

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MEETING**

**AGENDA**

**TUESDAY, MAY 14, 2019**

**12:30 PM (PT) – 2:00 P.M. (PT)**

In person: School District 8 Kootenay Lake, Board Office, 570 Johnstone Road, Nelson, B.C. V1L 6J2

By video conference: Prince Charles Secondary, Room 104, 223 18 Ave S, Creston, BC, V0B 1G0

**1. Call to Order**

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Insertions/Deletions to proposed Agenda**

**4. Adoption of Agenda**

**Proposed Resolution:**

**THAT** the agenda for this May 14, 2019 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations: Nil**

**6. Opportunity for Comments by the Public**

**7. Consent Package: Nil**

**8. Adoption of Minutes (p. 3)**

App. 8

**Proposed Resolution:**

**THAT** the minutes from the April 9, 2019 Policy and Governance Committee of the Whole Minutes meeting **BE ADOPTED**.

**9. Old Business**

Review of Policies from previous Agenda (p. 6)

App. 9

**Section 400: Instruction and School Organization**

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 440: Extra-Curricular and Co-Curricular Activities

Policy 441: Student Eligibility for Extra-Curricular Activities

Policy 450: Student Services

Policy 451: Physical Restraint and Seclusion of Students

Policy 460: Language

Policy 480: Parent Advisory Councils/District Parent Advisory Council

Policy 490: School Closure

**Proposed Resolution:**

**THAT** the above revised policies be recommended to the Board for approval.

## 10. New Business:

Review of Policies (p. 19)

App. 10

### **Section 500: Human Resources**

Policy 510: Employee Recognition

Policy 520: Human Resources Employment Practices

Policy 521: Relocation Assistance for Senior Management

Policy 530: Whistleblower Protection

Policy 540: Supervisory Conflict of Interest

Policy 550: Non-Contractual Leaves of Absence

Policy 560: Appointment of Principals and Vice-Principals

Policy 570: Prevention of Violence in the Workplace

Policy 580: Discrimination and Harassment

### **Proposed Resolution:**

THAT the above revised policies be recommended to the Board for approval.

## 11. Policy Priority List/Annual Plan (p. 29)

App. 11

## 12. Question Period

## 13. Meeting Schedule & Reminders (p. 30)

App. 13

The next meeting of the Committee is scheduled for June 11, 2019 at 12:30 pm at the Nelson Board Office.

## 14. Adjournment of Meeting

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**TUESDAY, APRIL 9, 2019**

In person: School District 8 Kootenay Lake, Board Office, 570 Johnstone Road, Nelson, B.C. V1L 6J2

By video conference: Prince Charles Secondary, Room 104, 223 18 Ave S, Creston, BC, V0B 1G0

**BOARD:**

L. Trenaman  
S. Nazaroff  
B. Maslechko  
D. Lang  
A. Gribbin  
S. Walsh  
B. Coons, Trustee (*at 1:15 pm via Video Conference*)

**DISTRICT STAFF:**

C. Perkins, Superintendent  
M. McLellan, Secretary-Treasurer  
B. Eaton, Director of Inclusive Education  
D. Holitzki, Director of Human Resource Services  
N. Ross, Acting Director of Innovative Learning Services  
S. Whale, Executive Assistant

**PARTNERS:**

S. Kalabis, KLPVPA  
V. McAllister, KLPVPA (*arrived at 12:36 pm*)  
M. Bennett, CUPE  
R. Bens, CUPE  
D. Sabourin, KLTF

**REGRETS:**

S. Chew, Trustee  
C. Beebe, Trustee  
B. MacLean, Director of Operations  
N. Howald, Director of Information Technology  
N. Latham, CUPE

**1. Call to Order**

Committee Chair Walsh called the meeting to order at 12:32 pm.

**2. Acknowledgement of Aboriginal Territory**

**3. Insertions/Deletions to proposed Agenda: Nil**

**4. Adoption of Agenda**

**Moved** by Trustee Nazaroff, seconded by Trustee Maslechko, **AND RESOLVED:**

**THAT** the agenda for this April 9, 2019 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations: Nil**

**6. Opportunity for Comments by the Public: Nil**

## 7. Consent Package: Nil

## 8. Adoption of Minutes

**Moved** by Trustee Nazaroff, seconded by Trustee Maslechko, **AND RESOLVED:**

**THAT** the minutes from the February 12, 2019 Policy and Governance Committee of the Whole Minutes meeting **BE ADOPTED**.

## 9. Old Business

### A. Policy Pro Forma for Policy 430: Fees, Deposits and Financial Hardship

*V. McAllister, KLPVPA arrived at 12:36 pm*

Board Chair Trenaman suggested to replace third sentence with the following: "All fees charged to parents must be reasonable and must reflect the actual costs of the services provided." ~~The intent of school fees is to assist in covering costs without realizing a profit.~~ The Committee accepted this change by consensus.

### B. Align Policy 251 with BCSTA Legal Bulletin re Provincial Cannabis Legislation

Secretary-Treasurer suggested the following change in item 2.1: "Adults cannot consume cannabis in any form on any ~~school district~~ Board property." The Committee accepted this change by consensus.

Trustee Gribbin suggested the following change in item 3.4: "This applies to all adults and students doing school ~~field trips~~ activities in public areas. The expectation is that you are in a "school" event while on trips involving public property.

**Moved** by Board Chair Trenaman, seconded by Trustee Maslechko, **AND RESOLVED:**

**THAT** the revised policy 251 be recommended to the Board for approval.

### C. Review of Policies

Policy 410: School Choice and Catchment: The following changes were discussed and accepted to add to the revised versions as initially presented in the agenda package:

2.4.4 the number of ~~special~~ diverse needs students already enrolled in class.

2.6.3 Thirdly, new non-catchment area students, provided they have made their application between 9:00 a.m. ~~P.S.T.~~(PT) on the first Monday in ~~March~~ January and 4:00 p.m. ~~P.S.D.T~~(PT), on the last Friday in March;

2.6.4. Fourthly, new non-district students provided they have made their application between 9:00 a.m. ~~P.S.T.~~ (PT) on the first Monday in ~~March~~ January and 4:00 p.m. ~~P.D.S.T~~(PT), on the last Friday in March;

2.10. Applicants for enrolment in ~~Kindergarten~~ K-12 programs and District choice programs will be separately prioritized.

*Trustee Coons joined the meeting via Video Conference at 1:15 pm.*

**Moved** by Board Vice-Chair Nazaroff, seconded by Trustee Coons, **AND RESOLVED:**

**THAT** the revised policies 410 and 430 be recommended to the Board for approval.

It was agreed that the review of the following policies be moved to the next P&G Agenda:

**Section 400: Instruction and School Organization**

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 440: Extra-Curricular and Co-Curricular Activities

Policy 441: Student Eligibility for Extra-Curricular Activities

Policy 450: Student Services

Policy 460: Language

Policy 480: Parent Advisory Councils/District Parent Advisory Council

Policy 490: School Closure

**10. New Business**

A. Governance / Onboarding – Superintendent Perkins

Superintendent Perkins presented a slide show and distributed handouts for the trustee binders.

*S. Metcalf arrived at 1:47 pm.*

**11. Policy Priority List/Annual Plan**

Dates for review of sections will be adapted since the section 400 revision was not completed.

**12. Question Period**

**13. Meeting Schedule & Reminders**

**14. Adjournment of Meeting**

The meeting adjourned at 2:01 pm.

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Committee Chair

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Secretary-Treasurer

## POLICY 411: Schools and Programs of Choice

The Board of Education for School District No. 8 (Kootenay Lake) recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students of school age. It is the goal of the Board to offer programs promoting excellence in instruction and optimal achievement for all students.

The Board recognizes that there may be staff, parental and/or student interest in having the district make available District, school or program options with a particular philosophy, service delivery model, or focus. The Board ~~of School Trustees~~ believes that full consideration should be given to educational options for students where these options are sound and sustainable, and where the options clearly enhance educational opportunities available to students.

For the purposes of this policy, the term “options” refers to programs within a school, or entire school, or District programs, based on alternative educational models. Examples of such programs or models include Wildflower School outdoor programs, academies and the French Immersion Program. Any group or individual may present a proposal for a new educational option to the Board.

~~2. With regard to any Board-approved option, the Board will not generally provide a level of funding exceeding that which would normally be provided to that school or program.~~

~~7. The Board will provide to the applicant group/individual, any reasons for rejection of a proposal.~~

~~8. Subsequent to approving an option, or following implementation of an option, the Board may at any time in the current school year or in a future year, review the option to determine whether or under what conditions the option will continue to be approved.~~

**Guidelines (move remainder to Admin. Procedures except for #2., 7., and 8.)**

1. Any group/individual wishing to present a proposal will be expected to present the proposal in writing to the Board. ~~The group/individual, shall have the opportunity of meeting directly with the Board with regard to the proposal which contains a clear rationale for the program as well as:~~
  - 1.1. a mission statement accompanied by the goals and objectives of the program;
  - 1.2. a statement which sets out the educational soundness of the program including how the proposal is distinct from existing educational programs or fills a particular educational need not currently offered in the District;
  - 1.3. a clear indication of the intended school population to be served including age, grade levels, learner characteristics, and the number of students to be served including the neighbourhood communities;
  - 1.4. a clear understanding of the qualifications and nature of professional staff, and support staff required to offer the program;
  - 1.5. a clear understanding of the requirements of the Collective Agreements with CUPE and the KLTF;
  - 1.6. a clear understanding of the facilities required to offer the program, both immediate and long term;
  - 1.7. costs involved in putting the program in place and the source of funding;

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 75]  
Related Contract Article: Nil  
Adopted: August 30, 2005  
Amended: April 8, 2008  
Amended: December 11, 2018

- 1.8. evidence of community support for the program which indicates the parents have an understanding of the proposal and have or will have children who will enroll in the program;
  - 1.9. how students register for the program; and,
  - 1.10. evidence of such programs' success if they are operating in other school districts.
- ~~2. With regard to any Board approved option, the Board will not generally provide a level of funding exceeding that which would normally be provided to that school or program.~~
3. ~~The Board shall make reasonable~~Reasonablereasonable efforts will be made to provide information that may be required by groups/individuals in the preparation of proposals.
  4. Following the Board's receipt of a proposal, the Superintendent of Schools shall provide a written review and evaluation of the proposal. This review shall include an analysis of:
    - 4.1 staffing/human resource requirements;
    - 4.2 facilities, both interim and long term;
    - 4.3 curriculum development and implementation;
    - 4.4 sources of funding/revenue including government, private, or corporate services and any obligations of the Board in the event outside funds are provided;
    - 4.5 a proposed implementation timeline; and,
    - 4.6 the impact of implementing the proposal on other District schools.
  5. Approval of any educational option will be specific to one location unless otherwise stipulated by the Board.
  6. The final decision with respect to all proposals rests with the Board ~~of School Trustees~~. With respect to proposals referred to the Board, the Board may:
    - 6.1 Grant approval;
    - 6.2 Grant approval with particular conditions;
    - 6.3 Reject the proposal;
    - 6.4 Locate the program in a particular school or facility; or,
    - 6.5 Refer the proposal back to the applicant group or individual for further work (to be specified by the Board).
  7. ~~The Board will provide to the applicant group/individual, any reasons for rejection of a proposal.~~
  8. ~~Subsequent to approving an option, or following implementation of an option, the Board may at any time in the current school year or in a future year, review the option to determine whether or under what conditions the option will continue to be approved.~~

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 75]  
Related Contract Article: Nil  
Adopted: August 30, 2005  
Amended: April 8, 2008  
Amended: December 11, 2018

## POLICY 412: Independent Homeschooler

The Board of Education for School District No. 8 (Kootenay Lake) will provide Independent Homeschoolers registered in the School District access to educational services in accordance with the *School Act and amendments* and its associated regulations.

### Definition

A student registered at a public school whose instruction is delivered at home and whose parent/guardian(s) exercise complete independence and control over the student's education.



## **POLICY 440: Extra-Curricular and Co-Curricular Activities**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes that extra-curricular and co-curricular activities are an integral part of school programs. In order to ensure an orderly procedure for approvals and to ensure student safety, the corresponding administrative procedures are to be implemented.

To support student travel needs, the Board shall establish an annual budget, to be distributed under the direction of the Superintendent of Schools.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: June 9, 1999  
Amended: October 7, 2008  
Amended: June 29, 2010  
Amended: December 11, 2018

## POLICY 441: Student Eligibility for Extra-Curricular Activities

The Board of Education for School District No. 8 (Kootenay Lake) encourages student participation in extra-curricular activities and believes that participation in such activities benefits the student. Subject to the [administrative procedures guidelines](#) accompanying this Policy, participation in extra-curricular activities must be open to all students registered in School District ~~No.~~ 8.

### Guidelines

~~1.~~ Eligibility decisions are generally made by individual schools. However, such decisions will be guided by the district policy.

~~2.~~ The policies of BC School Sports regarding eligibility for participation in sports are recognized and supported by the Board.

*(Move remainder to Admin. Procedures)*

~~3.1.~~ In order to participate in an extra-curricular activity, students must be enrolled in the school where they intend to participate. However, subject to any regulations established by BC School Sports, a student may participate in another District school's extra-curricular activity provided that:

~~3.1.1~~ the activity is not provided at the District school in which the student is registered;

~~3.1.2~~ both school Principals agree; and,

~~3.1.3~~ the receiving school is able to accommodate the incoming student without displacing a student who wishes to participate in that particular extra-curricular activity.

~~4.2.~~ Students are required to maintain regular attendance, satisfactory behaviour, and achievement in order to participate in an extra-curricular activity.

~~5.3.~~ The Principal may withdraw extra-curricular participation from a student if the student does not maintain satisfactory attendance, behaviour and achievement.

~~6.4.~~ All decisions about participation are at the Principal's / Superintendent's discretion.

## POLICY 450: Student Services

The Board of Education for School District No. 8 (Kootenay Lake) supports the practice of inclusion by serving students with diverse needs through a continuum of service delivery in regular classrooms throughout the district, provided the needs of all can be met and a safe effective learning environment can be maintained.

~~Student services will be provided in accordance with the Student Services Handbook.~~

Student services will be provided in accordance with the SPECIAL EDUCATION SERVICES: A Manual of Policies, Procedures and Guidelines.

Related Legislation: ~~Nil~~ Special Education Services, Human Rights Code  
Related Contract Article: Nil  
Adopted: September 1, 1999  
Amended: December 11, 2018

## POLICY 451: Physical Restraint and Seclusion in School Settings

The Board of Education for School District No. 8 (Kootenay Lake) is committed to providing a safe, secure and respectful environment for students and staff. Positive and least restrictive approaches in the provision of student supports are considered best practice. The purpose of these provisions is to promote a response that protects both the individual and others' safety and well-being.

Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm.

Administration will review Policy 451: Physical Restraint and Seclusion in School Settings annually for currency.

### *Move to Admin. Procedures*

Individuals/staff who work directly with a student in situations where there is a potential for imminent danger of serious physical harm to the student or others must be familiar with *the Provincial Guidelines - Physical Restraint and Seclusion in School Settings, B.C. Ministry of Education June 3, 2015* <http://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/diverse-student-needs/physical-restraint-seclusion-guidelines.pdf>

~~Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm.~~

Schools will have access to individuals, preferably staff members, who are trained in positive behaviour intervention supports, conflict and crisis de-escalation and non-violent crisis intervention techniques.

All staff working directly with a student where there is a potential for imminent danger of serious physical harm to self or others will be provided the opportunity to participate in training regarding the use of physical restraint and seclusion.

~~Administration will review Policy 451: Physical Restraint and Seclusion in School Settings annually for currency.~~

### 1. Definitions:

- 1.1. **"Behaviour"** the actions by which an individual adjusts to his or her environment. It is commonly understood that behaviour is communication. It is the impact of the behaviour that dictates whether the behaviour is negative or positive.
- 1.2. **"Physical Restraint"** is a method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person or the safety of others. The provision of a physical escort (i.e. temporary touching or holding of a student's hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location) does not constitute physical restraint. Neither is the provision of physical guidance or prompting of a student when teaching a skill, redirecting attention, or providing comfort.

- 1.3. **“Seclusion”** is the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving. Behaviour strategies, such as “time out”, used for social reinforcement as part of a behaviour plan, are not considered “seclusion”. Neither is it considered seclusion where a student has personally requested to be in a different/secluded location or space.
- 1.4. **“Time-out”** is the removal of a child from an apparently reinforcing setting to a presumably non-reinforcing setting for a specified and limited period of time.

## POLICY 460: Language

The Board of Education for School District No. 8 (Kootenay Lake) expects all students to achieve proficiency in the English language. The Board will offer students Core French as a second language.

Other languages may be offered according to the [following—associated Administrative Procedures.guidelines.](#)

*Guidelines (move reminder to Admin. Procedures)*

1. All students must take a second language as part of the curriculum in grades 5-8 except where students are:
  - 1.1 Identified as having special needs or are receiving English as a second language services (ESL).
  - 1.2 Unable to demonstrate their learning in relation to the expected learning outcomes of the second language course.
  - 1.3 Enrolled in Late French Immersion in Grade 6.
2. Schools should ensure that a decision for exemption is made in consultation with the student, teacher and parent. Exemptions for students with special needs must be recorded in the student's IEP.
3. Students, especially those of Francophone parents and/or Aboriginal ancestry, should have an opportunity to learn their ancestral language where demand, student enrolment, availability of curriculum and teaching resources are present.
4. Only second language curricula<sup>7</sup> which have education program guides listed in the Education Program Guide Order or approved under the local programs order, are eligible to meet the second language requirements for grades 5-8.
5. Schools may elect to offer a second language program K-4 at no additional cost to the Board.

## POLICY 480: Parent Advisory Councils/District Parent Advisory Council

The Board of Education for School District No. 8 (Kootenay Lake) believes that parents are partners in the educational system and that parental involvement helps to promote a positive learning environment. The Board supports the establishment of a District Parent Advisory Council (DPAC) and Parent Advisory Councils (PAC) at each school.

Guidelines move to Admin. Procedures

### 1. Parent Advisory Councils

- 1.1 A Parent Advisory Council (PAC) may be formed at each school and will conduct its affairs in accordance with the School Act.
- 1.2 A parent group seeking recognition as a Parent Advisory Council must make application to the Board of School Trustees. The Board will act in accordance with the School Act and recognize only one PAC for each school.
- 1.3 The Principal of the school or designate may attend meetings of the Council.
- 1.4 The PAC through its elected officers may advise the Board and the Principal and staff of a school on any matter relating to the school, and provide support and assistance as determined by the PAC.
- 1.5 To assist parents, principals will facilitate, encourage, and promote involvement in and awareness of PACs.
- 1.6 The PAC shall provide a copy of its Constitution and Bylaws to the Board and DPAC.

### 2. District Parent Advisory Council

- 2.1 The Board recognizes the Kootenay Lake District Parent Advisory Council (DPAC)
- 2.2 The DPAC shall conduct its affairs in accordance with the School Act.
- 2.3 The DPAC shall provide a copy of its bylaws and constitution to the Board.
- 2.4 The Board will appoint a trustee to represent the Board at meetings of the DPAC.
- 2.5 The Board in setting the District budget will annually determine the amount of funding, if any, to be provided to the DPAC.
- 2.6 The DPAC will provide the Board with a financial statement at the end of each school year.
- 2.7 When the Board seeks parent representation on Board committees, DPAC will be asked to select a representative parent or parents. At the discretion of the Board, or Board Committee, additional parents may be selected and invited by the Board to serve on Board committees.

Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section s 8 & 8.4]

Related Contract Article: Nil

Adopted: May 4, 2004

Amended: December 11, 2018

## POLICY 490: School Closure

The Board of Education for School District 8 Kootenay Lake believes that consultation with staff, parents and the public is essential when considering decisions that involve closing schools. Such considerations will be subject to the administrative procedures associated with this policy. ~~guidelines within this Policy.~~

### Guidelines

#### ~~1. General:~~

~~1.1~~ Permanent closure means that for a period of more than twelve (12) months the building will not be used to provide educational programs to students, except where the Board intends to reopen the school following renovations or repairs or additions.

~~1.2~~ Efforts will be made to ensure that all persons in the community who could be affected by a school closure are given an adequate opportunity to comment on the proposal before a final decision is made.

~~1.3~~ Schools will not be considered for closure if enrolment projections forecast the reopening of the school in the near future.

~~1.4~~ The final decision regarding closure of a school or schools shall be made before April 30.

### Move to Admin. Procedures

~~2.1.~~ An examination of the following issues will be conducted by the Superintendent and reported to the Board before a decision is made by the Board to consider school closure:

2.1 evaluation of the physical condition of the school being considered for closure and schools or schools to which students may be transferred;

2.2 availability of alternative accommodation;

2.3 educational program/course implications for affected students;

2.4 safety impact;

2.5 alternate potential uses of the facility being considered for closure;

2.6 potential parental and local community support;

2.7 enrolment projections in the schools affected by possible closure;

2.8 effect of a closure on other schools including impact on space and capacity;

2.9 impacts on students and the number of students affected;

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section ~~85.2a~~73(1)]

Related Contract Article: Nil

Adopted: April 22, 2003

Amended: February 17, 2004

Amended: December 11, 2018



- 2.10 effect on catchment areas;
- 2.11 effect on transportation services;
- 2.12 financial impact of the closure;
- 2.13 impact on District Capital Plans; and
- 2.14 other factors relevant to whether the particular school should be one considered for closure.

3.2. The Board will consider the information provided, and decide whether to consider one or more school closures. In order to enable the Board to first notify the schools that may be affected (see Clause 4.1) a potential decision to consider a school for closure may be made at a closed meeting. The formal decision to proceed with consideration of a school closure will be made at the next public meeting of the Board. All related information presented at the closed meeting and minutes of that portion of the closed meeting will be made publicly available following the announcement unless the Board specifically directs otherwise.

4.3. Process for notification and consultation with staff of affected schools includes:

- 4.1 Notification meeting with the principals of the school being considered for closure and other schools(s) to be affected, prior to an official announcement by the Board;
- 4.2 Notification meeting with the Superintendent or designate and the staff and PAC Executive of the school(s) being considered for closure prior to an official announcement by the Board;
- 4.3 An opportunity provided to the staff of the school being considered for closure, for a meeting at the school with the Board after the official announcement;
- 4.4 Notice to staff at other schools affected; and
- 4.5 An opportunity provided for written input.

5.4. Process for consultation with the public includes:

- 5.1 Notice of the Board's decision to consider the school for closure will be given to the parents of the school considered for closure and other schools affected by the closure and to all communities affected by the school closure and consequential changes to the other schools.
- 5.2 The information on which the Board based its decision to consider the school for closure will be made available to the public.
- 5.3 There will be an adequate opportunity for written response to the proposed school closure and information and directions on how to submit a written response, including advice that submissions may be referred to at subsequent public forums respecting the closure and in

summaries or other information provided to Trustees, unless the correspondent specifically request that name and address remain confidential.

- 5.4 The Board will hold at least one (1) public meeting, advertised by school newsletter and in the public media, with at least seven (7) days' notice, at the school being considered for closure. Students and parents currently attending the school will be notified through school newsletters and other means.
- 5.5. The Board may designate a committee of Trustees to attend public meetings and meetings with staff or staff representatives and to report to the Board on the input received. A record shall be kept at each such meeting of the main points raised. These records shall be provided to the Board prior to the meeting at which the Board makes its final decision on the proposed closure.
- 5.6 Other community agencies which may be affected by the school closure will also be notified. Local governments and First Nations will be specifically notified and invited to provide input through the public consultation process.

## 6.5. Decision on Closure

6.1.5.1. The Board will make its final decision on the proposed school closure after taking into fair consideration the input received through the consultation process. Fair consideration includes the concept that the proposal could be changed or reversed.

6.1.1.5.1.1. Where a change to the proposal means that a new segment of the community, parents or staff is affected that was not affected by the prior proposal, additional consultation shall be provided in order to allow the new group to provide input.

6.1.2.5.1.2. Where a change to the proposal substantially changes the effect on the community, staff or parents in ways that were not anticipated in the prior consultation, additional consultation shall be provided to allow the community to provide the Board with input on the new impacts.

6.2.5.2. Ordinarily the consultation process will take at least sixty (60) days from the time the Board makes its decision to consider the school for closure. The School Board consultation process may be shortened in circumstances where the Board is satisfied that there is a pressing need for a shorter time period and prior consultation (e.g., on related proposals) has given the community, parents, students and staff adequate notice and opportunity to consult and has provided the Board with a full understanding of the impact on the community, parents, students and staff.

6.3.5.3. The final decision of the Board shall be by Board Bylaw, after First and Second Reading of the Bylaw at a public Board meeting and Third Reading and Final Reading at the next public Board meeting.

# Policy Manual

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## **POLICY 510: Employee Recognition**

The Board of Education of School District No. 8 (Kootenay Lake) recognizes the valuable contributions made by all employees of the District to students and learning. The Board promotes a culture of employee recognition within the District and will formally recognize employees of the District who:

- have provided long service to the students of the District; and
- are retiring from the District.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: May 22, 2001  
Amended: February 9, 2016  
Amended: October 9, 2018

## **POLICY 520: Human Resources Employment Practices**

The Board of Education of School District No. 8 (Kootenay Lake) seeks to operate with consistent personnel practices; accordingly, the Board authorizes the following practices:

### **A. Home Office**

The Board recognizes that its professional employees may choose to maintain an office with appropriate technology in their place of residence at no cost to the Board of Education.

### **B. Work From Home**

A work from home strategy is intended to create flexible conditions that will assist the School District in a more effective accomplishment of our services, access to a broader pool of talent and support for our employees. Successful work at home arrangements will serve the needs of employees and the organization.

### **C. Private Vehicles**

Employees **who** so designate may be required to maintain and operate a vehicle at their own expense for use as required in the performance of their duties with the Board of Education. Such designated employees will be supplied with a T2200 by the Board of Education, if requested.

### **D. Vandalism**

If an employee's vehicle is damaged due to vandalism while on school property or while the employee is on school business, upon receipt of evidence, the Board will reimburse the employee the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$600.

### **E. First Aid**

The Board agrees to underwrite, upon successful completion, the registration expense of at least one employee on each staff who agrees to enroll in a district approved first aid course and act as the school First Aid Attendant. Course classifications may vary dependent on WorkSafeBC. Candidates for the course will be approved by the Superintendent.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: September 22, 1998  
Amended: October 7, 2008  
Amended: February 22, 2010  
Amended: October 9, 2018

## **POLICY 521: Relocation Assistance for Senior Management**

The Board of Education of School District No. 8 (Kootenay Lake) recognizes the need to attract the best qualified people for positions in senior management. To this end, the Board will provide relocation assistance for incoming senior management (Superintendent, Secretary-Treasurer, Assistant Superintendent and Directors).

### Guidelines

1. The incoming senior staff member shall obtain at least two (2) quotations from moving companies. The Board will pay the lesser of the lowest quote, or \$7,000.
2. The senior staff member may elect to receive payment directly from the Board, upon presentation of receipts and quotations, or for the moving company to be paid directly.

## **POLICY 530: Whistleblower Protection**

The Board of Education of School District No. 8 (Kootenay Lake) is committed to the highest standards of ethical conduct, integrity and accountability.

The Board has a responsibility for the stewardship of the District. The Board encourages and supports employees, to report, while acting in good faith, and consistent with their applicable Code of Ethics, what they reasonably believe to be substantive improper activity.

### **Reportable Activities related to carrying out professional duties might include:**

- An unlawful act, whether civil or criminal;
- Abuse of an imbalance of power;
- Actions detrimental to students or staff;
- Questionable accounting practices;
- Falsifying District records;
- Theft of cash, goods, services, time or fraud;
- Inappropriate use of District assets or funds;
- Decision making for personal gain;
- A dangerous practice likely to cause physical harm or damage to property; and,
- Retaliation, repercussion or reprisal for reporting under the policy.

*This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as 'reportable activity'.*

### **Authority**

The responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent/CEO as authorized by the Board of Education.

The provisions of this policy are independent of and supplemental to, the provisions of collective agreements between the Board and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

### **Duty to Disclose**

The Board encourages that any employee who is aware of or witnesses any improper activity to will bring the matter to the attention of the Superintendent or Board Chair. The District will investigate and take corrective actions appropriate to the circumstances. All reports are considered confidential.

### **Protection of Employee and Employer**

#### **Employee**

Any employee(s) who files a report under this policy will be protected if the employee(s):

- Believes it to be substantially true;

Related Legislation: Whistleblower Protection Act - currently a Bill

Related Contract Article: Nil

Adopted: September 11, 2018

- Does not act maliciously or make false allegations; and,
- Does not seek any personal or financial gain.

All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation according to the law.

No retaliation, including dismissal or demotion may result from reporting in good faith under this policy.

### Employer

Nothing in this policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of the information.

## POLICY 540: Supervisory Conflict of Interest

The Board of Education of School District No. 8 (Kootenay Lake) prohibits employment situations where employees occupy positions where a Direct Supervisory Relationship exists between family or significant others. Exceptions to this policy will only be considered in rare and extraordinary circumstances where staff shortages exist. This policy will not affect such working relationships that were established prior to August 1, 2014, however any transfers or promotions of these employees will be subject to the new policy.

### Guidelines Move remainder to Administrative Procedures?

#### 1. Definitions

- *Close Associate* for the purpose of this policy, is defined as a business associate, or someone in a close personal relationship
- *Family* for the purpose of this policy, is defined as all relatives, such as, but not limited to the following: spouses, domestic partners, children, parents, grandparents and siblings.
- *Significant others* for the purpose of this policy, includes individuals involved in an intimate relationship ~~but~~ **who** may or may not reside together.
- *Direct Supervisory Relationship* for the purposes of this policy, refers to an employment relationship where one employee does or could have authority over another employee's performance evaluation, salary, work hours, working assignments or other conditions of employment.

2. Employees of the Board who are in a position to hire or contract full-time, part-time, occasional, contract or summer staff/students will not hire members of their immediate or extended family to work for them directly. (should close associates and/or significant others be included?)
3. An employee must ensure there is no participation in the hiring process when the employee and prospective employee are family members or close associates. (should significant others be included?)
4. Employees and prospective employees will not seek positions where one family member may have a direct supervisory role over another family member or close associate. However, should this be impossible to avoid, the Superintendent will ensure sufficient safeguards are in place to ensure that the District's interests are not compromised. (should significant others be included in 1st sentence?)
5. Where there is a situation where an employee may have a direct supervisory role over another family member or close associate as a result of circumstances ranging from the implementation of a collective agreement to a change in status within a worksite and newly-developed relationships each employee shall report this conflict in writing to the Director, Human Resources who will then determine if any action is required. (should significant others be included in 1st sentence?)

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: April 21, 2015  
Amended: May 8, 2018  
Amended: October 9, 2018



## POLICY 550: Non-Contractual Leaves of Absence

The Board of Education of School District No. 8 (Kootenay Lake) authorizes the Superintendent or designate to approve professional staff leaves of absences after the needs of the students, schools and District have been assured.

### Regulations Move remainder to Administrative Procedures?

1. Staff requesting leave for a year's duration or the extension of a year's leave, shall notify the Superintendent no later than March 31<sup>st</sup> of that year, or a date mutually agreed to with the Superintendent.
2. Leaves under this policy may include, but not be limited to:
  - 2.1. personal leave
  - 2.2. early summer school leave
  - 2.3. Department of National Defense/Exchanges
3. Leaves for a second year will only be granted in exceptional circumstances.
4. Except as where contract provisions apply, people returning from leave of absence shall be assigned a position in the district and (where possible), an appropriate position within the same community **or zone** in which he/she was teaching.
  - Slocan Valley Family of Schools
  - Creston Family of Schools
  - Nelson Family of Schools
  - Salmo Family of Schools
  - Crawford Bay Family of Schools
  - Kaslo Family of Schools

Related Legislation: Nil  
Related Contract Article: KLTF Article G21; CUPE Article 8  
Adopted: June 23, 1998  
Amended: September 1, 2009  
Amended: October 9, 2018

## POLICY 560: Appointment of Principals and Vice-Principals

The Board of Education of School District No. 8 (Kootenay Lake) has the authority to appoint Principals and Vice-Principals but delegates the responsibility for the process of hiring and/or placement of school -based administrators to the Superintendent of Schools subject to the associated Administrative Procedures, following guidelines. Meaningful advisory input and /or representation from trustees, parents, school staff and high school students where appropriate and possible shall be included during all stages of the hiring process.

The Board desires to promote change and growth for both administrators and schools through the process of administrative transfers. Prior to a vacancy being determined, Principals and Vice-Principals' may be transferred through self or Board initiated action during their administrative tenure with the District. The Board may also transfer administrators due to restructuring, financial or contractual reasons.

### Guidelines Move remainder to Administrative Procedures?

1. The Superintendent may transfer Principals and Vice-Principals from one school to another, prior to determining any competitions for District school-based administrative positions.
2. The Superintendent may create a Qualified Principal/Vice-Principal Applicant Pool from existing District #8 employees, who may proceed directly to the interview stage in any competition for District school - based administrative positions.
3. When a vacancy for a Principal or Vice-Principal is determined, meaningful advisory input and /or representation from trustees, parents and school staff shall be included during the initial consultation phase, the long-listing phase and during the interviewing of candidates.
  - 3.1. When a vacancy for a high school Principal or Vice-Principal is determined, meaningful advisory input/or representation from secondary students shall whenever possible, be included during the initial consultation phase and during the interviewing of candidates.
4. Upon the completion of the candidate evaluation process, the Superintendent, taking into account the views of the interview panel, shall provide final recommendations to the Board of Education for approval.

### Input at each Stage/Phase of the Hiring Process

Initial consultation	- district staff, students, parents, union reps, trustee reps
Long list	- district staff, parents, union reps, trustee reps
Short list	- district staff, trustee reps
Interviews	- district staff, students, parents, union reps, trustee reps,-

## **POLICY 570: Prevention of Violence in the Workplace**

The Board of Education of School District No. 8 (Kootenay Lake) recognizes the right of all employees to work in an environment free from violence. The Board is committed to protecting employees from incidents of violence in the workplace, and as a result will conduct risk assessments when there is any risk of injury to workers from violence arising out of their employment.

It is the responsibility of all personnel to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be undertaken.

### Guidelines

1. "*violence*" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.
2. The Superintendent will be responsible to maintain current Violence Threat Risk Assessment procedures.
3. Fair notice shall be provided annually to parents, students and the community that schools will not ignore any threat of violence.

Related Legislation: Occupational Health and Safety Regulation 4.27-4.31  
Related Contract Article: Nil  
Adopted: November 23, 1999  
Amended: June 2, 2009  
Amended: October 9, 2018

## POLICY 580: Discrimination and Harassment

The Board of Education for School District No. 8 (Kootenay Lake) recognizes the right of all members of the school community, including employees, students, parents and volunteers, to learn, work, consult and otherwise associate in an environment free from harassment and discrimination.

The Board recognizes their role in actively supporting employees' work to prevent discrimination and harassment of students and their families. The Board will strive to ensure that professional development and training is provided for staff to develop the awareness, knowledge, skills and attitudes to accomplish the above.

To accomplish these goals, the Board will endeavor to promote Professional Development opportunities for staff to learn more about social justice issues and different forms of oppression. The Board will encourage staff to build upon their knowledge and to increase their awareness and strategies in these areas.

The Board of Education will also work with education and community partners to endeavor to ensure that classroom and library resources reflect the diversity of society and are free from cultural, racial and gender bias. The Board believes that our students can learn best when they see themselves and the lives of their families accurately reflected within the curriculum.

Everyone is vulnerable to harassment or discrimination, which could occur between members of the same sex, as well as between members of the opposite sex or members of a sexual minority including but not limited to lesbian, gay, bisexual, transgender, and transsexuals.

A harasser can be a superior (supervisor or teacher) or a peer (fellow student or co-worker) or a subordinate, or anyone coming into contact with another person, regardless of the relationship.

To this extent, the Board will not tolerate any conduct that could be classified as harassment, sexual harassment, discrimination or bullying and will make every reasonable effort to ensure that no employee, student, or parent is subjected to such behaviours. The Board complies with the B.C. Human Rights Code and is committed to providing healthful environments in which fairness and respect are both taught and modeled.

All persons while on Board premises or while working for the Board or in Board-sponsored programs or activities are covered by this policy. This includes, but is not limited to, such categories as students, employees, parents, volunteers, medical practitioners, permit holders and contractors.

**District staff at each site shall review this policy on a yearly basis at the first regular staff meeting to ensure that all employees are informed of the content of the Discrimination and Harassment policy.**

Related Legislation: Human Rights Code [RSBC 1996, Chapter 210, Sections 7 & 8]

[Related Legislation: WorkSafeBC Bullying & harassment](#)

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: October 9, 2018

Amended new Policy 580 (old 340): February 26, 2019

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE**  
**POLICY PRIORITY LIST**

Policy No.	Policy Name	Status	Originating	Assignment
Section 300	Students	January 2019 - Review	Board	P&G Committee
Section 400	Instruction and School Organization	April & May 2019 - Review	Board	P&G Committee
Policy 420	Distributed Learning	As per DL Audit, Principal Simpson to create DL policies.	Audit New policy	Rob Simpson
Section 500	Human Resources	May 2019 - Review	Board	P&G Committee
Section 600	Finance and Business Operations	June 2019 - Review	Board	P&G Committee
Section 600	Child Care Providers in schools	Board Referral	Board Referral New policy	Michael
Section 600	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of District	Recommended by our Legal Counsel, Ron Bogusz.	New policy	Michael
Section 700	Facility Operations and Transportation	2019/20 - Review	Board	P&G Committee
Section 800	Information and Communications Technology	2019/20 - Review	Board	P&G Committee
Section 200	Health & Safety	2019/20 - Review	Board	P&G Committee
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		P&G Committee to host 2019/20

## 2018-2019 Board Calendar

DATE	TIME	LOCATION	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
September 11	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
September 25	11:00 am - 12:00 pm	Board Office, Nelson		Special Closed Board Meeting	
	12:30 pm - 2:00 pm		Policy & Governance		
	2:30 pm - 4:00 pm		Educationc		
	4:30 pm - 6:00 pm		Finance & Operations		
	6:00 pm - 7:00 pm			Special Open Board Meeting	
October 9	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
<i>October 20 - General Local Elections</i>					
November 13	12:00 pm - 2:00 pm	Board Office, Nelson			Trustee Oaths & Orientation
	2:00 pm - 2:30 pm			Special Open Board Meeting	
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
November 20	9:00 am - 12:00 pm	Board Office, Nelson			Trustee Orientation
November 27	12:30 pm - 2:00 pm	Board Office, Nelson	Policy & Governance		
	2:30 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		

DATE	TIME	LOCATION	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
December 11	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
<i>December 25 - No Meetings - Winter Break</i>					
January 8	12:00 pm - 1:30 pm	Board Office, Nelson	Policy & Governance		
	1:45 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		
January 22	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
February 12	12:30 pm - 2:00 pm	Board Office, Nelson	Policy & Governance		
	2:30 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		
February 26	1:00 pm - 2:30 pm	Salmo Secondary			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
March 12	3:00 pm - 3:40 pm	PCSS, Creston	Finance & Operations		
	3:50 pm - 4:30 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
<i>March 26 - No Meetings - Spring Break</i>					
April 9	12:30 pm - 2:00 pm	Board Office, Nelson	Policy & Governance		

DATE	TIME	LOCATION	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
	2:30 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		
April 23	1:00 pm - 2:30 pm	Mt. Sentinel, South Slocan			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
May 14	12:30 pm - 2:00 pm	Board Office, Nelson	Policy & Governance		
	2:30 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		
May 28	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	
June 11	12:30 pm - 2:00 pm	Board Office, Nelson	Policy & Governance		
	2:30 pm - 4:00 pm		Education		
	4:30 pm - 6:00 pm		Finance & Operations		
June 25	1:00 pm - 2:30 pm	Board Office, Nelson			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm			Closed Board Meeting	
	5:00 pm - 7:00 pm			Regular Board Meeting	