

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

**TUESDAY, MARCH 8, 2022**

**3:00 PM (PT) – 4:30 PM (PT) / 4:00 PM (MT) – 5:30 PM (MT)**

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) - Meeting ID: 611 8378 2337 – Password: 316245

*Due to COVID-19 public attendance is only available via zoom*

**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 March 8, 2022 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations**

**6. Comments or Questions from the Public regarding items on this Agenda**

*The public will post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.*

**7. Consent Package: Nil**

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

App. 8

**Proposed Resolution:**

**THAT** the minutes from the October 19, 2022 Governance & Policy Committee of the Whole meeting **BE ADOPTED**.

**9. Old Business**

A. Policy 530: Public Interest Disclosure – Committee Chair (p. 8)

App. 9A

**Proposed Resolution:**

**THAT** the revised and renamed Policy 530: Public Interest Disclosure **BE RECOMMENDED** to the Board for field testing.

B. Policy 660: Provision of Child Care – Committee Chair (p. 11)

App. 9B

C. Policy 642: Procurement and Purchasing – Committee Chair (p. 12)

App. 9C

**Proposed Resolution:**

**THAT** the updated Policy 642: Procurement and Purchasing **BE RECOMMENDED** to the Board for approval.

D. Section 200 Policies – Committee Chair (p. 13) App. 9D

- Policy 250: Tobacco and Electronic Smoking Devices
- Policy 251: Cannabis
- Policy 260: Scent Free Environment (*no suggested changes*)

**Proposed Resolution:**

**THAT** the updated Policies 250 and 251 **BE RECOMMENDED** to the Board for field testing.

**10. New Business**

A. Section 300 Policies – Committee Chair (p. 18) App. 10A

- Policy 310: Code of Conduct
- Policy 311: Illegal Use of Drugs and/or Alcohol
- Policy 320: Student Attendance
- Policy 321: Student Withdrawal
- Policy 330: Sexual Orientation Gender Identity
- Policy 340: Communication

**Proposed Resolution:**

**THAT** the updated Policies 311, 320 and 330 **BE RECOMMENDED** to the Board for approval.

**11. Policy Priority List** (p. 27) App. 11

**12. Question Period**

**13. Meeting Schedule & Reminders** (p. 28) App. 13

The next meeting of the Committee will be scheduled for May 17, 2022.

**14. Adjournment of Meeting**



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

**HELD ON TUESDAY, OCTOBER 19, 2021**

In person at the School Board Office, 811 Stanley Street, Nelson BC  
and via video conference

**BOARD:**

L. Trenaman, Board Chair  
S. Nazaroff, Board Vice-Chair  
S. Walsh, G&P Committee Chair  
D. Lang  
A. Gribbin (*via video conference*)  
B. Maslechko (*via video conference*)  
B. Coons (*via video conference*)

**DISTRICT STAFF:**

T. Smillie, Superintendent  
M. McLellan, Secretary-Treasurer  
C. Kerr, Acting Director of Operations  
N. Howald, Director of Information Technology (*via video conference*)  
C. Singh, Director of Human Resources  
B. Eaton, Director of Instruction (*via video conference*)  
S. Rothermel, Manager of Safe Schools (*via video conference*)  
S. Whale, Executive Assistant

**PARTNERS:**

R. Bens, CUPE (*via video conference*)  
K. Kusnir, CUPE (*via video conference*)  
N. Nazaroff, DPAC (*via video conference*)  
E. DuPont, DPAC (*via video conference*)  
D. Kunzelman, KLTF (*via video conference*)  
C. Wilson, KLTF (*via video conference*)  
J. Konken, KLPVPA (*via video conference*)

**REGRETS:**

D. Holitzki, Director of Inclusive Education  
C. Beebe, Trustee  
S. Chew, Trustee

**1. Call to Order**

The meeting was called to order at 12:33pm.

**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 - Nil**



#### 4. Adoption of Agenda

It was noted that the Pro Forma for Policy 642 in Appendix 10F in the agenda will not be discussed at today's meeting. Committee Chair confirmed that Policy 642 will be placed on the policy priority list and included on the next agenda when wording to align this policy with new provincial standards has been prepared. She also noted that several section 200 policies were updated after the agenda was posted and these updated versions would be shared on the screen.

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** the agenda for this October 19, 2021 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

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** the minutes from the May 11, 2021 Governance & Policy Committee of the Whole meeting **BE ADOPTED**.

#### 9. Old Business

##### A. Outstanding Items on Policy Priority List

Committee Chair Walsh provided following update:

- Policy 530: Whistleblower Protection  
The plan has been to update policy 530 with new legislation instead of creating a new policy 581. This will come up in the next Governance and Policy meeting.
- Policy 642: Procurement and Purchasing  
This policy will be included in Policy Priority list and scheduled for next meeting when wording to align this policy with provincial standards has been prepared.
- Board Referral – New Policy 100 Reconciliation  
This will be part of anti-racism planning which will begin next month.
- Bylaw #1 – Review Pending  
Still pending.

The KLTF Representative reported that they have discontinued the grievance they had around Bylaw #1 but after local bargaining is concluded, same issue will likely be coming up again. The Committee Chair thanked them for this update.



## 10. New Business

### A. Terms of Reference and Annual/Priority Plan Review – Committee Chair Walsh

Deferred to next meeting to allow the Board to review Policy 121 on Committee Structure. While this review occurs, the current terms of reference will remain in place.

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** the Governance & Policy Committee of the Whole operate according to the 2020-2021 Terms of Reference;

**AND THAT** the consideration of the 2021-2022 Terms of Reference **BE DEFERRED**.

### B. Section 900 Policy

The Committee Chair reported that “Policy 910 Online Learning” has no proposed changes. The Committee Chair suggested to add the page number and total number of pages at bottom of the policy. She noted that a Resolution wouldn’t be needed as there is no change.

A Trustee questioned why there is nothing written in the Policy about committing SD8 to use its own teachers to provide online learning opportunities to avoid contracting out. The Trustee proposed that Policy 910 could state that outsourcing won’t be done unless necessary.

A discussion ensued and it was concluded that a Policy Pro Forma could be provided with suggested wording to change the policy.

The Committee Chair confirmed no changes were made to this policy at this time.

### C. Section 200 Policies – Committee Chair Walsh

- Policy 210: Provision of Menstrual Products to Students

Following changes were made:

- In the last sentence the following was deleted, “in keeping with Ministry of Education Policy”.
- In addition, “School Act Section 88/1 M149/89” was added along with the page number and total number of pages at the bottom.

- Policy 220: Maintenance of Order

Following changes were made:

- Item “b. Principal and Vice Principals” was deleted.
- In the second paragraph following was added: “School District No. 8 (Kootenay Lake).
- In addition, the page number and total number of pages was added at the bottom.

- Policy 230: Child Abuse and Neglect



Following changes were made:

- The first sentence revised to: “The Board of Education of School District No. 8 (Kootenay Lake)”.
- Second paragraph last sentence the following was added: “and/or local police agency.”
- Operational language in bullet points was moved to Administrative Procedure.
- Second last paragraph relative to Trilateral Protocol Agreement was deleted.
- Last sentence was updated to the following: “The Superintendent is responsible for the implementation of this policy.
- The page number and total number of pages was added at the bottom.

A trustee suggested that the Administrative Procedure specify that administrators provide coverage while teachers are away reporting an incident. The Superintendent thanked them and confirmed she will consider it.

- Policy 240: Anaphylaxis

Following changes were made:

- Last paragraph was moved to AP which will describe procedures.
- The page number and total number of pages was added at the bottom.
- School Act reference was added.

- Policy 250: Tobacco and Electronic Smoking Devices

No revisions were submitted.

A discussion ensued around the 3<sup>rd</sup> paragraph regarding whether it included students and visitors. It was decided that this policy be referred to staff for review. The following addition in the second paragraph was suggested: smokeless tobacco products (*e.g., chewing tobacco*)

- Policy 251: Cannabis

Following changes were made:

- Link added to Related Policy at bottom: Procedure and Code of Conduct for Bus Students. Last sentence was revised to: “The District shall comply with the requirements of any applicable Ministerial Orders and The Cannabis Control and Licensing Act.”
- A discussion ensued and it was decided to have staff review this policy and consider whether to address medical use of cannabis.

- 260: Scent Free Environment

*The changes circulated in advance were accepted.*

A discussion ensued and it was questioned how this policy as written is enforceable.



It was decided to refer this policy to staff for review.

- Policy 270: Memorials for Deceased Members of the School Community

Following change was made:

- First and last sentences were deleted.

The topic of memorials for community members was discussed and it was decided to revisit upon submission of a Policy Pro Forma.

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** updated policies 210, 220, 230, 240, and 270 **BE RECOMMENDED** to the Board for approval.

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** policies 250, 251 and 260 **BE REVIEWED** by staff.

D. Revised Policy 660: Provision of Child Care

The name of this policy has been changed and revisions were required to align with new legislation.

Following additional changes were made:

- First sentence corrected to: “The Board of Education of School District No. 8 (Kootenay Lake)”.

There was a discussion about whether there should be additional wording in statement 2. to ensure childcare provision does not impact K-12 funding. Legislative references and the page number was added at the bottom.

**UPON** a motion duly made and seconded it was **RESOLVED**:

**THAT** the Field testing of updated Policy 660: Provision of Child Care **BE RECOMMENDED** to the Board.

*One Trustee was opposed.*

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

The Committee Chair asked for permission to update the policy priority list for the next meeting. She noted that policy 581 should read 530 and will be moved to the next Governance and Policy Meeting.

**12. Question Period**

**13. Meeting Schedule & Reminders**

The next meeting of the Committee will be scheduled for March 8, 2022.

**14. Adjournment of Meeting**

The Meeting adjourned at 2:17 pm.



## **POLICY 530: Public Interest Disclosure~~Whistleblower Protection~~**

The Board of Education is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. School District No. 8 (Kootenay Lake) encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

The Board of Education is committed to supporting ethical conduct in its operations and seeks to foster a culture in which employees and trustees are encouraged to disclose wrongdoing, including by receiving, investigating and responding to disclosures and by providing information and training about the PIDA.

~~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 this policy.~~

~~This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as a ‘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.~~

Related Legislation: Public Interest Disclosure Act (PIDA)  
 Related Contract Article: Nil  
 Adopted: September 11, 2018  
 Amended: May 28, 2019  
Amended: September 22, 2020





~~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 any employee who is aware of or witnesses any improper activity to 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;~~
- ~~• 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.~~

Related Legislation: Public Interest Disclosure Act (PIDA)  
Related Contract Article: Nil  
Adopted: September 11, 2018  
Amended: May 28, 2019  
[Amended: September 22, 2020](#)



## **POLICY 530: Public Interest Disclosure**

The Board of Education is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. School District No. 8 (Kootenay Lake) encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

The Board of Education is committed to supporting ethical conduct in its operations and seeks to foster a culture in which employees and trustees are encouraged to disclose wrongdoing, including by receiving, investigating and responding to disclosures and by providing information and training about the PIDA.

Related Legislation: Public Interest Disclosure Act (PIDA)  
Related Contract Article: Nil  
Adopted: September 11, 2018  
Amended: May 28, 2019  
Amended: September 22, 2020



## **POLICY 660: Provision of Child Care**

The Board of Education promotes the use of Board property for the provision of childcare programs to advance a more holistic system of education and care for students that eases transitions for families and supports quality learning across the day.

1. When the Board decides to change the use of Board property that is being used for providing a child-care program, the Board will ensure that the Ministry of Education is provided with the required information.
2. The Board will maintain provincially funded child-care spaces provided it does not impede the Board's ability to deliver K-12 educational programs.
3. When the Board decides to change the use of Board property that is being used for providing a child care program, the Board will meaningfully engage with the communities and consider enrolment forecasts, class size and composition, community need or alternatives such as vacant or available spaces on all board properties, additional investment in modular units or renovations, adjustment of catchment areas, creating shared-space arrangements, working with the child care provider to find an alternative or other solutions based on community input.

Related Legislation: School Act, RSBC 1996, ss 84.1 - 85 .4 Order M326, the Child Care Order  
Related Contract Article: Nil  
Adopted: March 10, 2020  
Amended: November 10, 2020  
Amended: December 7, 2021



## POLICY 642: Procurement and Purchasing

The Board of Education of School District No. 8 (Kootenay Lake) has, as its overarching purchasing objective, to satisfy the operational needs of the School District No. 8 (Kootenay Lake) while realizing overall best value for goods and services using best practice and professional judgement. The Board assigns to the Secretary-Treasurer responsibility for those judgements.

The Board values the District's purchasing function's contribution to educational and operational programs through:

- Application of specialized professional knowledge
- Development of district-wide experiential knowledge
- Utilization of public purchasing standards
- Efficiency of acquisition of goods and services
- Realization of best value in acquiring goods and services

The District's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved with the District's procurement activities must act in a manner that is consistent with the principles and objectives of this policy.

The Board believes [School District No. 8 \(Kootenay Lake\)](#) should participate with other public authorities in a cooperative way and take full advantage of shared opportunities and services, when appropriate.

The Board of Education of School District No. 8 (Kootenay Lake) will tender [banking and audit](#) requirements every three (3) years.



## POLICY 250: Tobacco and Electronic Smoking Devices

The Board of Education for School District 8 (Kootenay Lake) recognizes the health hazards of tobacco products and the use of smokeless tobacco products and electronic smoking devices.

~~MOVE TO AP: As an employer, the Board has a duty to ensure the safety of the workplace. As an educational authority, the Board has a responsibility to provide educational leadership and its employees have a responsibility to act as positive role models while in the workplace.~~

~~Therefore, to ensure a safe and healthy environment for students, employees and others, the Board will prohibit smoking, the use of smokeless tobacco products (e.g. chewing tobacco), electronic smoking devices (i.e. cigarettes, vapor cigarette, or personal vaporizers) in all District facilities, vehicles, on all District grounds and at all District sponsored events, in accordance with local by-law regulations.~~

~~The use of tobacco may be permitted for traditional ceremonial activities of recognized cultural groups with prior written approval from the Superintendent or designate. [Staff to review language re prospective direct inhalation of tobacco products by minors]~~

~~The Board of Education is committed to its responsibility of enforcing a smoking- (tobacco)- and vaping (vapour products)-free environment, as required under the *Tobacco and Vapour Products Control Act*.~~

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



## **POLICY 250: Tobacco and Electronic Smoking Devices**

The Board of Education for School District 8 (Kootenay Lake) recognizes the health hazards of tobacco products and the use of smokeless tobacco products and electronic smoking devices.

The Board of Education is committed to its responsibility of enforcing a smoking- (tobacco)- and vaping (vapour products)-free environment, as required under the *Tobacco and Vapour Products Control Act*.[\\_](#)

Related Legislation: Tobacco and Vapour Products Control Act  
Related Contract Article: Nil  
Adopted: April 21, 2015  
Amended: May 8, 2018  
Amended: October 9, 2018



## POLICY 251: Cannabis Substance Use

~~As an employer, the Board of Education for School District No. 8 (Kootenay Lake) has a duty to ensure that no workers are endangered by their own impairment or the impairment of others at the workplace. As an educational authority, The Board of Education for School District No. 8 (Kootenay Lake) has the responsibility to prevent the possession and use of Cannabis products in all District facilities, vehicles, on all District grounds and at all District sponsored events. This includes the possession and use of fresh cannabis, edible/liquid products and concentrates, regardless of their Tetrahydrocannabinol (THC) content.~~

~~Further, the School District's Administrative Procedure 251.1 Cannabis shall set forth the procedures to meet these goals, including complying with the requirements of any applicable Ministerial Orders and The Cannabis Control and Licensing Act. The District shall comply with the requirements of any applicable Ministerial Orders and The Cannabis Control and Licensing Act.~~

~~[Staff to review potential considerations on policy of medical use of cannabis]~~

~~The Board of Education has a responsibility to prevent the potential adverse effects of inappropriate use of alcohol and drugs and of impairment generally and to maintain a workplace and learning environment free of impairment, concerning behaviour or safety risks associated with inappropriate substance use.~~

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Related Legislation: Cannabis Control and Licensing Act, Cannabis Control Regulation  
Related Contract Article: Nil  
Related Policy: 311: Illegal Use of Drugs and Alcohol, Policy 310: Code of Conduct, Policy 440: Extra-Curricular and Co-Curricular Activities, [Procedure and Code of Conduct for Bus Students](#).  
Adopted: December 11, 2018  
Amended: March 10, 2020

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## **POLICY 251: Substance Use**

The Board of Education has a responsibility to prevent the potential adverse effects of inappropriate use of alcohol and drugs and of impairment generally and to maintain a workplace and learning environment free of impairment, concerning behaviour or safety risks associated with inappropriate substance use.

Related Legislation: Cannabis Control and Licensing Act, Cannabis Control Regulation  
Related Contract Article: Nil  
Related Policy: 311: Illegal Use of Drugs and Alcohol, Policy 310: Code of Conduct, Policy 440: Extra-Curricular and Co-Curricular Activities, [Procedure and Code of Conduct for Bus Students](#).  
Adopted: December 11, 2018  
Amended: March 10, 2020





## **POLICY 260: Scent Free Environment**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes that health concerns may arise from exposure to some scented products. To assist with the right of employees and students to work in a safe and healthy environment, the Board requests that employees, students and visitors refrain from scented products if and when possible.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: February 24, 2015  
Amended: March 10, 2020

Public Board Meeting  
P&G Committee Meeting

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## POLICY 310: Code of Conduct

The School District No. 8 (Kootenay Lake) Code of Conduct has been established to maintain a safe, caring, and orderly learning environment.

It is the shared responsibility of students, staff, parents/guardians and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote Safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect.

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is considered to be:

- Interfering with the learning and working of others,
- Bullying, harassing, intimidating, retaliating, discriminating or violent,
- Unsafe or illegal, including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The Board considers the conduct of any member of the school community that adversely affects the school environment to be a breach of the District Code of Conduct and to warrant appropriate forms of intervention. Every effort will be made to support individuals and to determine the root causes of behavior. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

### Students

The Board of Education, School District No. 8 (Kootenay Lake), expects students to treat others with respect and courtesy and to conduct themselves in a manner which contributes to and promotes a safe, caring, and orderly learning environment in schools and at school activities.

Related Legislation: School Act [RSBC 1996, Part 2, Division 1, Section 6 (1)(b); Part 6, Division 2, Section 85(1.1); Part 9, Division 1, Section 168 (s.1) Ministerial Order M276/07; Each school has developed their own contextual Code of Conduct; [Human Rights Code](#)

Related Policy: [Procedures and Code of Conduct for Bus Students](#)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004 - April 8, 2008 - April 1, 2014 - May 8, 2018 - October 9, 2018 - February 26, 2019 - April 28, 2020



Special consideration may apply to students with diverse needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board of Education believes all individuals in School District No. 8 (Kootenay Lake) have the right to an environment free from discrimination and acknowledges that certain kinds of discrimination as prohibited by the BC Human Rights Code must be a part of the district and each school's code of conduct.

The Board of Education therefore expects students to not, without a bona fide and reasonable justification, publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

1. indicates discrimination or an intention to discriminate against a person, group or class of persons;
2. exposes a person or group or class of persons to hatred or contempt because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The prohibited grounds for discrimination are to be addressed by schools in their code of conduct.

## Code of Conduct

### Expected Behavior

1. **Respect**  
Students are expected to show respect for people, property, and the school's code of conduct. They are expected to act in a responsible manner and be respectful of the rights of others at school and school activities wherever held.
2. **Responsibility**  
Students are expected to gradually assume more responsibility for themselves, as individuals and members of society. They are expected to become more responsible for undertaking, organizing and completing their schoolwork and for contributing to and promoting a safe, caring, and orderly school environment.
3. **Commitment**  
Students are expected to strive for excellence in all their school endeavors and comply with school expectations and rules for student work, attendance, behaviour, and deportment.
4. **Attitude**  
Students are expected to participate willingly and diligently in their assigned work and to undertake school activities with a spirit of cooperation and fair play.

Related Legislation: School Act [RSBC 1996, Part 2, Division 1, Section 6 (1)(b); Part 6, Division 2, Section 85(1.1); Part 9, Division 1, Section 168 (s.1) Ministerial Order M276/07; Each school has developed their own contextual Code of Conduct; [Human Rights Code](#)

Related Policy: [Procedures and Code of Conduct for Bus Students](#)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004 - April 8, 2008 - April 1, 2014 - May 8, 2018 - October 9, 2018 - February 26, 2019 - April 28, 2020



## Compliance with the Code of Conduct

It is expected that students will abide by the District and School Code of Conduct going to and from school, on school buses, at school, and at school activities wherever held.

## Retaliation Concerns

Schools and the district will take necessary measures to prevent any retaliation against a student who has made a complaint of a breach of code of conduct.

Related Legislation: School Act [RSBC 1996, Part 2, Division 1, Section 6 (1)(b); Part 6, Division 2, Section 85(1.1); Part 9, Division 1, Section 168 (s.1) Ministerial Order M276/07; Each school has developed their own contextual Code of Conduct; [Human Rights Code](#)

Related Policy: [Procedures and Code of Conduct for Bus Students](#)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004 - April 8, 2008 - April 1, 2014 - May 8, 2018 - October 9, 2018 - February 26, 2019 - April 28, 2020



## **POLICY 311: Illegal Use of Drugs and/or Alcohol**

The Board of Education for School District No. 8 (Kootenay Lake) does not condone any illegal use of drugs and/or alcohol by students. Drug and/or alcohol abuse by students while in attendance at school or a school sponsored function will result in consequences as well as support and guidance.

The Board believes that every effort must be made to assist students in maintaining their connection with the school while ensuring that appropriate steps are taken to assist the student.

~~[Move to AP: In applying this policy, the Principal has discretion to take into account the age of the student and the factors and issues that may be affecting the student who is under the influence, or appears to be under the influence, or in the possession of drugs and/or alcohol while in attendance or on route to, or from, school or at any school sponsored activity.](#)~~

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 85 \(1.1\)\]](#)

Related Policies: [251: Cannabis](#) (linked), [310: Code of Conduct](#) (linked)

Related Contract Article: Nil

Adopted: September 27, 2004

Amended: June 21, 2005

Amended: April 8, 2008

Amended: October 9, 2018

Amended: February 26, 2019

Amended: April 28, 2020



## POLICY 320: Student Attendance

The *School Act* of British Columbia and its accompanying Regulations are explicit about each school-age student's compulsory attendance at school, except when excused under those exemptions permitted by legislation. Under legislation, parents or guardians are responsible for ensuring that school attendance requirements are fulfilled as prescribed.

The Board of Education for School District No. 8 (Kootenay Lake) believes that students' knowledge, skills and attitudes are enhanced through regular school attendance.

~~[MOVE TO AP: There is an expectation that all schools in the district establish, communicate and enforce fair and consistent attendance procedures.](#)~~

~~[Parents/guardians of students shall be informed of absenteeism in a timely fashion in order to support learning and student safety.](#)~~

[Related Legislation: School Act \[RSBC 1996, Part 6, Division 2, Section 85 \(2\)\(c\)\(iii\)\]](#)  
[Related Contract Article: Nil](#)  
[Adopted: September 15, 2015](#)  
[Amended: October 9, 2018](#)  
[Amended: February 26, 2019](#)  
[Amended: April 28, 2020](#)



## **POLICY 320: Student Attendance**

The *School Act* of British Columbia and its accompanying Regulations are explicit about each school-age student's compulsory attendance at school, except when excused under those exemptions permitted by legislation. Under legislation, parents or guardians are responsible for ensuring that school attendance requirements are fulfilled as prescribed.

The Board of Education for School District No. 8 (Kootenay Lake) believes that students' knowledge, skills and attitudes are enhanced through regular school attendance.

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 85 \(2\)\(c\)\(iii\)\]](#)

Related Contract Article: Nil  
Adopted: September 15, 2015  
Amended: October 9, 2018  
Amended: February 26, 2019  
Amended: April 28, 2020



## **POLICY 321: Student Withdrawal (MOVE TO AP)**

The Board of Education of School District No. 8 (Kootenay Lake) understands there may be valid reasons for a student to withdraw from a program of studies or from a specific course. In such cases, at the request of the parent or guardian of the student or, when appropriate, the student, the school principal or vice-principal, may, following educational best practice, grant permission for a student to withdraw from a course or a program of studies.

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: June 25, 2019  
Amended: April 28, 2020





## POLICY 330: Sexual Orientation / Gender Identity (SOGI)

The Board of Education of School District No. 8 (Kootenay Lake) is committed to providing a safe, positive, and inclusive learning and working environment for all students and employees regardless of their sexual orientation or gender identity. In accordance with the *Canadian Charter of Rights and Freedoms* and the *BC Human Rights Code*, the Board values all of its students and employees.

The Board recognizes that some students and employees may identify as Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirit, Queer (LGBTQ+), or are questioning their sexual orientation or gender identity. Therefore, it is expected that the District will:

- Ensure inclusion of all students and employees in all aspects of school life regardless of their sexual orientation, including the right for students to participate in extracurricular activities;
- Define appropriate terms, behaviours, and actions in order to prevent discrimination, harassment, and exclusion through greater awareness of, and responsiveness to, their harmful effects;
- Ensure that complaints about SOGI-based discrimination are taken seriously and dealt with effectively and in a timely fashion through consistently applied policy and administrative procedures; and
- Raise awareness and improve understanding of the lives of individuals who are discriminated against, harassed, excluded, or feel unsafe based on their sexual orientation.

~~[MOVE TO AP: 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.](#)~~



## **POLICY 340: Communication**

The Board of Education of School District No.8 (Kootenay Lake) believes that the cohesion of the District is enhanced by good external and internal communications. The Board endeavors to keep the public and District partners informed in a variety of means, and to address requests for information, concerns and complaints in a judicious and expeditious manner.

Related Legislation: Nil  
Related Contract Article: Nil  
Related Policy 140: Communication Protocol for Trustees  
Adopted: November 23, 1999  
Amended: January 14, 2003  
Amended: June 2, 2009  
Amended: June 12, 2018  
Amended: May 28, 2019  
Amended: April 28, 2020



## GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE

### 2021-2022 Policy Priority List

Policy No.	Policy Name	Status	Originating	Assignment
Policy 660	Provision of Child Care	Field tested until November 28, 2021. Committee review March 2022	Secretary-Treasurer (legislation)	G&P Committee
Policy 642	Procurement and Purchasing	Review March 2022	Board & S-T	G&P Committee
Policy 530	Whistleblower Protection. Name to be changed to "Public Interest Disclosure Act"	Review March 2022 (BCPSEA update received October 19, 2021)	Board (legislation)	G&P Committee
Policy 250	Tobacco and Electronic Smoking Devices	Staff review fall/winter 2022. Committee review March 2022.	G&P Committee	G&P Committee
Policy 251	Cannabis	Staff review fall/winter 2022. Committee review March 2022	G&P Committee	G&P Committee
Policy 260	Scent Free Environment	Staff review fall/winter 2022. Committee review March 2022.	G&P Committee	G&P Committee
Section 300	Students	Review March 2022	Board	G&P Committee
Policy 791	Naming/Renaming Schools and Facilities	Pending further review	Board New policy	G&P Committee
Section 400	Instruction & School Organization	Review May 2022	Board	G&P Committee
Policy 410	School Choice and Catchment	Review May 2022 Pending legal review	Board	G&P Committee
Section 500	Human Resources	Completed September 2020	Board	G&P Committee
Section 600	Finance & Business Operations	Completed November 2020	Board	G&P Committee
Section 700	Facility Operations & Transportation	Completed March 2021	Board	G&P Committee
Section 800	Information & Communications Technology	Completed May 2021	Board	G&P Committee
Section 900	Online Learning	Completed October 2021	Board	G&P Committee
Section 200	Health & Safety	Completed October 2021	Board	G&P Committee
Policy 100	Reconciliation	Discarded. New anti-racism policy under development.	Board New policy	Anti-Racism Advisory Council
Bylaw #1	Student/Parent Appeal	Completed October 2019	Board	Board
Bylaw #3	Indemnification of Employees and Trustees	Completed October 2019	Board	Board
Bylaw #4	Trustee Elections	Completed October 2019	Board	Board



# 2021-2022 Board Calendar

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 21, 2021	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 pm – 4:30 pm	Board Office, Nelson	Operations and Finance	Audited Financials Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Audited Financials Approval
October 19, 2021	12:30 – 4:30 pm	Board Office, Nelson	Committees of the Whole	
October 26, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
November 23, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
December 7, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Winter Break (December 19 – January 3)</i>				
January 18, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
February 15, 2022	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	3:00 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Amended Budget Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Amended Budget Approval
March 8, 2022	1:00 – 2:00 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	2:00 – 4:30 pm	Board Office, Nelson	Edu. and G&P Committees	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Spring Break (March 12 – 27)</i>				
April 26, 2022	1:30 – 3:00 pm	Crawford Bay School	Closed Board Meeting	
	3:30 – 4:30 pm	Crawford Bay School	O&F Committee Meeting	Preliminary Draft Budget Review
	5:00 – 7:00 pm	Crawford Bay School	Open Board Meeting	
May 17, 2022	12:30 – 5:00 pm	Board Office, Nelson	Committees of the Whole	O&F – Supt’s Recommended Budget
May 24, 2022	3:30 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	2022-2023 Budget Approval
June 21, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Summer Break</i>				

