

POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE  
AGENDA

BOARD OF EDUCATION (the "Board")  
School District 8 Kootenay Lake, Board Office  
570 Johnstone Road, Nelson, B.C. V1L 6J2

TUESDAY, NOVEMBER 27, 2018  
12:30 - 2:00 P.M.

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF ABORIGINAL TERRITORY

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.*

3. COMMITTEE PURPOSE (p. 4)

App. A

4. ELECTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE CHAIR

5. DESTRUCTION OF BALLOTS

Proposed Resolution:

The ballots for the selection of School District 8 Kootenay Lake 2018-2019 Policy and Governance Committee of the Whole Chair, BE DESTROYED.

6. INSERTIONS/DELETIONS TO PROPOSED AGENDA

7. ADOPTION OF AGENDA

8. Proposed Resolution:

The Policy and Governance Committee of the Whole Agenda for the November 27, 2018 meeting, BE ADOPTED, as circulated.

9. RECEIVING PRESENTATIONS/DELEGATIONS

Policy and Governance Review, Chair Trenaman

10. OPPORTUNITY FOR COMMENTS BY THE PUBLIC

11. CORRESPONDENCE

Nil

12. ADOPTION OF MINUTES (p. 6)

App. B

Proposed Resolution:

The Policy and Governance Committee of the Whole Minutes from the September 25, 2018 meeting, BE ADOPTED.

13. OLD BUSINESS

**A. Action**

- c) Policy 251: Cannabis (p. 12) App. C
- d) Section 400 Policies (p. 13) App. D
- e) Section 800 Policies (p. 36) App. E

**Proposed resolution**

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

**Section 200: Health and Safety**

Policy 251: Cannabis

**Section 400: Instruction and School Organization**

Policy 410: School Choice and Catchment

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 430: Fees, Deposits and Financial Hardship

Policy 440: Extra-Curricular and Co-Curricular Activities

Policy 441: Student Eligibility for Extra-Curricular Activities

Policy 450: Student Services

Policy 460: Language

Policy 480: Parent Advisory Councils/District Parent Advisory Council

Policy 490: School Closure

**Section 800: Information and Communications Technology**

Policy 810: Use of Information and Communication Technology

Policy 820: Freedom of Information and Protection of Privacy

Policy 840: Use of Video Surveillance

**B. Information/Discussion**

Nil

**14. NEW BUSINESS**

**A. Action**

Nil

**B. Information/Discussion**

- a) Section 200 Health & Safety review (p. 39) App. F

**15. POLICY PRIORITY LIST/ANNUAL PLAN (p. 47) App. G**

**16. QUESTION PERIOD**

An opportunity to ask for clarification.

**17. MEETING SCHEDULE AND REMINDERS (p. 48)**

App. H

The next Policy and Governance Committee of the Whole Meeting is scheduled for January 8, 2019 at the Nelson Board Office.

**18. ADJOURNMENT**

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**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE**  
**2018/2019 TERMS OF REFERENCE**

Updated: September 25, 2018

Approved: October 9, 2018

**I. PURPOSE**

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

**II. COMPOSITION AND OPERATIONS**

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

J. The Committee may create ad hoc sub-committees which will report to the Policy and Governance Committee of the Whole.

K. The Policy and Governance Committee of the Whole Terms of Reference, Annual Plan and meeting minutes will be posted on the District website.

### III. DUTIES AND RESPONSIBILITIES

The Committee has the responsibility to:

A. Facilitate the review annually, for Board approval, Board policies, and bylaws by which the Board will operate.

B. Develop District policies that relate to the governance of the District. Specifically:

- (i) Any person in the District may request development of a policy or policy revisions by submitting a Policy 160 Pro Forma to the Board of Education.
- (ii) Board approved Policy Pro Forms will be referred to the Committee for consideration.
- (iii) Drafting of a policy and revisions will be the Superintendent's responsibility.
- (iv) The Committee will determine whether further information or consultation is required.
- (v) Once stakeholder comments have been taken into account, the policy will be finalized and recommended by the Committee to the Board for approval.

C. Support the Board in the alignment of policy and governance.

D. Review Draft Administration Regulation and provide input.

### IV. Accountability

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

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

**BOARD OF EDUCATION  
POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE  
MINUTES  
TUESDAY, SEPTEMBER 25, 2018**

A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held in the Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, September 25, 2018.

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

**REGRETS:** B. Wright, Trustee  
C. Beebe, Trustee  
H. Suttie, Trustee  
D. Lang, Trustee  
M. McLellan, Secretary-Treasurer  
N. Ross, Acting Director of Innovative Learning Services  
E. Zdebiak, DPAC  
J. Lih, DPAC  
S. Kalabis, KLPVPA

**ALSO PRESENT:** C. Perkins, Superintendent  
B. Eaton, Director of Inclusive Education  
B. MacLean, Director of Operations  
D. Holitzki, Director of Human Resource Services  
N. Howald, Director of Information Technology  
S. Shaw, Executive Assistant  
  
D. Sabourin, KLTF (12:41 pm)  
V. McAllister, KLPVPA  
N. Latham, CUPE  
B. Reimer, CUPE

**GUESTS:** S. Chew

**VIA VIDEO CONFERENCE  
IN CRESTON:** D. Kunzelman, KLTF

**CALL TO ORDER**

Committee Chair Huscroft called the meeting to order at 12:32 pm

**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**

Add: 10.B.a) Section 100 Policies

**ADOPTION OF AGENDA**

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

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

### RECEIVING PRESENTATIONS/DELEGATIONS

Nil

### OPPORTUNITY FOR COMMENTS BY THE PUBLIC

S. Chew: attending to gain an understanding of the meeting procedures and agendas.

### CORRESPONDENCE

Nil

### ADOPTION OF MINUTES

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

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

### OLD BUSINESS

#### A. Action

a) Section 200 Policies

No field testing feedback received.

b) Section 300 Policies

Received feedback from a staff member concerned about abandoning Policy 306: International Students; The new District Code of Conduct represents all students.

c) Policy 307-451: Physical Restraint and Seclusion in School Settings

Received feedback around implementing the policy; The new policy is required and in line with the Ministry's Provincial Guidelines on Physical Restraint and Seclusion in School Settings.

d) Section 500 Policies

Received feedback from a teacher concerned about abandoning policies pertaining to teachers, including Criminal Record Checks; Keeping Policy 550: Non-Contractual Leaves of Absence and each additional concern falls under another Ministry Act.

Committee members discussed:

Policy 550: Non-Contractual Leaves of Absence does not address partial leaves. This is a topic for the bargaining table.

Administration determines what is considered "Exceptional Circumstance" in Policy 550: Non-Contractual Leaves of Absence. Appeal process is available through to the Superintendent.

Policy 560: Appointment of Principals and Vice-Principals includes guidelines regarding advisory input at each stage of hiring.

e) Section 600 Policies

No field testing feedback received.

f) Section 700 Policies

Received feedback asking who reviews the management plan for asbestos; Reviewed by the Health, Wellness and Safety Officer.  
Received request to change "endeavor to maintain" to "maintain"; Not feasible for District to guarantee.

Moved by V. McAllister, KLPVPA, seconded by Director Holitzki, AND RESOLVED THAT:

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

**Section 200: Health and Safety**

Policy 220: Maintenance of Order

Policy 230: Child Abuse and Neglect

Policy 240: Anaphylaxis

Policy 250: Tobacco and Electronic Smoking Devices

Policy 260: Scent Free Environment

**Section 300: Students**

Policy 310: Code of Conduct

Policy 311: Use of Illegal Drugs and Alcohol

Policy 320: Student Attendance

Policy 330: Sexual Orientation / Gender Identity

Policy 340: Discrimination and Harassment

**Section 400: Instruction and School Organization**

Policy 451: Physical Restraint and Seclusion in School Settings

**Section 500: Human Resources**

Policy 510: Employee Recognition

Policy 520: Human Resources Employment Practices

Policy 521: Relocation Assistance for Senior Management

Policy 540: Supervisory Conflict of Interest

Policy 550: Non-Contractual Leaves of Absence

Policy 560: Appointment of Principals and Vice-Principals

Policy 570: Prevention of Violence in the Workplace

**Section 600: Finance and Business Operations**

Policy 610: Fiscal Management

Policy 620: Budget Development, Monitoring and Reporting

Policy 621: Accumulated Operating Surplus

Policy 640: Acquisition-Disposal of Board Assets

Policy 641: Gifts

Policy 642: Procurement and Purchasing

Policy 650: Disposal of Real Property and Improvements

Policy 680: Business Community Advertising Sponsorship

**Section 700: Facility Operations and Transportation**

Policy 720: Asbestos



Policy 730: Pesticides and Herbicides  
Policy 740: Playground Equipment  
Policy 750: Heritage  
Policy 760: Animals on School District Property  
Policy 770: Student Transportation  
Policy 771: Transportation for Independent School Students  
Policy 780: Transportation Assistance  
Policy 790: Anti-Idling of School Vehicles

**Section 800: Information and Communications Technology**  
Policy 830: Wireless Technology in Schools  
Policy 831: Cell Phones & Digital Devices

**B. Information/Discussion**

Nil

**NEW BUSINESS**

**A. Action**

a) Terms of Reference Review

Terms of Reference reviewed annually.

Policy 121: Committee Structure will be updated to include all Directors as members of the Committees of the Whole.

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

b) Annual Plan Review

New policies will be added to the Annual Plan as arise and Committee will determine priority. Will review a Policy Section monthly, after policies listed as a priority are addressed.

**Moved** by Trustee Maslechko, seconded by Director MacLean, AND RESOLVED THAT:

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

c) Policy 251: Cannabis

New policy. Falls under Bill 30 - 2018: Cannabis Control and Licensing Act.

Committee members discussed:

Proposed to include "cannot be eaten."

Considered whether to include "THC" instead of "Cannabis." Will run by legal.

Policy is in line with the information from BCSTA.

Suggested link to Extracurricular Policy.

The District has the right and responsibility to suspend a staff member if appear under the influence and initiate an investigation. Cannot test staff. Can only note staff's presentation and how they appear to be.

Medical prescriptions will be handled as the issue arises.

d) Section 400 Policies

Committee members discussed:

Policy 420: Distributed Learning, is being drafted with recommendations from the Audit Report and is not included at this time.

Policy 430: Fees, Deposits and Financial Hardship. Will add 2.4 Schools may establish fees for consumable and non-consumable.

The District intends to provide a more detailed breakdown for school fees.

Policy 441: Student Eligibility for Extra-Curricular Activities. Will add 6. All decisions about participation are at the Principal's / Superintendent's discretion.

Policy 480: Parent Advisory Councils/District Parent Advisory Council. PACs have authority over themselves.

e) Section 800 Policies

Committee members discussed:

Policy 810: Use of Information and Communication Technology. Will add a sentence to confirm if someone brings device to school and it is somehow damaged, it's not school's responsibility.

Policy 820: Freedom of Information and Protection of Privacy. Legal requirement to acknowledge we are following the policy.

Will add links from Forms to the relevant Policies.

Policy 840: Use of Video Surveillance. Will fix typo from "FIPPA" to "FOIPPA."

Moved by Trustee Trenaman, seconded by Director MacLean, AND RESOLVED THAT:

That the following policies be sent for field testing:

**Section 200: Health and Safety**

Policy 251: Cannabis

**Section 400: Instruction and School Organization**

Policy 410: School Choice and Catchment

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 430: Fees, Deposits and Financial Hardship

Policy 440: Extra-Curricular and Co-Curricular Activities

Policy 441: Student Eligibility for Extra-Curricular Activities

Policy 450: Student Services

Policy 460: Language

Policy 480: Parent Advisory Councils/District Parent Advisory Council

Policy 490: School Closure

**Section 800: Information and Communications Technology**

Policy 810: Use of Information and Communication Technology

Policy 820: Freedom of Information and Protection of Privacy

Policy 840: Use of Video Surveillance

**B. Information/Discussion**

a) Section 100

D. Kunzelman, KLTF, requested to bring Policy 121: Committee Structure to the Policy and Governance Committee of the Whole.

Committees are at the purview of the Board in all School Districts.

To request a structural change, need to contact the Board Chair and provide a written request to bring this to the Board for consideration.

**POLICY PRIORITY LIST**

It is the Policy and Governance Committee of the Whole’s turn to do the annual Student Symposium. Superintendent evaluation is underway.

**QUESTION PERIOD**

Question regarding who the Distributed Learning Policy is assigned to; District Principal Simpson.

**MEETING SCHEDULE AND REMINDERS**

The next Policy and Governance Committee of the Whole Meeting is scheduled for November 27, 2018 at the Nelson Board Office.

**ADJOURNMENT**

The meeting adjourned at 2:11 pm

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Chair

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Secretary-Treasurer

DRAFT

## **POLICY 251: Cannabis**

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

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

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

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

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

Cannabis falls under [Policy 311: Use of Illegal Drugs and Alcohol](#), [Policy 310: Code of Conduct](#), [Policy 440: Extra-Curricular and Co-Curricular Activities](#), and the Bus Code of Conduct.

Related Legislation: Bill 30 - 2018: Cannabis Control and Licensing Act

Related Contract Article: Nil

Related Policy: 311: Use of Illegal Drugs and Alcohol, Policy 310: Code of Conduct, Policy 440: Extra-Curricular and Co-Curricular Activities, Bus Code of Conduct.

Adopted: XXX, 2018

## **POLICY 410: School Choice and Catchment**

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

The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.

The admission process should maximize the student's and parent's ability to choose the school and education program which best meets the student's educational needs.

The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.

### Guidelines

#### Guidelines

##### 1. Definitions

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018

- 1.8. “place of residence,” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.
- 1.9. “previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.
- 1.10. “School District child” means a catchment area child or a non-catchment area child who normally resides within the boundaries of the School District.
- 1.11. “transfer student” is a school-age student applying to attend a school other than the catchment school.

## 2. Determination of Available Space and Facilities

- 2.1. The School Act establishes priorities for enrolment to apply if the Board determines space and facilities are available in a school.
- 2.2. For the purposes of the School Act, space and facilities are available to enroll an applicant if:
  - 2.2.1. there is capacity to provide the applicant with an educational program appropriate to the applicant’s needs;
  - 2.2.2. there are both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students, and district programs located in the school; and,
  - 2.2.3. if applicable, a Kindergarten program adequate to accommodate the projected enrollment of catchment area children.
- 2.3. The Board of Trustees delegates to the Superintendent of Schools or his/her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of the School Act, in accordance with paragraphs 2.1 and 2.2.
- 2.4. Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors:
  - 2.4.1. the operating capacity of the school, as defined by the Ministry of Education;
  - 2.4.2. staff assigned to a school by the District;
  - 2.4.3. the physical space in which instructional programs operate in the school;
  - 2.4.4. the number of special needs students already enrolled in a class;

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

- 2.4.5. the ability of the school to provide an appropriate educational program for the applicant and other students; and,
  - 2.4.6. the needs of other programs located in the school.
  - 2.5. Notwithstanding 2.4 above, in particular instances where the welfare of the child is perceived to be at risk, every effort will be made to accommodate a transfer request.
  - 2.6. If space and facilities are determined to be available, enrolment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and requirements are met.
    - 2.6.1. any students in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school: automatically enrolled;
    - 2.6.2. new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school;
    - 2.6.3. if space and facilities are determined to be available, new non-catchment area students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.S.T, on the last Friday in March;
    - 2.6.4. if space and facilities are determined to be available, new non-district students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.S.T, on the last Friday in March;
  - 2.7. Students who apply after the deadlines will still be considered in priority order after students who registered prior to the set deadlines have been placed.
  - 2.8. Waitlists will be established for those not accepted, to be maintained until September 30th.
  - 2.9. Re-evaluation of space availability will take place periodically from March 30th until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.
  - 2.10. Applicants for enrolment in Kindergarten programs and District choice programs will be separately prioritized in accordance with the priorities set out in Regulation
3. Tie-breaking

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

#### 4. Guarantee of an Educational Program

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

#### 5. Commitment

5.1. Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in educational program (in or out of the District), applications for all other programs become invalid.

5.2. The Superintendent or designate is authorized to enter into reciprocal agreements with other School Districts to review wait lists and enrolment information in order to enforce this policy.

#### 6. Program Requirements

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

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

7.1. Enrolment applications from non-School District children may be refused, if the child is: under suspension from a B.C. public school or School District, has been refused an educational program by a B.C. public school under s.85 (3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board, or has failed to apply him or herself to his/her studies.

7.2. Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.

#### 8. Communication

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

#### 9. Application Process

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

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

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018



- 9.4. The time and date of receipt of the form will be stamped on the Cross Boundary Form.
- 9.5. Parents will be advised as soon as possible after the deadline has expired for applications for a cross-boundary transfer.
- 9.6. Transportation to the out of catchment school shall be the responsibility of the parent or guardian unless permission has been granted by the Secretary-Treasurer for a student to ride a school bus. Permission may be granted provided that there is room on the bus and that no extra stops are required as a result of the student riding the bus.

## 10. School Catchments

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

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

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

### **School Catchments (Slocan Valley)**

#### **W.E. Graham Community**

**(Grades K-6):**

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

**(Grades 7-10):**

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

#### **Winlaw Elementary**

**(K - Gr. 6):**

Commencing South and including Fire Protection No. 7487 on Highway 6 to Williamson's turnaround and including Fire Protection No. 4558, on the West side of the Slocan River commencing at the North end of Avis Road, South to and including all of Vallican Back Road on the north side of the Little Slocan River.

#### **Brent Kennedy Elementary**

**(K - Gr. 6):**

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018

## **Mount Sentinel Secondary School**

### **(Grades 7 - 9):**

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

### **(Grades 9/10 - 12):**

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

## **School Catchments - (Nelson)**

### **Blewett Elementary**

#### **(K to Grade 5):**

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

### **Rosemont Elementary**

#### **(K to Grade 5):**

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

### **South Nelson Elementary**

#### **(K to Grade 5):**

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

### **Hume Elementary**

#### **(K to Gr. 5):**

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018

## **Trafalgar Middle**

### **(Grade 6-8):**

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

## **L.V. Rogers Secondary**

### **(Grades 9-12):**

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

## **School Catchments (North Shore, Kaslo and Meadow Creek)**

### **Redfish Elementary**

#### **(K to Gr. 5):**

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

### **J.V. Humphries Elementary/Secondary**

#### **(K to Gr. 7):**

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

#### **(Grades 8-12):**

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

### **Jewett Elementary**

#### **(K to Grade 5):**

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

## **School Catchments (Salmo)**

### **Salmo Elementary**

#### **(K to Gr. 6):**

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

### **Salmo Secondary**

#### **(Grades 7-12):**

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018

## School Catchments (Creston, Crawford Bay and Yahk)

### Crawford Bay Elementary/Secondary

(K to Gr. 12):

North of Sanca Creek on Highway 3A.

### Adam Robertson Elementary

(K to Gr. 7):

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

### Erickson Elementary

(K to Gr. 7):

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

### Canyon-Lister Elementary

(K to Gr. 7):

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

### Yahk Elementary

(K to Gr. 5):

East of Kitchener Road to Irishman Creek on Highway 3, South to the International Border.

### Prince Charles Secondary

(Grade 8 - 12)

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

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

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: XXX, 2018

## **POLICY 411: Schools and Programs of Choice**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students of school age. It is the goal of the Board to offer programs promoting excellence in instruction and optimal achievement for all students.

The Board recognizes that there may be staff, parental and/or student interest in having the district make available District, school or program options with a particular philosophy, service delivery model, or focus. The Board of School Trustees believes that full consideration should be given to educational options for students where these options are sound and sustainable, and where the options clearly enhance educational opportunities available to students.

For the purposes of this policy, the term “options” refers to programs within a school, or entire school, or District programs, based on alternative educational models. Examples of such programs or models include Wildflower and French Immersion

### Guidelines

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

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 75]

Related Contract Article: Nil

Adopted: August 30, 2005

Amended: April 8, 2008

Amended: XXX, 2018

- 1.10. evidence of such programs' success if they are operating in other school districts.
2. With regard to any Board-approved option, the Board will not generally provide a level of funding exceeding that which would normally be provided to that school or program.
3. The Board shall make reasonable efforts to provide information that may be required by groups/individuals in the preparation of proposals.
4. Following the Board's receipt of a proposal, the Superintendent of Schools shall provide a written review and evaluation of the proposal. This review shall include an analysis of:
  - 4.1 staffing/human resource requirements;
  - 4.2 facilities, both interim and long term;
  - 4.3 curriculum development and implementation;
  - 4.4 sources of funding/revenue including government, private, or corporate services and any obligations of the Board in the event outside funds are provided;
  - 4.5 a proposed implementation timeline; and,
  - 4.6 the impact of implementing the proposal on other District schools.
5. Approval of any educational option will be specific to one location unless otherwise stipulated by the Board.
6. The final decision with respect to all proposals rests with the Board of School Trustees. With respect to proposals referred to the Board, the Board may:
  - 6.1 Grant approval;
  - 6.2 Grant approval with particular conditions;
  - 6.3 Reject the proposal;
  - 6.4 Locate the program in a particular school or facility; or,
  - 6.5 Refer the proposal back to the applicant group or individual for further work (to be specified by the Board).
7. The Board will provide to the applicant group/individual, any reasons for rejection of a proposal.

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

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 75]  
Related Contract Article: Nil  
Adopted: August 30, 2005  
Amended: April 8, 2008  
Amended: XXX, 2018

## **POLICY 412: Independent Homeschooler**

The Board of Education for School District No. 8 (Kootenay Lake) will provide Independent Homeschoolers registered in the School District access to educational services in accordance with the *School Act and amendments* and its associated regulations.

### Definition

A student registered at a public school whose instruction is delivered at home and whose parent/guardian(s) exercise complete independence and control over the student's education.

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



## **POLICY 430: Fees, Deposits and Financial Hardship**

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

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

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

### Guidelines

#### 1. General

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

#### 2. Fees

- 2.1. Schools may establish and set fees for membership in a student association, school handbook, school yearbook, graduation activities, combination locks.
- 2.2. Schools may charge fees for expenses associated with extra-curricular field trips.
- 2.3. Schools may establish rental fees for equipment.

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

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: XXX, 2018

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

### 3. Deposits

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

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

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

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

### 4. Procedures in Cases of Financial Hardship:

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

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

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

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

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

4.5.1. deferred payment

4.5.2. payment over time

4.5.3. partial waiver

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

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: XXX, 2018

4.5.4. full waiver.

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

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85]  
Related Contract Article: Nil  
Adopted: November 12, 2002  
Amended: November 3, 2009  
Amended: XXX, 2018

## **POLICY 440: Extra-Curricular and Co-Curricular Activities**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes that extra-curricular and co-curricular activities are an integral part of school programs. In order to ensure an orderly procedure for approvals and to ensure student safety, the corresponding administrative procedures are to be implemented.

To support student travel needs, the Board shall establish an annual budget, to be distributed under the direction of the Superintendent of Schools.

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Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: June 9, 1999  
Amended: October 7, 2008  
Amended: June 29, 2010  
Amended: XXX, 2018

## **POLICY 441: Student Eligibility for Extra-Curricular Activities**

The Board of Education for School District No. 8 (Kootenay Lake) encourages student participation in extra-curricular activities and believes that participation in such activities benefits the student. Subject to the guidelines accompanying this Policy, participation in extra-curricular activities must be open to all students registered in School District No. 8.

### Guidelines

1. Eligibility decisions are generally made by individual schools. However, such decisions will be guided by the district policy.
2. The policies of BC School Sports regarding eligibility for participation in sports are recognized and supported by the Board.
3. In order to participate in an extra-curricular activity, students must be enrolled in the school where they intend to participate. However, subject to any regulations established by BC School Sports, a student may participate in another District school's extra-curricular activity provided that:
  - 3.1 the activity is not provided at the District school in which the student is registered;
  - 3.2 both school Principals agree; and,
  - 3.3 the receiving school is able to accommodate the incoming student without displacing a student who wishes to participate in that particular extra-curricular activity.
4. Students are required to maintain regular attendance, satisfactory behaviour, and achievement in order to participate in an extra-curricular activity.
5. The Principal may withdraw extra-curricular participation from a student if the student does not maintain satisfactory attendance, behaviour and achievement.
6. All decisions about participation are at the Principal's / Superintendent's discretion.

## **POLICY 450: Student Services**

The Board of Education for School District No. 8 (Kootenay Lake) supports the practice of inclusion by serving students with special needs through a continuum of service delivery in regular classrooms throughout the district, provided the needs of all can be met and a safe effective learning environment can be maintained.

Student services will be provided in accordance with the Student Services Handbook.

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

## **POLICY 460: Language**

The Board of Education for School District No. 8 (Kootenay Lake) expects all students to achieve proficiency in the English language. The Board will offer students in grades 5 to 8 Core French as a second language.

Other languages may be offered according to the following guidelines.

### Guidelines

1. All students must take a second language as part of the curriculum in grades 5-8 except where students are:
  - 1.1 Identified as having special needs or are receiving English as a second language services (ESL).
  - 1.2 Unable to demonstrate their learning in relation to the expected learning outcomes of the second language course.
  - 1.3 Enrolled in Late French Immersion in Grade 6.
2. Schools should ensure that a decision for exemption is made in consultation with the student, teacher and parent. Exemptions for students with special needs must be recorded in the student's IEP.
3. Students, especially those of Francophone parents and/or Aboriginal ancestry, should have an opportunity to learn their ancestral language where demand, student enrolment, availability of curriculum and teaching resources are present.
4. Only second language curricula, which have education program guides listed in the Education Program Guide Order or approved under the local programs order, are eligible to meet the second language requirements for grades 5-8.
5. Schools may elect to offer a second language program K-4 at no additional cost to the Board.

## **POLICY 480: Parent Advisory Councils/District Parent Advisory Council**

The Board of Education for School District No. 8 (Kootenay Lake) believes that parents are partners in the educational system and that parental involvement helps to promote a positive learning environment. The Board supports the establishment of a District Parent Advisory Council and Parent Advisory Councils at each school.

### Guidelines

#### 1. Parent Advisory Councils

- 1.1 A Parent Advisory Council (PAC) may be formed at each school and will conduct its affairs in accordance with the School Act.
- 1.2 A parent group seeking recognition as a Parent Advisory Council must make application to the Board of School Trustees. The Board will act in accordance with the School Act and recognize only one PAC for each school.
- 1.3 The Principal of the school or designate may attend meetings of the Council.
- 1.4 The PAC through its elected officers may advise the Board and the Principal and staff of a school on any matter relating to the school other than those assigned to the School Planning Council, and provide support and assistance as determined by the PAC.
- 1.5 To assist parents, principals will facilitate, encourage, and promote involvement in and awareness of PACs.
- 1.6 The PAC shall provide a copy of its Constitution and Bylaws to the Board and DPAC.

#### 2. District Parent Advisory Council

- 2.1 The Board recognizes the Kootenay Lake District Parent Advisory Council (DPAC)
- 2.2 The DPAC shall conduct its affairs in accordance with the School Act.
- 2.3 The DPAC shall provide a copy of its bylaws and constitution to the Board.
- 2.4 The Board will appoint a trustee to represent the Board at meetings of the DPAC.
- 2.5 The Board in setting the District budget will annually determine the amount of funding, if any, to be provided to the DPAC.
- 2.6 The DPAC will provide the Board with a financial statement at the end of each school year.
- 2.7 When the Board seeks parent representation on Board committees, DPAC will be asked to select a representative parent or parents. At the discretion of the Board, or Board Committee, additional parents may be selected and invited by the Board to serve on Board committees.

Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 8]  
Related Contract Article: Nil  
Adopted: May 4, 2004  
Amended: XXX, 2018



## **POLICY 490: School Closure**

The Board of Education for School District No. 8 (Kootenay Lake) believes that consultation with staff, parents and the public is essential when considering decisions that involve closing schools. Such considerations will be subject to the guidelines within this Policy.

### Guidelines

#### 1. General:

- 1.1 Permanent closure means that for a period of more than twelve (12) months the building will not be used to provide educational programs to students, except where the Board intends to reopen the school following renovations or repairs or additions.
- 1.2 Efforts will be made to ensure that all persons in the community who could be affected by a school closure are given an adequate opportunity to comment on the proposal before a final decision is made.
- 1.3 Schools will not be considered for closure if enrolment projections forecast the reopening of the school in the near future.
- 1.4 The final decision regarding closure of a school or schools shall be made before April 30.

#### 2. An examination of the following issues will be conducted by the Superintendent and reported to the Board before a decision is made by the Board to consider school closure:

- 2.1 evaluation of the physical condition of the school being considered for closure and schools or schools to which students may be transferred;
- 2.2 availability of alternative accommodation;
- 2.3 educational program/course implications for affected students;
- 2.4 safety impact;
- 2.5 alternate potential uses of the facility being considered for closure;
- 2.6 potential parental and local community support;
- 2.7 enrolment projections in the schools affected by possible closure;
- 2.8 effect of a closure on other schools including impact on space and capacity;
- 2.9 impacts on students and the number of students affected;
- 2.10 effect on catchment areas;

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

Related Contract Article: Nil

Adopted: April 22, 2003

Amended: February 17, 2004

Amended: XXX, 2018

- 2.11 effect on transportation services;
  - 2.12 financial impact of the closure;
  - 2.13 impact on District Capital Plans; and
  - 2.14 other factors relevant to whether the particular school should be one considered for closure.
3. The Board will consider the information provided, and decide whether to consider one or more school closures. In order to enable the Board to first notify the schools that may be affected (see Clause 4.1) a potential decision to consider a school for closure may be made at a closed meeting. The formal decision to proceed with consideration of a school closure will be made at the next public meeting of the Board. All related information presented at the closed meeting and minutes of that portion of the closed meeting will be made publicly available following the announcement unless the Board specifically directs otherwise.
4. Process for notification and consultation with staff of affected schools includes:
  - 4.1 Notification meeting with the principals of the school being considered for closure and other schools(s) to be affected, prior to an official announcement by the Board;
  - 4.2 Notification meeting with the Superintendent or designate and the staff and PAC Executive of the school(s) being considered for closure prior to an official announcement by the Board;
  - 4.3 An opportunity provided to the staff of the school being considered for closure, for a meeting at the school with the Board after the official announcement;
  - 4.4 Notice to staff at other schools affected; and
  - 4.5 An opportunity provided for written input.
5. Process for consultation with the public includes:
  - 5.1 Notice of the Board's decision to consider the school for closure will be given to the parents of the school considered for closure and other schools affected by the closure and to all communities affected by the school closure and consequential changes to the other schools.
  - 5.2 The information on which the Board based its decision to consider the school for closure will be made available to the public.
  - 5.3 There will be an adequate opportunity for written response to the proposed school closure and information and directions on how to submit a written response, including advice that submissions may be referred to at subsequent public forums respecting the closure and in summaries or other information provided to Trustees, unless the correspondent specifically request that name and address remain confidential.

- 5.4 The Board will hold at least one (1) public meeting, advertised by school newsletter and in the public media, with at least seven (7) days' notice, at the school being considered for closure. Students and parents currently attending the school will be notified through school newsletters.
  - 5.5. The Board may designate a committee of Trustees to attend public meetings and meetings with staff or staff representatives and to report to the Board on the input received. A record shall be kept at each such meeting of the main points raised. These records shall be provided to the Board prior to the meeting at which the Board makes its final decision on the proposed closure.
  - 5.6 Other community agencies which may be affected by the school closure will also be notified. Local governments and First Nations will be specifically notified and invited to provide input through the public consultation process.
6. Decision on Closure
- 6.1. The Board will make its final decision on the proposed school closure after taking into fair consideration the input received through the consultation process. Fair consideration includes the concept that the proposal could be changed or reversed.
    - 6.1.1. Where a change to the proposal means that a new segment of the community, parents or staff is affected that was not affected by the prior proposal, additional consultation shall be provided in order to allow the new group to provide input.
    - 6.1.2. Where a change to the proposal substantially changes the effect on the community, staff or parents in ways that were not anticipated in the prior consultation, additional consultation shall be provided to allow the community to provide the Board with input on the new impacts.
  - 6.2. Ordinarily the consultation process will take at least sixty (60) days from the time the Board makes its decision to consider the school for closure. The School Board consultation process may be shortened in circumstances where the Board is satisfied that there is a pressing need for a shorter time period and prior consultation (e.g., on related proposals) has given the community, parents, students and staff adequate notice and opportunity to consult and has provided the Board with a full understanding of the impact on the community, parents, students and staff.
  - 6.3. The final decision of the Board shall be by Board Bylaw, after First and Second Reading of the Bylaw at a public Board meeting and Third Reading and Final Reading at the next public Board meeting.

## **POLICY 810: Use of Information and Communication Technology**

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

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

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

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

Students are 100% responsible for lost or damaged personal devices.

## **POLICY 820: Freedom of Information and Protection of Privacy**

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

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

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

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## **POLICY 840: Use of Video Surveillance**

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

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

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

## **POLICY 220: Maintenance of Order**

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

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

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

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

### Guidelines

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

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



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

## **POLICY 230: Child Abuse and Neglect**

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

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

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

### Guidelines

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

## **POLICY 240: Anaphylaxis**

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

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

Related Legislation: Ministerial Order M234/09  
Related Contract Article: Nil  
Adopted: October 15, 2002  
Amended: January 12, 2010  
Amended: May 28, 2013  
Amended: October 9, 2018

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

The Board of Education for School District 8 (Kootenay Lake) recognizes the health hazards of tobacco products and the use of smokeless tobacco products and electronic smoking devices. As an employer, the Board has a duty to ensure the safety of the workplace. As an educational authority, the Board has a responsibility to provide educational leadership and its employees have a responsibility to act as positive role models while in the workplace.

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

The use of tobacco may be permitted for traditional ceremonial activities of recognized cultural groups with prior written approval from the Superintendent or designate.

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

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

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

### Guidelines

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

Related Legislation: Nil  
Related Contract Article: Nil  
Adopted: February 24, 2015  
Amended: October 9, 2018

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

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE**  
**POLICY PRIORITY LIST**

Policy No.	Policy Name	Status	Originating	Assignment
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		EDCOW Committee to host 2018/19
-	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Michael to Draft Policy
-	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	Michael
-	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 - Prioritized To be done October 9, 2018	Board Referral - New Policy	Board
-	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 - Prioritized Sept/18-Evaluation underway	Board Referral - New Policy	Board
420	Distributed Learning	As per DL Audit, Principal Simpson to create DL policies.	Audit	Rob Simpson
Section 200	Health & Safety	November 2018 - Review	Board	P&G Committee
Section 300	Students	January 2018 - Review	Board	P&G Committee
Section 400	Instruction and School Organization	February 2018 - Review	Board	P&G Committee
Section 500	Human Resources	April 2018 - Review	Board	P&G Committee
Section 600	Finance and Business Operations	May 2018 - Review	Board	P&G Committee
Section 700	Facility Operations and Transportation	June 2018 - Review	Board	P&G Committee
Section 800	Information and Communications Technology	June 2018 - Review	Board	P&G Committee

## 2018-2019 Board Calendar

revised: 11/16/2018

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
September 11	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
September 25	11:00 am - 12:00 pm		Special Closed Board Meeting	
	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
	6:00 pm - 7:00 pm		Special Open Board Meeting	
October 9	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>October 20 - General Local Elections</i>				
November 13	12:00 pm - 2:00 pm			Trustee Oaths & Orientation
	2:00 pm - 2:30 pm		Special Open Board Meeting	
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
November 20	9:00 am - 12:00 pm			Trustee Orientation
November 27	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
December 11	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>December 25 - No Meetings - Winter Break</i>				



DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
January 8	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
January 22	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
February 12	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
February 26	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
March 12	1:00 pm - 2:30 pm	Finance & Operations		
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
<i>March 26 - No Meetings - Spring Break</i>				
April 9	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
April 23	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	

DATE	TIME	COMMITTEE OF THE WHOLE MEETINGS	BOARD MEETINGS	OTHER
May 14	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
May 28	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	
June 11	12:30 pm - 2:00 pm	Policy & Governance		
	2:30 pm - 4:00 pm	Education		
	4:30 pm - 6:00 pm	Finance & Operations		
June 25	1:00 pm - 2:30 pm			Flex Meeting (Optional Use)
	3:00 pm - 4:00 pm		Closed Board Meeting	
	5:00 pm - 7:00 pm		Regular Board Meeting	