



## POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE AGENDA

School District No. 8 (Kootenay Lake), Board Office  
570 Johnstone Road, Nelson, B.C.

**Tuesday, September 26, 2017**

**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 26, 2017 meeting, BE ADOPTED, as circulated.

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

6. **ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES** (p. 5) App. A

**Proposed Resolution:** 

The Policy and Governance Committee of the Whole Minutes from the June 27, 2017 meeting, BE ADOPTED.

7. **TERMS OF REFERENCE REVIEW** (p. 11) App. B

**Proposed Resolution:** 

The Policy and Governance Committee of the Whole Terms of Reference BE ADOPTED as presented.

8. **ANNUAL PLAN REVIEW** (p. 13)

App. C

**Proposed Resolution:** 

The “Policy Review – Board Priority List and Policy Revisions in Process List” BE APPROVED as the Annual Plan, with amendments as new recommendations come forward;  
AND FURTHER, that the Annual Plan include one student symposium to be held before June 29, 2018.

9. **CONSENT PACKAGE** – Superintendent Emeritus, Jones

**Proposed Resolution:** 

The addition of agenda item “Consent Package” be added to all future Policy and Governance Committee of the Whole agendas BE APPROVED.

10. **OLD BUSINESS**

A. Action

a) Anti-Idling of School District Vehicles (p. 17)

App. D

From June 27, 2017 Policy and Governance Committee of the Whole meeting:

Superintendent Jones will draft Anti-Idling regulations over the summer which will be brought forward at the September 26, 2017 Policy and Governance Committee meeting.

**Proposed Resolution:** 

The Draft Policy – Anti-Idling of School District Vehicles be sent for field testing.

b) Draft Policy “NEW” – Physical Restraint and Seclusion in School Setting (p. 19)

App. E

**Proposed Resolution:** 

The Draft revised Policy 302 – Physical Restraint and Seclusion in School Setting be sent for field testing.

c) Cold or Extreme Weather (p. 22)

App. F

From June 27, 2017 Policy and Governance Committee of the Whole meeting:

Trustee Suttie will work on the Cold or Extreme Weather policy and it will be brought forward at the September 26, 2017 Policy and Governance Committee meeting.

**Proposed Resolution:** 

The Draft Cold or Extreme Weather policy be sent for field testing.

- d) Policy 220 – District Computer Network/Internet User Agreement (p. 23) App. G

From June 27, 2017 Policy and Governance Committee of the Whole meeting:



Since the last meeting, the committee has attempted to meet but haven't. They will meet in September. The Ad Hoc committee welcomes other members. Nobody volunteered; Heather left it open to the committee for people to approach S. Nazaroff if they want. M. Bennett said that Rob Reimer will join the committee.

**B. Information/Discussion**

- a) Draft Administrative Regulation: Policy 540 – Hiring and Placement of Principals and Vice-Principals (p. 42) App. H

**Proposed Resolution:** 

The Draft Administrative Regulation: Policy 540 – Hiring and Placement of Principals and Vice-Principals BE RECEIVED for information.

- b) Draft Administrative Regulation: Policy 208 – Employee Recognition (p. 44) App. I

**Proposed Resolution:** 

The Draft Administrative Regulation: Policy 208 – Employee Recognition BE RECEIVED for information.

- c) Draft Administrative Regulation: Policy 546 – Supervisory Conflict of Interest (p. 46) App. J

**Proposed Resolution:** 

The Draft Administrative Regulation: Policy 546 –  
Supervisory Conflict of Interest BE RECEIVED for  
information.

- d) Draft Administrative Regulation: Policy 301 – Student Attendance (p. 48) App. K


**Proposed Resolution:** 


The Draft Administrative Regulation: Policy 301 –  
Student Attendance BE RECEIVED for information.

- e) Draft revision of Policy 210 - Tobacco and Electronic Smoking Devices (p. 50) App. L

**Proposed Resolution:** 

The Draft revision of Policy 210 - Tobacco and Electronic  
Smoking Devices BE RECEIVED for information.

11. **POLICY NEXT ON PRIORITY LIST** (p. 54)  App. M

12. **QUESTION PERIOD**  
An opportunity to ask for clarification. 

13. **MEETING SCHEDULE** (p. 58) App. N

The next Policy and Governance Committee of the Whole Meeting is  
scheduled for October 24, 2017 at Nelson Board Office.

14. **ADJOURNMENT**

A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held at J.V. Humphries Elementary Secondary School, 500 – 6<sup>th</sup> Street, Kaslo, BC on Tuesday, June 27, 2017.

**TRUSTEES PRESENT:** H. Suttie, C. Bendig, R. Huscroft, D. Lang, S. Nazarovff, B. Wright, B. Maslechko

**REGRETS:** K. Morris, Secretary-Treasurer  
D. Holitzki, Director of Human Resources  
L. Brown, Director of Operations  
L. Fehr, Director of Innovative Learning Services  
R. Reimer, CUPE  
S. Walsh, DPAC  
D. Kunzelman, KLTF

**ALSO PRESENT:** J. Jones, Superintendent of Schools  
B. Eaton, Director of Independent Learning Services  
M. Bennett, CUPE  
R. Gow, DPAC  
B. Cross, KLPVPA  
D. Sabourin, KLTF

**VIA TELEPHONE:** L. Trenaman

**VIA VIDEO CONFERENCE** C. Beebe  
**IN CRESTON:**

**CALL TO ORDER**

Chair Suttie called the meeting to order at 2:31 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**

Nil

**ADOPTION OF AGENDA**

**Moved by** R. Huscroft, seconded by B. Cross AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Agenda for the June 27, 2017 meeting, BE ADOPTED, as circulated.

## **OPPORTUNITY FOR COMMENTS BY THE PUBLIC**

Nil

## **ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES**

**Moved by** Trustee Lang, seconded by R. Gow, DPAC AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the May 16, 2017 meeting, BE ADOPTED.

## **OLD BUSINESS**

### **A. Action**

- a) **Ad Hoc Code of Conduct Committee Terms of Reference**  
From May 16, 2017 Policy and Governance Committee of the Whole meeting:

Discussion took place regarding Human Rights Code and School Codes of Conduct pro's and con's of developing a district template or an all-encompassing District Code of Conduct.

By consensus an Ad Hoc Code of Conduct Committee will be formed; and the Superintendent will provide a committee Terms of Reference at the June 27, 2017 Policy and Governance meeting.

**Moved by** Trustee Huscroft, seconded by Trustee Maslechko AND RESOLVED THAT:

THAT the 2017 Ad Hoc Code of Conduct Committee Terms of Reference BE APPROVED as amended.

**By consensus** the Ad Hoc Code of Conduct Committee membership will be:

B. Cross, KLPVPA  
M. Bennett, CUPE  
D. Sabourin, KLTF  
Trustee Bendig  
Either Director Eaton or Director Holitzki

- b) Policy 220 – District Computer Network/Internet User Agreement  
From May 16, 2017 Policy and Governance Committee of the Whole meeting:

**By consensus** Policy 220 – District Computer Network/Internet User Agreement will be brought back to the June 27, 2017 Policy and Governance committee for fine tuning.

Since the last meeting, the committee has attempted to meet but haven't. They will meet in September. The Ad Hoc committee welcomes other members. Nobody volunteered; Heather left it open to the committee for people to approach S. Nazaroff if they want. M. Bennett said that Rob Reimer will join the committee.

- c) Anti-Idling of School District Vehicles  
From May 16, 2017 Policy and Governance Committee of the Whole meeting:

Discussion took place regarding a new policy called Anti-Idling of School District Vehicles. Vice-Chair Suttie will provide DRAFT policy at the June 27, 2017 Policy and Governance meeting.

Discussion took place regarding the Anti-idling of School District Vehicles policy. The Draft does not include anti-idling of vehicles off of school property. It was agreed not to include specific reference to students and drivers so that other groups do not need to be named. Discussion took place around enforcement of anti-idling. It was suggested the focus the policy on restrictions for School District No. 8 vehicles and also include a sentence regarding signage that discourages idling for all vehicles.

Superintendent Jones will draft Anti-Idling regulations over the summer which will be brought forward at the September 26, 2017 Policy and Governance Committee meeting.

- d) Policy 302: Student Services  
From May 16, 2017 Policy and Governance Committee of the Whole meeting:

Director Eaton to provide guidelines for Policy 302: Student Services at the June 27, 2017 Policy and Governance committee meeting.

Discussion took place regarding Policy 302: Student Services. The Draft Policy is coming as a result of new Provincial Guidelines. Historically any language around restraint has been included in the Student Services Manual; it is recommended that it be pulled out of the Manual and included in Policy. It was discussed that the intent of the policy is to meet the provincial expectations as they relate to restraint and seclusion.

*Trustee Trenaman left the meeting at 3:07 p.m.*

Then intent of the policy is to protect students and to protect staff. This has been worked on this since the implementation of the non-violent crises intervention training. The provincial guidelines must be included in the School District No. 8 policy. The current policy refers us to the handbook; the handbook is obsolete. The current policy is about inclusion. Restraint is only used if the child is in immediate danger of hurting themselves or others. Trained individuals in the school would make the decision. A team approach is used as to making the determination. While School District No. 8 emphasizes that individuals don't work alone, staff members are trained to respond. Behavior plan is for the child, and safety plan is for the staff.

Director Eaton will bring a new version of Policy 302 back to the September 26 Policy and Governance Meeting. The policy relative to Physical Restraint and Seclusion should be a new policy, and not to change the existing policy.

e) Cold or Extreme Weather

From May 16, 2017 Policy and Governance Committee of the Whole meeting:

Discussion took place regarding a Cold or Extreme Weather policy. It was noted that a policy may help when complaints are received. A policy may provide support when it comes to system shut downs. It was also noted to keep in mind ATLAS and Valhalla when setting a temperature or including exceptions.

Vice-Chair Suttie will draft a policy statement for the June 27, 2017 meeting.

Discussion took place regarding the draft Cold or Extreme Weather policy. Two policies may be needed as this draft may not meet the needs of School District No. 8 with respect to hot



and cold weather. The original concern came from children at a school. Poverty is a challenge, and some children aren't dressed appropriately for cold weather. Some parents wished for a warm place for students to go if they aren't properly dressed for the weather. (Library, etc.)

**Moved by** M. Bennett, CUPE, seconded by Trustee Huscroft AND  
RESOLVED THAT:

The June 27, 2017 Policy and Governance Committee of the Whole meeting be extended for 10 minutes.

Discussion around children having an option to stay inside during cold or extreme weather. The importance of encouraging students to be outside was noted. Discussion around not noting a specific temperature due to the fact that some programs thrive on going out in cold weather.

Trustee Suttie will work on the Cold or Extreme Weather policy and it will be brought forward at the September 26, 2017 Policy and Governance Committee meeting.

- f) Policy 213 – Maintenance of Order  
Policy sent for Field Testing on April 20, 2017, summary and Policy attached.

**Moved by** Superintendent Jones, seconded by Trustee Huscroft AND  
RESOLVED THAT:

It be recommended to the Board that Policy 213 – Maintenance of Order, BE APPROVED.

**B. Information/Discussion**  
Nil

**BC HUMAN RIGHTS CODE AMENDMENT**

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

The June 15, 2017 British Columbia Public School Employers Association Legislative Update relative to BC Human Rights Code Amendment BE RECEIVED for information.

**QUESTION PERIOD**

An opportunity to ask for clarification.

**MEETING SCHEDULE**

The next Policy and Governance Committee of the Whole Meeting is scheduled for **September 26, 2017** at Nelson Board Office.

**ADJOURNMENT**

The meeting adjourned at 3:43 p.m.

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Committee Chair

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Secretary-Treasurer

**School District No.8 (Kootenay Lake)  
Policy and Governance Committee of the Whole  
Terms of Reference – January 26, 2016**

**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 #102 Meeting Procedures and District Committees, and Policy #230 Policy Development & Revision.
- G. The Committee will normally meet every 6 (six) weeks, on and prior to Regular Board Meetings. 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 #230 Proforma to the Board of Education.
  - (ii) Board approved Policy Pro formas 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.

### **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.

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		
102	Board Meeting Procedures & District Committees	Oct 7/14 Board referral – <b>Top Priority</b> Change of governance & committee structure – referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
115	Communication Protocols	Oct 7/14 Board referral – <b>Top Priority</b> referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
220	District Computer Network/Internet User Agreement	May 16/17 – P&G Meeting Jan 25/17 – Ad Hoc Committee 1 <sup>st</sup> meeting June 14/16 – Phil Carpendale attended – Ad Hoc Committee be struck to review policy Apr 4/14 – field testing period ended March 14, 2014 - tabled to the next Policy Committee Meeting with Phil Carpendale invited to provide clarification.	Board Referral	
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 – <b>waiting for Ad Hoc Catchment/Boundary Committee to complete its work</b>	Board Referral	
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 – <b>waiting for Ad Hoc Catchment/Boundary Committee to complete its work</b>	Board Referral	
Bylaw #2	Local School Calendar	Nov 4/14 – Prioritized May 19/15 – referred to Board for review with Policy 100 & existing bylaws review	Board Referral	
	Section 177	December 13, 2017 – placed by P&G COW	Board Referral	Trustee & P&G COW Chair Suttie
	Freedom of Information	October 4/13 – Focus a whole meeting to review FOI, expression policies - Jeff will develop a process	?	
200 & 203	Prevention of Violence in the Workplace Discrimination and Harassment Policy	Dec 13/16 – P&G COW determined Section 177 needs new policy June 14/16 – placed on Priority List	Ministry of Education referral Section 177	

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

<b>Policy #</b>	<b>Policy Name (in priority order)</b>	<b>Status</b>	<b>Originating</b>	<b>Assignment</b>
	Human Rights Code and School Codes of Conduct	Dec 13, 2016 – placed on Priority List	Board Referral	Jeff
<b>302</b>	Student Services	May 16/17 – Director Eaton will provide guidelines at next meeting.  “hands off” legislation update	Board Referral	Ben
	Anti-idling of School District Vehicles	May 16/17 – P&G Committee meeting Dec 9/14 Prioritized	Board Referral	
	Cold or Extreme Weather	May 16/17 – Policy Statement to be drafted for next meeting. Jan 27/15 Prioritized	Board Referral	
	Ambient Temperature Guidelines for District Facilities		Board Referral May 19, 2015	
<b>721</b>	Pesticides/Herbicides	June 14/16 – placed on Priority List	Board Referral – Pro forma	
	Fund Raised Monies for Extra Curricular Activities	policy for a future meeting	Board Referral New policy	Jeff & Kim
	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Jeff to draft policy.
<b>NEW</b>	Procurement and Purchasing	Prioritized by P&G Feb 7/17	Board Referral New policy	
<b>110</b>	Speaking on Behalf of the Board  1996	Apr 4/14 Include all 3 paragraph statements from Policy 110 & 111 as policy statements with no regulation, and it be forwarded for field testing.	Review	Apr 7/15 Board Working Session
<b>203</b>	Discrimination & Harassment  2008	Policy to be reviewed by HR & BCPSEA Changes to definition of harassment	Review	
<b>200</b>	Prevention of Violence in the Workplace  2009	Changes to definition of harassment	Review	
<b>300</b>	Student Conduct & Discipline  2004	Field test for feedback: relevancy and alignment	Review	
<b>430</b>	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	Board Referral	
<b>205</b>	Fees, Deposits & Financial Hardship  1999	Values and operational practices discussion Feb 7/17 DPAC Pro-Forma re Transparency	Review	


**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
304	Student Records 2002	Field test for feedback: practice and alignment	Review	
204	Criminal Records	Housekeeping: College of Teachers Amended Policy to be reviewed by HR & BCPSEA	Review	
323	Cell Phones & Digital Devices 2010	Review Policy	Review	
207	Child Abuse & Neglect 2001	<ul style="list-style-type: none"> <li>• Trilateral agreement</li> <li>• Changes to teacher to report</li> </ul>	Review	Jeff & Ben
440	Distributed Learning 2009	<ul style="list-style-type: none"> <li>• Consult with DL staff</li> <li>• Combine with #442</li> </ul>	Review	Jeff & Ben
502	Personnel Files 1998	Recommendations from HR	Review	Jeff & Deanna
504	Confidential Medical Records 2006	Recommendations from HR	Review	Jeff & Deanna
711	Playgrounds	Should include construction and current practices Recommendations from Operations	Review	Jeff, Kim, Larry
111	Board Representatives 1997	See #110 notes	Review	Apr 7/15 Board Working Session
311	Head lice 2008	Change Reg. #4 regarding volunteer checks and #6 students can attend after treatment	Review	
730	Pupil Transportation 2001	<ul style="list-style-type: none"> <li>• Combine with #731 and #732.</li> <li>• Have these 3 the only agenda item.</li> <li>• Ask Larry Brown to attend.</li> </ul>	Review	
731	Bus Transportation for Independent School Students 2009	See #730 notes	Review	
732	Transportation Assistance 2010	See #730 notes	Review	
740	Care/Handling of Sick or Injured Students at School 2003	Review for current	Review	
541	Administrative Mobility 1998	<ul style="list-style-type: none"> <li>• Specific language for distance of transfers</li> <li>• Consult PVPA</li> </ul>	Review	

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

<b>Policy #</b>	<b>Policy Name (in priority order)</b>	<b>Status</b>	<b>Originating</b>	<b>Assignment</b>
515	Teacher-Administrator Exchanges	Change wording of Reg. #1	Review	
710	Overnight Accommodation 1999	External organizations use of school facilities; costs etc.	Review	
720	Asbestos 1998	Update for current.	Review	
612	School Inventories 2002	Align practice and policy	Review	
216	Police Investigations in Schools 2001	Review for current	Review	
	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	
	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	



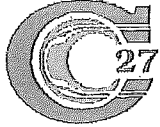
<b>HISTORY:</b> <b>Drafts:</b>		<b>POLICY TITLE:</b>  <b>Anti-Idling of School Vehicles</b>	<b>POLICY NO.</b>  <b>Page 1 of 1</b>
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## **POLICY**

The Board of Education of School District #8 (Kootenay Lake) seeks to reduce student and driver exposure to exhaust particulate matter and to reduce the environmental impact of school district operations, by limiting unnecessary idling of all School District #8 owned, leased or rented vehicles.

## **REGULATIONS**

1. .
- 2.



## School District No. 27 (Cariboo-Chilcotin)

### ANTI-IDLING OF ENGINES

**Policy No. 3516**

Effective: April 2011

Initial Adoption: April 2011

#### **Preamble**

The Board of Education is committed to reducing greenhouse gas emissions and fuel expense by limiting idling times for all District vehicles/equipment.

#### **Policy**

**The Board of Education believes that limiting idling times of all District vehicles/equipment can significantly assist in reducing air pollution, greenhouse gas emissions and fuel expense which will contribute to our commitment towards healthier work environments and efficient use of School District resources.**

#### **Regulations:**

Idling of School District vehicles/equipment including school buses shall be limited to one (1) minute, where idling is defined as the operation of the engine of a vehicle while the vehicle is not in motion, with the following exceptions:

1. Shift start up and/or for defrosting, deicing or defogging
2. When the ambient temperature is above 29 degrees Celsius or below -5 degrees Celsius.
3. Vehicles/equipment that remain motionless due to an emergency, traffic or weather conditions, or mechanical difficulties that are beyond the driver's control.
4. Vehicles/equipment assisting in emergency activities or that are using their orange flashing warning lights/beacons.
5. Where idling is required as part of a repair process or to prepare a vehicle for servicing.
6. Vehicles/equipment using lights while stationary during the hours of darkness or inclement weather.
7. While passengers are actively embarking or disembarking.

Anti-idling of vehicles/equipment signage will be posted in appropriate areas throughout the District.



## PHYSICAL RESTRAINT AND SECLUSION IN SCHOOL SETTINGS

Policy No. NEW

### **POLICY**

Kootenay Lake School District #8 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.

### **DEFINITIONS:**

**“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.

**“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.

**“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



## PHYSICAL RESTRAINT AND SECLUSION IN SCHOOL SETTINGS

Policy No. 302

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.

“**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.

### **ADMINISTRATIVE REGULATIONS:**

1. Restraint and seclusion procedures are emergency, not treatment, procedures.
2. Restraint or seclusion is discontinued once imminent danger or serious physical harm to others has dissipated.
3. Every instance where physical restraint or seclusion of a student occurs must be documented and a report submitted to the Principal or designate as soon as possible after an incident/always prior to the end of the school day on which the incident has occurred and the Director of Independent Learning as soon as possible.
4. If staff is injured during such a restraint, then a “Threat/Violence Report M.17” must be completed and given to the Principal in accordance with Work Safe regulations.
5. Educational assessments, including functional behaviour assessments, are provided for all students whose pattern of behaviour impedes their learning or the learning of others, to inform the development of Positive Behaviour Support Plan and Staff Safety Plan.
6. The Positive Behaviour Support Plan and Staff Safety Plan
  - 6.1 A Positive Behaviour Support Plan and/or Staff Safety Plan may include physical restraints and/or seclusion protocols. This should be a rare practice.
    - 6.1..1 Schools must also ensure:
      - 6.1..1.1 Addresses the underlying cause or purpose of potentially harmful behaviour.
      - 6.1..1.2 Is developed in cooperation with the parent(s)/guardian and, where appropriate, the student.



## PHYSICAL RESTRAINT AND SECLUSION IN SCHOOL SETTINGS


Policy No. 302

- 6.1..1.3 The use of physical restraint or seclusion is documented (e.g. frequency, duration, reason)
- 6.1..1.4 Regular review of any use of physical restraint or seclusion happens at IEP, Positive Support Plan and Staff Safety Plan meetings with parents.

6.2 Positive Behaviour Support Plans and Staff Safety Plans must be reviewed and revised in the following situations:

- 6.2..1 Repeated use of physical restraint and/or seclusion for a particular student.
- 6.2..2 Multiple uses of physical restraint and/or seclusion within the same classroom.
- 6.2..3 Repeated use of physical restraint and/or seclusion by an individual.

DRAFT


<b>HISTORY:</b> <b>Drafts:</b>		<b>POLICY TITLE:</b>  <b>Cold or Extreme Weather</b>	<b>POLICY NO.</b>  <b>Page 1 of 1</b>
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**POLICY**

The safety of students and staff during periods of inclement weather or when other hazards arise is of paramount importance to the Board of Education of School District #8 (Kootenay Lake) . While the Board expects that schools will remain open on all prescribed school days and during approved school hours, it realizes that extreme weather and unusual circumstances may make the transportation of students and/or their attendance at school unsafe requiring school closure and/or the cancellation of bus routes.

**REGULATIONS**

1. .
- 2.

<b>HISTORY:</b> <b>Draft November/01</b> <b>Adopted April 23,</b> <b>2002</b> <b>Revised October 9,</b> <b>2012</b> <b><i>Draft Amendment</i></b> <b><i>January 24, 2014</i></b>		<b>POLICY TITLE:</b> <b>DISTRICT COMPUTER</b> <b>NETWORK/INTERNET USER</b> <b>AGREEMENT – Students and</b> <b>Staff</b>	<b>POLICY NO.</b> <b>220</b>  Page 1 of 9
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### Introduction

Computer networks at SD8 (Kootenay Lake) are a tool to facilitate learning, communication and administrative processes. Networks provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return the applicable form (new registrations, Kindergarten, Grade 4, Grade 8 and all Staff). Those under the age of 19 must receive parental authorization.

**Parents and Guardians** please read this document carefully. Review its contents with your child, and sign and initial where appropriate.

Any questions or concerns about this permission form, or any aspect of the computer network should be referred to your school Principal or the District staff overseeing Technology.

### General Network Use


Access to network services is given to users who remain in compliance with all SD 8 board policies. Access is a privilege – not a right and may be terminated at anytime. The School District is not responsible for data loss, corruption, or personal data security on devices connected to the network that are not the property of School District #8.

SD8 Discrimination and Harassment Policy 203 applies in the use of the District Computer Network and internet use by employees and students of the district.

### Internet/World Wide Web/E-Mail Access

Families should be informed that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, SD 8 (Kootenay Lake) supports and respects each family's right to decide whether or not to apply for access.

**PROPOSED NEW – NO MARKUP**

<p><b>HISTORY:</b>  <b>Draft November/01</b>  <b>Adopted April 23,</b>  <b>2002</b>  <b>Revised October 9,</b>  <b>2012</b>  <b><i>Draft Amendment</i></b>  <b><i>January 24, 2014</i></b></p>		<p><b>POLICY TITLE:</b>  <b>DISTRICT COMPUTER</b>  <b>NETWORK/INTERNET USER</b>  <b>AGREEMENT – Students and</b>  <b>Staff</b></p>	<p><b>POLICY NO.</b>  <b>220</b>    Page 2 of 9</p>
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Publishing to the Internet/World Wide Web/E-Mail Access

Student work may be considered for publication on the Internet/World WideWeb/E-Mail Access. Where such publishing identifies the creator, it requires parent/guardian permission. Unidentified photos (related to student achievements and participation in school activities) and student projects may be published on a school’s website and social media accounts. If you do not want your child’s photo or work to be published on the website, please indicate this on the Parent Permission form.

All Personal information garnered from externally hosted software and or web 2.0 tools, stored outside of Canada require a FIPPA form (Freedom of Information and Protection of Privacy Act) as in compliance with FIPPA legislation.



**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Student Authorization for Computer Network Access  
Grades K-3**

Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)

**This form must be completed the year a student enters Kindergarten, or when a new Primary student registers at the school. It is to be signed and placed in the cumulative file of every K-3 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed Policy No. 220 regarding use of the District's computer network.
- I have made sure that my child understands what is expected of students when using the school's computer network.
- I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

\_\_\_\_\_ I **do** give permission for my child's work, name attached, to be published to the World Wide Web

\_\_\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date:

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**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Student Authorization for Computer Network Access  
Grades 4 - 7**

Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)

**This form must be completed the year a student enters Grade 4, or when a new Grade 4-7 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 4-7 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_\_\_ I have read, or have had explained to me, the rules regarding the use of the School District's computer network.

\_\_\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_\_\_ I understand that discipline may include not being allowed to use computers, detention, suspension from school, etc.

\_\_\_\_\_ I understand that the technology staff and the school administration may check and see what I am doing or what I have done on a computer, to make sure I follow the rules.

\_\_\_\_\_ I understand that if I cause harm to the computer network (hardware/software), or to information or documents that do not belong to me, that my parents or guardians and I may have to pay the costs of any damage.

\_\_\_\_\_ By signing below, I am showing that I have read and understand this information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed Policy No. 220 regarding use of the District's computer network.
- I have made sure that my child understands what is expected of students when using the school's computer network.
- I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

\_\_\_\_\_ I **do** give permission for my child's work, name attached, to be published to the World Wide Web

\_\_\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**  
**Student Authorization for Computer Network Access**  
**Grades 8 - 12**  
Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)

**This form must be completed the year a student enters Grade 8, or when a new Grade 8-12 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 8-12 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_\_\_ I have read, or have had explained to me, the rules regarding the use of the School District's computer network.

\_\_\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_\_\_ I understand that discipline may include loss of computer network use privileges, detention, suspension, expulsion or other consequences.

\_\_\_\_\_ I understand that if I misuse the computer network (hardware/software), cause harm to the network or to a person or to their information or documents, that my parents or guardians and I may be responsible for paying for such misuse or damage.

\_\_\_\_\_ I understand that all District network accounts may be examined by the School District's technology staff or the school administration without notice to the account holder.

\_\_\_\_\_ By signing below, I am showing that I have read and understand this information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed Policy No. 220 regarding use of the District's computer network.
- I have made sure that my child understands what is expected of students when using the school's computer network.
- I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my child which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

\_\_\_\_\_ I **do** give permission for my child's work, no name attached, to be published to the World Wide Web

\_\_\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Staff District Network Usage Agreement**

I \_\_\_\_\_, acknowledge that, when I am granted access to the District Network to carry out my work, my use of the network will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work, and recognize that personal use, consistent with this policy, is permissible during preparation periods or scheduled breaks.

I agree that personal use will not include inappropriate behavior such as:


- Access to or downloading from offensive sites;
- I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students;
- Personal (non-work related) posting to Internet forums.
- Activities that would be considered business use (use of the Network for personal financial gain, or commercial and/or private business transactions).

I understand that my use of the District Network is identifiable by the School District and acknowledge that it is my responsibility to ensure that my usage (viewing, creating, downloading, copying, forwarding, etc.) does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that my usage may be monitored without warning and that inappropriate usage may be cause for disciplinary action up to and including cancellation of contract, or dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>HISTORY:</b> <b>Draft November/01</b> <b>Adopted April 23,</b> <b>2002</b> <b>Revised October 9,</b> <b>2012</b> <b>Draft Amendment</b> <b>January 24, 2014</b>		<b>POLICY TITLE:</b> <b>DISTRICT COMPUTER</b> <b>NETWORK/INTERNET USER</b> <b>AGREEMENT – <u>Students and</u></b> <b><u>Staff</u></b>	<b>POLICY NO.</b> <b>220</b>  Page 1 of 10
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Introduction

~~We are pleased to offer the students and staff of SD 8 (Kootenay Lake) access to the district computer network resources, electronic mail and the Internet. Our Computer networks at SD8 (Kootenay Lake) are a tool to facilitate learning, and work in the District communication and administrative processes. These networks provide users with the opportunity to work and learn in the technological world in which we live. They Networks provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return this the applicable form (new registrations, Kindergarten, Grade 4, Grade 8 and all Staff). Those under the age of 19 must receive parental authorization.~~

**Commented [BC1]:** I wonder if "Those under the age of 19 must receive parental authorization" is redundant. We do not typically register people who are 19.

**Parents and Guardians** please read this document carefully. Review its contents with your ~~daughter or son~~child, and sign and initial where appropriate.

Any questions or concerns about this permission form, or any aspect of the computer network should be referred to your school Principal or the District staff overseeing Technology.

General Network Use

~~The network is provided for students and staff of School District #8 to conduct research, complete assignments, and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner remain in compliance with all SD 8 board policies. Students and Staff are responsible for good appropriate behavior on school District computer networks, just as they are in a classroom or a school hallway. Access is a privilege – not a right and maybe terminated at anytime. As such, general school District rules for behavior and communications apply: users must comply with district standards and honor the agreements they have signed. The School District is not responsible for data loss, corruption, or personal data security on devices connected to the network that are not the property of School District #8. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. SD8 Discrimination and Harassment Policy 203 applies in the use of the District Computer Network and internet use by employees and students of the district.~~

**Commented [BC2]:** any time

**Commented [LJ3]:** This policy line is also in accordance with the office of the privacy commissioners tips for BYOD


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Internet/World Wide Web/E-Mail Access

~~Access to the Internet and e-mail will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned informed that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the~~


**PROPOSED NEW - WITH MARKUP**



<b>HISTORY:</b> <b>Draft November/01</b> <b>Adopted April 23,</b> <b>2002</b> <b>Revised October 9,</b> <b>2012</b> <b><i>Draft Amendment</i></b> <b><i>January 24, 2014</i></b>		<b>POLICY TITLE:</b> <b>DISTRICT COMPUTER</b> <b>NETWORK/INTERNET USER</b> <b>AGREEMENT – <u>Students and</u></b> <b><u>Staff</u></b>	<b>POLICY NO.</b> <b>220</b>  Page 2 of 10
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standards that their children should follow when using media and information sources. To that end, SD 8 (Kootenay Lake) supports and respects each family's right to decide whether or not to apply for access.

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Don't adjust space between Asian text and numbers

<b>HISTORY:</b> <b>Draft November/01</b> <b>Adopted April 23,</b> <b>2002</b> <b>Revised October 9,</b> <b>2012</b> <b><i>Draft Amendment</i></b> <b><i>January 24, 2014</i></b>		<b>POLICY TITLE:</b> <b>DISTRICT COMPUTER</b> <b>NETWORK/INTERNET USER</b> <b>AGREEMENT – <u>Students and</u></b> <b><u>Staff</u></b>	<b>POLICY NO.</b> <b>220</b>  Page 3 of 10
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Publishing to the ~~Internet/World Wide Web/E-Mail Access~~World Wide Web  
 Student work may be considered for publication on the ~~Internet/World Wide Web/E-Mail~~  
~~Access~~World Wide Web. Where such publishing identifies the creator, it requires  
 parent/guardian permission. Unidentified photos (related to student achievements and  
 participation in school activities) and student projects may be published on a school's website  
and social media accounts. If you do not want your child's photo or work to be published on the  
 website, please indicate this on the Parent Permission form.

All Personal information garnered from externally hosted software and or web 2.0 tools, stored  
outside of Canada require a FIPPA form (Freedom of Information and Protection of Privacy Act)  
as in compliance with FIPPA legislation.

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**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Student Authorization for Computer Network Access  
Grades K-3**

**Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)**

**This form must be completed the year a student enters Kindergarten, or when a new Primary student registers at the school. It is to be signed and placed in the cumulative file of every K-3 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed ~~the rules~~ [Policy No. 220](#) regarding use of the District's computer network.
- I have made sure that my ~~child~~ [son/daughter](#) understands what is expected of students when using the school's computer network.
- [I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students](#)
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child ~~may~~ [may](#) access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_\_\_ I **do** give permission for an account to be issued to my ~~son/daughter~~ [child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do not** give permission for an account to be issued to my ~~son/daughter~~ [child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

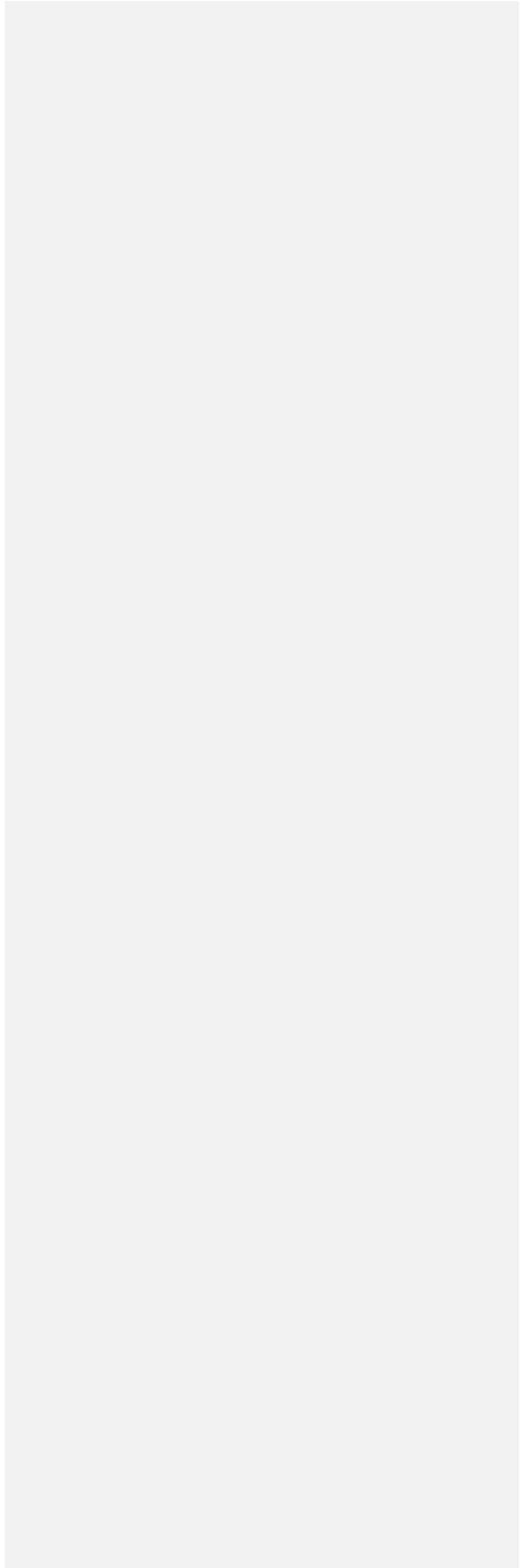
\_\_\_\_\_ I **do** give permission for my child's work, name attached, to be published to the World Wide Web

\_\_\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date:

\_\_\_\_\_



**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**  
**Student Authorization for Computer Network Access**  
**Grades 4 - 7**

**Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)**

**This form must be completed the year a student enters Grade 4, or when a new Grade 4-7 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 4-7 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_\_\_ I have read, or have had explained to me, the rules regarding the use of the School District's computer network.

\_\_\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_\_\_ I understand that discipline may include not being allowed to use computers, detention, suspension from school, etc.

\_\_\_\_\_ I understand that the technology staff and the school administration may check and see what I am doing or what I have done on a computer, to make sure I follow the rules.

\_\_\_\_\_ I understand that if I cause harm to the computer network (hardware/software), or to information or documents that do not belong to me, that my parents or guardians and I may have to pay the costs of any damage.

\_\_\_\_\_ By signing below, I am showing that I have read and understand this ~~is~~ information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed [the rules Policy No. 220](#) regarding use of the District's computer network.
- I have made sure that my [son/daughter/child](#) understands what is expected of students when using the school's computer network.
- [I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students](#)
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child [may](#) access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

\_\_\_ I **do** give permission for an account to be issued to my [son/daughter/child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_ I **do not** give permission for an account to be issued to my [son/daughter/child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

\_\_\_ I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

\_\_\_ I **do** give permission for my child's work, name attached, to be published to the World Wide Web

\_\_\_ The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**  
**Student Authorization for Computer Network Access**  
**Grades 8 - 12**

**Policy Manual Link: [http://www.sd8.bc.ca/?page\\_id=83](http://www.sd8.bc.ca/?page_id=83)**

**This form must be completed the year a student enters Grade 8, or when a new Grade 8-12 student registers at the school. It is to be signed and placed in the cumulative file of every Grade 8-12 student in SD 8 authorized to use the District Network.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student Section**

\_\_\_ I have read, or have had explained to me, ~~the rules~~ ~~,the rules~~ regarding the use of the School District's computer network.

\_\_\_ I agree that I will follow these rules when I use the District's computer network.

\_\_\_ I understand that if I use the District's computer network in a way that violates these rules I can be disciplined.

\_\_\_ I understand that discipline may include loss of computer network use privileges, detention, suspension, expulsion or other consequences.

\_\_\_ I understand that if I misuse the computer network (hardware/software), cause harm to the network or to a person or to their information or documents, that my parents or guardians and I may be responsible for paying for such misuse or damage.

~~\_\_\_ By signing below, I demonstrate that I understand and agree to the attached Policy and Rules and Regulations.~~

\_\_\_ I understand that all District network accounts may be examined by the School District's technology staff or the school administration without notice to the account holder.

\_\_\_ By signing below, I am showing that I have read and understand this information.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sponsoring Parent or Guardian:**

- By signing below, I certify that, together, my child and I have reviewed [the rules Policy No. 220](#) regarding use of the District's computer network.
- I have made sure that my [son/daughter/child](#) understands what is expected of students when using the school's computer network.
- [I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students](#)
- I acknowledge that should I wish to terminate my child's computer network and Internet privileges, I must do so in writing to the school administration.
- By signing this form I acknowledge that my child cannot be monitored at all times when using the computer.
- As well, it is possible that even in the presence of supervision, at some time my child may access inappropriate sites while doing research online.

**Please Check All Areas Which Apply**

I **do** give permission for an account to be issued to my [son/daughter/child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

I **do not** give permission for an account to be issued to my [son/daughter/child](#) which provides access for participation in using the District's computer network which includes access to the Internet.

I **do** give permission for my child's photo, no name attached, to be published to the World Wide Web.

I **do** give permission for my child's work, n name attached, to be published to the World Wide Web

The School District recognizes that parents/guardians may have concerns and questions about student use of the Internet. If you would like to speak to the Principal about these issues, please check the box. The Principal will arrange for a meeting to discuss these issues with you.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHOOL DISTRICT 8 (KOOTENAY LAKE)**

**Staff District Network Usage Agreement**

I \_\_\_\_\_, acknowledge that, when I am granted access to the District Network to carry out my work, my use of the network will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work, and recognize that personal use, consistent with this policy, is permissible during preparation periods or scheduled breaks.

I agree that personal use will not include inappropriate behavior such as:

- Access to or downloading from offensive sites;
- I understand that policy 203 Discrimination and Harassment applies in the use of all computer network and internet use by students;
- Personal (non-work related) posting to Internet forums, such as Newsgroups or Listserves;
- Activities that would be considered business use (use of the Network for personal financial gain, or commercial and/or private business transactions).

I understand that my use of the District Network is identifiable by the School District and acknowledge that it is my responsibility to ensure that my usage (viewing, creating, downloading, copying, forwarding, etc.) does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that my usage may be monitored without warning and that inappropriate usage may be cause for disciplinary action up to and including cancellation of contract, or dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DRAFT Administrative Regulations – Policy 540****SD8 (Kootenay Lake) School-Based Administrator Pool**

1. Prior to November 1 of each school year, the Superintendent or designate will invite expressions of interest for the SD8 (Kootenay Lake) School-Based Administrator Pool, specifically for the role of Principal or Vice-Principal in SD8 (Kootenay Lake)
  - a. The advertisement for expressions of interest will be widely shared within the District, and through Make A Future
  - b. Applicants will be required to submit the following documentation:
    - i. Letter of application
    - ii. Curriculum Vitae
    - iii. Academic Transcripts
    - iv. The names of three supervisory references, with declaration of authorization for the District to contact the references listed for the purpose of receiving a confidential review of the candidate
    - v. Teaching evaluations (practica and/or teaching evaluation)
  - c. A committee, chaired by the Superintendent or designate, comprised of one representative from each partner group, Senior Administrative Staff, and up to three trustees selected by the Chair of the Board, will review all the applications and resumes which will be redacted for any identifying information, and will create a long list of candidates.
  - d. The Superintendent or designate will conduct reference checks for all long-listed individuals and finalize a short list.
  - e. The Superintendent or designate will create a District interview team consisting of one representative from each partner group, one student, and up to three trustees as selected by the Chair of the Board.
  - f. At the conclusion of the interviews, representatives of partner groups will present their observations and comments to the Interview Committee regarding the candidate's suitability for the role of Principal or Vice Principal in SD8 (Kootenay Lake).
  - g. The Superintendent, Trustees and Sr. Administrative Staff will then review the input from representatives and will create a list of applicants who will be invited into the SD8 (Kootenay Lake) Administrator Pool for a maximum of three years.
  - h. Members of the Administrator Pool will participate in the SD8 (Kootenay Lake) Leadership Development Program.
  - i. If an individual is admitted to the Administrator Pool, and has not secured an Administrative Role within three years, he/she will need to reapply to the Administrator Pool.



## Hiring and Placement of Principals and Vice-Principals

Policy No.  
540

The Board of Education, under the School Act, 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 conditions:

1. When a vacancy for a Principal or Vice-Principal is determined, that meaningful advisory input and /or representation from parents and school staff shall be included during the initial consultation phase, the long-listing phase and during the interviewing of candidates;
2. When a vacancy for a high school Principal or Vice-Principal is determined, that meaningful advisory input/or representation from secondary students shall whenever possible, be included during the initial consultation phase and during the interviewing of candidates;
3. When a vacancy for a Principal or Vice-Principal is determined that input and/or representation from Board of Education trustees shall be included at each phase of the hiring process; and
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.

The Superintendent may transfer Principals and Vice-Principals from one school to another, prior to determining any competitions for District school-based administrative positions.

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.

### 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,

(FINAL RECOMMENDATIONS – DISTRICT STAFF & TRUSTEE REPS  
MAKE DECISIONS AFTER INTERVIEW PROCESS)



Superintendent makes recommendations to Board of Education for Approval

### Administrative Regulation:

#### 540.1

## Administrative Regulation - Policy (208) Employee Recognition

The Board values and promotes a culture of employee recognition within the District. The Board recognizes the valuable contribution made by all employees of the District to students and learning. The Board of Education will formally recognize employees of the District who:

1. have provided long service to the students of the District;
2. are retiring from the District.

### Administrative Regulations

#### Long Service Awards

1. Long Service Awards will be issued in 5-year increments, with pins representing the total number of years of each employee's service to the District.
2. Long Service Award pins will be sent to the employee's school/site for distribution at the employee's workplace.
3. Employees receiving Long Service Awards at 15 years or more will be invited to an annual employee recognition celebration in the spring of each year.

#### Retiring Employees

1. Retiring employees will be recognized at an annual employee recognition celebration in the spring of each year.
2. The Board of Education will provide a retirement gift based on a minimum amount of \$200 after five years of service to School District 8, plus \$15 per year of additional service, to a maximum of \$500.

#### Annual Employee Recognition Dinner and Banquet

The Board will host an annual employee recognition celebration in the spring of each year, to honour retiring employees and recipients of long-service awards.

1. Invitations to the employee recognition celebration will be sent to retiring employees and recipients of long service awards in the spring of each year.
2. Retiring employees and one guest will be the guests of the School District. Additional tickets for the celebration may be purchased at a cost to be determined on an annual basis.
3. Employees being recognized for long service at 15 years or more will be guests of the School District. Additional tickets may be purchased at a cost to be determined on an annual basis.



## Employee Recognition

Policy No.  
208

The Board values and promotes a culture of employee recognition within the District. The Board recognizes the valuable contribution made by all employees of the District to students and learning.

The Board of Education will formally recognize employees of the District who:

1. have provided long service to the students of the District;
2. are retiring from the District.

**Administrative Regulation:**  
**208.1**

## Supervisory Conflict of Interest - Administrative Regulations (Draft)

1. 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.
2. An employee must ensure there is no participation in the hiring process when the employee and prospective employee are family members or **close associates**.
3. 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.
4. 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.

DRAFT



## Supervisory Conflict of Interest

Policy No. 546

### Definitions:

“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.

The Board of Education prohibits employment situations where employees occupy positions where a Direct Supervisory Relationship exists between Family or Significant Others in accordance with the following guidelines:

1. 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.
2. Exceptions to this policy will only be considered in rare and extraordinary circumstances shortages exist.

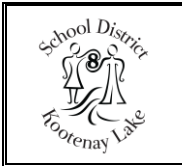
### Administrative Regulation:

#### 546.1

## Student Attendance – Administrative Regulations (DRAFT)

1. The principal, in consultation with staff, students, and parents, is expected to establish attendance monitoring and other procedures which will help to promote:
  - a. Regular and punctual attendance;
  - b. Early advice to parents when student attendance causes concern
  - c. Individual student achievement;
  - d. Positive student attitudes towards the workplace;
  - e. A school environment which supports and fosters excellence in learning, teaching, and other school activities.
  
2. The principal or designate must ensure:
  - a. The School's expectations regarding student attendance are communicated regularly with students, staff and parents;
  - b. That early contact regarding attendance requirements will be made with students whose attendance is irregular, and with their parents and caregivers; and that contact will be followed up with efforts to effect and maintain improvement, including the development of an attendance improvement plan and appropriate follow-up reviews.
  - c. That the withholding of credits for failing to meet the attendance requirements will be imposed only after counselling, suspension, and other means of dealing with unsatisfactory attendance have proven to be ineffectual.
  
3. It is the parent's responsibility to notify the school when a student will be absent.
  - a. The Principal will ensure that a system for parents and caregivers to notify the school of student absences is established and communicated.
  - b. In the interest of protecting the safety of our students, the principal or designate will work with the Parent Advisory Council to establish an agreed upon means of parent notification when students are not in attendance and the parents have not notified the school the student will be absent.





## STUDENT ATTENDANCE

Policy No.  
301

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

The Board of Education believes that students' knowledge, skills and attitudes are enhanced through regular school attendance.

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.

### **Administrative Regulation: 301.1**

## **DRAFT revision of Policy 210 – Tobacco and Electronic Smoking Devices**

In accordance with Section 2.2 of the Tobacco and Vapour Products Control Act, in effect September 1, 2016, the use of tobacco and vapour products is banned on all public and private kindergarten to Grade 12 schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property.

This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

The Board believes in providing welcoming, safe and sustainable facilities that enhance the learning and teaching environment and is committed to its fundamental responsibility of enforcing a tobacco and vapour products free environment, as required under the legislation and this policy.

### **Administrative Regulations**

#### **Definitions**

“e-substance” is a solid, liquid or gas that when heated by the element in the electronic cigarette, produces a vapour for use in the device.

“Reasonable distance” ranges from a minimum of fifty (50) meters from the school property up to several blocks from the school. Determination will be site-specific.

“Smoke-free or Vape-free zone” is an area within the vicinity of a school where smoking, electronic cigarettes, and the use of tobacco or vapour products is prohibited. This area will encompass school buildings and properties and extend a reasonable distance from school property. The “smoke-free or vape-free zone” is in effect for students at all times they are under the school’s jurisdiction.

“Vapour Product or Electronic Cigarette” is a device that contains an electronic or battery-powered heating element that can vapourize an e-substance.

1. All School District property will be designated as smoke and vape-free, with smoking and vaping prohibited at any time for all employees, students and visitors.
  - a. School property is defined as all school buildings, grounds and properties including School District offices and facilities, and any properties owned or leased by, or operated under the authority of the Board.
  - b. Smoking and vaping will not be permitted in private vehicles on school property, in School District owned vehicles and equipment, and in any vehicle used to transport students.
2. All employees are expected to comply with the smoking and vaping restrictions described in Policy 210: Tobacco and Electronic Smoking Devices on Board Premises and to assist with the enforcement of these restrictions.
3. In accordance with the legislative requirements, the Superintendent and principals must demonstrate that reasonable care and diligence have been taken to prevent a contravention of

the smoking and vaping ban. In exercising due diligence, the Superintendent and principals will inform the public of this smoke and vape-free policy and provide appropriate signage and website information.

4. The policy will be communicated to existing and new employees.
5. Rentals Organizations and persons using, renting or leasing School District property shall not be permitted to smoke or vape on that property. Adherence to this policy and the Tobacco and Vapour Products Control Act will be a condition of use, rental, or lease of the facility. It is the responsibility of the contract holder to inform any prescribed groups of Policy 210: Tobacco and Electronic Smoking Devices on Board Premises.

Community members or groups who violate this policy while renting or otherwise using school district buildings or properties may be subject to:

- a. A charge of \$50.00 per hour (minimum charge \$50.00) to clean the residue or garbage left by people smoking on District property;
  - b. A warning that future violations of this policy will result in withdrawal of use of the building or property;
  - c. Withdrawal of the privilege of using district buildings or properties.
6. The only exception permitted under this policy is the ceremonial use of tobacco if approved by the Board and it is performed in relation to a traditional aboriginal cultural activity.

3. No smoking or vaping is permitted in any school district vehicle at any time.

4. No smoking or vaping is permitted in any vehicle while on school district property at any time.

5. After consultation with students, staff, parents and nearby residents and businesses, school principals will establish and monitor a “smoke-free, vape-free zone” that is a reasonable distance from school property. The area of this zone will be determined by the principal after considering student safety, monitoring capabilities, topography, ground cover, traffic frequencies and patterns, street configurations, proximity and density of housing and commercial developments, student/staff/parent/community support, and any other factors that may be relevant.

6. Any changes to a “smoke-free, vape-free zone” may only be made after going

through a consultation process as outlined in Regulation 5.

7. Elementary school students will not smoke, vape or use tobacco or vapour products while under the jurisdiction of the school.

8. Secondary students will not smoke, vape or use tobacco or vapour products while on school property at any time; within the established “smoke-free , vape-free zone” for each school while under the school’s jurisdiction; or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity.

<b>HISTORY:</b> Adopted Sept.22/98 for Implementation Sept.1/99 Revised April 8/08		<b>TOBACCO FREE ENVIRONMENT</b>	<b>POLICY NO.</b> <b>210</b>  Page 1 of 1
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**POLICY:**

**The Board recognizes the health hazards of tobacco products.**

**As 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 educational environment for students, employees, and others, School District No. 8 (Kootenay Lake) will prohibit smoking and the use of other tobacco products in all District facilities, grounds and vehicles.**

**REGULATIONS:**

1. Schools may establish their own regulations in the school rules regarding smoking off the school property.
2. Educational programs on healthy choices and lifestyles shall be implemented at each school.

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		
102	Board Meeting Procedures & District Committees	Oct 7/14 Board referral – <b>Top Priority</b> Change of governance & committee structure – referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
115	Communication Protocols	Oct 7/14 Board referral – <b>Top Priority</b> referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
220	District Computer Network/Internet User Agreement	May 16/17 – P&G Meeting Jan 25/17 – Ad Hoc Committee 1 <sup>st</sup> meeting June 14/16 – Phil Carpendale attended – Ad Hoc Committee be struck to review policy Apr 4/14 – field testing period ended March 14, 2014 - tabled to the next Policy Committee Meeting with Phil Carpendale invited to provide clarification.	Board Referral	
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 – <b>waiting for Ad Hoc Catchment/Boundary Committee to complete its work</b>	Board Referral	
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 – <b>waiting for Ad Hoc Catchment/Boundary Committee to complete its work</b>	Board Referral	
Bylaw #2	Local School Calendar	Nov 4/14 – Prioritized May 19/15 – referred to Board for review with Policy 100 & existing bylaws review	Board Referral	
	Section 177	December 13, 2017 – placed by P&G COW	Board Referral	Trustee & P&G COW Chair Suttie
	Freedom of Information	October 4/13 – Focus a whole meeting to review FOI, expression policies - Jeff will develop a process	?	
200 & 203	Prevention of Violence in the Workplace Discrimination and Harassment Policy	Dec 13/16 – P&G COW determined Section 177 needs new policy June 14/16 – placed on Priority List	Ministry of Education referral Section 177	

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Human Rights Code and School Codes of Conduct	Dec 13, 2016 – placed on Priority List	Board Referral	Jeff
302	Student Services	May 16/17 – Director Eaton will provide guidelines at next meeting.  “hands off” legislation update	Board Referral	Ben
	Anti-idling of School District Vehicles	May 16/17 – P&G Committee meeting Dec 9/14 Prioritized	Board Referral	
	Cold or Extreme Weather	May 16/17 – Policy Statement to be drafted for next meeting. Jan 27/15 Prioritized	Board Referral	
	Ambient Temperature Guidelines for District Facilities		Board Referral May 19, 2015	
721	Pesticides/Herbicides	June 14/16 – placed on Priority List	Board Referral – Pro forma	
	Fund Raised Monies for Extra Curricular Activities	policy for a future meeting	Board Referral New policy	Jeff & Kim
	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Jeff to draft policy.
NEW	Procurement and Purchasing	Prioritized by P&G Feb 7/17	Board Referral New policy	
110	Speaking on Behalf of the Board  1996	Apr 4/14 Include all 3 paragraph statements from Policy 110 & 111 as policy statements with no regulation, and it be forwarded for field testing.	Review	Apr 7/15 Board Working Session
203	Discrimination & Harassment  2008	Policy to be reviewed by HR & BCPSEA Changes to definition of harassment	Review	
200	Prevention of Violence in the Workplace  2009	Changes to definition of harassment	Review	
300	Student Conduct & Discipline  2004	Field test for feedback: relevancy and alignment	Review	
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	Board Referral	
205	Fees, Deposits & Financial Hardship  1999	Values and operational practices discussion Feb 7/17 DPAC Pro-Forma re Transparency	Review	

**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
304	Student Records 2002	Field test for feedback: practice and alignment	Review	
204	Criminal Records	Housekeeping: College of Teachers Amended Policy to be reviewed by HR & BCPSEA	Review	
323	Cell Phones & Digital Devices 2010	Review Policy	Review	
207	Child Abuse & Neglect 2001	<ul style="list-style-type: none"> <li>• Trilateral agreement</li> <li>• Changes to teacher to report</li> </ul>	Review	Jeff & Ben
440	Distributed Learning 2009	<ul style="list-style-type: none"> <li>• Consult with DL staff</li> <li>• Combine with #442</li> </ul>	Review	Jeff & Ben
502	Personnel Files 1998	Recommendations from HR	Review	Jeff & Deanna
504	Confidential Medical Records 2006	Recommendations from HR	Review	Jeff & Deanna
711	Playgrounds	Should include construction and current practices Recommendations from Operations	Review	Jeff, Kim, Larry
111	Board Representatives 1997	See #110 notes	Review	Apr 7/15 Board Working Session
311	Head lice 2008	Change Reg. #4 regarding volunteer checks and #6 students can attend after treatment	Review	
730	Pupil Transportation 2001	<ul style="list-style-type: none"> <li>• Combine with #731 and #732.</li> <li>• Have these 3 the only agenda item.</li> <li>• Ask Larry Brown to attend.</li> </ul>	Review	
731	Bus Transportation for Independent School Students 2009	See #730 notes	Review	
732	Transportation Assistance 2010	See #730 notes	Review	
740	Care/Handling of Sick or Injured Students at School 2003	Review for current	Review	
541	Administrative Mobility 1998	<ul style="list-style-type: none"> <li>• Specific language for distance of transfers</li> <li>• Consult PVPA</li> </ul>	Review	



**School District No. 8**  
**Policy & Governance Committee of the Whole Annual Plan**  
**Policy Revisions and Review – June 27, 2017**

<b>Policy #</b>	<b>Policy Name (in priority order)</b>	<b>Status</b>	<b>Originating</b>	<b>Assignment</b>
515	Teacher-Administrator Exchanges	Change wording of Reg. #1	Review	
710	Overnight Accommodation 1999	External organizations use of school facilities; costs etc.	Review	
720	Asbestos 1998	Update for current.	Review	
612	School Inventories 2002	Align practice and policy	Review	
216	Police Investigations in Schools 2001	Review for current	Review	
	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	
	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	

## 2017-2018 Board Calendar

DATE	TIME	BOARD MEETING	COMMITTEE of the WHOLE MEETING	OTHER
September 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
September 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
October 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
October 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
November 14	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
November 28	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
December 12	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 9				Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 23	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	

<b>DATE</b>	<b>TIME</b>	<b>BOARD MEETING</b>	<b>COMMITTEE of the Whole Meeting</b>	<b>Other</b>
February 13	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
February 27	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
March 13	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
May 8	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
May 22	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
June 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
June 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	