



ADMINISTRATIVE PROCEDURES MEMORANDUM

APS030

Waterloo Region Community Health Department

DATE OF ISSUE: September 26, 2000
Revised: March 5, 2001; August 2002; July 8, 2003; July 2006

MEMO TO: Principals; Vice Principals; Planning and Priorities

FROM: Director of Education

PURPOSE

The Waterloo Catholic District School Board is committed to the health and safety of adolescent learners. To this end, we have collaborated with the Waterloo Region Community Health Department to provide a variety of supports for staff in the delivery of programs and services for students.

REFERENCES

Board Policy I 001 Sharing Our Journey
Board Policy III 002 Delegation to the Director of Education
Board Policy IV 001 General Executive Limitation
Board Policy IV 003 External and Internal Relationships

Familiaris Consortio #32 "...the role of the school should be that of assisting and completing the work of parents furnishing adolescents with the evaluation of 'sexuality as value and task of the whole person, created male and female in the image of God.'"

COMMENTS

The Waterloo Region Community Health Department will provide support to our school system in concert with our Board of Trustees' stated objective in *Sharing Our Journey*, page 32; that is:

"Our organization fosters an environment and provides structures that facilitate continuous learning, growth in discipleship, collaborative decision-making, responsible partnerships, community development, and school/system renewal."

Further, "our organization collaborates with various community partners through our beliefs/values and guiding principles."

To this end our partnership with Waterloo Region Community Health is outlined below. Community health will comply and support Waterloo Catholic District School Board policies and procedures. The Health Care Consent Act 1996, Health Protection and Promotion Act 1998 and Regulated Profession Act -College of Nurses will also guide Community Health.

FORMS OF SUPPORT

- Public Health Nurses may provide, upon request, support to classroom teachers in the delivery of the family life curriculum under the direction and supervision of the classroom teacher.
- Public Health Nurses will not provide abortion consultation.
- Public Health Nurses will not distribute contraceptives.
- Public Health Nurses will not provide one-on-one sexual health counselling.
- Public Health Nurses may participate in the training of staff re: sexual health counselling.
- Public Health Nurses will provide support to staff as part of the Sexual Health Protocol training and protocol development.

The above forms of support between the Waterloo Catholic District School Board and the Waterloo Region Community Health Department are intended to provide direction in the process of supporting the work of the nurses in our schools. It is acknowledged and understood that teachers are the primary agents of program and service delivery and nurses function under the direction and supervision of school staff while in a school setting.

COMMENT

As a school system we are committed to – as outlined in Board Policy I 001, *Sharing Our Journey* – the guiding principle of collaboration; that is, “working together in a spirit of mutual trust and co-operation for the common good.” [SOJ, page 18]. In the event that someone believes the protocol has been breached, the mechanism outlined below will be used to resolve the inquiry.

COMPLIANCE RESOLUTIONS GUIDELINES

1. Inquiries suggesting the partnership agreement with the Waterloo Region Community Health Department has been broken must be in writing -- clearly indicating the issue and providing sufficient information to permit a thorough investigation. Inquiries communicated by email, telephone or in personal conversation will not be investigated.
2. Inquiries must state in detail how compliance with the partnership agreement has been compromised and include the name(s) of Board and Health Department staff involved.
3. Inquiries must be signed, dated and provide a valid return address. Anonymous inquiries or inquiries based on rumour, hearsay or innuendo – or taking the form of a personal attack on any individual -- will not be investigated.
4. The letter of inquiry will be submitted to the Director of Education. The Director of Education will, immediately upon receipt, turn the letter over to the chair of the Ad Hoc Committee.

5. The chair of the Ad Hoc Committee will facilitate the investigation process. The process will respect the Waterloo Catholic District School Board's and Waterloo Region Community Health Department's collective agreements, terms and conditions of employment, human resource procedures and protocols and appropriate Freedom of Information/Protection of Privacy legislation. It will further respect the Education Act, the Health Protection and Promotion Act, and the Ontario Human Rights Code.
6. The chair of the Ad Hoc Committee shall have the authority to engage the services of the Board's solicitor, as deemed necessary by the committee.
7. Individual members of the Ad Hoc Committee as well as the Director of Education must refrain from speaking with individuals who submit inquiries. In advance of any discussion of an inquiry, the chair will ask committee members to declare any contact with the individual(s) submitting the inquiry in which any aspect of the inquiry was discussed. Should such contact have occurred, the chair shall immediately disqualify the member from further participation in the committee's discussions of the inquiry in question.
8. As per section 207(2) of the Education Act and Regulations, meetings of the Ad Hoc Committee shall be closed committee meetings.
9. The chair of the Ad Hoc Committee shall be responsible for preparing the final report and recommendations of the committee on each inquiry and delivering the report to the Director of Education.
10. The Director of Education, upon reviewing the report of the Ad Hoc Committee, shall take one of three specific actions:
 - a) amend the partnership agreement with the Waterloo Region Community Health Department;
 - b) terminate the partnership agreement with the Waterloo Region Community Health Department;
 - c) dismiss the inquiry.
11. Where appropriate, the Director of Education shall -- through Executive Limitation IV 008, "Communication and Counsel to the Board"—apprise, in general terms, the Board of Trustees of all inquiries currently before the Ad Hoc Committee.
12. The following are invited to join the Ad Hoc Committee:
 - a) The Vice-Chair of the Board of Trustees
 - b) The Past Chair of the Board of Trustees
 - c) The Superintendent of Schools – Resurrection/St. David Family of Schools [Chair of the Ad Hoc Committee]
 - d) The Superintendent of Schools – St. Mary/Msgr Doyle/St. Benedict Family of Schools
 - e) The Medical Officer of Health
 - f) The Episcopal Vicar for Education

- g) The Dean, Waterloo Deanery**
- h) The Executive Director, Catholic Family Counselling**
- i) The Family Life and Human Sexuality Consultant**
- j) The Spiritual Animator, Waterloo Catholic District School Board**
- k) Ex Officio: Director of Education; Chair of the Board of Trustees**

REVIEW PROCESS

This Administrative Procedures Memorandum shall be reviewed every three years.