

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

**TUESDAY, APRIL 9, 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 April 9, 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 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 (p. 6)

App. 9A

B. Align Policy 251 with BCSTA Legal Bulletin re Provincial Cannabis Legislation (p. 10)

App. 9B

Proposed Resolution:

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

C. Review of Policies (p. 16)

App. 9C

Section 400: Instruction and School Organization

Policy 410: School Choice and Catchment

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 430: Fees, Deposits and Financial Hardship (*reviewed in agenda item 9A*)

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

Proposed Resolution:

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

10. New Business

A. Governance / Onboarding – Superintendent Perkins Handout 10A

11. Policy Priority List/Annual Plan (p. 39) App. 11

12. Question Period

13. Meeting Schedule & Reminders (p. 40) App. 13

The next meeting of the Committee is scheduled for May 14, 2019 at 12:30 pm at the Nelson Board Office.

14. Adjournment of Meeting

**BOARD OF EDUCATION
POLICY & GOVERNANCE COMMITTEE OF THE WHOLE
MINUTES TUESDAY, FEBRUARY 12, 2019**

A School District No. 8 (Kootenay Lake) Policy & Governance Committee of the Whole meeting was held at the School Board Office, 570 Johnstone Road, Nelson, BC, and by video conference at PCSS in Creston, BC.

BOARD:

L. Trenaman
S. Nazaroff
B. Maslechko
D. Lang (*via Video Conference*)
A. Gribbin (*via Video Conference at 1:09 pm*)
S. Walsh
S. Chew
B. Coons (*via Video Conference*)
C. Beebe (*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. Howald, Director of Information Technology
S. Whale, Executive Assistant

PARTNERS:

S. Kalabis, KLPVPA
V. McAllister, KLPVPA (*arrived at 12:56 pm*)
D. Kunzelman, KLTF (*via Video Conference*)
D. Sabourin, KLTF
M. Bennett, CUPE
B. Reimer, CUPE

REGRETS:

N. Ross, Acting Director of Innovative Learning Services
B. MacLean, Director of Operations
N. Latham, CUPE

1. Call to Order

Committee Chair Walsh called the meeting to order at 12:42 pm.

2. Acknowledgement of Aboriginal Territory

3. Insertions/Deletions to proposed Agenda

4. Adoption of Agenda

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

THAT the Agenda for this February 12, 2019 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations

6. Opportunity for Comments by the Public

7. Consent Package

8. Adoption of Minutes

Moved by Board Chair Trenaman, seconded by D. Sabourin, KLTF, **AND RESOLVED:**

THAT the Policy and Governance Committee of the Whole Minutes from the January 8, 2019 meeting, **BE ADOPTED.**

9. Old Business

A. Action

a) Policy 230 and Section 300 Policies

The Committee reviewed revised Policy 230 and the Section 300 Policies and agreed to minor changes. It was also agreed to move parts of Policies 311 & 330 to Administrative Procedures, and that Policy 340 is to be moved to Section 500 as Policy number 580. Lastly, it was agreed that all changes to the policies will be redlined and presented to the Board at its next meeting for approval.

V. McAllister, KLPVPA arrived at 12:56 pm

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

THAT the following policy 230 and section 300 policies be recommended to the Board for approval, as amended:

Section 200: Health & Safety

Policy 230: Child Abuse and Neglect

Section 300: Students

Policy 310: Code of Conduct

Policy 311: Use of Illegal Drugs and Alcohol

Policy 320: Student Attendance

Policy 330: Sexual Orientation Gender Identity

Section 500: Human Resources

Policy 580: Discrimination and Harassment (old: Policy 340)

Trustee Gribbin joined the meeting at 1:09 pm via Video Conference.

10. New Business

A. Action

a) Review of Policies

New Section 300 policies (moved out of Administrative Procedures)

Policy 340: Outside Organizations

Policy 350: Student Records

Policy 360: International Students

Superintendent Perkins explained that these “new” policies (340: Outside Organizations, 350: Student Records and 360: International Students) were actually previously policies that were moved to Administrative Procedures and are now proposed to become policies again.

The Board discussed the purpose of policy 340 and if policy 680: Business Community Advertising Sponsorship already encompasses intent of this new policy.

Moved by Trustee Trenaman, seconded by Trustee Chew, **AND RESOLVED:**

THAT the circulated new Policy 340: Outside Organizations remain as Administrative Procedure AP 300.2.

Opposed: Trustee Beebe, Trustee Gribbin, D. Kunzelman, KLTF, M. Bennett, CUPE, B. Reimer, CUPE

The Board discussed further about process of how these policies were presented to Committee of the Whole. By consensus the motion was amended.

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

THAT the circulated new Policy 340: Outside Organizations, 350: Student Records and 360: International Students be removed from this agenda and come back as policy pro formas if necessary.

The remainder of the Agenda (Review of Section 400: Instruction and School Organization) was referred to next meeting on April 9, 2019.

11. Policy Priority List/Annual Plan

12. Question Period

13. Meeting Schedule and Reminders

The next Committee Meeting is scheduled for April 9, 2019 at the Nelson Board Office.

14. Adjournment

Policy Pro Forma

For more information on policy development and revision, please see Policy 160: Policy Development.

Title of proposed policy (new policy) or title of existing policy (policy revision):

Purpose and rationale for the proposed new policy or the proposed policy revision:

Suggested wording:

Submitted by:

Name

Date

Please save and email your policy pro forma to stefanie.whale@sd8.bc.ca or print and mail to:
School District 8 Kootenay Lake, 570 Johnstone Road, Nelson, BC V1L 6J2

POLICY 430: Fees, Deposits and Financial Hardship

The Board of Education for School District No. 8 (Kootenay Lake) commits to provide free instruction and educational resource materials to students, in accordance with the School Act, Regulations and Ministerial Orders.

The charging of fees and deposits must not become a barrier for student participation in curricular activities or programs.

The intent of school fees is to assist in covering costs without realizing a profit.

The Board of Education expects that there is transparency and accountability for all curricular, extra- and co-curricular fees collected.

Guidelines *(move remainder to Admin. Procedures)*

1. General

- 1.1. Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff.
- 1.2. The schedule of fees and deposits for the following year must be submitted to the Superintendent of Schools prior to May 1 of each year.
- 1.3. The Superintendent will review the schedule of fees and deposits to ensure that they meet Board Policy and Ministry requirements. Prior to June 1 of each year the Superintendent will present a schedule of fees for each school for Board approval.
- 1.4. If, after June 1, new courses are developed which are not on the list of courses for which fees can be charged, the fees for those courses must be approved by the Board prior to September 30.
- 1.5. The schedule of fees and deposits must include provision to waive in whole or in part, or to make alternate arrangements for payment of fees, for parents/guardians who cannot afford to pay some or all of the fee(s) or deposit(s). Students and parents/guardians must be treated with dignity and respect. Under no circumstances may schools address outstanding fees or deposits by identifying a child or a family to the school or the public.
- 1.6. Under no circumstances may schools withhold or delay report cards as a consequence for late payment of fees or deposits.

2. Fees

- 2.1. Schools may establish and set fees for membership in a student association, school handbook, school ~~yearbook~~yearbooks, graduation activities, and combination locks.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 82~~5~~]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

2.2. Schools may charge fees for expenses associated with extra-curricular field trips.

2.3. Schools may establish rental fees for equipment.

2.4. Schools may establish fees for consumables and non-consumables.

3. Deposits

3.1. Schools may charge a textbook deposit fee of \$25 per student to a maximum of \$50 per family.

3.2. The deposit is refundable at the end of the school year provided that textbooks are returned to the school in a suitable condition.

3.3. The school must include provision to waive in whole or in part, or to make alternate arrangements for payment of deposits, for parents/guardians who cannot afford to pay some or all of the deposit(s).

3.4. The school must ensure that appropriate procedures are in place so that proper records are kept of textbooks and deposits.

4. Procedures in Cases of Financial Hardship:

4.1. Principals will involve the staff and Parent Advisory Council in developing procedures for dealing with individual cases when financial hardship may prevent a student from participating in a curricular program or activity.

4.2. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Therefore fees which are limited to expenses, may be charged.

4.3. Principals will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff members privately and in confidence. Consequently, all members of staff need to be aware of this provision and be able to advise parents/guardians and students accordingly.

4.4. Principals will publish the school's fee and deposit schedule in the school handbook, student agenda and/or newsletters before the beginning of the school year or semester. The schedule will outline a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship. This process will also be outlined on appropriate permission slips and communication tools.

4.5. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options.

4.5.1. deferred payment

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 825]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

4.5.2. payment over time

4.5.3. partial waiver

4.5.4. full waiver.

4.6. All requests are held in strict confidentiality, respecting the privacy of the family and student.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 825]
Related Contract Article: Nil
Adopted: November 12, 2002
Amended: November 3, 2009
Amended: December 11, 2018

POLICY 251: Cannabis

This policy is for students, staff, and all adults on school grounds or property.

For Students (18 years and younger):

1. The possession of cannabis and cannabis products in British Columbia is legally limited to adults 19 years or older.
2. A minor must not possess, consume, produce, supply, sell, purchase or attempt to purchase cannabis, nor market, advertise or promote cannabis.
3. In addition, minors cannot possess, make, supply, sell, purchase or attempt to purchase a cannabis accessory (equipment related to cannabis use, production, etc.).
4. A minor must not operate a vehicle, whether or not the vehicle is in motion, while there is cannabis in the vehicle.
5. If a student is found in possession of what is believed to be cannabis or a cannabis-infused product, the product will be confiscated. Further actions may also be taken against the student.

For Adults (19 years and older):

1. Adults cannot consume cannabis in any form on any school ~~district~~ property.
2. Adults cannot smoke or vape cannabis in or on public spaces such as skating rinks, sports fields, swimming pools, playgrounds or skate parks. ~~(noteworthy for adults in adjacent schools).~~
3. Adults cannot consume cannabis while operating a vehicle or consume cannabis while in a vehicle being operated by another person.
4. An adult must not operate a vehicle if the adult knows that another person is smoking or vaping cannabis in the vehicle.

Public property:

1. Cannabis smoking or vaping is prohibited indoors in any public place, and in specified areas including workplaces and apartment common areas. These restrictions also apply within a six-metre distance of a doorway, window or air intake of those places. Employers are vicariously liable under the legislation for workplace contraventions.
2. Outdoor smoking or vaping is also prohibited in areas such as public skating rinks, sports fields, swimming pools, playgrounds or skate parks, public parks, outdoor areas established by local government for purposes of community recreation, health board property, bus stops, train stations, taxi stands, ferry docks, or similar places for passenger loading or unloading.
3. Cannabis consumption of any kind is also restricted for vehicles or boats for any persons while the vehicle or boat is in operation.
4. This applies to all adults and students on school field trips to public areas. The expectation is that you are in a “school” event while on trips involving public property.

School Property:

Consumption Prohibited:

1. Consumption of cannabis of any kind is prohibited on school property and on any sidewalk or boulevard that abuts school property and a road, subject only to certain exceptions under the *Cannabis Control Regulation* (please see below).

Related Legislation: ~~Bill 30—2018: Cannabis Control and Licensing Act~~, [Cannabis Control Regulation](#)

Related Contract Article: Nil

Related Policy: 311: ~~Illegal~~ Use of ~~Illegal~~ Drugs and Alcohol, Policy 310: Code of Conduct, Policy 440: Extra-Curricular and Co-Curricular Activities, [Procedure and Code of Conduct for Bus Students](#)~~Bus Code of Conduct~~.

Adopted: ~~December 11, 2018~~

Medical Cannabis Exceptions: The *Regulation* provides for certain exceptions for consumption (but not smoking or vaping) of medical cannabis.

1. The exceptions for consumption apply only if a school employee or student has valid proof of authority to possess medical cannabis, and if the person's health care practitioner has directed daily consumption of cannabis at intervals that overlap with regular school hours or school activities or events.
2. In the case of a student who has valid proof of authority to possess medical cannabis, there are further requirements. The student's parent must have notified the school's principal, superintendent or education ~~authority~~⁴~~authority~~¹ of the student's authority to possess medical cannabis, and, the proof of authority to possess medical cannabis ~~is~~must be on file with the school principal, superintendent or education authority.
3. It must be noted that the school property related exceptions regarding medical cannabis use apply only to consumption of cannabis. *Smoking or vaping on school property is not permissible as part of these exceptions.* Further, it is important to recognize that the exceptions and the Board of Education will see~~k~~ legal advice to assist in making these determinations based on the specific facts in each case.
4. Finally, there is an exception for members of the public consuming cannabis on sidewalks or boulevards abutting school property if they have valid proof of authority to possess medical cannabis. This exception applies only to consumption. Smoking or vaping is not permitted in any circumstances on school property or on adjacent sidewalks or boulevards.

The Board of Education, Superintendent, and Principal shall take reasonable steps to prevent violation of the Cannabis Control and Licensing Act.

Penalties

The penalties for violating the legislation are: for a first offence, a fine of up to \$5,000 or three months' imprisonment or both; and on a subsequent offence, a fine of up to \$10,000 or six months' imprisonment or both.

¹The Cannabis Control and Licensing Act defines "education authority" as (a) a board of education or francophone education authority under the School Act, or (b) an authority under the Independent School Act"

Related Legislation: ~~Bill 30—2018:~~ Cannabis Control and Licensing Act, [Cannabis Control Regulation](#)

Related Contract Article: Nil

Related Policy: 311: ~~Illegal~~ Use of ~~Illegal~~ Drugs and Alcohol, Policy 310: Code of Conduct, Policy 440: Extra-Curricular and Co-Curricular Activities, [Procedure and Code of Conduct for Bus Students](#)~~Bus Code of Conduct.~~

Adopted: ~~December 11, 2018~~

LEGAL BULLETIN

LEGAL BULLETIN: PROVINCIAL CANNABIS LEGISLATION

January 21, 2019

This Bulletin highlights information and considerations for school districts arising from the provincial [Cannabis Control and Licensing Act](#) and [Cannabis Control Regulation](#). This Bulletin focuses on matters relating to students and visitors to school property. Information about cannabis use by employees is available through the BC Public School Employers Association (“BCPSEA”).

Regulating Cannabis Use

With the legalization of cannabis use in Canada, provincial legislation has also been enacted regulating cannabis within British Columbia.

Federal legislation now permits consumption and distribution of cannabis subject to specific rules, including restrictions that may be imposed under provincial legislation.

The federal legislation allows for the sale of dried or fresh cannabis or cannabis oils, subject to restrictions specified in federal and provincial law. Cannabis edible products and concentrates are not currently legal for sale; these products are expected to become legal for sale under federal legislation later in 2019. Health Canada has launched “a 60-day public consultation on draft regulations addressing additional cannabis products, namely edible cannabis, cannabis extracts and cannabis topicals.”¹ Those wishing to participate in the consultation process have until February 20, 2019 to submit their feedback to Health Canada.²

The new *Cannabis Control and Licensing Act* and *Cannabis Control Regulation* in British Columbia include provisions restricting cannabis consumption, smoking or vaping in certain places, including on school property.

General Prohibition for Minors

The new legislation provides that a minor (anyone under the age of 19) must not possess, consume, produce, supply, sell, purchase or attempt to purchase cannabis. The legislation also prohibits minors from possessing cannabis accessories. This general prohibition is subject only to an exception for individuals who are

¹Health Canada Backgrounder: Consultation on the strict regulation of additional cannabis products:
<https://www.canada.ca/en/health-canada/news/2018/12/backgrounder-consultation-on-the-strict-regulation-of-additional-cannabis-products.html>

² Information about the consultation process is available online at: <https://www.canada.ca/en/health-canada/programs/consultation-strict-regulation-edible-cannabis-extracts-topicals.html>

authorized to possess cannabis for medical use pursuant to federal legislation. Any potential medical use on school property is further regulated under provincial legislation, as explained below.

Public Places and Workplaces

Cannabis smoking or vaping is prohibited indoors in any public place, and in specified areas including workplaces and apartment common areas. These restrictions also apply within a six-metre distance of a doorway, window or air intake of those places. Employers are vicariously liable under the legislation for workplace contraventions.

Outdoor smoking or vaping is also prohibited in areas such as public skating rinks, sports fields, swimming pools, playgrounds or skate parks, public parks, outdoor areas established by local government for purposes of community recreation, health board property, bus stops, train stations, taxi stands, ferry docks, or similar places for passenger loading or unloading.

Cannabis consumption of any kind is also restricted for vehicles or boats for any persons while the vehicle or boat is in operation.

School Property³

The legislation also includes specific provisions regarding school property. Use of cannabis contrary to these provisions constitutes an offence.

Consumption Prohibited

Consumption of cannabis of any kind is prohibited on school property and on any sidewalk or boulevard that abuts school property and a road, subject only to certain exceptions under the *Cannabis Control Regulation* (please see below).

Medical Cannabis Exceptions

The *Regulation* provides for certain exceptions for consumption (but not smoking or vaping) of medical cannabis.

The exceptions for consumption apply only if a school employee or student has valid proof of authority to possess medical cannabis, and if the person's health care practitioner has directed daily consumption of cannabis at intervals that overlap with regular school hours or school activities or events.

In the case of a student who has valid proof of authority to possess medical cannabis, there are further requirements. The student's parent must have notified the school's principal, superintendent or education

³ Section 60 of the *Cannabis Control and Licensing Act* defines "school property" as "property that is (a) in whole or in part, owned or leased by, or operated under the authority of, an education authority, and (b) used for the purposes of delivering educational programs or other learning programs".

authority⁴ of the student's authority to possess medical cannabis, and, the proof of authority to possess medical cannabis is on file with the school principal, superintendent or education authority.

It must be noted that the school property related exceptions regarding medical cannabis use apply only to consumption of cannabis. Smoking or vaping on school property is not permissible as part of these exceptions.

Further, it is important to recognize that the exceptions above deal only with the issue of illegality under the *Act*. As in the past, schools will continue to need to exercise due diligence in dealing with any requests involving medical cannabis use to ensure safety of students, staff and others in the school community. If a request for accommodation is made, it is important to obtain information to review what impairment may result from the proposed use and whether it can be accommodated in the circumstances. As these are complex issues, boards are encouraged to seek legal advice to assist in making these determinations based on the specific facts in each case.

Finally, there is an exception for members of the public consuming cannabis on sidewalks or boulevards abutting school property if they have valid proof of authority to possess medical cannabis. This exception applies only to consumption. Smoking or vaping is not permitted in any circumstances on school property or on adjacent sidewalks or boulevards.

Penalties

The penalties for violating the legislation are: for a first offence, a fine of up to \$5,000 or three months' imprisonment or both; and on a subsequent offence, a fine of up to \$10,000 or six months' imprisonment or both.

Vicarious Liability

The legislation also contains vicarious liability provisions which impose liability on a superintendent of schools or school principal for violations.

If a person consumes cannabis at school in contravention of the legislation, the superintendent and principal of the school are each deemed to have contravened the legislation and each are liable for the contravention. However, there is a defence to a charge if the superintendent or principal demonstrates "having taken reasonable steps to prevent the contravention".

What are reasonable steps in any circumstance will likely be fact-based, but in general we would expect reasonable steps to include ensuring that members of the school community are aware of the prohibitions against cannabis use on school property and demonstrating that appropriate supervision is in place. Boards may wish to review their applicable policies/codes of conduct, and any other notices or communications provided in this regard. For example, policies regarding substance use, student discipline, use or rentals of school property by external groups, and school codes of conduct may include provisions to be reviewed to ensure that they align with the current legislation. Boards should also consider how they communicate the legislative restrictions and Board expectations surrounding cannabis in rental agreements, notices or other communications involving use of school property by outside groups.

⁴ The *Cannabis Control and Licensing Act* defines "education authority" as (a) a board of education or francophone education authority under the *School Act*, or (b) an authority under the *Independent School Act*"

Schools will already be familiar with similar vicarious liability provisions that apply to tobacco use on school property. The [Tobacco and Vapour Products Control Act](#) prohibits smoking, including e-cigarette use, or otherwise using tobacco in or on school property. Under that legislation, a contravention by any person involves vicarious liability for the board of education, superintendent, and school principal. There is also a defence to a charge of vicarious liability under that legislation, if the person exercised reasonable care and diligence to prevent the contravention.

Employee Substance Use

Legalization of cannabis does not change the existing expectations about school employees' responsibilities to ensure that they are fit for duty. It may be timely however for boards to review their policies with regard to substance use. A substance use policy serves as a reminder to employees about issues including fitness for duty, restrictions on illicit drug use while at work, and recognition of human rights principles with regard to employees with substance use disorders. BCPSEA has published a toolkit for school districts to assist with policy considerations, including some template policy text on this topic.

Resources

Federal *Cannabis Act*:

- <https://laws-lois.justice.gc.ca/eng/acts/C-24.5/FullText.html>

Provincial *Cannabis Control and Licensing Act*:

- http://www.bclaws.ca/civix/document/id/complete/statreg/18029#division_d1e6370

Provincial and *Cannabis Control Regulation*

- http://www.bclaws.ca/civix/document/id/complete/statreg/204_2018

Provincial Government Cannabis Resource:

- <https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

BCPSEA's Impairing Substances Toolkit:

- <http://www.bcpsea.bc.ca/documents/Publications-LegislativeUpdate/2018/00-Impairing%20Substances%20Toolkit%20October%202018.pdf>

Please contact BCSTA Legal Counsel, [Audrey Ackah](#), for further information about this matter.

POLICY 410: School Choice and Catchment

The Board of Education for School District No. 8 (Kootenay Lake) has established that student admission to district schools is guided by the following principles:

- The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.
- The admission process should maximize the student's and parent's ability to choose the school and education program which best meets the student's educational needs.
- The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.
- ~~and may be altered by the Board from time to time~~[SW1]. The board reserves the right to alter school catchment boundaries when deemed necessary.

Guidelines

1. Definitions

- 1.1. "catchment area ~~child~~student" means a person of school age and who normally resides in the catchment area of the school.
- 1.2. "continuing student" means a school age student in attendance at the school or a designated feeder school who is expected to continue in the educational program for the succeeding school, but does not include a non-District ~~child~~student, a ~~child~~student who withdraws or transfers from the school or educational program before the end of the previous school year, or a student who attended the previous year on a disciplinary transfer.
- 1.3. "District choice programs" are unique programs approved by the Board, such as Late French Immersion, ~~or Outdoor the Wilderness Programs, and Academies,~~ which are offered at individual schools.
- 1.4. "feeder schools" are schools whose students would normally proceed to the next higher grade in a "receiving school."
- 1.5. "non-catchment area ~~child~~student" means a person of school age, resident in the School District and who is not resident in the catchment area of the school.
- 1.6. "non-District ~~child~~student" means a person of school age, resident in British Columbia and who is not resident in the School District.
- 1.7. "parent" includes a guardian of ~~a the person~~student appointed by Court Order or under the will of a deceased parent and does not include a non-custodial parent.
- 1.8. "place of residence," for purposes of this policy, a student's place of residence is deemed to be that of the student's parent unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]
 Related Contract Article: Nil
 Adopted: May 27, 2003
 Amended: October 12, 2010
 Amended: December 11, 2018

- 1.9. “previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.
- 1.10. “School District childstudent” means a catchment area childstudent or a non-catchment area childstudent who normally resides within the boundaries of the School District.
- 1.11. “transfer student” is a school-age student applying to attend a school other than the catchment school. [SW2]

2. Determination of Available Space and Facilities

- 2.1. The School Act establishes priorities for enrolment to apply if the Board determines space and facilities are available in a school.
- 2.2. For the purposes of the School Act, space and facilities are available to enroll an applicant if:
 - 2.2.1. there is capacity to provide the applicant with an educational program appropriate to the applicant’s needs;
 - 2.2.2. there are both physical and educational resources, after reasonable enrolment projections have been made, to allow for accommodation of continuing students and district programs located in the school; and,
 - 2.2.3. if applicable, a Kindergarten program adequate to accommodate the projected enrollment of catchment area childrenstudents.
- 2.3. The Board of Trustees delegates to the Superintendent of Schools or his/her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of the School Act, in accordance with paragraphs 2.1 and 2.2.
- 2.4. Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors:
 - 2.4.1. the operating capacity of the school, as defined by the Ministry of Education;
 - 2.4.2. staff assigned to a school by the District;
 - 2.4.3. the physical space in which instructional programs operate in the school;
 - 2.4.4. the number of special needs students already enrolled in a class;
 - 2.4.5. the ability of the school to provide an appropriate educational program for the applicant and other students; and,
 - 2.4.6. the needs of other programs located in the school.
- 2.5. Notwithstanding 2.4 above, in particular instances where the welfare of the childstudent is perceived to be at risk, every effort will be made to accommodate a transfer request.
- 2.6. If space and facilities are determined to be available, enrolment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and other application requirements are met:;

- 2.6.1. ~~Firstly~~, any students in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school: ~~automatically enrolled~~;
 - 2.6.2. ~~Secondly~~, new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school;
 - 2.6.3. ~~Thirdly, if space and facilities are determined to be available~~, new non-catchment area students, provided they have made their application: between 9:00 a.m. P.S.T. on the first Monday in March and 4:00 p.m. P.S.D.T., on the last Friday in March;
 - 2.6.4. ~~Fourthly, if space and facilities are determined to be available~~, new non-district students provided they have made their application: between 9:00 a.m. P.S.T. on the first Monday in March and 4:00 p.m. P.D.S.T., on the last Friday in March;
- 2.7. Students who apply after the deadlines will still be considered in priority order after students who registered prior to the set deadlines have been placed.
 - 2.8. Waitlists will be established for those not accepted, to be maintained until September 30th.
 - 2.9. Re-evaluation of space availability will take place periodically from March 30th until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.
 - 2.10. Applicants for enrolment in Kindergarten programs and District choice programs will be separately prioritized. ~~in accordance with the priorities set out in Regulation.~~

3. Tie-breaking

When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the board, the superintendent or the superintendent's designate to determine priority.

4. Guarantee of an Educational Program

School District ~~children~~students who apply for enrolment in an educational program will be provided with an educational program in the District, unless a parent of the student consents to a placement outside the School District.

5. Commitment

- 5.1. Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in educational program (in or out of the District), applications for all other programs become invalid.
- 5.2. The Superintendent or designate is authorized to enter into reciprocal agreements with other School Districts to review wait lists and enrolment information in order to enforce this policy.

6. Program Requirements

Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

7. Discretionary Acceptance: Suspended or Expelled Non-School District Students

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]
Related Contract Article: Nil
Adopted: May 27, 2003
Amended: October 12, 2010
Amended: December 11, 2018

- 7.1. Enrolment applications from non-School District children may be refused, if the child is: under suspension from a B.C. public school or School District, has been refused an educational program by a B.C. public school under s.85 (3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board, or has failed to apply him or herself to his/her studies.
- 7.2. Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.+

8. Communication

Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the School District.

9. Application Process *(move remainder to Admin. Procedures)*

- 9.1. Application forms for enrollment in a school outside the catchment area or outside the District are called "~~Out of Catchment Transfers~~Student Request for Transfer".
- 9.2. ~~Student Request for Out of Catchment~~ Transfer ~~F~~forms may be picked up by parents at any school or at the School Board Office or from the school district website.
- 9.3. The ~~Out of Catchment~~Student Request for Transfer ~~f~~Form must be completed in full and hand-delivered, mailed or electronically sent to the Catchment School's Principal.
- 9.4. The time and date of receipt of the form will be stamped on the ~~Out of Catchment~~Student Request for Transfer Form.
- 9.5. Parents will be advised as soon as possible after the deadline has expired for applications for an Out of Catchment transfer.
- 9.6. Transportation to the out of catchment school shall be the responsibility of the parent or guardian unless permission has been granted by the Secretary-Treasurer for a student to ride a school bus. Permission may be granted provided that there is room on the bus and that no extra stops are required as a result of the student riding the bus.

10. School Catchments

The school catchments are appended below, ~~and may be altered by the Board from time to time.~~

School Catchment (Late French Immersion (Grades 6 - 12))

The catchment area for this program is open to all students in the District.

School Catchments (Slocan Valley)

W.E. Graham Community

(Grades K-6):

North end of School District No. 8 at Enterprise Creek, South to but not including Fire Protection No. 7487, on Highway 6.

(Grades 7-10):

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: December 11, 2018

North end of School District No. 8 at Enterprise Creek, South on Highway 6 to Williamson's turnaround, including Fire Protection No. 4558 and on the West side of the Slocan River to an including Fire Protection No. 4680, for those students who choose to attend the Outdoor Education Leadership Program (OELP) or the Valhalla Wilderness Program.

Winlaw Elementary

(K - Gr. 6):

Commencing South and including Fire Protection No. 7487 on Highway 6 to Williamson's turnaround and including Fire Protection No. 4558, on the West side of the Slocan River commencing at the

North end of Avis Road, South to and including all of Vallican Back Road on the north side of the Little Slocan River.

Brent Kennedy Elementary

(K - Gr. 6):

Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558, South to and including all of Passmore Back Road on the South side of Little Slocan River, South to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights, but not including the residences on Cora Linn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake).

Mount Sentinel Secondary School

(Grades 7 - 9):

Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558 and on the West side of the Slocan River North to, but not including, Fire Protection No. 4680, South to and including all of the Vallican and Passmore Back Roads on both sides of the Little Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Outdoor Education Leadership Program (OELP).

(Grades 9/10 - 12):

North end of School District No. 8 at Enterprise Creek, South on both sides of the Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Lynn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake), except for those students attending the Valhalla Wilderness Program.

School Catchments - (Nelson)

Blewett Elementary

(K to Grade 5):

Commencing on the South side of the Kootenay River at the Eastern junction of Highway 3A and Granite Road and proceeding West on Granite Road to and including the City of Nelson Power Plant then commencing at and including the Residences on Cora Lynn Road east on Highway 3A to the point of commencement.

Rosemont Elementary

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: December 11, 2018

(K to Grade 5):

From Kootenay Lake along the West shore of Cottonwood Creek to Hall Mines Road extending to the end of Silver King Road, from Silver King Road West to the junction of Knox Road and Granite Road, North to Highway 3A to Government Road, East on Government to Cottonwood Creek.

South Nelson Elementary

(K to Grade 5):

From the former Great Northern rail tracks, North on Regent Street to View Street, West on View to Morgan Street, Northwest on Morgan Street to Park Street, but not including the homes on Park Street, to a line drawn north of Park Street to Kootenay Lake, West along Kootenay Lake to the West side of Cottonwood Creek, along Cottonwood Creek, Perrier Road and South to the North side of Barrett Creek.

Hume Elementary

(K to Gr. 5):

From Kootenay Lake, South on Park Street to Morgan Street, Southeast on Morgan to View Street, East on View to Regent Street, South on Regent to the Great Northern tracks including Trevor Street, and East along the tracks to Kootenay Lake beyond Bealby Point and from the City of Nelson Boundary to 500m west of Macgregor Road on Highway 3A.

Trafalgar Middle

(Grade 6-8):

In the West, commencing at and including the residences on Cora Lynn Road, East to 500m West of Macgregor Road on Highway 3A, and South but not including Barrett Creek Road.

L.V. Rogers Secondary

(Grades 9-12):

In the West, commencing at and including the residences on Cora Lynn Road, East to Coffee Creek and South but not including Barrett Creek Road.

School Catchments (North Shore, Kaslo and Meadow Creek)

Redfish Elementary

(K to Gr. 6 as of fall 2019):

From 500m West of Macgregor Road on Highway 3A, East to Coffee Creek, including all of Procter and Harrop.

J.V. Humphries Elementary/Secondary

(K to Gr. 7):

From Coffee Creek, North to Schroeder Creek and West along Highway 31 to Retallack.

(Grades 8-12):

From Coffee Creek North to the boundary between School District No. 8 (Kootenay Lake) and School District No. 10 (Arrow Lakes), along the East side of Kootenay Lake to the end of the road, and West along Highway 31 to Retallack.

Jewett Elementary

(K to Grade 5):

Includes the communities of Lardeau, Cooper Creek, Meadow Creek, Argenta, Johnson's Landing and Howser.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: December 11, 2018

School Catchments (Salmo)

Salmo Elementary

(K to Gr. 6):

From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay Columbia).

Salmo Secondary

(Grades 7-12):

From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay-Columbia).

School Catchments (Creston, Crawford Bay and Yahk)

Crawford Bay Elementary/Secondary

(K to Gr. 12):

North of Sanca Creek on Highway 3A.

Adam Robertson Elementary

(K to Gr. 7):

West of 25th Avenue to Kootenay Pass, and North to Indian Road on Highway 3A, South to the U.S. border but not including the residences East of Highway 21 and South of 40th Street. The catchment also includes Wynndel Flats.

Erickson Elementary

(K to Gr. 7):

From Bear Brook Road East on Lakeview-Arrow Creek Road to Highway 3, South along 25th Avenue to Goat River, East along the North bank of the Goat River to Highway 3.

Canyon-Lister Elementary

(K to Gr. 7):

Commencing at the junction of Highway 21 and 40th street and then on a straight line East along the South Bank of the Goat River East and South to the International Border, along the International Border to Highway 21 then North on Highway 21 to and including 40th Street, East along Highway 3 to and including Kitchener Road, and East of Kitchener Road to Irishman Creek on Highway 3, South to the International Border.

Prince Charles Secondary

(Grade 8 - 12)

East of Kootenay Pass, North to Sanca, South to the International Border and East to Irishman Creek.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: December 11, 2018

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[SW1] *(move remainder to Admin. Procedures except for #2., 7., and 8.)*

~~4.~~ 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:—

~~4.1.~~ 1.1. a mission statement accompanied by the goals and objectives of the program;

~~4.2.~~ 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;

~~4.3.~~ 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;

~~4.4.~~ 1.4. a clear understanding of the qualifications and nature of professional staff, and support staff required to offer the program;

~~4.5.~~ 1.5. a clear understanding of the requirements of the Collective Agreements with CUPE and the KLTF;

~~4.6.~~ 1.6. a clear understanding of the facilities required to offer the program, both immediate and long term;

~~4.7.~~ 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.~~ 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.~~ 1.9. how students register for the program; and,

~~1.10.~~ 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~~ Reasonable ~~reasonable~~ 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~~ 4.1 staffing/human resource requirements;

~~4.2~~ 4.2 facilities, both interim and long term;

~~4.3~~ 4.3 curriculum development and implementation;

~~4.4~~ 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~~ 4.5 a proposed implementation timeline; and,

~~4.6~~ 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 430: Fees, Deposits and Financial Hardship

The Board of Education for School District No. 8 (Kootenay Lake) commits to provide free instruction and educational resource materials to students, in accordance with the School Act, Regulations and Ministerial Orders.

The charging of fees and deposits must not become a barrier for student participation in curricular activities or programs.

The intent of school fees is to assist in covering costs without realizing a profit.

The Board of Education expects that there is transparency and accountability for all curricular, extra- and co-curricular fees collected.

Guidelines (move remainder to Admin. Procedures)

1. General

- 1.1. Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff.
- 1.2. The schedule of fees and deposits for the following year must be submitted to the Superintendent of Schools prior to May 1 of each year.
- 1.3. The Superintendent will review the schedule of fees and deposits to ensure that they meet Board Policy and Ministry requirements. Prior to June 1 of each year the Superintendent will present a schedule of fees for each school for Board approval.
- 1.4. If, after June 1, new courses are developed which are not on the list of courses for which fees can be charged, the fees for those courses must be approved by the Board prior to September 30.
- 1.5. The schedule of fees and deposits must include provision to waive in whole or in part, or to make alternate arrangements for payment of fees, for parents/guardians who cannot afford to pay some or all of the fee(s) or deposit(s). Students and parents/guardians must be treated with dignity and respect. Under no circumstances may schools address outstanding fees or deposits by identifying a child or a family to the school or the public.
- 1.6. Under no circumstances may schools withhold or delay report cards as a consequence for late payment of fees or deposits.

2. Fees

- 2.1. Schools may establish and set fees for membership in a student association, school handbook, school ~~yearbook~~yearbooks, graduation activities, and combination locks.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 82~~5~~]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

2.2. Schools may charge fees for expenses associated with extra-curricular field trips.

2.3. Schools may establish rental fees for equipment.

2.4. Schools may establish fees for consumables and non-consumables.

3. Deposits

3.1. Schools may charge a textbook deposit fee of \$25 per student to a maximum of \$50 per family.

3.2. The deposit is refundable at the end of the school year provided that textbooks are returned to the school in a suitable condition.

3.3. The school must include provision to waive in whole or in part, or to make alternate arrangements for payment of deposits, for parents/guardians who cannot afford to pay some or all of the deposit(s).

3.4. The school must ensure that appropriate procedures are in place so that proper records are kept of textbooks and deposits.

4. Procedures in Cases of Financial Hardship:

4.1. Principals will involve the staff and Parent Advisory Council in developing procedures for dealing with individual cases when financial hardship may prevent a student from participating in a curricular program or activity.

4.2. Extra-curricular trips or activities are not considered part of the educational program and do not relate to specific learning outcomes. Therefore fees which are limited to expenses, may be charged.

4.3. Principals will ensure that the school community is aware that the school has provisions for addressing cases of financial hardship and that anyone who may find themselves in such a situation can approach the Principal or other staff members privately and in confidence. Consequently, all members of staff need to be aware of this provision and be able to advise parents/guardians and students accordingly.

4.4. Principals will publish the school's fee and deposit schedule in the school handbook, student agenda and/or newsletters before the beginning of the school year or semester. The schedule will outline a fair and confidential process for students, parents and school staff to waive fees in cases where students and their parents experience financial hardship. This process will also be outlined on appropriate permission slips and communication tools.

4.5. The Principal will receive and deal with all requests for support and consideration. In doing so, the Principal will consider the following options.

4.5.1. deferred payment

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 825]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

4.5.2. payment over time

4.5.3. partial waiver

4.5.4. full waiver.

4.6. All requests are held in strict confidentiality, respecting the privacy of the family and student.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 825]
Related Contract Article: Nil
Adopted: November 12, 2002
Amended: November 3, 2009
Amended: December 11, 2018

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.~~

| Related Legislation: ~~Nil~~ Special Education Services
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, 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 and Parent Advisory Councils 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 8]
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 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]
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

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85.2a]

Related Contract Article: Nil

Adopted: April 22, 2003

Amended: February 17, 2004

Amended: December 11, 2018

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.
- 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 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	February 2019 <u>April 2019</u> - Review	Board	P&G Committee
Policy 420	Distributed Learning	As per DL Audit, Principal Simpson to create DL policies.	Audit <u>New policy</u>	Rob Simpson
Section 500	Human Resources	April <u>May</u> 2019 - Review	Board	P&G Committee
Section 600	Finance and Business Operations	May <u>June</u> 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 <u>June 2019</u> - Review	Board	P&G Committee
Section 800	Information and Communications Technology	2019/20 - Review <u>June 2019</u> - 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	JVH, Kaslo			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	