or daycare once the rash has appeared.

There is no vaccine to prevent fifth disease. However, good hygiene including proper hand washing can help prevent the spread of the virus.

Additional Information

Fifth disease often goes undiagnosed because many people do not have symptoms. When symptoms do occur, a doctor can usually make the diagnosis based on these symptoms, especially the characteristic rash. Blood tests may be done to check for antibodies to confirm the diagnosis or to check for immunity in a pregnant woman who has been exposed to the virus.

Source: HealthyOntario.com

Summary

The purpose of the Employee Orientation Guide is to provide new employees with an overview of some of the important policies and procedures. All new employees should, over their first few months, familiarize themselves with all Board procedures which can be found on the Board website at: <http://www.limestone.on.ca/board/documents/procedures/>. As well, new employees should familiarize themselves with their respective Collective Agreement.

This guide is not all inclusive and you will continue to receive ongoing information and guidance from your direct supervisor specific to your location and role.

On behalf of the Limestone District School Board we wish you much success as you join our team and we hope that you find your new role both challenging and rewarding!



Limestone District School Board
Employee Orientation Checklist

FIRST DAY ESSENTIAL COMPONENTS	
<p>Site/Job Specific</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Immediate Supervisor <input type="checkbox"/> Introduction to Co-workers <input type="checkbox"/> Hours of Work <ul style="list-style-type: none"> ○ Start and finish times ○ Breaks ○ Work Schedules ○ Overtime ○ Summer Hours <input type="checkbox"/> Location of: <ul style="list-style-type: none"> ○ Office(s) ○ Lunch Room ○ Washrooms ○ Emergency Exits ○ Stairs/Elevators ○ Bulletin Boards ○ Staff / Meeting Rooms ○ Map ○ Equipment <input type="checkbox"/> Fire Protection, Emergency Evacuation <ul style="list-style-type: none"> ○ Alarm Boxes ○ Reporting Procedures ○ Fire Extinguishers ○ Evacuation Plan <input type="checkbox"/> Security Arrangements <ul style="list-style-type: none"> ○ Doors to use ○ Times open ○ After hours ○ Alarm system ○ Trespassers ○ Safety after hours ○ Keys (list #'s on reverse) 	<ul style="list-style-type: none"> <input type="checkbox"/> Actual Job Instruction <ul style="list-style-type: none"> ○ Review components of the job <input type="checkbox"/> Copy of Staff List/Organization chart <input type="checkbox"/> Attendance <ul style="list-style-type: none"> ○ Who and when to call when absent or late ○ Appointments <input type="checkbox"/> Health & Safety Training/Awareness <ul style="list-style-type: none"> ○ H&S staff representative ○ Site specific allergy issues – i.e. peanuts <input type="checkbox"/> Review No Smoking Policy <input type="checkbox"/> Dress Code / Uniforms <input type="checkbox"/> Telephone & Email <ul style="list-style-type: none"> ○ How to make calls ○ FirstClass <input type="checkbox"/> Parking <input type="checkbox"/> Identification of Union Steward/Federation Representative <input type="checkbox"/> Office Procedures <ul style="list-style-type: none"> ○ Equipment – phones, photocopiers & access codes, printers, fax machines, computer, e-mail ○ Alarm Code (as necessary) ○ Parking Pass (as necessary) ○ Ordering supplies ○ Purchasing/budget/accounting <input type="checkbox"/> School Policies/Procedures <input type="checkbox"/> Social activities

FIRST WEEK ESSENTIAL COMPONENTS

Administrative Components

- Review employee orientation guide
- Organization of the Board
- Board Beliefs/Mission Statement
- Collective Agreement
- Benefit plan enrolment package
- Pay Information
 - o Pay dates
 - o Timekeeping
- Vacation & Statutory Holidays
 - o Entitlement
 - o School year calendar
- Employee Assistant Program Information
- CPIC check
- Offence declaration
- Completion of a Medical Assessment
- Scent Awareness Program

Human Resources

- Employee to meet with Human Resources individually to submit required documentation
- Formal Orientation Session by employee group

Mandatory Training

- Anaphylaxis (Sabrina's Law Training)
- Respect in the Workplace
- Violence in the Workplace
- Keeping Kids Safe at School (Bill 157)
- Accessibility Training
- WHMIS
- Regulation 297