

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

BOARD OF EDUCATION (the “Board”)
School District No. 8 (Kootenay Lake), Board Office
570 Johnstone Road, Nelson, B.C. V1L 6J2

**TUESDAY, SEPTEMBER 25, 2018
12:30 - 2:00 P.M.**

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 #8.

3. **INSERTIONS/DELETIONS TO PROPOSED AGENDA**

4. **ADOPTION OF AGENDA**

Proposed Resolution:

The Policy and Governance Committee of the Whole Agenda for the September 25, 2018 meeting, BE ADOPTED, as circulated.

5. **RECEIVING PRESENTATIONS/DELEGATIONS**

Nil

6. **OPPORTUNITY FOR COMMENTS BY THE PUBLIC**

7. **CORRESPONDENCE**

Nil

8. **ADOPTION OF MINUTES** (p. 5)

App. A

Proposed Resolution:

The Policy and Governance Committee of the Whole Minutes from the June 26, 2018 meeting, BE ADOPTED.

9. **OLD BUSINESS**

A. **Action**

a) **Section 200 Policies** (p. 9)

App. B

b) **Section 300 Policies** (p.19)

App. C

c) **Policy ~~307~~ 451: Physical Restraint and Seclusion in School Settings** (p. 35)

App. D

d) **Section 500 Policies** (p. 36)

App. E

- e) Section 600 Policies (p. 43) App. F
- f) Section 700 Policies (p. 57) App. G

Proposed Resolution:

That the following policies be recommended to the Board for approval:

Section 200: Health and Safety

Policy 220: Maintenance of Order

Policy 230: Child Abuse and Neglect

Policy 240: Anaphylaxis

Policy 250: Tobacco and Electronic Smoking Devices

Policy 260: Scent Free Environment

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

Policy 340: Discrimination and Harassment

Section 400: Instruction and School Organization

Policy 451: Physical Restraint and Seclusion in School Settings

Section 500: Human Resources

Policy 510: Employee Recognition

Policy 520: Human Resources Employment Practices

Policy 521: Relocation Assistance for Senior Management

Policy 540: Supervisory Conflict of Interest

Policy 550: Non-Contractual Leaves of Absence

Policy 560: Appointment of Principals and Vice-Principals

Policy 570: Prevention of Violence in the Workplace

Section 600: Finance and Business Operations

Policy 610: Fiscal Management

Policy 620: Budget Development, Monitoring and Reporting

Policy 621: Accumulated Operating Surplus

Policy 640: Acquisition-Disposal of Board Assets

Policy 641: Gifts

Policy 642: Procurement and Purchasing

Policy 650: Disposal of Real Property and Improvements

Policy 680: Business Community Advertising Sponsorship

Section 700: Facility Operations and Transportation

Policy 720: Asbestos

Policy 730: Pesticides and Herbicides

Policy 740: Playground Equipment

Policy 750: Heritage

Policy 760: Animals on School District Property

Policy 770: Student Transportation

Policy 771: Transportation for Independent School Students

Policy 780: Transportation Assistance

Policy 790: Anti-Idling of School Vehicles

Section 800: Information and Communications Technology

Policy 830: Wireless Technology in Schools

Policy 831: Cell Phones & Digital Devices

B. Information/Discussion

Nil

10. NEW BUSINESS

A. Action

- a) Terms of Reference Review (p. 66) App. H

Proposed Resolution:

The Policy and Governance Committee of the Whole Terms of Reference be recommended to the Board for approval.

- b) Annual Plan Review (p. 68) App. I

Proposed Resolution:

The 2018-2019 Policy and Governance Committee of the Whole Annual Plan be recommended to the Board for approval.

- c) Policy 251: Cannabis (p. 69) App. J

- d) Section 400 Policies (p. 70) App. K

- e) Section 800 Policies (p. 95) App. L

Proposed Resolution:

That the following policies be sent for field testing:

Section 200: Health and Safety

Policy 251: Cannabis

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

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

Section 800: Information and Communications Technology

Policy 810: Use of Information and Communication Technology
Policy 820: Freedom of Information and Protection of Privacy
Policy 840: Use of Video Surveillance

B. Information/Discussion

Nil

11. **POLICY PRIORITY LIST** (p. 98) App. M
12. **QUESTION PERIOD**
An opportunity to ask for clarification.
13. **MEETING SCHEDULE AND REMINDERS** (p. 99) App. N
The next Policy and Governance Committee of the Whole Meeting is scheduled for November 27, 2018 at the Nelson Board Office.
14. **ADJOURNMENT**

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE
MINUTES
BOARD OF EDUCATION
School District No. 8 (Kootenay Lake)
TUESDAY, JUNE 26, 2018**

A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held in the Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, June 26, 2018.

TRUSTEES PRESENT: L. Trenaman, S. Nazaroff, R. Huscroft, B. Wright

REGRETS: D. Lang, Trustee
H. Suttie, Trustee
B. Maslechko, Trustee
B. Cross, KLPVPA

ALSO PRESENT: C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
B. MacLean, Director of Operations
D. Holitzki, Director of Human Resource Services
B. Eaton, Director of Inclusive Education
L. Fehr, Director of Innovative Learning Services
N. Howald, Director of Information Technology
S. Shaw, Executive Assistant
E. Zdebiak, DPAC
J. Lih, DPAC
D. Sabourin, KLTF
D. Kunzelman, KLTF
V. McAllister, KLPVPA
N. Latham, CUPE
M. Bennett, CUPE

VIA TELEPHONE: C. Beebe, Trustee

**VIA VIDEO CONFERENCE IN
CRESTON:**

CALL TO ORDER

Committee Chair Huscroft called the meeting to order at 12:34 p.m.

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 #8.

INSERTIONS/DELETIONS TO PROPOSED AGENDA

Remove: 10.A.d) Section 400 Policies

ADOPTION OF AGENDA

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

The Policy and Governance Committee of the Whole Agenda for the June 26, 2018 meeting, BE ADOPTED, as amended.

RECEIVING PRESENTATIONS/DELEGATIONS

Nil

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

CORRESPONDENCE

Nil

ADOPTION OF MINUTES

Moved by Trustee Nazaroff, seconded by D. Sabourin, KLTF AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the May 22, 2018 meeting, BE ADOPTED.

OLD BUSINESS

A. Action

a) Policy 220 / Renumbered Policy 530 - Whistleblower Protection

Superintendent Perkins reported that she met with representatives from CUPE and KLTF and redrafted Policy 530 - Whistleblower Protection;

N. Latham, CUPE, reported that CUPE is opposed to the policy overall, but did agree to put the redraft forward. Advised it is not CUPE's function to police coworkers and believes the policy contradicts the CUPE National Constitution.

Moved by Superintendent Perkins, seconded by Trustee Wright AND RESOLVED THAT:

Policy 530 - Whistleblower Protection, be recommended to the Board for approval.

Opposed: N. Latham and M. Bennett, CUPE
Carried.

b) Dogs Animals on School District Property - Pro Forma

Superintendent Perkins presented Draft Policy 760 Animals on School District Property, and Draft Administrative Procedures 760.1 Assistance Dogs and 760.2 Animals in Schools;

Committee requested amend 760.2 item b) to add "staff" to the sentence that addresses student allergies;

Committee requested amend 760 paragraph 3 to add "person on the other end of the leash" to the sentence that addresses dogs on leashes;

Field testing feedback will be presented at the September Committee meeting for consideration, prior to going for approval at the October Board meeting;

760.1 provides specific criteria for the authentic certification of assistance dogs.

Moved by Trustee Trenaman, seconded by Trustee Wright AND RESOLVED THAT:

Policy 760 - Animals on School District Property, be sent for field testing, as amended.

B. Information/Discussion

a) Policy Revision Project Update

Superintendent Perkins thanked the committee, department heads, consultant A. Cooper, and everyone who collaborated on the policy revision project;
Close to meeting the objective of updating all policies by October 2018;
The draft Section 400 policies will be presented at the September Committee meeting. All other Sections have been updated.

NEW BUSINESS

A. Action

a) Section 600 Policies

Secretary-Treasurer Morris presented the proposed Section 600 Finance policy manual revisions; Recommendations include policy revisions, abandonment, and new policies according to the toolkits provided and guidelines established by the Ministry; Proposed policies require more dictated, rigorous reporting; F&O Committee is required to follow the policies. F&O Committee is the audit committee in the terms of reference. The terms of reference are reviewed annually at the inaugural meeting.

Moved by Secretary-Treasurer Morris, seconded by Trustee Wright AND RESOLVED THAT:

Section 600 Policies, be sent for field testing.

b) Section 200 Policies

Superintendent Perkins presented the proposed Section 200 Health & Safety policy manual revisions;
Additional Section 200 policies are expected to be added in the fall.

Moved by Trustee Wright, seconded by V. McAllister, KLPVPA AND RESOLVED THAT:

Section 200 Policies, be sent for field testing.

c) Section 300 Policies

Superintendent Perkins presented the proposed Section 300 Students policy manual revisions; Recommend moving several Section 300 policies to administrative procedures;
Staff use of illegal drugs at work is covered by the law / criminal code;
Policies focus on things that are not covered by the law.

Moved by Trustee Wright, seconded by D. Sabourin, KLTF AND RESOLVED THAT:

Section 300 Policies, be sent for field testing.

B. Information/Discussion

a) Policy 510 / Renumbered Policy 550 - Non-Contractual Leaves of Absence

Superintendent Perkins advised that in the proposed Section 500 Human Resources policy manual revisions, it was recommended to abandon Policy 510 Non-Contractual Leaves of Absence;

Brought to our attention from KLTF that there is nothing specific in the Collective Agreement to cover non-contractual leaves of absence;

Decision made to keep the policy in place for now and renumber to Policy 550;

“Exceptional circumstances” for leaves over 1 year can include various situations. For example, a psychologist requested a second year of leave to complete doctorate studies. In the long term, this will better meet the needs of the District.

POLICY PRIORITY LIST

Superintendent Perkins discussed the policy priority list. It is no longer current and will be updated for the next Committee meeting to reflect all of the recent policy manual revisions;

Policy 302 Student Services will be prioritized in September. Director Eaton reported there are no updates at this time;

The 6 new policies to be drafted will be addressed in the fall.

QUESTION PERIOD

Nil

MEETING SCHEDULE AND REMINDERS

The next Policy and Governance Committee of the Whole Meeting is scheduled for September 25, 2018 at the Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 1:29 p.m.

Chair

Secretary-Treasurer

POLICY 220: Maintenance of Order

The Board of Education for School District No. 8 (Kootenay Lake) is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and others in the school community. The School Act provides authority for a Principal, Vice-Principal or Director of Instruction, or a person authorized by the Board of Education, to direct a person to leave school property or school function or program in order to maintain order and to ensure a secure environment. It also enables such persons to call for assistance from law enforcement.

The Board of Education of SD#8 (Kootenay Lake) authorizes the following individuals to issue orders pursuant to Section 177 of the School Act:

- a. Superintendent of Schools or duly authorized designate;
- b. Deputy, Associate and Assistant Superintendent of Schools; and
- c. Principal and Vice Principals

Orders under Section 177 of the School Act may be issued when the actions of an individual pose a risk to the safety of students, staff or others in the school community; or present significant and/or ongoing disruption to the operation of a school, a school function or an educational program.

Guidelines

1. Where practicable, before issuing an order pursuant to Section 177 of the School Act:
 - 1.1. The responsible school official should first attempt to resolve the situation without issuing such an order; and
 - 1.2. Should communicate to the Superintendent of Schools or designate the intention to issue an order pursuant to Section 177 of the School Act.
2. For clarity, the responsible school official may issue a Section 177 order without first completing the process outlined in subsections 1(a) and (b) of these regulations if in the opinion of the responsible school official, it is not practicable to complete the process outlined in 1(a) and 1(b) in the circumstances.
3. Where a person refuses to leave school district property after being directed to do so pursuant to Section 177, or where there is reason to believe an individual may pose a threat to themselves, others or to property, the responsible school official shall call for assistance from a peace officer.
4. The responsible school official shall confirm any order issued pursuant to Section 177 of the School Act in writing. The notice shall include the following:
 - 4.1. The name and address of the school or school district property from which the person is to be excluded;

- 4.2. The name of the person excluded from the school or school district property, with contact information if known;
 - 4.3. A summary of the circumstances giving rise to the issuance of the order, including, as applicable, the date, time and location of any incident or incidents, witnesses to the incident, and a general statement as to the nature of the disruption to the school, school function or educational program;
 - 4.4. The name and title of the person issuing the order and preparing the written notification of it;
 - 4.5. The duration of the order (if applicable);
 - 4.6. The date by which the order will be reviewed; and
 - 4.7. A statement that the order pursuant to Section 177 may be appealed and the process for such appeal.
5. Where an order is issued pursuant to Section 177, the responsible school official shall inform the Superintendent of Schools or designate without delay. The Superintendent or designate will retain copies of the Section 177 orders that have been issued within the school district.
 6. An order issued pursuant to Section 177:
 - 6.1. May be appealed within 30 days of its issuance, unless the responsible individual or panel considering the appeal considers a further appeal period is appropriate.
 - 6.2. Where the order issued pursuant to Section 177 of the School Act may significantly affect the education, health or safety of a student, the student or the student's parent(s) may appeal the decision pursuant to Section 11 of the School Act in accordance with School District #8 (Kootenay Lake) appeal Bylaw #1 Student/Parent Appeal.
 - 6.3. Where the order may not significantly affect the education, health or safety of a student, the order may be appealed to the next level of administration issuing the order (i.e., an order of a principal may be appealed to a director of instruction; an order of an assistant superintendent may be appealed to the Superintendent of Schools; an order the Superintendent of Schools may be appealed to the Board of Education of SD#8 (Kootenay Lake).
 - 6.4. The Board of Education of SD#8 (Kootenay Lake) may establish procedures for the conduct of each appeal to ensure fairness and that the excluded individual has the opportunity to fairly respond to the decision to grant the order, including whether the appeal shall be conducted in writing or whether an oral hearing will be granted.
 - 6.5. An appeal will normally be heard within thirty (30) days of being filed, unless such time limit is extended on reasonable grounds.
 - 6.6. A decision on the appeal shall be rendered in writing, with reasons, within 14 days of the hearing of the appeal.

- 6.7. A decision of the appeal is final and may not be appealed further, except that decisions appealed pursuant to Section 11 may, if permitted by the School Act and Appeals Regulation to appealed to the Superintendent of Appeals.
7. Any information in relation to Section 177 order will only be collected, used or disclosed in accordance with the provision of the Freedom of Information and Protection of Privacy Act. Such information may be collected to maintain a safe, orderly and effective educational environment at schools and on school district property.

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POLICY 230: Child Abuse and Neglect

The Board of Education for School District No. 8 (Kootenay Lake) recognizes its obligation to ensure the safety and physical and emotional well-being of all students within its jurisdiction. Employees who have reason to believe that a child has been or is likely to be abused or neglected, or may need protection, are to promptly report the matter to a child protection social worker.

The purpose of this policy is to support a comprehensive, coordinated and collaborative approach for responding to child abuse and neglect by:

- providing child abuse prevention programs to students;
- providing school officials, employees and other persons working in schools with training in recognizing signs of child abuse and neglect;
- providing school officials, employees and other persons working in schools with direction and training on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the Child, Family and Community Service Act, to the police where the child is in immediate danger, and to school officials;
- requiring school officials to investigate and/or report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers;
- establishing a child abuse/neglect reporting and investigation protocol with other responsible agencies, to identify the roles and responsibilities of school officials and personnel from other agencies, in responding to allegations of child abuse or neglect; and
- providing assistance to victims of child abuse and neglect by counselling and referrals to other agencies, as appropriate.

Guidelines

1. Recognizing, reporting, investigating and dealing with abuse and neglect are addressed in a Trilateral Protocol Agreement.
2. The Superintendent is responsible for the implementation of procedures for management of alleged sexual abuse by a student.

POLICY 240: Anaphylaxis

The Board of Education for School District No. 8 (Kootenay Lake) has the responsibility to be prepared to respond to medical emergencies such as anaphylaxis. The Board recognizes the right of children and staff to attend school and to work in a safe environment. As a result, the Board will take steps to alter the environment to accommodate children and staff who are susceptible to anaphylaxis in the school setting. While it is impossible for the Board to ensure an allergen-free environment, the Board is committed to making schools as safe as possible for children and staff.

Anaphylaxis, the medical term for “allergic shock” can be rapid and deadly. Microscopic amounts of the allergen can be fatal since a reaction can develop within seconds of exposure.

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Related Legislation: Ministerial Order M234/09
Related Contract Article: Nil
Adopted: October 15, 2002
Amended: January 12, 2010
Amended: May 28, 2013
Amended: XXX, 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. 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, 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.

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

POLICY 260: Scent Free Environment

The Board of Education for School District No. 8 (Kootenay Lake) Education 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 will request employees, students and visitors to refrain from wearing scented products if and when possible.

Guidelines

1. The goals of these Regulations are to reduce the use of:
 - 1.1. perfume, cologne/aftershave, scented air fresheners, scented candles and potpourri;
 - 1.2. heavily scented personal hygiene products such as hair products, lotions/creams and deodorant; and
 - 1.3. heavily scented flowers in the workplace such as lilacs, hyacinth, flowering broom, etc.
2. District staff, with the support of the Health and Safety Supervisor, will:
 - 2.1. Raise awareness of the scent reduction policy.
 - 2.2. Educate employees, students and visitors about the use and effects of scented products through notices and pamphlets.
3. Supervisors (Principals, Vice-Principals, department directors and managers, facilities supervisors, foremen, lead hands and any other direct supervisors) will request that products used by staff are fragrance free, when possible.
4. Employees will:
 - 4.1. Be made aware of the Policy and Regulations regarding scented products.
 - 4.2. Report any concerns to their supervisor.
5. Students and parents will be made aware of this policy and provide information on the use and effects of scented products annually.
6. Facilities will:
 - 6.1. Use products and ensure contractors use products that are scent free, when possible.
 - 6.2. Notify appropriate personnel when work is to take place that may involve the use of scented products or products that contain an odour or chemical(s) that may affect the health of staff. Notification should allow a reasonable time frame for staff accommodation to take place, if necessary.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: February 24, 2015
Amended: XXX, 2018

- 6.3. Provide appropriate signage for all District schools, facilities and vehicles, including school buses.

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POLICY 830: Wireless Technology in Schools

The Board of Education for School District No. 8 (Kootenay Lake) Education is committed to providing and improving technology to support teaching and learning, and which keeps our schools current in a communications-rich environment. Further, the Board recognizes that mobile devices support student engagement in flexible ways and can provide seamless access to web-based technologies, rather than through periodic use of technology in dedicated computer labs or single user classroom stations. It is understood that wireless networks allow schools to offer enhanced learning opportunities in a flexible environment.

The Board acknowledges the potential for staff members and visitors to work in environments where Wireless networks will support access to web-based technologies, data and information.

It is expected that radio frequency energy levels from Wi-Fi (wireless) equipment in all areas accessible by students, staff and the general public are required to meet Health Canada's safety guidelines (Safety Code 6). Decisions about the installation of wireless networks must be made in accordance with the safety standards set by Health Canada and In

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POLICY 831: Cell Phones & Digital Devices

The Board of Education for School District No. 8 (Kootenay Lake) Education believes that appropriate use of cell phones and other digital devices plays an important role in communications. However, the use of cell phones and digital devices can be disruptive and, in some cases, unsafe.

Student use of cell phones and digital devices is permitted in schools and on school trips, and functions at the discretion of the school staff.

Cell phone use by staff, trustees, parents, or volunteers, while driving a vehicle is restricted by law.

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Related Legislation: Motor Vehicle Act Use of Electronic Devices While Driving Regulation 308/2009
Related Contract Article: Nil
Adopted: February 26, 2008
Amended: February 2, 2010
Amended: XXX, 2018

POLICY 310: Code of Conduct

Overview

School District No. 8 (Kootenay Lake) Code of Conduct has been established to maintain a safe, caring and healthy 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 violence
- 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.

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.

Policy

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.

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

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85,1.1; Part 9, Division & 168 2, (s.1)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004

Amended: April 8, 2008

Amended: April 1, 2014

Amended: May 8, 2018

Amended: XXX, 2018

intervention. Special consideration may apply to students with special 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 the school district 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 a district and schools code of conduct.

The Board of Education therefore expects students to not, without a bonafide 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 or class of persons;
2. expose 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.

District 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 school work and for contributing to and promoting a safe, caring and positive 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 6, Division 2, Section 85,1.1; Part 9, Division & 168 2, (s.1)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004

Amended: April 8, 2008

Amended: April 1, 2014

Amended: May 8, 2018

Amended: XXX, 2018

Compliance with the District 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 retaliation by an individual against a student who has made a complaint of a breach of code of conduct.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85,1.1; Part 9, Division & 168 2, (s.1)

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004

Amended: April 8, 2008

Amended: April 1, 2014

Amended: May 8, 2018

Amended: XXX, 2018

POLICY 311: Use of Illegal Drugs and Alcohol

The Board of Education for School District No. 8 (Kootenay Lake) does not condone student use of illegal drugs or alcohol. The Board recognizes that drug and alcohol abuse by students while in attendance at school or a school sponsored function requires discipline 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.

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 school or at any school sponsored activity.

Guidelines

1. The following steps will apply to students who are under the influence, or appear to be under the influence, or in the possession of drugs and/or alcohol while in attendance or on route to school or at any school sponsored activity.
 - 1.1. First Offense:
 - 1.1.1. The principal or designate will meet with the student and determine to the best of his or her ability whether or not the student is under the influence of an illegal substance or alcohol.
 - 1.1.2. The principal or designate must inform the parents/guardians as soon as practicable that the student appears to be under the influence or in possession of an illegal substance and must be picked up at school. If the parents cannot be reached or are unable to pick up the student, the student will be isolated pending a decision by the parents as to transportation home.
 - 1.1.3. The parents/guardians will be asked to meet as soon as practicable at a time determined by the Principal or designate, to develop a plan of action to assist the student and to return the student to school as soon as possible.
 - 1.1.4. The student may be suspended from school until such time as the meeting can be arranged with parents/guardians to develop a plan of action. The plan of action may include some form of restitution, involvement with an outside agency, or some plan other than suspension. If the student is suspended, an educational program must be provided to the student.
 - 1.1.5. If the student is in possession of what appears to be an illegal substance, the RCMP or Nelson City Police will be notified.
 - 1.1.6. The student will return to school when the plan is agreed to.

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

Related Contract Article: Nil

Adopted: September 27, 2004

Amended: June 21, 2005

Amended: April 8, 2008

Amended: XXX, 2018

1.2. Subsequent offenses:

- 1.2.1. The principal or designate will meet with the student and determine to the best of his or her ability whether or not the student is under the influence of an illegal substance or alcohol.
- 1.2.2. The principal or designate must inform the parents/guardians as soon as practicable that the student appears to be under the influence or in possession of an illegal substance, and must be picked up at school. If the parents cannot be reached or are unable to pick up the student, the student will be isolated pending a decision by the parents as to transportation home.
- 1.2.3. The student will be suspended;
 - 1.2.3.1. Until such a time a meeting can be arranged with the parents/guardians and student to develop some form of drug and alcohol intervention, or
 - 1.2.3.2. Until the student attends a meeting with the Discipline Committee. The Committee will meet as soon as possible to determine the appropriate actions which may include some form of drug and alcohol intervention.
- 1.2.4. If the suspension is longer than three days an educational program must be provided to the student.

2. Trafficking or Selling Drugs or Alcohol - The following steps will apply to students who are trafficking or selling drugs and/or alcohol at any time during school hours, including traveling to and from school, or in attendance or participation at any school function.

- 2.1. The RCMP or Nelson City Police, as appropriate, will be consulted.
- 2.2. The principal or designate must inform the parents/guardians that the student has been caught trafficking in drugs or alcohol and parents/guardians will be requested to pick up the student at school. If the parents cannot be reached or are unable to pick up the student, the student will be isolated pending a decision as to transportation home.
- 2.3. The student *will* be suspended indefinitely and will be referred to the Discipline Committee.
- 2.4. During the period of suspension, a program will be provided. If the student is 19 years of age or older, no program will be provided by the Board.
- 2.5. The Discipline Committee will review the circumstances of the infraction and apply the consequences which may include further suspension up to and including a recommendation to the Board for expulsion.

3. At any time when a student is suspended under this Policy, the parents/guardians must be informed in writing giving the details of the incident, the steps in the process and the possible consequences for the student's action.
4. A copy of the Appeal By-Law will be attached to the written decision by the Discipline Committee.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85,1.1]
Related Contract Article: Nil
Adopted: September 27, 2004
Amended: June 21, 2005
Amended: April 8, 2008
Amended: XXX, 2018

POLICY 320: Student Attendance

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

There is an expectation that the schools in the district establish, communicate and enforce fair and consistent attendance procedures.

Parents/guardians of students be informed of absenteeism in a timely fashion in order to support learning and also student safety.

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POLICY 330: Sexual Orientation / Gender Identity

The Board of Education for 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* (CCRF) and the *B.C. Human Rights Act*, the Board values all of its students and employees “...without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.” (section 15(1) CCRF).

The Board recognizes that some students and employees may identify as: Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirit, Queer (LGBTQ+), or who 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 (definitions), 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 homophobia are taken seriously and dealt with effectively and in a timely fashion through consistently applied policy and administrative regulations; 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.

Guidelines

1. Definitions

Asexual: A person who is not sexually attracted to any gender or sex. Asexual people may still be romantically attracted to people of a variety of genders and sexualities and have romantic, non-sexual relationships.

Bisexual: A person who is attracted to both women and men.

Gay: A person who is attracted to someone of the same sex and/or gender as themselves. This word can be applied to all genders of relationships, but has primarily been used in reference to men.

Gender: A socially constructed concept of identity based on roles, behaviours, activities, and appearance such as masculine, feminine, androgynous, etc.

Gender expression: The ways a person presents their sense of gender to others (for example, through clothes, hairstyle, mannerisms, etc.).

Gender identity: A person’s internal sense of being a man, a woman, genderqueer etc. This is not the same thing as a person’s biological sex, and may not be consistent with how they are perceived by others.

Gender nonconforming: A term that often refers to children who express gender in ways that differs from societal expectations of the sex and gender assigned to them at birth. For the purposes of this policy and accompanying regulations gender nonconforming children are included under the term trans*.

Homophobia: The fear, ignorance and mistreatment of people who are, or are perceived to be, lesbian, gay or bisexual. This often leads to bias, discrimination, hatred, harassment and violation of the human rights of lesbian, gay or bisexual people. Homophobic bullying can also be targeted against any individual, regardless of perceived sexual orientation.

Intersex: Refers to people whose reproductive or sexual anatomy is not easily defined as male or female. There are a variety of ways someone can be intersex, ranging from having ambiguous genitalia to having mixture of XX and XY chromosomes. Intersex individuals have historically been mistreated in North American society (i.e. being forced to have “corrective” genital surgeries as infants). The term Disorders of Sexual Development is being used increasingly amongst medical professionals in reference to intersex conditions, however, this term has not been fully adopted by intersex communities at the time this policy is being written. The word hermaphrodite was historically used to describe intersex individuals, however, this term is considered highly offensive.

Lesbian: A woman who is attracted to other women.

LGBTQT+: An acronym that in this case stands for lesbian, gay, bisexual, trans*, Two-Spirit, and queer/questioning. There is a wide range of other terms often included in this acronym (often referred to by queer communities as “the alphabet soup”) such as asexual, and this acronym tends to vary depending on the source. The plus sign (+) indicates the inclusion of all sexual and gender identities.

Perceived as LGBTQT+: Refers to someone who is treated as if they are LGBTQT+ even if they do not identify as such.

Pronouns: The words one uses to refer to themselves (e.g. he/him/his; she/her/hers; they/them/theirs; xe, xem, xyr, etc.)

Sex: A biological classification based on physical attributes such as sex chromosomes, hormones, internal reproductive structures, and external genitalia. At birth, it is used to identify individuals as male or female. For those whose sex is not easily categorized as male or female see Intersex.

Sexual Orientation: Refers to a person’s attraction towards a particular gender or sex. Someone may identify as lesbian, gay, bisexual, queer, pansexual, etc. It is important to remember that sexual identity and gender identity are separate.

SOGI: Sexual Orientation and Gender Identity

Trans*: (also Trans, Transgender, Transsexual) An umbrella term that can be used to describe people whose gender identity and/or gender expression differs from what they were assigned at birth. Some trans* people may choose to medically transition by taking hormones, having surgery. Some trans* people may choose to socially transition by changing their name, clothing, hair, etc.

Transphobia: Fear, ignorance and mistreatment of people who are, or are perceived to be, trans* or gender nonconforming. This often leads to bias, discrimination, hatred, harassment and violation of the human rights of transgender or gender nonconforming people. Transphobic bullying can also be targeted against any individual, regardless of perceived gender expression.

Transition: A term most commonly used to refer to someone transitioning from one gender to another. Transition often consists of a change in style of dress, selection of a new name, and a request that people use the correct pronoun when describing them. Transition may, but does not always, include medical care like hormone therapy, counseling, and/or surgery.

Two-Spirit: An Aboriginal term describing the embodiment of both masculine and feminine spirits. This identity is not limited to gender expression or sexuality, but encompasses them both while incorporating a spiritual element. It is a standalone identity, not an Aboriginal term for gay or lesbian.

2. Safety/Anti-Harassment

- 2.1. Any language or behaviour that deliberately degrades, denigrates, labels, stereotypes, incites hatred, prejudice, discrimination, harassment towards students or employees on the basis of their real or perceived sexual orientation or gender identification will not be tolerated and will be addressed as outlined in Policy 203 - Discrimination and Harassment and the related Administrative Regulations.
- 2.2. Schools will be required to specifically include the prohibition of such language and behaviour in their student Codes of Conduct.

3. Counselling and Student Support

- 3.1. All counsellors in the district shall be educated in the knowledge and skills required to understand LGBTQ+ issues concerning students, staff and families.
- 3.2. Counsellors will be informed and familiar with all policies with respect to human rights, homophobia, heterosexism, hate literature, discrimination and harassment.
- 3.3. Counsellors will be sensitive to LGBTQ+ students as well as students from LGBTQ+ headed families.
- 3.4. Elementary and secondary schools will appoint a staff person to be a safe contact for students who identify themselves as LGBTQ+ and those who are questioning. School administrators will inform students and other staff about the location and availability of this contact person.
- 3.5. Schools are encouraged to provide identified “safe places” for LGBTQ+ students as well as students from LGBTQ+ headed families and where students who identify as straight may seek support and find answers to questions they may have.
- 3.6. Where students request and staff are willing to volunteer their time, gay/straight alliance clubs (GSAs) will be encouraged at secondary schools in the district and clubs which respect

and celebrate all forms of diversity will be encouraged for intermediate elementary school students.

4. Counselling and Staff Support

4.1. All staff in the District will be made aware of the Employee & Family Assistance Program, where they may access support in understanding LGBTQ+ for themselves, to provide understanding regarding a family member, or to gain understanding about how to support LGBTQ+ students.

5. Staff and Professional Development

5.1. The district shall provide and promote opportunities for staff to increase their awareness and understanding of the scope and impact of discrimination against LGBTQ+ people.

5.2. The district shall provide and promote opportunities for staff to increase their knowledge and skills in promoting respect for human rights, supporting diversity, and addressing discrimination in schools.

6. Washroom and Change Room Accessibility

6.1. The use of washrooms and change rooms by transgender students and staff shall be assessed on a case-by-case basis, ensuring the staff member or student's safety and comfort, minimizing stigmatization and providing equal opportunity to participate in physical education classes and sports.

6.2. Students and Staff shall have access to the washroom and change room that corresponds to their gender identity. Those who desire increased privacy will be provided with a reasonable alternative washroom and/or changing area. Any alternative arrangement will be provided in a way that protects the individual's ability to keep their gender identity status confidential.

6.3. The decision with regard to washroom and change room use shall be made in consultation with the individual.

6.4. The Board will strive to make available single stall universal washrooms at all school locations and worksites during renovations or rebuilds.

7. Access to Academic, Physical Education and Sports

7.1. Schools will reduce or eliminate the practice of segregating students or staff by sex. In situations where students or staff are segregated by sex, trans students and staff will have the option to be included in the group that corresponds to their gender identity.

7.2. Where possible, students and staff will be permitted to participate in any sex-segregated recreational and competitive athletic activities, in accordance with their gender identity. Due to issues of disclosure and safety, some individuals may wish to participate in a sex-segregated activity that is not aligned with their gender identity.

Related Legislation: Canadian Charter of Rights and Freedoms [Section 15 (1)]

Related Contract Article: Nil

Adopted: February 24, 2015

Amended: XXX, 2018

7.3. Trans students and staff shall be provided the same opportunities to participate in physical education as all other students and staff, shall not be asked or required to have physical education outside of the assigned class time, and shall be permitted to participate in any sex-segregated activities in accordance with their gender identity if they so choose.

8. Dress

8.1. Students and staff have the right to dress in a manner consistent with their gender identity or gender expression. This includes students who may dress in a manner that is not consistent with societal expectations of masculinity/femininity.

9. Confidentiality and Privacy

9.1. A student or staff member's trans* status, legal name, or gender assigned at birth may constitute confidential personal information that will be kept confidential unless its disclosure is legally required or unless the individual, or in the case of a student, the student's parent(s)/guardian have given authorization.

9.2. In situations where school staff or administrators are required by law to use or to report an individual's legal name or sex, such as for purposes of data collection, school staff and administrators will adopt practices to avoid the inadvertent disclosure of such information.

9.3. Students' and staff member's rights to discuss and express their gender identity and/or gender expression openly and to decide when, with whom, and how much private information to share will be respected.

10. Names and Pronouns

Trans* students and staff will be addressed by the names and pronouns prefer to use.

11. Official Records and Student Information

11.1. Whenever possible and permitted by law, requests made by a student, or the parent/guardian, to change the student's official record to reflect their preferred name and/or gender identity will be accommodated.

11.2. Whenever possible, at the request of a student or of a students' parent(s)/guardian, the student's preferred name and/or gender identity will be included on class lists, timetables, student files, identification cards, etc.

11.3. Unless the student or the student's parent/guardian has specified otherwise, communications between school and home shall use a student's legal name and the pronoun corresponding to the student's gender assigned at birth.

POLICY 340: Discrimination and Harassment

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

The Board recognizes their role in actively supporting employees work to prevent discrimination and harassment of students and their families. Teachers should be encouraged to embed anti-bullying lessons into their existing curricula at all grade levels. Specifically, this includes, but is not limited to, teaching all students about the harmful effects of racism, sexism, homophobia, transphobia and ableism (abilities and disabilities). This also includes teaching students strategies to help protect themselves from these forms of harassment and discrimination.

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

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

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

Guidelines

1. Definitions

1.1. Harassment: For the purpose of this policy, harassment shall be defined as including:

- 1.1.1. any improper behaviour that is directed at or is offensive to any person and is unwelcome and which the person knows or ought reasonably to know would be unwelcome.
- 1.1.2. objectionable conduct, comment, materials or displays made on either a one (1)-time or continuous basis that demeans, belittles, intimidates or humiliates another person.
- 1.1.3. the exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate.
- 1.1.4. such misuses of power or authority as intimidation, threats, coercion and/or blackmail.

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: XXX, 2018

1.2. Discrimination: Unfair treatment of a person or group on the basis of prejudice.

1.3. Sexual Harassment:

1.3.1. any comment, look, suggestions, physical contact or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behaviour is unwelcome.

1.3.2. any circulation or display of written or visual material of a sexual nature that has the effect of creating an uncomfortable learning or working environment.

1.3.3. an implied promise of reward for complying with a request of a sexual nature.

1.3.4. a sexual advance made by a person that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include reprisal or a threat of reprisal made after a sexual advance is rejected.

1.4. Bullying:

1.4.1. Bullying is verbal or physical behaviour by one (1) or more people who appear to be more powerful in some way than their victim. Bullying makes the victim feel uncomfortable, embarrassed and unsafe and can interfere with the victim's success at school or work.

2. **Specific examples of harassment, sexual harassment, bullying**: Sexual or personal harassment may include, but is not limited to behaviours, whether intentional or unintentional, which are perceived by the recipient as unwelcome. Examples of such behaviours:

2.1 remarks or correspondence with sexual overtones

2.2 jokes that cause awkwardness or embarrassment (dirty, ethnic or religious jokes)

2.3 innuendoes, taunting or intimidation, based on one's real or perceived identity

2.4 gender-based, gender identity or sexual orientation-based remarks of a derogatory or sexual nature, or general insulting remarks

2.5 proposal of intimacy of a sexual nature

2.6 repeated unwelcome invitations, request for dates or sexual favours

2.7 leering, patting, pinching, touching, hugging, brushing against

2.8 displays of materials, pictures, cartoons or sayings of a derogatory, sexist, homophobic or transphobic, racist, pornographic or otherwise demeaning nature

2.9 calling someone names

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: XXX, 2018

2.10 spreading rumours

2.11 stealing or extorting someone's lunch or other property

2.12 exclusion from groups

3. What does not constitute harassment?

3.1. an occasional compliment

3.2. flirtation or banter when it is mutually acceptable between/among peers or friends

3.3. normal exercise of supervisory responsibilities, including disciplining, when warranted.

4. Coverage of the policy

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

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

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

5. Procedure for informal resolution of a complaint

Complainants are encouraged, but not required, to immediately tell the other person when his/her behaviour is considered inappropriate and unwanted and ask that the unwanted conduct stop. Persons should comply immediately with the request without retaliation. If the complaint is not resolved the following procedures should be followed:

5.1 Procedures for teachers -

Complaints involving teachers will be subject to the provisions of the Collective Agreement with the employer.

5.2 Procedures for C.U.P.E. Employees -

Complaints involving C.U.P.E. members will be subject to the provisions of the Collective Agreement with the employer.

5.3 Procedures for Students -

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: XXX, 2018

A student may choose to speak to a teacher or another adult that they are comfortable in approaching with a complaint. When the complaint is reported to a teacher or another adult, the information will be brought to the attention of the Principal or Vice-Principal who is required to investigate the matter and strive to bring about a resolution. Alleged harasser(s) will be informed, after consideration of the safety of the complainant, that a complaint has been filed against them. The student will be informed of the progress made toward resolving the complaint. Acts of retaliation will be disciplined appropriately.

5.4 Procedures for Parents/Volunteers/Others -

A parent or volunteer should report the incident to the Principal, Vice-Principal or a Supervisor who is required to investigate the matter. Alleged harasser(s) will be informed, after consideration of the safety of the complainant, that a complaint has been filed against them. The appropriate person will report back in writing to the complainant.

6. **Independent Investigation Report**

Employees, students, parents and volunteers may choose to present the complaint to the police or Human Rights commissioner under the terms of the Human Rights Act.

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

Related Legislation: Human Rights Code [RSBC 1996, Chapter 210, Sections 7 & 8]
Related Contract Article: Nil
Adopted: January 26, 1999
Amended: February 26, 2008
Amended: October 29, 2008
Amended: May 10, 2010
Amended: XXX, 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.

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.

Related Legislation: Provincial Guidelines - Physical Restraint and Seclusion in School Settings, B.C. Ministry of Education June 3, 2015
Related Contract Article: Nil
Adopted: XXX, 2018

POLICY 510: Employee Recognition

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

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

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

POLICY 520: Human Resources Employment Practices

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

A. Home Office

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

B. Work From Home

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

C. Private Vehicles

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

D. Vandalism

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

E. First Aid

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

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

POLICY 521: Relocation Assistance for Senior Management

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

Guidelines

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

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POLICY 540: Supervisory Conflict of Interest

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

Guidelines

1. Definitions

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

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

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

POLICY 550: Non-Contractual Leaves of Absence

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

Regulations

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

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

POLICY 560: Appointment of Principals and Vice-Principals

The Board of Education of School District No. 8 (Kootenay Lake) has the authority to appoint Principals and Vice-Principals but delegates the responsibility for the process of hiring and/or placement of school-based administrators to the Superintendent of Schools subject to the following guidelines.

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

Guidelines

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

Input at each Stage/Phase of the Hiring Process

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

Related Legislation: School Act [RSBC 1996, Part 3, Division 1, Section 20]

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: June 28, 2016

Amended: XXX, 2018

POLICY 570: Prevention of Violence in the Workplace

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

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

Guidelines

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

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

POLICY 610: Fiscal Management

The Board of Education of School District No. 8 (Kootenay Lake) recognizes its responsibility to ensure that the School District's fiscal management complies with the requirements of the Ministry of Education and Public Sector Accounting Standards.

Further, the Board supports the Taxpayer Accountability Principles established by government that strengthen accountability, cost effectiveness, and commitment to operate in the best interest of taxpayers. These principles include:

- efficiency
- accountability
- appropriate compensation
- service
- respect
- integrity

Guidelines

1. The Secretary-Treasurer will be responsible to ensure the District's fiscal management system complies with Ministry requirements, is modelled after the best generally accepted accounting practices (GAAP) and is maintained in a current status.
2. The Secretary-Treasurer will provide, for the information of the Board, monthly financial statements showing the financial condition of the School District as at the previous month, as well as other financial records, as determined by the Board.

POLICY 620: Budget Development, Monitoring and Reporting

The Board of Education of School District No. 8 (Kootenay Lake) believes that a fundamental aspect of the duties of the Board is to establish and monitor the District's annual budget.

The Board must receive sufficient information to fulfill its fiduciary responsibilities and be satisfied that revenues and expenditures are aligned with the strategic priorities of the Board. The Board must ensure that appropriate processes are established to maintain the fiscal integrity of the District.

The Board expects that Administration will not cause or allow any financial activity that materially deviates from the budget adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the expectations and strategic priorities the Board has set-out, or that places the long-term financial health of the organization in jeopardy.

Guidelines

1. All plans, assumptions, implementation strategies, and risks are to be fully-disclosed with the Board prior to approval of budget documents. At a minimum, these disclosures should include:
 - 1.1. key budget assumptions, such as student enrolments, grant rate changes, salary increases and inflation rates;
 - 1.2. financial and business risks, such as changes in interest rates and changes in fuel prices; and
 - 1.3. specific strategies explaining how the budget supports the school district's strategic plan/direction
2. Budget update materials should be prepared monthly and provided to the Board in a timely manner.
 - 2.1. The updates should include a comparison to the original budget and forecasts to the end of the school year in the following areas:
 - 2.1.1. revenues
 - 2.1.2. expenses
 - 2.1.3. accumulated operating surplus or deficit
 - 2.2. The updates should also include an explanation of significant variances, such as variances greater than 10%.
 - 2.3. The budget updates should be formally received by the board, and Administration should review the changes with trustees to make sure they are aware of the current situation and the impact of the changes on the fiscal plan.
3. The Secretary-Treasurer will establish effective budgetary controls including:

Related Legislation: School Act [RSBC 1996, Part 8, Division 102, Section 111] and Budget Transparency and Accountability Act [RSBC 2000]

Related Contract Article: Nil

Adopted: January 14, 2003

Amended: October 25, 2010

Amended: XXX, 2018

- 3.1. clearly defined managerial responsibilities
- 3.2. plans for individual budget sites
- 3.3. responsibility for adhering to the budget
- 3.4. monitoring performance against the budget
- 3.5. corrective action if results differ significantly from the budget
- 3.6. permitting significant departures from the budget with the approval by the board
- 3.7. investigating unexplained variances from the budget

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Related Legislation: School Act [RSBC 1996, Part 8, Division 102, Section 111] and Budget Transparency and Accountability Act [RSBC 2000]
Related Contract Article: Nil
Adopted: January 14, 2003
Amended: October 25, 2010
Amended: XXX, 2018

POLICY 621: Accumulated Operating Surplus

The Board of Education for School District No. 8 (Kootenay Lake) believes that adequate surplus levels are important in achieving educational goals and addressing financial health, stability and risk; and, the allocation of surplus funds supports long-term planning by mitigating changes in revenue and making provision for contingencies for unexpected events.

The Board of Education is responsible for ensuring the district is protected financially from forecasting risk and unforeseen circumstances that could negatively impact resources available for the education of students.

The Board's accumulated operating surplus will serve as:

1. a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues;
2. one-time costs not included in the annual operating budget; and
3. intermittent projects and initiatives.

Definitions

Unrestricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has not been designated for specific uses.

Restricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has been designated for specific uses.

Guidelines

1. The Accumulated Operating Surplus will align with and consider:
 - 1.1. District Vision and Mission Statement;
 - 1.2. District Strategic Plan;
 - 1.3. District Facilities Plan; and
 - 1.4. Current and projected financial health of the district.
2. The Secretary-Treasurer shall be responsible to:
 - 2.1. Recommend the appropriate balances to be maintained in both the unrestricted and restricted accumulated operating surplus;
 - 2.2. Recommend the necessary increases/decreases and transfers from Restricted and Unrestricted Operating surplus;
 - 2.3. Secure Board approval for the transfer of surplus operating funds; and

Related Legislation: School Act [RSBC 1996, Part 8, Division 8]

Related Contract Article: Nil

Adopted: XXX, 2018

- 2.4. Benchmark actual surplus balances with other school districts and with pre-determined targets on an ongoing basis to gauge whether financial health is being achieved.
3. Annual and/or periodic increases to the restrictions on the Accumulated Operating Surplus shall be specific to each category of restriction, as approved by the Board through the School District's annual financial planning/budgeting process.
4. Accumulated Operating Surplus balances and changes will be reported in the Annual Financial Statements.

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POLICY 640: Acquisition-Disposal of Board Assets

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that all sites, buildings and equipment (excluding consumable supplies) are assets of the School District.

The Secretary-Treasurer will establish procedures for the acquisition and disposal of equipment and supplies.

Equipment purchased by outside groups/organizations such as: Parent Advisory Councils, service clubs and community organizations, that are placed in a school or District facility, or on school or district property, will become the property of the School District.

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Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 9, 2001
Amended: XXX, 2018

POLICY 641: Gifts

The Board of Education of School District No. 8 (Kootenay Lake) values the contribution from our communities and welcomes gifts of materials, equipment and funds (money) to the School District in accordance with the following guidelines.

Guidelines

1. Ownership

- 1.1 All gifts of materials, equipment and money, when accepted, will become the property of the Board. The donor may designate to which school or for which purpose the gift will be given.

2. Approval

- 2.1 All offers of gifts, materials, equipment and money must be approved by the Superintendent/CEO, the Secretary-Treasurer or a designate, in consultation with the Principal(s)/Supervisor(s) of the receiving school(s)/department(s), prior to the acceptance of the gift. If there is any doubt to the usefulness or appropriateness of the gift, or if there is any concern that the Board may incur additional costs for liability as a result of the gift, the gift may be declined.
- 2.2 All materials, books, equipment, etc. donated must meet the same standard as selection criteria (educational, safety, etc.) applied to all School District purchases.

3. Receipt for Tax Purposes

- 3.1 If donors request a receipt for tax purposes, the following will apply:
 1. Tax receipts will not be issued for donations of less than twenty-five dollars (\$25).
 2. Cash donations must be made payable to School District No. 8 (Kootenay Lake) and forwarded to the School Board Office for receipt. The donations will be allocated to the school or program for which they were intended.
 3. Donations in kind will be evaluated by a person or persons knowledgeable in that area, designated by the Secretary-Treasurer, prior to a receipt being issued.
 4. Tax receipts will not be issued to parents/guardians for payment of fees or donations that benefit their own child(ren).

4. Disposal

- 4.1 As the equipment donated becomes obsolete or has completed its useful life, it may be disposed of, in accordance with Board policy.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 9, 2001
Amended: June 24, 2003
Amended: XXX, 2018

POLICY 642: Procurement and Purchasing

The Board of Education of School District No. 8 (Kootenay Lake) has, as its over-arching purchasing objective, to satisfy the operational needs of the School District 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 of Education of School District No. 8 (Kootenay Lake) will tender banking and audit requirements every three (3) years.

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 the school district should participate with other public authorities in a cooperative way and take full advantage of shared opportunities and services, when appropriate.

Guidelines

1. The Secretary-Treasurer will be responsible for ensuring that purchasing procedures are established so that all supplies, services and equipment required for the operation of the School District's schools and educational programs are obtained at the best price available with free opportunity, whenever practicable, for all interested vendors to make proposals for supply.
 - 1.1. The School District will purchase locally, whenever and wherever possible; however, the School District's first consideration must be value for money spent. For this reason, local suppliers and contractors will be given preference only as other conditions are comparable.
 - 1.2. The Board will, whenever practical, join in cooperative purchasing with other School Districts or agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs in tendering.
 - 1.3. The Secretary-Treasurer will provide to the Board a monthly printout of all expenditures in excess of ten thousand dollars (\$10,000) for information.
2. The Secretary-Treasurer will be responsible for ensuring that tendering procedures are established (see Accounting Procedures Manual) for the District.
 - 2.1. Tender calls will be made in accordance with the B.C. Government Public Sector purchasing requirements.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: XXX, 2018

- 2.2. Tender calls for banking services will be invited from financial institutions within the School District that can comply with the Ministry of Education requirements for banking.
- 2.3. Tender calls for audit services will be invited from accounting firms within the School District that hold a chartered accountant designation and can comply with the Ministry of Education requirements for auditing school districts.

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POLICY 650: Disposal of Real Property and Improvements

The Board of Education of School District No. 8 (Kootenay Lake) seeks to ensure ownership of real property and improvements are managed in the best interest of the District.

In order to reduce operating costs and utilize facilities effectively, the Board will consider the disposal of its surplus properties in accordance with Ministry policy, orders and regulations, provided that there is not an anticipated need for the use of the space to attend to future educational and/or operational purposes.

For the purposes of this policy, any lease for a term, including the cumulative total of all options and rights to extend or renew the lease for a period of more than ten years and/or which provide for an option or right to purchase, shall be treated as a disposal.

Guidelines

1. Prior to the disposition of surplus property, the Board of Education will:
 - 1.1. Consider future enrolment growth in the District, including Kindergarten to Grade 12, adult programs, and early learning;
 - 1.2. Consider alternative community use of surplus space in school buildings and other facilities;
 - 1.3. Give fair consideration to community input, and adequate opportunity for the community to respond to the Board of Education's plans for the property;
 - 1.4. Complete full title search;
 - 1.5. Request an independent appraisal of the property; and
 - 1.6. Seek approval from the Minister as required.
2. The method of disposition of surplus properties will be through a public process that may include:
 - 2.1. Public advertising;
 - 2.2. Public tender;
 - 2.3. Public auction;
 - 2.4. Request for proposals; or
 - 2.5. Listing with real estate agencies.
3. The Board will apply the following criteria regarding disposals:

Related Legislation: School Act [RSBC 1996, Part 7, Division 1, Section 91]
Related Contract Article: Nil
Adopted: February 26, 2008
Amended: January 14, 2014
Amended: XXX, 2018

- 3.1. The decision to sell or lease the property is consistent with Ministry policy, orders and regulations;
- 3.2. The business case for selling the property is demonstrable and supportable after consideration of future enrolment growth, alternative community use and input, environmental issues, title searches, independent appraised value, and offers;
- 3.3. The disposition will be at fair market value, except as set out below. Fair market value means the amount, price, consideration or rent that would be obtained by the Board of Education in an arm's length transaction in the open market between willing parties acting in good faith;
- 3.4. That considerations regarding market value and highest and best use could be superseded at the discretion of the Board of Education if:
 - 3.4.1. The property could generate ongoing funding for the district through an educational partnership, or the property could generate ongoing funding, savings, or provide shared services to the District through partnership with other public bodies (e.g. lease arrangement with BC Transit),
 - 3.4.2. The property has a history of a community relationship and past-usage with a committed organization in the community,
 - 3.4.3. The property is the only public facility in the community that is suitable for community use;
 - 3.4.4. The planned use of the property would have significant positive effect on a large number of citizens that could not be gained in other ways;
 - 3.4.5. The property would be used by another Board of Education (including the Conseil Scolaire Francophone) or independent school for educational purposes; or local government or community organization for alternative community use.
- 3.5. The Board of Education will adopt a by-law approving the disposition;
- 3.6. The Board of Education will provide the Minister of Education with a copy of the Disposition By-law and written notification of the disposition and allocation of the proceeds.
4. Subject to section 5, if the Board of Education receives funds in respect of the disposition of any asset that was the subject of a capital expenditure, the funds must be allocated between the Board of Education and the minister according to the Board of Education's contribution and the minister's contribution to the capital expenditure.
5. The Minister may allocate the money between the minister and the Board of Education if:
 - 5.1. The minister is not able to determine the Board of Education's contribution or the minister's contribution to the capital expenditure, or

- 5.2. In the opinion of the minister, the allocation is not appropriate in the circumstances.
6. Money allocated to the minister must be used by the Board of Education only
 - 6.1. for capital projects, and
 - 6.2. with the minister's approval.
7. Money allocated to the Board of Education must be used by the Board of Education only for capital projects, and allocated by Board motion.
8. The Board of Education of Education may allocate money received in respect of a lease to either operating or capital expenditures if the lease
 - 8.1. is for a term, including the cumulative total of all options and rights to extend or renew the lease, of not more than ten (10) years, and
 - 8.2. does not provide for an option or right to purchase.

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POLICY 680: Business Community Advertising Sponsorship

The Board of Education of School District No. 8 (Kootenay Lake) acknowledges that businesses and service groups may from time to time choose to support, financially and materially, public school activities through sponsorships or partnerships. The Board supports the development of sustainable education-business relationships between the Board, its schools and the community, and encourages community groups, businesses, corporations, labour groups, civic organizations, industries, government agencies, colleges, universities and others to join in developing education-business relationships with the Board and /or its schools through various types of sponsorship/partnership arrangements for the benefit of the school community.

Acceptable sponsorship/partnerships provide benefits to the educational, cultural, artistic or athletic programs of students through the donation/contribution of products, services or money to a school or the district. The Board wishes to secure sponsorships/partnerships that are consistent with the values, principles and objectives of the District. Revenues acquired through sponsorships will be used to complement and not replace public funding for education.

It is the obligation of the Board to protect the welfare of School District #8 (Kootenay Lake) students and the integrity of the learning environment. When working together, schools, community groups and businesses must ensure that educational values are not distorted in the process. These relationships must be ethical and structured in accordance with the following principles:

1. Will not lead to the exploitation of the students;
2. Minimizes the implication that the Board of Education or the school endorses particular businesses, organizations, products or services;
3. Offers significant educational, cultural, artistic or athletic benefits or social values for students;
4. Expected acknowledgement is dignified, modest, reasonable and consistent with this policy;
5. Must be structured to meet an identified educational need;
6. Ensures protection against claims that are false or misleading;
7. Involves minimal intrusion into instructional time;
8. School or District has sufficient resources to pay for cost of installation, on-going maintenance, repairs and training.
9. Donated goods and services are held to the same standard used for the selection and purchase of curriculum materials.

Definitions

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 26, 2004
Amended: January 10, 2017
Amended: XXX, 2018

- A. **Advertising:** Advertising is the oral, written or graphic statement made in any manner in connection with the solicitation of business by promoting goods and/or services to encourage the public to buy or to patronize in exchange for financial payment.
- B. **Sponsorship:** Sponsorship is an agreement between an individual school, the Board of Education and an individual group, organization or community-based group in which the sponsor provides financial or resource support in exchange for the recognition.
- C. **Partnership:** is a collaborative relationship between the Board and an organization or business wherein the resources of the Board and the partner are combined to enhance the quality and relevance of the educational program provided by the Board.
- D. **Donation:** refers to a gift or contribution of money, goods or services, voluntarily transferred to a school or the school district which is given without expectation of something of value in return.

Advertising or sponsorship is not the sale of good/services to the district, the school or the parent advisory councils for market value where items have brand names, trademarks, logos or tags for product/service identification. These shall be governed by the purchasing policies of the district, the schools or the parent advisory councils.

DRAFT

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 26, 2004
Amended: January 10, 2017
Amended: XXX, 2018

POLICY 720: Asbestos

The Board of Education of School District No. 8 (Kootenay Lake) endeavors to maintain an asbestos free school environment. When this is not possible, a containment and labeling program shall be established and monitored by the Director of Operations.

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Related Legislation: Occupational Health and Safety Regulation 6.1-6.32
Related Contract Article: Nil
Adopted: March 27, 1998
Amended: XXX, 2018

POLICY 730: Pesticides and Herbicides

The Board of Education of School District No. 8 (Kootenay Lake) values the environment and aims to keep grounds safe, healthy and accessible for all. In the interest of health and safety of staff and students, school grounds maintenance and pest problems will be conducted through an Integrated Pest management approach.

An Integrated Pest Management approach is the best combination of cultural, biological, and genetic methods for the most effective control of pests.

DRAFT

Related Legislation: Nil
Related Contract Article: Nil
Adopted: July 14, 1998
Amended: May 8, 2018
Amended: XXX, 2018

POLICY 740: Playground Equipment

The Board of Education of School District No. 8 (Kootenay Lake) believes that all playground equipment must be of a safe nature. Accordingly, district staff shall approve the construction and location of all playground equipment.

Once placed on school property, all playground equipment shall become the property of School District No. 8 (Kootenay Lake) and the maintenance of such equipment shall be under the supervision of district operations staff.

DRAFT

Related Legislation: Nil
Related Contract Article: Nil
Adopted: November 9, 1999
Amended: XXX, 2018

POLICY 750: Heritage

The Board of Education of School District No. 8 (Kootenay Lake) supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling in the School District 8 (Kootenay Lake) area.

Guidelines

1. The School District will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects and any other item that has relevance to education in this region.
2. Identified Items will be screened by a qualified external resource, to be selected by the Superintendent or designate, to determine historical value and appropriate means for storage.
3. Space in a school district facility may be designated for the safekeeping of relevant educational artifacts and records.
4. The District will support the efforts of historical societies and museums in all communities served by the District to preserve and maintain the educational heritage of the area.

POLICY 760: Animals on School District Property

The Board of Education of School District No. 8 (Kootenay Lake) is responsible for maintaining a safe and healthy learning environment at all schools and School District sites.

In School District No. 8 (Kootenay Lake), Municipal and Regional District of Central Kootenay bylaws, with respect to animal control, will apply to all School District property and school sites.

Specifically, all dogs must be kept on a leash with a person on the other end of the leash, and under the immediate and effective control of a responsible person on school district property. In the event a dog defecates on school district property, the responsible person in control of the dog must immediately remove and dispose of the defecated matter in a sanitary manner.

Assistance dogs may be brought into schools, subject to Administrative Procedure 760.1: Assistance Dogs.

Animals may be brought into schools, subject to Administrative Procedure 760.2: Animals in Schools.

Notwithstanding this policy, under the School Act, the principal of the school has the authority to remove any person / animal which poses a safety or health concern to the school learning environment.

Information which may support local school conversations and planning can be found at:

[The City of Nelson Animal Regulation and Control Bylaw](#)
[Town of Creston Animal Care and Responsibility Bylaw](#)
[Regional District of Central Kootenay Dog Control Bylaw](#)

POLICY 770: Student Transportation

The Board of Education of School District No. 8 (Kootenay Lake) will establish and maintain a system of pupil transportation, as required, that will qualify for the funding provided by the Ministry of Education.

The Board expects the system to be efficiently scheduled and functioning with clean, safe vehicles operated by approved drivers.

DRAFT

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 71]
Related Contract Article: Nil
Adopted: November 20, 2001
Amended: XXX, 2018

POLICY 771: Transportation for Independent School Students

The Board of Education of School District No. 8 (Kootenay Lake) may provide transportation to students who attend independent schools located within the boundaries of the School District.

Guidelines

1. Students who attend independent schools may ride District buses provided that there is room on the bus, and the school that the student attends pays a monthly fee, linked to the fee charged on public transit, payable to School District No. 8.
2. Fees will be assessed annually and communicated to schools by March 15th.
3. Busing requests from individual parents or students must be channeled through the independent school.
4. In the event that space becomes unavailable, the independent school will determine which of its students will continue to ride the bus.
5. Students who ride the buses must abide by the rules set out by the District and are subject to Board bus discipline procedures.
6. Supervision of students while waiting for a bus is the responsibility of the parents or the independent school.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: February 26, 2002
Amended: April 21, 2009
Amended: XXX, 2018

POLICY 780: Transportation Assistance

The Board of Education of School District No. 8 (Kootenay Lake) may provide transportation assistance to parents or guardians who transport students where no District transportation is available.

To qualify for transportation assistance a pupil must: live within the boundaries of the School District; live beyond the walk limits from the nearest School District No. 8 school in their attendance area; have no District pupil transportation services provided; live beyond 2.5 kilometers from the nearest bus stop; and, be normally in full time attendance at a School District No. 8 school.

Transportation assistance will be paid for the entire distance from the student(s') residence to the nearest bus stop, if the nearest bus stop is more than 2.5 kilometers from the residence. Transportation assistance will be paid for the entire distance from the student(s') residence to the nearest school if the distance from the residence to the nearest school in their attendance area exceeds the walk limits and no District pupil transportation services are provided.

For the purposes of this policy, walk limits are 2.5 km for primary students and 3.0 km for intermediate and secondary students. These distances are measured by the nearest passable road, which is defined as a street, road, highway, lane or walkway, that has been established as a pedestrian or vehicular route by the Municipality or the Province of British Columbia.

Guidelines

1. Payments will be made only to individual parents or guardians.
2. The transportation assistance paid will be based on current District rate/kilometer to a maximum of \$12.00/family for each day that the student(s) is in attendance.
3. Application for transportation assistance shall be made annually to the Secretary-Treasurer on the prescribed form.
4. The school that the student attends shall submit a monthly attendance record to the Secretary-Treasurer in order for the assistance to be paid.
5. Transportation assistance will not be paid retroactively beyond 30 days prior to the receipt of the application at the Board office.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: January 14, 2003
Amended: October 25, 2010
Amended: XXX, 2018

POLICY 790: Anti-Idling of School Vehicles

The Board of Education of School District No. 8 (Kootenay Lake) seeks to reduce student and driver exposure to exhaust particulate matter, reduce the environmental impact of school district operations and reduce fuel expenses; by limiting unnecessary idling of all School District #8 owned, leased or rented vehicles.

DRAFT

Related Legislation: Occupational Health and Safety Regulation 6.1-6.32
Related Contract Article: Nil
Adopted: April 10, 2018
Amended: XXX, 2018

POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE

TERMS OF REFERENCE

September 25, 2018

I. PURPOSE

The purpose of the Policy and Governance Committee of the Whole is to assist the Board in fulfilling its obligations by providing a focus on governing through policy that is intended to enhance the Board of Education's governance of the District.

II. COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of all trustees of the Board, Directors, Superintendent and Secretary-Treasurer and two representatives from each of the KLTF, KLPVPA, CUPE Local 748 and the Kootenay Lake DPAC.
- B. The Committee will be chaired by a trustee elected at the first Committee meeting each year following the inaugural meeting of the Board.
- C. The Committee quorum will consist of the Trustee Committee Chair or Chair designate, Superintendent or designate, and a minimum of 4 (four) trustees and one member from any two of the stakeholder groups.
- D. Committee members are voting members of the Committee.
- E. The Committee will strive to make decisions by consensus; failing consensus, committee decisions will be made by a majority of votes cast.
- F. The Committee shall operate in a manner that is consistent with Board Policy 121: Committee Structure and Board Policy 160: Policy Development.
- G. The Committee will meet monthly during the school year, with the exception of March and December. An annual schedule will be provided by the Board to the Committee following the adoption of the Board's annual Board meeting schedule.
 - (i) Additional meetings will be scheduled as necessary;
 - (ii) Special meetings may be held at the discretion of the Board Chair and the Committee Chair or upon the written request to the Board Chair from a majority of the Committee members.
 - (iii) Confidential matters such as: property, personnel, litigation or situations involving individual staff or students (i.e., appeals) will not be discussed by the Committee.
- H. The Committee will establish an Annual Plan at the first committee meeting of the school year which includes:
 - (i) Goals and objectives for the year
 - (ii) Strategies and structures to achieve goals
 - (iii) Communication strategies
 - (iv) Schedule of meeting dates
- I. The Annual plan will be developed and approved by the committee and then be submitted to the Board for approval.

- J. The Committee may create ad hoc sub-committees which will report to the Policy and Governance Committee of the Whole.
- K. The Policy and Governance Committee of the Whole Terms of Reference, Annual Plan and meeting minutes will be posted on the District website.

III. DUTIES AND RESPONSIBILITIES

The Committee has the responsibility to:

- A. Facilitate the review annually, for Board approval, Board policies, and bylaws by which the Board will operate.
- B. Develop District policies that relate to the governance of the District. Specifically:
 - (i) Any person in the District may request development of a policy or policy revisions by submitting a Policy 160 Pro Forma to the Board of Education.
 - (ii) Board approved Policy Pro Forms will be referred to the Committee for consideration.
 - (iii) Drafting of a policy and revisions will be the Superintendent's responsibility.
 - (iv) The Committee will determine whether further information or consultation is required.
 - (v) Once stakeholder comments have been taken into account, the policy will be finalized and recommended by the Committee to the Board for approval.
- C. Support the Board in the alignment of policy and governance.
- D. Review Draft Administration Regulation and provide input.

IV. Accountability

All meetings will be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved Policy and Governance Committee of the Whole meeting minutes and all Board policies and procedures will be posted to the District's website in a timely manner.

POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE
2018-2019 ANNUAL PLAN

September 25, 2018

Policy No.	Policy Name	Status	Originating	Assignment
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		Next year?
-	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Michael to Draft Policy
-	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	Michael
-	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 - Prioritized To be done	Board Referral - New Policy	Board
-	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 - Prioritized Sept/18-Evaluation underway	Board Referral - New Policy	Board
420	Distributed Learning			

POLICY 251: Cannabis

Under Bill 30 - 2018 Cannabis Control and Licensing Act, “A person must not consume cannabis in or on school property, or within a prescribed distance from school property.” (Bill 30 - 2018: Cannabis Control and Licensing Act).

Also within the legislation, “Cannabis cannot be smoked or vaped anywhere where tobacco smoking and vaping are prohibited, including a workplace, vehicle, playground or outdoor park, sports field, skate park, or other places where children commonly gather, near entry/exits, or at a bus stop.” (Bill 30 - 2018: Cannabis Control and Licensing Act).

Furthermore, “Cannabis cannot be sold, supplied, or allowed to be consumed by minors.”

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

Cannabis falls under Policy 311: Use of Illegal Drugs and Alcohol, Policy 310: Code of Conduct, and the Bus Code of Conduct.

DRAFT

Related Legislation: Bill 30 - 2018: Cannabis Control and Licensing Act
Related Contract Article: Nil
Related Policy: 311: Use of Illegal Drugs and Alcohol, Policy 310: Code of Conduct, Bus Code of Conduct
Adopted: XXX, 2018

SCHOOL DISTRICT NO. 8 (Kootenay Lake)

TO: Policy and Governance Committee

FROM: Dr. Christine Perkins, Superintendent

DATE: September 25th, 2018

SUBJECT: Policy Manual Revisions - Section 400

With the completion of the review of all polices in sections 200 - 400 the remaining polices requiring revision are included in this final package. As the majority of the policies were previously in section 400, named Instruction and School Organization, no change in name is contemplated.

Suggestions have also been made with respect to the groupings and order of policies within this section, with new numbering in place, summarized as follows:

- Policy 410 School Choice and Catchment
- Policy 411 Schools and Programs of Choice
- Policy 412 Independent Homeschooler
- Policy 420 Distributed Learning (to be developed)
- Policy 430 Fees, Deposits and Financial Hardship
- Policy 440 Extra and Co-Curricular Activities
- Policy 441 Student Eligibility for Extra-Curricular Activities
- Policy 450 Student Services
- Policy 451: Physical Restraint and Seclusion in School Settings (field testing complete)
- Policy 460 Language
- Policy 480 Parent Advisory Councils/District Parent Advisory Council
- Policy 490 School Closure

A. Policies to be Revised and Renumbered

Within current sections 200, 300 and 400, the following policies have undergone revisions, to be included in the revised section 400 Instruction and School Organization, with drafts appended to this memo.

Proposed #	Policy Name	New Policy Name, if revised	Current #	Comment
410	School Choice and Catchment		461	
411	Schools and Programs of Choice		462	
412	Independent Homeschooler		442	
420	Distributed Learning		440	
430	Fees, Deposits and Financial Hardship		205	

441	Student Eligibility for Extra-Curricular Activities		305	
450	Student Services		302	
460	Language		410	
480	Parent Advisory Councils/District Parent Advisory Council		221	
490	School Closure		460	

Recommendation: That the Polices 461, 462, 442, 440, 205, 305, 302, 410, 221, and 460 be amended, as outlined in the drafts provided.

B. Policies to be revised, with current Regulations incorporated within Administrative Procedures

The policies listed below, provide both policy and administrative directions, and the Regulations will be moved to an administrative procedures manual.

Policy #	Policy Name	Current #	Date	Comment
440	Extra-curricular and co-curricular activities	430	June 29, 2010	Formatting changes to policy and publish Regulations as an Administrative Procedure

Recommendation: That Policy 430, be amended, as outlined in the draft provided.

C. Policies to be abandoned and incorporated within Administrative Procedures

The policy listed below, provide administrative directions, and will be moved to an administrative procedures manual. As a result, these policies will need to be formally abandoned at a Board meeting.

Policy #	Policy Name	Date	Comment
401	Learning Resources - Challenge	September 22, 1998	Publish as an Administrative Procedure with Learning Resources - Selection

Recommendation: That Policy 401, be abandoned.

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.

Guidelines

Guidelines

1. Definitions

- 1.1. "catchment area child" 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, a child 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 the Wilderness Program, 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" 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" means a person of school age, resident in British Columbia and who is not resident in the School District.
- 1.7. "parent" includes guardian of the person appointed by Court Order or under the will of a deceased parent and does not include a non-custodial parent.

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: XXX, 2018

- 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.
- 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 child” means a catchment area child or a non-catchment area child 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.

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 children.
- 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;

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: XXX, 2018

- 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 child 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 requirements are met.
 - 2.6.1. 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. 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. if space and facilities are determined to be available, new non-catchment area students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.S.T, on the last Friday in March;
 - 2.6.4. if space and facilities are determined to be available, new non-district students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.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 within time have the same priority, time and date of application will determine priority as 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, by lot.

4. Guarantee of an Educational Program

School District children 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

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

9.1. Application forms for enrollment in a school outside the catchment area or outside the District are called "Cross Boundary Transfers".

9.2. Cross Boundary Transfer forms may be picked up by parents at any school or at the School Board Office.

9.3. The form must be completed in full and mailed or delivered to the Board office in Nelson or to the office in Creston.

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: XXX, 2018

- 9.4. The time and date of receipt of the form will be stamped on the Cross Boundary Form.
- 9.5. Parents will be advised as soon as possible after the deadline has expired for applications for a cross-boundary 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):

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).

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: XXX, 2018

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

(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.

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: XXX, 2018

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. 5):

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.

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).

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: XXX, 2018

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, and East along Highway 3 to and including Kitchener Road.

Yahk Elementary

(K to Gr. 5):

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: XXX, 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 and French Immersion

Guidelines

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

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: XXX, 2018

- 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 efforts to provide information that may be required by groups/individuals in the preparation of proposals.
4. Following the Board's receipt of a proposal, the Superintendent of Schools shall provide a written review and evaluation of the proposal. This review shall include an analysis of:
 - 4.1 staffing/human resource requirements;
 - 4.2 facilities, both interim and long term;
 - 4.3 curriculum development and implementation;
 - 4.4 sources of funding/revenue including government, private, or corporate services and any obligations of the Board in the event outside funds are provided;
 - 4.5 a proposed implementation timeline; and,
 - 4.6 the impact of implementing the proposal on other District schools.
5. Approval of any educational option will be specific to one location unless otherwise stipulated by the Board.
6. The final decision with respect to all proposals rests with the Board of School Trustees. With respect to proposals referred to the Board, the Board may:
 - 6.1 Grant approval;
 - 6.2 Grant approval with particular conditions;
 - 6.3 Reject the proposal;
 - 6.4 Locate the program in a particular school or facility; or,
 - 6.5 Refer the proposal back to the applicant group or individual for further work (to be specified by the Board).
7. The Board will provide to the applicant group/individual, any reasons for rejection of a proposal.

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

DRAFT

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: XXX, 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.

DRAFT

Related Legislation: School Act [RSBC 1996, Part 6, Division 4, Sections 12-14]
Related Contract Article: Nil
Adopted: June 28, 2016
Amended: XXX, 2018

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

Guidelines

1. General

- 1.1. Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council and School Planning 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, graduation activities, combination locks.
- 2.2. Schools may charge fees for expenses associated with extra-curricular field trips.
- 2.3. Schools may establish rental fees for equipment.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: XXX, 2018

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
 - 4.5.2. payment over time
 - 4.5.3. partial waiver
 - 4.5.4. full waiver.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: XXX, 2018

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

DRAFT

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]
Related Contract Article: Nil
Adopted: November 12, 2002
Amended: November 3, 2009
Amended: XXX, 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.

DRAFT

Related Legislation: Nil
Related Contract Article: Nil
Adopted: June 9, 1999
Amended: October 7, 2008
Amended: June 29, 2010
Amended: XXX, 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 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.
3. 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 the activity is not provided at the District school in which the student is registered;
 - 3.2 both school Principals agree; and,
 - 3.3 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. Students are required to maintain regular attendance, satisfactory behaviour, and achievement in order to participate in an extra-curricular activity.
5. The Principal may withdraw extra-curricular participation from a student if the student does not maintain satisfactory attendance, behaviour and achievement.

POLICY 450: Student Services

The Board of Education for School District No. 8 (Kootenay Lake) supports the practice of inclusion by serving students with special 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.

DRAFT

Related Legislation: Nil
Related Contract Article: Nil
Adopted: September 1, 1999
Amended: XXX, 2018

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 in grades 5 to 8 Core French as a second language.

Other languages may be offered according to the following guidelines.

Guidelines

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

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 other than those assigned to the School Planning Council, 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: XXX, 2018

POLICY 490: School Closure

The Board of Education for School District No. 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.

2. 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;
- 2.10 effect on catchment areas;

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: XXX, 2018

- 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. 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. 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. Process for consultation with the public includes:
 - 5.1 Notice of the Board's decision to consider the school for closure will be given to the parents of the school considered for closure and other schools affected by the closure and to all communities affected by the school closure and consequential changes to the other schools.
 - 5.2 The information on which the Board based its decision to consider the school for closure will be made available to the public.
 - 5.3 There will be an adequate opportunity for written response to the proposed school closure and information and directions on how to submit a written response, including advice that submissions may be referred to at subsequent public forums respecting the closure and in summaries or other information provided to Trustees, unless the correspondent specifically request that name and address remain confidential.

- 5.4 The Board will hold at least one (1) public meeting, advertised by school newsletter and in the public media, with at least seven (7) days' notice, at the school being considered for closure. Students and parents currently attending the school will be notified through school newsletters.
 - 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. Decision on Closure
- 6.1. 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. 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. 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. 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. 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 810: Use of Information and Communication Technology

The Board of Education of School District No. 8 (Kootenay Lake) believes in the benefits of Information and Communications Technology (ICT) and how they may be used to enhance communication, learning in schools, and support the district's operating activities.

Staff, students, parents/guardians and educational partners using ICT resources are expected to do so in a responsible, ethical manner in accordance with Board Policies and procedures. Access to ICT is a privilege and not a right and may be withdrawn if individuals do not comply with Board Policies.

The Board understands that access to ICT may expose items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to use ICT to further educational goals and objectives, individuals may find ways to access other materials as well. Controls are in use but are not capable of blocking 100% of the inappropriate material. The Board believes the benefit of ICT, in the form of information resources and opportunities for collaboration exceed any disadvantages.

All individuals who are given access to the ICT are required to know and abide by this Policy in order to ensure that ICT is being used in a safe and responsible manner. The use of personal devices connected to ICT is also subject to this Policy.

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POLICY 820: Freedom of Information and Protection of Privacy

The Board of Education of School District No. 8 (Kootenay Lake) has the legal obligation to safeguard the confidentiality of personal information pertaining to its staff and students. As the custodian of this information, the Board believe that the storage, retrieval and appropriate of these records should ensure confidentiality and privacy of the information.

Obtaining Personal information may only be obtained as authorized by the Freedom of Information and Protection of Privacy Act (FOIPPA) and used for the purposes for which it is gathered.

FOIPPA contains provisions that regulate the public's access to information and governs the responsibilities to protect personal information from unauthorized access, use or disclosure.

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POLICY 840: Use of Video Surveillance

The Board of Education of School District No. 8 (Kootenay Lake) authorizes the use of video surveillance equipment on school district property as necessary to enhance the health, safety and security in our school district.

The Board recognizes that privacy is a critical value in a democratic society and emphasizes that this video surveillance policy, and the practical use of video surveillance, must be guided by a commitment to the privacy and safety of staff, students, volunteers and the general public. To ensure the privacy of individuals, the use of video surveillance and the video recordings will be subject to the provisions of the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA). In dealing with such surveillance of students, the Board recognizes that it has a legal obligation to provide appropriate levels of supervision in the interests of student safety, and further recognizes that students have privacy rights that are reduced, but not eliminated, while the students are under the supervision of the school. The Board also recognizes that video recordings will not be used for disciplinary actions against employees or volunteers unless a criminal act, violation of a Board policy, Workers Compensation Act, or contract term has been committed.

The Board of Education is aware that each year significant funds from the district operation budget are spent to repair school property damaged from vandalism. The need to reduce and prevent damage to property and hazard to personnel should be balanced with a commitment to providing a learning environment for students and a working environment for staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy.

POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE

POLICY PRIORITY LIST

September 25, 2018

Policy No.	Policy Name	Status	Originating	Assignment
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		Next year?
-	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Michael to Draft Policy
-	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	Michael
-	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 - Prioritized To be done	Board Referral - New Policy	Board
-	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 - Prioritized Sept/18-Evaluation underway	Board Referral - New Policy	Board
420	Distributed Learning			

2018-2019 Board Calendar

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
September 11	1:00 pm - 2:30 pm			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		Special Closed Board Meeting	
	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	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			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			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			Trustee Orientation
November 27	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
December 11	1:00 pm - 2:30 pm			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>				

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
January 8	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
January 22	1:00 pm - 2:30 pm			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	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			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
March 12	1:00 pm - 2:30 pm	Finance & Operations		
	3:00 pm - 4:00 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	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
April 23	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
May 14	12:30 pm - 2:00 pm	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			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	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			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	