



Kawenni:io-Gaweni:yo Private School

Operations and Maintenance Policies, Procedures, and Regulations December 2015

**Kawenni:io/Gaweni:yo Private School
Six Nations of the Grand River Territory
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Table of Contents

Operations and Maintenance Policy.....3
 1.0 Policy Compliance 4
 1.2 Playground Equipment.....7
 1.3 Property and Loss and/or Damage.....12
 1.4 Temperature Guidelines.....13
 1.5 Advertising in Schools.....15
 1.6 Computer Security Procedures.....16
 1.7 Safe Foods Preparation21
 1.8 Inventory Control needs to be added to policy.....



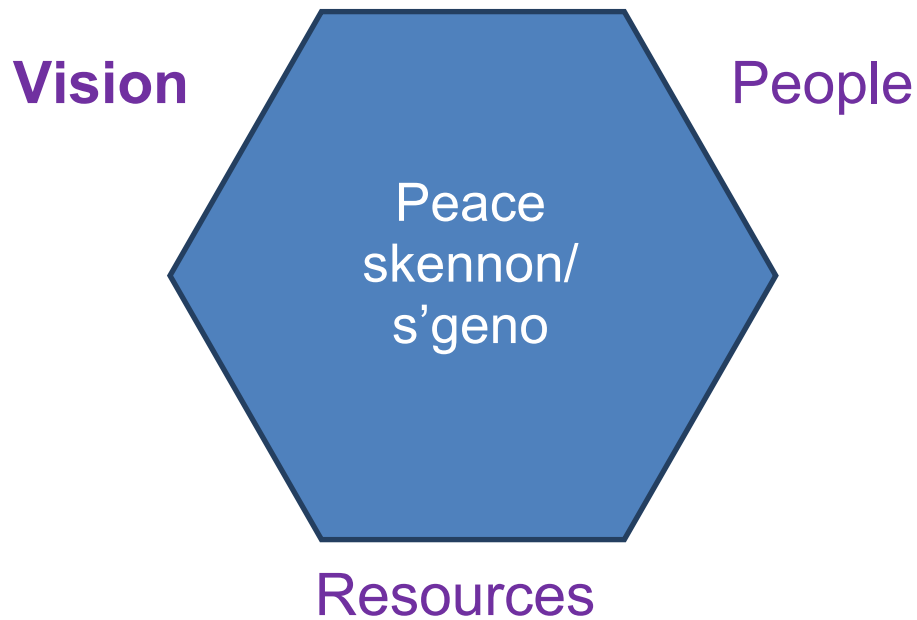
Kawenni:io/Gaweni:yo Private School Policy Operations and Maintenance

Policy Framework

The duty and responsibility of the Kawenni:io/Gaweni:yo Private School leadership is to protect three clearly defined areas. These areas are essential to the operation of the Private School and delivery of a quality education for Kawenni:io/Gaweni:yo students, families, staff, and decision-makers. Key to this success is excellence in the care, operation and administration of the Private School's resources. The achievement of these Criteria for Excellence results in the delivery of the Kawenni:io/Gaweni:yo Private School Vision. The Private School views as good the duty and responsibility:

- 1 To protect the Vision of Kawenni:io/Gaweni:yo Private School as an educational organization that seeks to provide a quality education for the Children of Six Nations enrolled in our culturally enriched programs.
2. To protect the financial and physical Resources received by Kawenni:io/Gaweni:yo Private School to enact our programmes to achieve the Vision of a quality education for our learning community.
3. To protect the students, families, staff, and leadership who are members of the Kawenni:io/Gaweni:yo Private School learning community who are stakeholders in the delivery of a quality culturally enriched education for our People.





At the heart of the covenant with the People of the Six Nations is the commitment to protect the Vision, People, and Resources of the Kawenni:io/Gaweni:yo Private School.

1.0 POLICY COMPLIANCE STATEMENT

- 1.0.1 It is the policy of the KGPS to ensure an accident-free working and learning environment. All staff, students and non-KGPS personnel on school premises must comply with the Occupational Health and Safety Act and its Regulations, KGPS safety standards, school safety rules, and other applicable legislation.
- 1.0.2 It is the responsibility of individual employees and non-KGPS personnel to ensure that they comply with the provisions of the Occupational Health and Safety Act and its' Regulations, Safety Standards and Rules as enumerated.
- 1.0.3 A copy of this Policy is to be posted in each Six Nations school and administrative facility.
- 1.0.4 The Joint Health and Safety Committee will act as a resource to all groups and individuals. An update/report will be submitted to KGPS on an annual basis.
- 1.0.5 The Joint Health and Safety Committee will meet once per school term and will be comprised of one Health and Safety representative; from each school site, from the KGPS administration office, along with the KGPS Representative.



Membership will also include the school Maintenance Manager and the Director of Public Works.

- 1.0.6 The Joint Health and Safety Committee will be responsible for conducting an annual safety audit of each school facility and property.



1.1 COMMUNITY USE OF SCHOOL FACILITIES

- 1.1.0 The KGPS of Directors will permit approved community groups to use its school facilities outside regular school hours, in accordance with the following principles:
- a) KGPS will determine operating procedures to protect its property and to manage the community use of school facilities.
 - b) KGPS will not subsidize any community group activities with funds provided for the education of Kawenni:io/Gaweni:yo students.
 - c) Approved student activities scheduled outside of regular hours will take priority over community activities, except in cases of emergency. K/G School will be given the opportunity to book facilities for after-hour use before the facilities are made available to community groups.
- 1.1.1 KGPS's **Smoke Free Environment** policy, includes all school buildings and properties, and will apply 24 hours per day. Rental applicants must ensure that patrons move off school property for smoking purposes, not just outside the building.
- 1.1.2 Under no circumstances are alcoholic beverages permitted on school property.
- 1.1.3 No permits shall be issued during statutory holidays or during Christmas and March breaks without approval from the Principal.
- 1.1.4 The applicant acknowledges and assumes full responsibility for proper supervision of any activity they conduct and for any claims arising out of improper supervision or conduct of activities. Activities involving minors should be supervised by adults in a ratio of 1:20.
- 1.1.5 The applicant, in accepting a permit, assumes full responsibility for all damages arising from the use of school facilities.
- 1.1.6 The applicant is responsible for the enforcement of all fire regulations and must ensure that no obstructions are placed in corridors or in front of fire exits.
- 1.1.7 KGPS does not provide liability insurance for community use of its premises.



1.2 PLAYGROUND EQUIPMENT

- 1.2.0 It is the policy of the KG Board that playground equipment, maintenance, repair, inspection, renovations, size upgrades and new installations comply with Canadian Standards Association, “CSA-Z614-current”, standard on Children’s Play Spaces and Equipment.
- 1.2.1 The Principal is responsible for ensuring that playground equipment, sand boxes, and paved play areas, are inspected on a regular basis and that the inspection is documented with the date and findings.
- 1.2.2 The Joint Health and Safety Committee will complete an annual audit of school property and playground equipment.



1.2.3 OBJECTIVE

To establish procedures regarding the design and installation of new play structures, and the renovation or removal, of existing play equipment that no longer meets Canadian Standard Association Guidelines for Children's Play Structures.

1.2.4 DEFINITIONS

Canadian Standard Association: non-government, non-profit association that operates internationally to set standards for products and services through tests, certification, inspection for safety, and performance.

1.2.5 PROCEDURES

a) New or Donated Equipment- Full or Partial Equipment

KGPS contributes financially to new play structures, but encourages community/parent groups to pay for and install same on school property. The KGPS assumes the liability and responsibility for the play structure.

The design, construction and installation of playground equipment must conform to the standards from the Canadian Standards Association CSA-Z614, Children's Play Spaces and Equipment currently in effect at the time of installation.

KGPS will not accept donated playground equipment, unless it meets CSA standards, or can be brought to standard when it is installed.

- b) A representative from the Six Nations Public Works and the Head of School Maintenance must be included in the planning and installation process.
- c) Although KGPS accepts design standards of reputable manufacturers, it has restricted certain design aspects:

- wood structural members are not acceptable,
- platform height not to exceed six (6) feet,
- swings not to exceed eight (8) feet,
- washed pea gravel, conforming to Ontario Provincial Standards (OPS) #1002 is to be used for the protective surface.

- d) KGPS reserves the right to restrict other design aspects as deemed appropriate.



- e) All play structures and equipment must be installed by an approved manufacturer. On completion, the manufacturer is to provide KGPS with a letter indicating:
 - equipment and installation must conform to the current CSA guidelines and standards; and
 - the terms and conditions of the guarantee and warranty.
- f) All manufacturers installing playground equipment on Six Nations' school property must provide proof of insurance coverage for a minimum of two million dollars Vehicle and Liability Insurance, with KGPS named as co-insured. The manufacturer must also provide a certificate of good standing from Workplace Safety and Insurance Board before final payment will be released.
- g) Initially, then annually, a comprehensive written report will be completed for each playground. From this, recommendations will be prepared as to whether the equipment is adequate, or should be removed, renovated, or upgraded. All renovations and upgrades will comply with the current CAN/CSA guidelines and standards.
- h) Additions to existing playground equipment must be approved by KGPS in consultation with the School Principal, and the Head of School Maintenance, prior to any in depth planning.

1.2.6 INSPECTIONS

- a) Daily Visual Inspections
A visual inspection shall be performed on all playground equipment used by students by the Principal or designate at least once on each school day. This inspection is intended to identify obvious safety concerns and needed repairs, such as overnight vandalism to the structure itself, loose or missing handrails, or harmful debris under the structure, such as broken glass, broken boards, ground cover, or anything that could cause injury to a student. When a deficiency is identified in the daily inspection, the Principal shall follow the steps outlined in this procedure. The walk-through should be logged, and action taken documented. A daily maintenance log book must be kept on file at the school.
- b) Monthly Inspections
Monthly inspections of the playground equipment shall be done by the school Principal, School Custodian, or Head of School Maintenance. The monthly inspection checklists must be retained at the school. This inspection will entail checking for loose bolts, wearing on chains or swing seats, and the general security of the structure. Monthly inspections should be logged, and the action documented.
- c) Recorded Annual Inspections
A detailed annual inspection of playground equipment located on K/G School property shall be performed in April of each year by trained personnel who have received special training in the inspection and maintenance of



playground equipment. The inspection findings and actions shall be recorded and kept on file in the K/G School administration office for two years. Where possible, school maintenance workers shall make repairs at the time of the inspection.

d) Inspection Checklists

The monthly and annual inspections will use the checklists provided by either the manufacturer of the Canadian Standards Association. A copy of the Children's Play Spaces and Equipment Standard, may be obtained from:

Canadian Standards Association
178 Rexdale Boulevard,
Etobicoke, Ontario. M9W 1R3
www.csa.ca

1.2.7 MAINTENANCE AND REPAIRS

- a) When a teacher identifies a safety concern or an item in need of repair, it shall be reported to the school Principal immediately. The school Principal shall report the concern to the Maintenance office immediately. When a defect is reported it shall be repaired as soon as possible and, in the interim, the Principal shall make the equipment out of bounds to students.
- b) When repairs are made on site, the School Principal will record the work completed and retain it on file.
- c) Should a repair that involves a safety hazard take more than one day to complete, the students shall be prevented from using the equipment through the use of a snow fence and a "Keep Off" warning sign.
- d) When the cost to repair a piece of playground equipment is excessive, the Head of Maintenance, after consulting with the school Principal, may decide that the equipment should be taken out of service and removed from the school grounds.



1.2.8 COSTING

- a) KGPS will assume responsibility to maintain the structures to required standards within budget allowances. However, if the equipment poses a safety hazard and KGPS's budget funds are not available, the equipment will be taken out of service, removed, or repaired if funds are provided by the school or group that installed the play structure. Playground
- b) Groups providing playground equipment must be aware that funds should be available, in addition to KGPS's budget, to cover extraordinary maintenance and repair requirements (e.g., vandalism).

1.2.9 GENERAL

- a) Installations by volunteers is not permitted as there is the potential for injury to volunteers working on the installation. KGPS does not carry accident insurance or Workers' Compensation-type of insurance for volunteers.
- b) Each school shall conduct Playground Safety sessions outlining the playground rules applicable to the specific location. These sessions should be held for students, teachers and any volunteer yard supervisors at the beginning of each school year.

1.2.10 RISK MANAGEMENT TIPS

From the Ontario School Boards' Insurance Exchange (O.S.B.I.E.).

- Obtain a copy of the new CSA playground standard- CSA-Z614-98.
- All new equipment must comply with CSA standards.
- Older equipment should be measured against the new CSA standards. If feasible, retrofit to bring it up to standard, if not remove it.
- Donated equipment must meet CSA standards.
- Implement a daily/weekly/monthly maintenance schedule. Use a log book.
- Schedule an annual inspection by a certified playground inspector. Act immediately on any recommendations.
- Train staff/yard supervisors on playground safety rules and enforce these rules.
- Ensure there are adequate numbers of playground supervisors on duty.
- Train students on playground rules and safe play practices.



1.3 PROPERTY LOSS AND/OR DAMAGE

1.3.0 The Kawenni:io/Gaweni:yo Board of Directors purchases property insurance coverage to protect itself from losses due to major catastrophes. KGPS must self-insure any losses up to the deductible amount.

1.3.1 OBJECTIVE

To establish guidelines and procedures for the implementation of KGPS policy Property Loss and/or Damage.

1.3.2 PROCEDURES

- a) Damage, Vandalism, Break-ins and Theft
 - i) Police are to be called to investigate all cases of break-in, theft and significant vandalism.
 - ii) A Property Loss Report is to be completed and forwarded to the Director of Education.
 - iii) The Maintenance Manager is to be notified if the building needs to be secured or repaired.
 - iv) Equipment lost due to theft will automatically be replaced.

- b) Borrowed Equipment
 - i) Equipment may be borrowed by teachers or support staff for use outside their school or office as follows:
 - All requests to borrow equipment must be in writing for approval by the Principal, specifying the name, make, model, serial number, and the period of time the equipment is required.
 - Employees are responsible for any loss or damage to the borrowed equipment. Items borrowed may be covered under household insurance policies but will be subject to whatever deductible is applicable.
 - The Principal or designate will acknowledge consent of the request by signing the memo prior to the date that the equipment is removed from the school.

- c) Laptop Computers
 - a) Laptop computers represent a loss risk due to their portability.
 - Employees are expected to take the necessary precautions to avoid theft or loss of laptop computers.
 - Employees may wish to consider specifically including their laptop computer in their homeowners' insurance policy.



d) Personal Property

- a) All materials that are personally owned are used at the risk of the owner.
- KGPS employees, volunteers and students may be covered by their household insurance, subject to their deductible, for any loss or damage to equipment, materials, clothing or books that they bring onto school property.
 - Items which are temporarily removed from home (e.g. pictures, furniture) are not normally covered by homeowners' policies. If these constitute a sizeable value, individuals should consider specifically including these items in their homeowner's insurance policy.
 - Employees who use the parking facilities on KGPS properties do so at their own risk. Insurance laws of Canada do not permit the insuring of vehicles, for damage of theft, which are not owned or leased by the KGPS of Directors.

1.4 TEMPERATURE GUIDELINES

1.4.0 It is the policy of the KGPS of Directors to provide working and learning environments that meet health and safety guidelines for enclosed workplaces.

1.4.1 OBJECTIVE

To align KGPS **Temperature Guideline** policy with Ontario Provincial regulations, *The Tenants Protections Act 1997* and *The Occupational Health and Safety Act 1990*, for establishing KGPS indoor facility temperatures.



1.4.2 PROCEDURES

- a) Heat shall be provided so that the room temperature at 1.5 (one and one-half) meters above floor level and 1 (one) meter from exterior walls in all areas intended for normal use is at least 20 degrees Celsius (68°F).
- b) In an enclosed workplace, the temperatures shall not be less than 18 Celsius (64.4 °F).
- c) The above regulations were considered in developing the following guidelines for KGBD facility temperatures.

<u>AREA</u>	<u>TEMPERATURE °C (°F)</u>	
Classrooms: Physically Challenged Students	21.4	(70.5)
Kindergarten Classrooms	20.5	(69.0)
Classrooms	20.0	(68.0)
Offices	20.0	(68.0)
Corridors	18.0	(64.4)
Gymnasiums used for physical education only	16.7	(62.0)
Storage Areas	12.0	(53.5)



1.5 ADVERTISING IN SCHOOLS

1.5.1 Political, sectarian, or religious groups shall not be permitted to advertise on school property or in school buildings without special consent of the KGPS. Such requests shall be made in writing and include a sample of the notice to be distributed. Consent shall be specific to postings in relation to location.

1.5.2 The KGPS authorizes the school Principals to determine which advertisements maybe posted or distributed at their respective schools consistent with procedures developed by KGPS.

1.5.3 OBJECTIVE

To establish guidelines for the implementation of KGPS Policy regarding **Advertising in Schools.**

1.5.4 DEFINITION

Advertising: Advertising in schools may involve items such as yearbook advertisements, special event programs, fun fair sponsorships, partnerships, donor recognition, athletic uniforms and T-shirts.

1.5.5 PROCEDURES

- a) This policy and its procedures set the boundaries for acceptable practices. Principals in conjunction with the KGPS may choose options within these boundaries to create acceptable local school practices reflective of local community values and norms.
- b) All activities involving advertising or recognition must be approved by the Principal.
- c) The Principal will ensure compliance with KGPS's mission statement and values.
- d) Outside agencies whose programs are of an educational or cultural value to Six Nations' youth maybe allowed to advertise or conduct promotional campaigns on school property, upon approval of the Principal concerned.
- e) All initiatives must be forwarded to the KGPS that may:
 - involve more than one school;
 - have system-wide impact;
 - imply KGPS endorsement;
 - involve contractual obligations
- f) The KGPS will facilitate the system-wide impact evaluation process and advise the schools regarding appropriate action.
- g) Contracts relating to sponsorship, partnership, donor recognition or other forms of advertising may bind the KGPS. For this reason, all contracts must be reviewed centrally and signed by the KGPS Chairperson or designate. Principals may not sign contracts at the school level.
- h) KGPS may advertise its own centrally approved products and services throughout the system.



1.5.6 Logo Recognition of External Groups

- a) Commercial logos may not be used in conjunction with the KGPS logo without approval.
- b) Commercial logos may be displayed in schools for a temporary time, or for an event specific period. This may include promoting events like drama festivals, acknowledgment of partnerships, direct marketing and other fund-raising activities such as school fun fairs and confectionery sales.

1.5.7 Business Opportunities

- a) From time to time schools may be presented with opportunities to distribute product samples or information in return for a financial or an in-kind donation. Such arrangements, whether couched as a donation or a business opportunity, must be forwarded to the KGPS for central approval.
- b) The KGPS designate will assess the appropriateness and feasibility of the opportunity and respond promptly to the Principal.
- c) Sale of services, resources, employee purchase plans and other business opportunities may be negotiated by the KGPS.
- d) Initiatives that do not involve the expenditure of KGPS funds for the purchase of service or merchandise are not subject to KGPS's purchasing policy.
- e) The KGPS or designate, must approve all business opportunities.

1.5.8 Distribution of Religious Materials

- a) A group granted permission to distribute materials must ensure that distribution is made only to pupils whose parents or guardians indicate in writing that they wish their children to receive such materials.

1.6 COMPUTER SECURITY PROCEDURES

1.6.1 KGPS uses maintenance, service, and monitoring with respect to computer and information resources, security procedures and, the role and responsibilities of each individual in maintaining a secure computing environment.

1.6.2 The KGPS has responsibility for securing its' computing systems against unauthorized access and/or abuse while making them accessible for authorized and legitimate uses. All users of KGPS-owned equipment are expected to practice responsible and ethical behaviour in their computing activities.

1.6.3 Principals are responsible for communicating expectations and ensuring compliance with security and safe computing practices.



1.6.4 OBJECTIVE

To establish expectations with respect to computer and information resources, security procedures, and the role and responsibilities of each individual in maintaining a secure computing environment.

Since students and staff have access to computer and Internet resources as part of their teaching/work experience, they each have a role in maintaining a secure computing environment. Principals are responsible for communicating expectations and ensuring compliance with safe computing practices.

1.6.5 DEFINITIONS

K/G School's Information Resources:

- Hardware: CPU's, computer boards, keyboards, terminals, workstations, personal computers, printers, disk drives, communication lines, terminal servers, routers, external hard drives, USB drivers
- Software: source programs, object programs, utilities, diagnostic programs, operating systems, communication programs.
- Data: during execution, stored on-line, archived off-line, backups, audit logs, databases, in transit over communication media.
- Supplies: paper, forms, magnetic media, ink cartridges, CDs, DVDs.
- Access: means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
- Computer Network: means a number of computers connected together that are capable of sharing common resources such as files, printers and CD Rom services.
- Computer Program: means a set of instructions that tells the computer what to do.
- Computer Software: means programmed instructions whether purchased or written by the user that the computer carries out.
- Confidential or Sensitive Information: is information which requires protection from unauthorized access and is regulated by a policy: for example, personally identifiable student data such as grades and test results.
- Contingency Plans: are alternative steps to take when information technology support is interrupted. Contingency plans assure that you can continue to perform essential functions in the event that you lose access to data and equipment resulting from a number of reasons (theft, equipment failure, fire/water damage, unauthorized access, etc.)
- Critical: information, networks, applications, systems, or data, are those resources determined by management to be essential to the K/G School's critical functions.



- Freeware: is software that is available for free use.
- Intellectual Property: means data, including programs that are subject to copyright protection as "Personal" property or "K/G School" property.
- Internet: is a logical network of tens of thousands of interconnected host computers.
- Performance of Their Duties: relates to JOB duties as specified in the employee's JOB DESCRIPTION.
- Property: means anything of value and includes but is not limited to, financial instruments, information, including electronically produced data and computer software and programs in either machine-readable or human-readable form, and any other tangible or intangible item of value.
- Shareware: is software that is available for free evaluation. Generally you are obligated to pay a license fee in order to use it on a continuing basis.
- Software License: is an agreement which specifies the terms and conditions under which software may be copied. You must comply with any restrictions.
- Trojan or Trojan Horse: is a program in which harmful code is embedded inside what appears to be a harmless program with a legitimate purpose (e.g., a screen saver program which contains intent to computer files.)
- Virus: is an unauthorized computer software program or portion of a program that has been introduced into a computer or computer system, or network. Viruses' damage data files, expand to utilize available space, delete data, or result in other harmful actions.
- Worms: are programs that spread themselves through computer networks. Worms maybe distributed through e-mail and replicate themselves by accessing the user's address book and sending messages to all addresses. The result can be slowed network traffic, and in severe cases, the necessity of a shut down of the organization's email server.

1.6.6 PROCEDURES FOR EMPLOYEES

- a) Responsibility
 - i) The K/G Schools has responsibility for securing its computing system against unauthorized access and/or abuse while making it accessible for authorized and legitimate use.
 - ii) It is important for all users to practice responsible and ethical behaviour in their computing activities. Access to private and sensitive information could injure other persons and/or diminish the reputation of the K/G School if lost or disclosed inadvertently.
 - iii) It is essential that responsible security practices be observed to protect the integrity of information stored in computers in schools and administration facilities.
 - iv) Principals are responsible for communicating expectations and ensuring that compliance occurs. New employees are to receive a copy of the Computer Security Procedures.



- v) Data, computer equipment, and software must be protected at all times from physical damage, theft or unauthorized modification by those responsible for its use and physical security.
- vi) Personal computers or terminals must not be left unattended when the power is on and CONFIDENTIAL OR CRITICAL information is being accessed.
- vii) Failure to comply with the Computer Security Procedures will result in disciplinary action.

b) Principles

- i) Information technology equipment and data owned by the K/G Schools are to be used solely for the furtherance of K/G School's objectives and to be consistent with the law, specifically, the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.
- ii) K/G School's information is a valuable corporate resource that must be protected from unauthorized modification, destruction or disclosure, whether intentional or inadvertent.
- iii) Access to confidential information is restricted to those with a demonstrated "need to know" to the extent required to perform job functions.
- iv) K/G School recognizes and respects its' disclosure and privacy protection obligations.
- v) Critical data is securely managed and backed up as appropriate.
- vi) Information and equipment disposal practices ensure the continued protection of privacy.
- vii) Software and programs developed by employees in the performance of their duties are the property of the K/G School and may not be distributed or shared unless authorized in writing by the K/G Chair or designate.
- viii) All software on K/G School's computers must be installed in compliance with licensing requirements of the software's owners.
- ix) Passwords and related security codes must be kept secure at all times.

c) Computer Viruses and Related Problems

Viruses can be spread by a variety of means - downloading files from the Internet, bulletin boards, shared drives, from infected media (e.g., zip drives, diskettes) and from e-mail attachments. Viruses can be highly destructive, damaging data and even making an infected computer unusable. Virus removal can be difficult and in some cases may necessitate reformatting the hard drive resulting in loss of all data. Worms replicate themselves via e-mail attachments and can result in shutting down e-mail servers.

To reduce the chances of infection and damage:

- i) maintain up to date anti-virus software



- ii) use anti-virus software to scan all files downloaded or copied to PCs
- iii) obtain software from reputable sources
- iv) do not open any e-mail messages or attachments which appear suspicious
- v) back up important files regularly to minimize data loss

d) Software and Licenses

All software used for K/G School operations must be installed in compliance with licensing requirements of its' owners or otherwise owned by the KGPS.

e) Hardware

Computer equipment (including lap tops, monitors, printers, keyboards, external disk drives, scanners, key pads, mouse, cables, etc.) must be located where they will be secure and as free as reasonably possible, from damage by water, fire, or other disasters.

f) Diskettes and Other Removable Media

Data may be stored on removable media such as diskettes, CD-ROMs and zip drives as well as computer hard drive and servers.

- i) Important data must be appropriately backed up.
- ii) When not in use, removable data must be properly stored. Loss of data can occur if disks are stored near magnetic fields such as telephones or monitors, or placed near heat or in direct sunlight.

g) Documentation

- i) School Principals are responsible for the care and usage of software manuals and reference manuals for hardware and related equipment. A central storage area should be maintained in each school.

h) Electronic Mail, Conferencing and Other On-line Communications

- i) Electronic mail originating from the K/G School's owned equipment is the property of the K/G School, is to be used only to further the objectives of the K/G School.
- ii) All communications are to use appropriate and respectful language and to be consistent with the law, the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.



i) Internet Access

K/G School provides connections to the Internet for staff and student use that is consistent with the K/G School objectives. Use of the Internet access for purposes other than the furtherance of the K/G School objectives will result in disciplinary action.

All web pages hosted on K/G School's Website are considered the property of the K/G School and must comply with the principles set out in the Computer Security Procedures. On-line publishing must respect K/G School's policies and procedures and be consistent with copyright and other laws, including the Charter of Rights and Freedoms and the Ontario Human Rights Code.

1.7 SAFE FOOD PREPARATION

- a) All foods must come from an approved source.
- b) Hamburgers, hot dogs, pizza, submarine sandwiches, and milk are commonly brought in from outside suppliers. Hot foods should arrive hot and cold foods should arrive cold. They should be served within half an hour. The arrival time should be specified when the order is placed with the suppliers.
- c) A responsible adult who is familiar with safe food handling practices should supervise food prepared within the school/classroom.

1.7.1 RESPECTING CHILDREN WITH FOOD ALLERGIES

- a) Schools must be mindful of the dangers posed to students who face severe allergic reactions to certain foods. Foods which are contributed for a class function pose a risk for such children.
- b) Principals should contact the KGPS when considering banning a particular food at the school.

1.7.2 NUTRITIOUS FOOD SELECTION

While it is healthiest to choose foods from the four food groups, it is still acceptable to select other foods in moderation. Students need to be aware that all foods can fit into the pattern of healthy eating. Educating students about the importance of good nutrition, active living, and proper dental care in order to achieve and maintain overall health is key.



1.7.3 RESOURCES

Canada's Food Guide to Healthy Eating from the Minister of Public Works and Government Services Canada, 1997; is available on the internet at the following address:

<http://www.hc-sc.gc.ca/hppb/nutrition/pube/foodguid/index.html>

