



POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE

AGENDA

BOARD OF EDUCATION

School District No. 8 (Kootenay Lake), Board Office

570 Johnstone Road, Nelson, B.C.

TUESDAY, JUNE 26, 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 June 26, 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. 4)

App. A

Proposed Resolution: 

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

9. **OLD BUSINESS**

A. **Action**

- a) Policy 220 / Renumbered Policy 530 – Whistleblower Protection (p. 8) App. B

Resolution from the April 24, 2018 Policy and Governance Committee of the Whole meeting:
'That Policy 202 – Whistleblower Protection be re-drafted with consultation from CUPE and KLTF.'

Proposed Resolution: 

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

- b) ~~Dogs~~ Animals on School District Property – Pro Forma (p. 10) App. C

From the May 22, 2018 Policy and Governance Committee of the Whole meeting:
'By consensus Superintendent Perkins will redraft an animal policy and present it at the next meeting.'

Proposed Resolution: 

Policy 760 – Animals on School District Property, be sent for field testing.

B. Information/Discussion

- a) Policy Revision Project Update – Superintendent Perkins 

10. NEW BUSINESS

A. Action

- a) Section 600 Policies Handout

Proposed Resolution: 

Section 600 Policies, be sent for field testing.

- b) Section 200 Policies (p. 19) App. D

Proposed Resolution: 

Section 200 Policies, be sent for field testing.

- c) Section 300 Policies Handout

Proposed Resolution: 


Section 300 Policies, be sent for field testing.

- d) Section 400 Policies Handout

Proposed Resolution: 

Section 400 Policies, be sent for field testing.

B. Information/Discussion

- a) Policy 510 / Renumbered Policy 550 – Non-Contractual Leaves of Absence (p. 29) App. E 

11. **POLICY PRIORITY LIST** (p. 30)  App. F

12. **QUESTION PERIOD** 

An opportunity to ask for clarification.

13. **MEETING SCHEDULE AND REMINDERS** (p. 35)  App. G

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

14. **ADJOURNMENT** 

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, May 22, 2018.

TRUSTEES PRESENT: B. Maslechko, S. Nazaroff, R. Huscroft, D. Lang, B. Wright

REGRETS:
 C. Bendig, Trustee
 C. Beebe, Trustee
 H. Suttie, Trustee
 J. Lih, DPAC
 B. Cross, KLPVPA

ALSO PRESENT:
 C. Perkins, Superintendent
 K. Morris, Secretary-Treasurer
 B. MacLean, Director of Operations
 D. Holitzki, Director of Human Resources
 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
 D. Sabourin, KLTF
 D. Kunzelman, KLTF
 V. McAllister, KLPVPA
 N. Latham, CUPE
 R. Reimer, CUPE

VIA TELEPHONE: L. Trenaman, Trustee

**VIA VIDEO CONFERENCE IN
 CRESTON:**

CALL TO ORDER

Chair Huscroft called the meeting to order at 12:39 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: 7.A.a) Policy 202 – Whistleblower Protection, renumber accordingly.

ADOPTION OF AGENDA

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

The Policy and Governance Committee of the Whole Agenda for the May 22, 2018 meeting, BE ADOPTED, as amended.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES

Moved by Director Fehr, seconded by Secretary-Treasurer Morris AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the April 24, 2018 meeting, BE ADOPTED.

OLD BUSINESS

A. Action

a) Section 500 Policies

Committee members requested the ability to provide feedback on abandoned policies;
Superintendent Perkins and Committee Chair Huscroft confirmed field-testing feedback will be requested for all proposed revised, renumbered, and abandoned policies.

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

Section 500 Policies be sent for field testing.

B. Information/Discussion

a) Fundraised Monies for Extra-Curricular Activities – Pro Forma

E. Zdebiak, DPAC, reported no feedback has been provided by PAC members on Fundraised Monies for Extra-Curricular Activities – Pro Forma, and believes no policy is needed.

By consensus no policy needed and Fundraised Monies for Extra-Curricular Activities be removed from the Policy Priority List.

NEW BUSINESS

A. Action

a) Section 700 Policies

Director MacLean presented the proposed Section 700 policy manual revisions.

Moved by Director Fehr, seconded by Trustee Maslechko AND RESOLVED THAT:

Section 700 Policies, be sent for field testing.

B. Information/Discussion

a) Section 600 Policies Update

Secretary-Treasurer Morris reported Section 600 Policies are being revised with consultant, A. Cooper, and will be presented at the next meeting.

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

The Section 600 Policies Update, BE RECEIVED.

b) Dogs on School District Property – Pro Forma

Superintendent Perkins advised a policy to address dogs/animals on school property has become relevant and requested it be placed on the top of the Policy Priority List;

Committee members discussed that balance is critical, need to consider all sides, and be broad enough for some flexibility. Considerations include safety, allergies, hygiene, protection of animal's best interests, definition of "school district property," dogs on school fields, authentic certification for therapeutic dogs, emotional and educational benefits of pet programs for children, address "animals" and not only dogs, sensitivity versus a true allergy, importance of trained animals that are under control, possibility of administrative procedures to address;

Committee members discussed whether an ad hoc committee is needed.

By consensus Superintendent Perkins will redraft an animal policy and present it at the next meeting.

POLICY NEXT ON LIST

Superintendent Perkins reported the goal is for all Section 100, 400, 500, 600, and 700 policies to be revised, followed by Section 200 and 300 policies.

QUESTION PERIOD

Nil

MEETING SCHEDULE

The next Policy and Governance Committee of the Whole Meeting is scheduled for June 26, 2018 at the Nelson Board Office.

The Draft 2018/2019 Schedule of Board and Committee Meetings will be presented at the May 22, 2018 Special and approved at the June 12, 2018 Regular Board Meetings.

ADJOURNMENT

The meeting adjourned at 1:17 p.m.

Chair

Secretary-Treasurer



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

POLICY 530: Whistleblower Protection

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

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

Reportable Activities related to carrying out professional duties might include:

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

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

Authority

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

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

Duty to Disclose

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



Policy Manual

Protection of Employee and Employer

Employee

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

- Believes it to be substantially true;
- Does not act maliciously or make false allegations; and,
- Does not seek any personal or financial gain.

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

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

Employer

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



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

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 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](#)



Administrative Procedures Manual

ADMINISTRATIVE PROCEDURE 760.1: Assistance Dogs

Assistance Dogs are trained to assist children and adults with their daily living activities, and provide physical safety and emotional support. Use of an Assistance Dog by a student with special needs, in school or on School District property, may be approved when it has been determined that it helps develop independence or when the student requires such use in order to have equal access to the services, programs or activities offered by the school, and when the School District's criteria have been met to the satisfaction of the Board of Education.

1. Definition

As used in this Policy & Regulation, Assistance Dogs include:

- 1.1 "Autism Support Dogs" are dogs trained as assistants for persons with autism.
- 1.2 "Hearing Dogs" are dogs that alert individuals who are deaf or hard of hearing to specific sounds.
- 1.3 "Seizure Response Dogs" are dogs trained to provide emergency response for individuals with epilepsy.
- 1.4 "Service Dogs" (as defined in the BC Guide Dog and Service Dog Act) are dogs trained to assist individuals who utilize a wheelchair.
- 1.5 "Guide Dogs" (as defined in the BC Guide Dog and Service Dog Act) are dogs trained as a guide for a blind or visually impaired person.

2. Criteria

- 2.1 A student may be eligible to receive the support of an Assistance Dog if he/she has a low incidence special need (e.g., Chronic Health Condition, Visual/Hearing Impairment, Autism Spectrum Disorder), as defined by the British Columbia Ministry of Education.
- 2.2 The Assistance Dog must be trained and certified by a training school accredited by either or both the International Guide Dog Federation (IGDF) or Assistance Dogs International (ADI) or certified by the Justice Institute of British Columbia. In any and all cases the dog/team should be able to present the British Columbia Guide Dog and Assistance Dog Provincial ID Card.
- 2.3 The introduction of the Assistance Dog to the school community must not create barriers to other students' learning.



Administrative Procedures Manual

3. Application

Prior to the admittance of an “Assistance Dog” to the school, parents must:

- 3.1 Provide a letter to the School District requesting Assistance Dog admittance. The letter must outline the benefits of having an Assistance Dog attend school with their child and include their plan for the care and supervision of the Assistance Dog while at school.
- 3.2 Provide a copy of the letter of recommendation from an appropriate professional confirming the diagnosis of a recognized special need, including a recommendation for the use of an Assistance Dog.
- 3.3 Provide a Certificate of Training for the Assistance Dog and the Handler from the appropriate agency.
- 3.4 Agree to pay for any additional costs incurred by the School District and/or school related to the assistance dog (e.g., appropriate training for School District staff members, bus and/or classroom modifications).
- 3.5 Arrange for the personal care and physical needs of the Assistance Dog, including at least one bio-break procedure per day and providing appropriate bedding (e.g., bed or blanket) and water bowl.
- 3.6 Develop an alternative dog handler for instances when the primary dog handler is absent.
- 3.7 Accept responsibility for the actions of the Assistance Dog by signing a School District release of liability.
- 3.8 Annually, provide the School District with proof of a municipal dog license, proof of annual re-certification from the appropriate agency and proof of up to date vaccinations provided by a Doctor of Veterinary Medicine confirming that the Assistance Dog is in good health.

4. School District/School Responsibilities

The School District shall not be responsible for the training, feeding, grooming or care of any Assistance Dog permitted to attend school or ride on school buses under this policy. The School District must approve any person who is authorized to assist in the care and supervision of the Assistance Dog while on school property.

- 4.1 Ensure that the use of an Assistance Dog is consistent with the needs or



The Board of Education of
School District No. 8 (Kootenay Lake)

Administrative Procedures Manual

recommendations of the student's Individual Education Plan (IEP).

- a) School Community (Staff and Parents minimum) consultation.
- b) Assessment of all information and decision notification to family.

4.2 Arrange a case conference with parents/guardians, the dog handler, classroom teachers(s), appropriate Student Support staff, a representative from the appropriate agency, the student (when appropriate), other consultants if necessary, and the Director of Inclusive Education to discuss:

- a) The purpose and function of the Assistance Dog;
- b) The role/duties of the Assistance Dog handler;
- c) The personal care and physical needs of the Assistance Dog including:
 - The safest and most environmentally sound place for the Assistance Dog to relieve itself,
 - Removal and disposal of animal waste,
 - Provision of a suitable container for waste, and
 - Considerations for seasonal changes and inclement weather.
- d) Classroom considerations such as seating arrangements;
- e) Any necessary changes in routine and procedures and program changes;
- f) Arrangement for the Assistance Dog to visit the school without students present in order to familiarize it with the school site prior to commencement of services;
- g) A transition plan for the Assistance Dog and the student;
- h) A timetable for the introduction of the Assistance Dog to the school and class and for the training of the student's school team (Principal, Teacher(s), Education Assistant(s), etc);
- i) Rules of conduct around the Assistance Dog for students, staff and the public; and
- j) Disseminating and regulating such rules.

4.3 Notifications



Administrative Procedures Manual

- a) The following letters shall be forwarded to all students attending the school, to inform:
 - i. The school community of the arrival of the working Assistance Dog, its purpose, rules and regulations regarding the existence of the Assistance Dog at the school;
 - ii. The students in any of the classes where the Assistance Dog will be present to elicit information concerning allergies, or extreme phobias from the students' parents/guardians;
 - iii. The students who will be sharing transportation where the Assistance Dog will be present; and
- b) Retain all letters regarding the Assistance Dog in the student's confidential Permanent Record file.
- c) Inform all staff including teachers, educational assistants, custodians, support staff, volunteers, and health and safety representatives of the presence of the Assistance Dog(s).
- d) Contact the School District Transportation Department regarding any transportation requirements.

5. Familiarization within the School Community

Arrange for demonstrations from the appropriate agency or another certified Assistance Dog organization for the student body, staff and the community as required to provide education and awareness of Assistance Dogs in schools.

6. Emergency Procedures

Revise emergency procedures as required to include the Assistance Dog, such as evacuations, and notify the Fire Department regarding the existence of the Assistance Dog.

7. Removing or Excluding Assistance Dogs from School

The School District may remove or exclude from school facilities or property any Assistance Dog for reasons it deems appropriate.

- 7.1 The Assistance Dog poses a direct threat to the health or safety of the employee or student or others at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event.



Administrative Procedures Manual

Examples of such include, but are not limited to:

- a) The Assistance Dog does not urinate or defecate in appropriate/designated locations;
- b) The Assistance Dog vocalizes unnecessarily (e.g., barking, growling or whining);
- c) The Assistance Dog shows aggression towards people or other animals;
- d) The Assistance Dog solicits or steals food or other items from the student body or school personnel;
- e) The Assistance Dog is unable to perform reliably the service for which it has been approved;
- f) The Assistance Dog is not under the full control of the student with the disability or the designated employee;
- g) The Assistance Dog is a public health threat as a result of being infested with parasites or having a communicable disease of the skin, mouth or eyes;
- h) The Assistance Dog is unclean and unsanitary;
- i) The Assistance Dog's presence significantly impairs the learning of students;
- j) The student, or the student's parents fail to provide or maintain current documentation required by these regulations; and
- k) The student, or the student's parents fail to abide by any additional conditions of the terms of an Individual Education Plan regarding their Assistance Dog.

8. Transportation of the Assistance Dog

When approving an Assistance Dog for a student with a disability at school, the district may need to provide directions for transporting the student and the Assistance Dog.

8.1 Familiarization with Student First

- a) The driver and, if applicable, the bus assistant should meet with the



The Board of Education of
School District No. 8 (Kootenay Lake)

Administrative Procedures Manual

Assistance Dog's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation;

- b) The Assistance Dog's owner should provide an orientation to students riding the bus with the Assistance Dog regarding the Dog's functions and how students should interact with the animal; and
- c) The Assistance Dog should practice the bus evacuation drills with the student.

8.2 Loading/Unloading

The Assistance Dog should board the bus by the steps, not on a lift.

8.3 Seating Location

The Assistance Dog should be positioned on the floor, at the student's feet.

8.4 Cessation of Transportation

- a) Situations that would cause cessation of transportation of the service animal include:
 - i. The Assistance Dog's behaviour poses a direct threat to the health or safety of others;
 - ii. The Assistance Dog urinates or defecates on the bus;
 - iii. The Assistance Dog does not remain in the designated area.
- b) If transportation is suspended due to any of the above reasons, transportation may be reinstated after additional training or medical issues are resolved. Parents should be informed of these consequences prior to the first day of transportation.
- c) Although transportation may be suspended for the Assistance Dog, the School District maintains the responsibility of transporting the student.

9. Restrictions for Assistance Dogs

The School District imposes some restrictions on Assistance Dogs for safety reasons. Assistance Dogs may be excluded from or have limited access to certain areas of school facilities or certain programs for safety reasons. Areas or programs that may be considered off-limits for Assistance Dogs include, but are not limited to:



Administrative Procedures Manual

- 9.1 Laboratories, mechanical rooms, custodial closets, food preparation areas, areas where protective clothing is necessary, areas which have exposed sharp metal cutting or other sharp objects which may pose a threat to the Assistance Dog's safety, areas with high levels of dust, and areas where there is moving machinery.
- 9.2 The determination to restrict the access of an Assistance Dog to specific programs or areas of that school facility will be on a case-by-case basis.

10. Conflict Resolution

Employees, students/parents of a student with medical issues that are impacted by dogs (such as respiratory diseases) should contact the school Principal if they have a concern about exposure to an Assistance Dog. The employee, student/parents of a student will be asked to provide medical documentation that identifies the disability and the need for an accommodation. The school Principal, in collaboration with the Director of Inclusive Education, and if necessary a representative from the accredited organization, will facilitate a process to resolve the conflict that considers the needs / accommodations of all persons involved.

11. Notice of Appeal

Any student/parent of a student with an Assistance Dog who is aggrieved by the School Principal's decision to remove, impose restrictions on or exclude an Assistance Dog may appeal that decision to the Superintendent. That appeal must be in writing and provide detailed information regarding the basis of the appeal.



ADMINISTRATIVE PROCEDURE 760.2: Animals in Schools

Accommodation of animals in school buildings for educational reasons is permissible, subject to the following:

- a) Approval of the principal indicating the specific period of time.
- b) The teacher shall ensure that no children with allergies or who are fearful of the animal will be adversely affected.
- c) The teacher is responsible for the provision of suitable cages, feeding, cleaning and other duties connected to the accommodation of such animals.
- d) Should, in the opinion of the principal and custodian, hygiene become a factor, approval shall be terminated forthwith.
- e) All animals shall be removed from the schools prior to the winter, spring and summer vacation periods.
- f) Poisonous reptiles or dangerous animals shall not be accommodated in schools.

Any questions concerning the health of animals should be referred to the Society for Prevention of Cruelty to Animals.

SCHOOL DISTRICT NO. 8 (Kootenay Lake)

TO: Board of Education

FROM: Dr. Christine Perkins, Superintendent

DATE: June 26th, 2018

SUBJECT: Policy Manual Revisions – Section 200



A review of all Board policies in section 200 - 400 has now taken place, with the objective of compiling all policies that relate to health and safety in one section. As the majority of the policies were previously in section 200, renaming of section 200 to Health and Safety is recommended.

Policies within this section have had minor housekeeping; Regulations have been embedded within the policy statements or included as Guidelines. Where a policy also describes administrative processes, a recommendation has been made to publish a portion of the policy as an Administrative Procedure. Where the policy was focused on administrative processes, a recommendation has been made to abandon the policy in favour of the creation of an Administrative Procedure.

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 220 Maintenance of Order
- Policy 230 Child Abuse and Neglect
- Policy 240 Anaphylaxis
- Policy 250 Tobacco and Electronic Smoking Devices
- Policy 260 Wireless Technology in Schools
- Policy 261 Cell Phones and Digital Devices
- Policy 280 Scent Free Environment

A. Policies to be Revised and Renumbered

Section 200, currently summarized as General, would be organized as Section 200 Health and Safety. Within current sections 200, 300 and 400, the following policies have undergone revisions, with drafts appended to this memo.

Proposed #	Policy Name	New Policy Name, if revised	Current #	Comment
220	Maintenance of Order		213	Policy is current, reformatting only.
230	Child Abuse and Neglect		207	Minor revisions to policy, the Protocol Agreement to be published in Administrative Procedures
240	Anaphylaxis		312	Minor revisions to policy. Regulations to be published as an Administrative Procedure subsequent to review for compliance with Ministerial Order 234/09 and current anaphylaxis resources

250	Tobacco and Electronic Smoking Devices		210	New policy, only format changes made
260	Wireless Technology in Our Schools	Wireless Technology In Schools	243	Minor revisions
261	Cell Phones and Digital Devices		313	Minor revisions
280	Scent Free Environment		217	Minor revisions

Recommendation: That the Policies 207, 210, 213, 217, 243, 312, and 313 be amended, as outlined in the drafts provided.

B. Policies to be abandoned and incorporated within Administrative Procedures

The policies 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
216	Police Investigations In Schools	February 13, 2001	Review with RCMP, update as necessary and publish as an Administrative Procedure
310	Student Medication	May 11, 2010	Review with Interior Health, update as necessary and publish an Administrative Procedure
311	Head Lice	January 15, 2008	Review with Interior Health, update as necessary and publish an Administrative Procedure
740	Care/Handling of Sick or Injured Students at School	May 27, 2003	Update and publish as an Administrative Procedure

Recommendation: That Policies 216, 310, 311 and 740 be abandoned.

C. Policies to be abandoned

The policies listed below, are no longer current and as a result, they can be abandoned outright.

Policy #	Policy Name	Date	Comment
209	Health Promoting Schools	November 3, 2009	Refers to a retired committee, Healthy Lifestyles, and School Planning Councils
413	Sex Education and the Prevention of Sexually Transmitted Diseases	April 8, 2003	No longer current.
223	School Growth Plan	May 27, 2003	No longer current to Enhancing Learning Framework
224	School Planning Councils	October 11, 2011	Inconsistent with the revised School Act

Recommendation: That Policies 209, 413, 223 and 224 be abandoned.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

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 be 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.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

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.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

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.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

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.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

POLICY 260: 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



The Board of Education of
School District No. 8 (Kootenay Lake)
Policy Manual

POLICY 261: 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.



The Board of Education of
School District No. 8 (Kootenay Lake)
Policy Manual

POLICY 280: 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.
 - 6.3. Provide appropriate signage for all District schools, facilities and vehicles, including school buses.



The Board of Education of
School District No. 8 (Kootenay Lake)

Policy Manual

POLICY 550: Non-Contractual Leaves of Absence

The Board authorizes the CEO or his 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 CEO no later than March 31st of that year, or a date mutually agreed to with the CEO.
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**
 - **Creston**
 - **Nelson**
 - **Salmo**
 - **Kootenay Lake**

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

POLICY PRIORITY LIST – JUNE 2018
Policy and Governance Committee of the Whole
School District No. 8 (Kootenay Lake)

POLICY #	POLICY NAME	STATUS	ORIGINATING	ASSIGNMENT
SECTION 100				
<i>See "Complete"</i>				
SECTION 200				
<i>See "In Progress"</i>				
SECTION 300				
<i>See "In Progress"</i>				
SECTION 400				
<i>See "In Progress"</i>				
SECTION 500				
<i>See "In Progress"</i>				
SECTION 600				
<i>See "In Progress"</i>				
SECTION 700				
<i>See "In Progress"</i>				
NEW POLICIES (NO NUMBER ASSIGNED)				
	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		Next year?
	Freedom of Information	October 4/13 – Focus a whole meeting to review FOI, expression policies – Superintendent will develop a process		Director of IT & Christine
	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Christine to Draft Policy
	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	Kim
	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 – Prioritized	Board Referral – New Policy	
	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 – Prioritized	Board Referral – New Policy	
IN PROGRESS				
205	Fees, Deposits & Financial Hardship 1999	Values and operational practices discussion Feb 7/17 DPAC Pro-Forma re Transparency June 26/18 – Section 200 Policy Manual Revisions presented	Review	In Progress

POLICY PRIORITY LIST – JUNE 2018

Policy and Governance Committee of the Whole
School District No. 8 (Kootenay Lake)

POLICY #	POLICY NAME	STATUS	ORIGINATING	ASSIGNMENT
207	Child Abuse & Neglect 2001	Trilateral agreement Changes to teacher to report June 26/18 – Section 200 Policy Manual Revisions presented	Review	In Progress - Ben & Safe Schools
216	Police Investigations in Schools 2001	Review for current June 26/18 – Section 200 Policy Manual Revisions presented	Review	In Progress - Christine
302	Student Services	September 2017 – New Policy 307 – Physical Restraint and Seclusion in School Setting – sent for field testing. May 16/17 – Director Eaton will provide guidelines at next meeting. “hands off” legislation update June 26/18 – Section 300 Policy Manual Revisions presented	Board Referral	In Progress - Ben
304	Student Records 2002	Field test for feedback: practice and alignment June 26/18 – Section 300 Policy Manual Revisions presented	Review	In Progress
311	Head lice 2008	Change Reg. #4 regarding volunteer checks and #6 students can attend after treatment June 26/18 – Section 300 Policy Manual Revisions presented	Review	In Progress - Christine & Anne
323	Cell Phones & Digital Devices 2010	Review Policy June 26/18 – Section 300 Policy Manual Revisions presented	Review	In Progress - Christine & Anne
430	Extra and Co-Curricular Activities	May 3, 2016 Meeting - Prioritized Feb 9/16 Pro forma from JSAC Feb 7/17 DPAC Pro-Forma re Transparency June 26/18 – Section 400 Policy Manual Revisions presented	Board Referral	In Progress
440	Distributed Learning 2009	Consult with DL staff Combine with #442 June 26/18 – Section 400 Policy Manual Revisions presented	Review	In Progress - Christine & Rob Simpson

POLICY PRIORITY LIST – JUNE 2018
 Policy and Governance Committee of the Whole
 School District No. 8 (Kootenay Lake)

POLICY #	POLICY NAME	STATUS	ORIGINATING	ASSIGNMENT
461	School Choice & Catchment	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work June 26/18 – Section 400 Policy Manual Revisions presented	Board Referral	In Progress
462	Schools and Programs of Choice	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work June 26/18 – Section 400 Policy Manual Revisions presented	Board Referral	In Progress
530 (former 202)	Whistleblower Protection	Jan 23/18 – Placed on Priority List Feb 27/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments. Christine to redraft with consultation from CUPE and KLTF. June 26/18 – Redraft presented	Board Referral – Pro forma	In Progress - Christine, CUPE, KLTF
500s	All Section 500 Policies	April 24/18 – Section 500 Policy Manual Revisions presented May 22/18 – Sent for Field Testing May 25/18 – July 6/18 Field Testing		In Progress - Deanna
612	School Inventories 2002	Align practice and policy June 26/18 – Section 600 Policy Manual Revisions presented	Review	In Progress - Kim
6XX (number to be assigned)	Procurement and Purchasing	Prioritized by P&G Feb 7/17 June 26/18 – Section 600 Policy Manual Revisions presented	Board Referral New policy	Kim
600s	All Section 600 Policies	June 26/18 – Section 600 Policy Manual Revisions presented		In Progress - Kim

POLICY PRIORITY LIST – JUNE 2018
 Policy and Governance Committee of the Whole
 School District No. 8 (Kootenay Lake)

POLICY #	POLICY NAME	STATUS	ORIGINATING	ASSIGNMENT
760	Animals on School District Property	April 24/18 – Superintendent Pro-forma placed in 700’s on the priority list. May 22/18 – By consensus Superintendent to redraft policy for committee review	Board Referral New Policy	In Progress - Christine
700s	All Section 700 Policies	May 22/18 – Section 700 Policy Manual Revisions presented May 22/18 – Sent for Field Testing May 25/18 – July 6/18 Field Testing		In Progress - Bruce
COMPLETE				
100s	All Section 100 Policies	April 10/18 – Board Working Session April 24/18 – Board Working Session June 12/18 – Board Working Session June 12/18 – Board Approved		Complete
210	Smoking and Vaping Free Environment	Feb 27/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments. Recommend to Board. May 8/18 – Board Approved		Complete
220	District Computer Network/Internet User Agreement	Nov 2017 – Ad Hoc District Computer Network/Internet User Agreement update Feb 27/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments: None. Recommend to Board. May 8/18 – Board Approved	Board Referral	Complete
300	Code of Conduct 2004	Field test for feedback: relevancy and alignment Feb 27/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments: None. Recommend to Board. May 8/18 – Board Approved	Review	Complete
546	Conflict of Interest	Feb 27/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments: None. Recommend to Board. May 8/18 – Board Approved		Complete

POLICY PRIORITY LIST – JUNE 2018
 Policy and Governance Committee of the Whole
 School District No. 8 (Kootenay Lake)

POLICY #	POLICY NAME	STATUS	ORIGINATING	ASSIGNMENT
721	Pesticides / Herbicides	June 14/16 – Placed on Priority List Feb 20/18 – Sent for Field Testing Apr 24/18 – Review Field Testing Comments: None. Recommend to Board. May 8/18 – Board Approved	Board Referral – Pro forma	Complete
743	Anti-idling of School District Vehicles	Oct 17/17 – Sent for Field Testing April 10/18 – Board Approved	Board Referral	Complete



School District No. 8 (Kootenay Lake)

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	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 – 6:30 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 & Board 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 27	12:30 pm – 2:00 pm	Policy & Governance		
	2:30 pm – 4:00 pm	Education		
	4:30 pm – 6:00 pm	Finance & Operations		



School District No. 8 (Kootenay Lake)

2018-2019

BOARD CALENDAR

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
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>				
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>				



School District No. 8 (Kootenay Lake)

2018-2019

BOARD CALENDAR

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
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	
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	