

ITEMS TO REVIEW BY STAFF

A review of the OCDSB Policy and Procedures below are required annually by all staff. This is not a memorization exercise but a familiarity with the Policy and Procedures that are part of your role as an employee with OCDSB. Ignorance is not a valid defense if a violation occurs. As an Occasional Teacher you are not paid to review these so it is recommended that you **use your self-directed prep time** during an assignment to review these.

A) ALL STAFF MUST REVIEW THE FOLLOWING:	Initial
1. Harassment policies and procedures <ul style="list-style-type: none"> ✓ P.009.HR: Respectful Workplace (Harassment Prevention) ✓ P.103.HR: Alleged Employee Misconduct Toward a Student ✓ PR.652.HR: Alleged Harassment of an Employee ✓ PR.542.HR: Alleged Employee Misconduct Toward a Student ✓ PR.543.HR: Alleged Harassment of a Student ✓ PR.544.HS: Alleged Harassment/Abuse of a Student by a Student ✓ PR.652.HR: Respectful Workplace 	
2. Reporting suspected child abuse policy and procedure <ul style="list-style-type: none"> ✓ P.091.SCO: Alleged/Suspected Violence Within a Student's Family ✓ PR.605.SCO: Reporting Suspected Child Abuse and Neglect- Student Under 16 Years of Age 	
3. Protocol for Creating Safe and Healthy Schools for Anaphylactic Students: <ul style="list-style-type: none"> ✓ P.108.SCO: Care of Students with Severe or Life-Threatening Medical Conditions ✓ OCDSB General Guidelines for Creating Safe and Healthy Schools for Anaphylactic Students 	
4. Protocol for Creating Safe and Healthy Schools for Students Living with Diabetes <ul style="list-style-type: none"> ✓ Guidelines for Creating Safe and Healthy Schools for Students with Diabetes 	
5. Protocol for providing medical care for students in life-threatening emergencies: <ul style="list-style-type: none"> ✓ PR.547.SCO: Providing Emergency Medical Care for Students 	
6. Use of Epi-Pen auto injector <ul style="list-style-type: none"> ✓ Epi-Pen instructional video here 	
7. Administration of Medication for Non-LifeThreatening Conditions <ul style="list-style-type: none"> ✓ PR.691.SCO: Administration of Medication for Non-LifeThreatening Conditions 	
8. Concussion management policy and procedure: <ul style="list-style-type: none"> ✓ PR.561.SCO: Concussion Management 	
9. Field Trips & Excursions and Educational Tours/Student Exchange procedures <ul style="list-style-type: none"> ✓ P.029.SCO: Field Trips / PR.705.SCO 	
10. Appropriate Use of Technology and Electronic Communications Systems <ul style="list-style-type: none"> ✓ PR.702.IT: Appropriate Use of Technology ✓ PR.672.IT: Electronic Communication Systems 	
11. Bomb threat procedure <ul style="list-style-type: none"> ✓ PR.604.SCO: Bomb Threats 	
12. Corporate Code of Conduct for Business Relationships <ul style="list-style-type: none"> ✓ PR.625.HR: Corporate Code of Conduct for Business Relationships 	

<p>13. School Board Code of Conduct</p> <ul style="list-style-type: none"> ✓ P.125.SCO: School Board Code of Conduct 	
<p>14. Workplace Violence</p> <ul style="list-style-type: none"> ✓ P.132.HS: Violence in the Workplace ✓ PR.680.HS: Violence in the Workplace 	
<p>15. Suspension policies and procedures</p> <ul style="list-style-type: none"> ✓ P.026.SCO: Student Suspension and Expulsion ✓ PR.515.SCO: Student Suspension and Expulsion 	
<p>16. Safe Schools policies and procedures</p> <ul style="list-style-type: none"> ✓ P.032.SCO: Safe Schools ✓ PR.521.SCO: Safe Schools ✓ Review Lockdown procedures with homeroom classes: <ul style="list-style-type: none"> o K - 3 presentation (EN) o K - 3 presentation (FR) o 4 - 6 presentation (EN) o 4 - 6 presentation (FR) 	
<p>17. Dress code policy: PR.628.SCO</p>	