

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, JANUARY 8, 2019  
12:00 - 1:30 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 January 8, 2019 meeting, BE ADOPTED, as circulated.

5. RECEIVING PRESENTATIONS/DELEGATIONS

Nil

6. OPPORTUNITY FOR COMMENTS BY THE PUBLIC

7. CORRESPONDENCE

Nil

8. ADOPTION OF MINUTES (p. 3)

App. A

Proposed Resolution:

The Policy and Governance Committee of the Whole Minutes from the November 27, 2018 meeting, BE ADOPTED.

9. OLD BUSINESS

A. Action

Nil

B. Information/Discussion

Nil

10. NEW BUSINESS

A. Action

Nil

B. Information/Discussion

- a) Section 300 Students Review (p. 9) App. B
11. POLICY PRIORITY LIST/ANNUAL PLAN (p. 25) App. C
12. QUESTION PERIOD  
An opportunity to ask for clarification.
13. MEETING SCHEDULE AND REMINDERS (p. 26) App. D  
The next Policy and Governance Committee of the Whole Meeting is scheduled for February 12, 2019 at the Nelson Board Office.
14. ADJOURNMENT

**BOARD OF EDUCATION  
POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE  
MINUTES  
TUESDAY, NOVEMBER 27, 2018**

A School District 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, November 27, 2018.

**BOARD:** L. Trenaman, S. Nazaroff, B. Maslechko, D. Lang, A. Gribbin, S. Walsh,  
S. Chew, B. Coons (*via Video Conference*), C. Beebe (*via Video Conference*)

**DISTRICT STAFF:** C. Perkins, Superintendent  
M. McLellan, Secretary-Treasurer  
B. Eaton, Director of Inclusive Education  
B. MacLean, Director of Operations  
D. Holitzki, Director of Human Resource Services  
N. Howald, Director of Information Technology  
N. Ross, Acting Director of Innovative Learning Services  
S. Whale, Executive Assistant

**PARTNERS:** S. Kalabis, KLPVPA  
V. McAllister, KLPVPA  
N. Latham, CUPE  
M. Bennett, CUPE  
D. Kunzelman, KLTF

**REGRETS:** E. Zdebiak, DPAC  
J. Lih, DPAC  
D. Sabourin, KLTF

1. **CALL TO ORDER**

Chair Trenaman welcomed new board and called the meeting to order at 12:32 pm.

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**

Trustee Trenaman read out loud "The purpose of the Policy and Governance Committee of the Whole is to:

- 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.

Chair Trenaman inquired if any questions. Response: None.

Chair Trenaman welcomed all participants and asked everyone to introduce themselves.

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

- promote awareness in trends and research in education and learning in order
- to encourage wise practice; and
- bring appropriate recommendations to the Board related to the above.”

Chair Trenaman inquired if any questions. Response: None.

Chair Trenaman welcomed all participants and asked everyone to introduce themselves.

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

Chair Trenaman explained that Position of Policy & Governance Committee of the Whole Chair is an annual assignment. All members of the Committee have voting privilege. Chair must be Board of Education Trustee.

Chair Trenaman called for nominations from the floor for the position of Policy & Governance Committee of the Whole Chair.

Trustee Nazaroff nominated Trustee Walsh.

Chair Trenaman called for further nominations two additional times and hearing no further nominations declared nominations closed.

Trustee Walsh accepted the nomination and was acclaimed as the Policy & Governance Committee of the Whole Chair.

Chair Walsh assumed the chair.

Chair Walsh thanked everyone and asked for assistance in this new role.

#### 5. DESTRUCTION OF BALLOTS

Nil

#### 6. INSERTIONS/DELETIONS TO PROPOSED AGENDA

Nil

#### 7. 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 November 27, 2018 meeting, BE ADOPTED, as circulated.

#### 8. RECEIVING PRESENTATIONS/DELEGATIONS

Policy and Governance Review - Chair Trenaman

Chair Trenaman provided a short overview of the policy and governance process. She explained that board hired a consultant for the policy process. Every policy was through the process, was reviewed, and has been modified and updated as needed. After this initial process is complete, all policy sections will be reviewed annually. The role of this committee is to review policies and make recommendations to the Board. With the exception of the Section 100 policies, all policies

are delegated by the Board to the P&G Committee to review and make recommendations. The Section 100 policies are the exclusive work of Board. Administrative Procedures are the work of the Superintendent and staff.

9. OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

10. CORRESPONDENCE

Nil

11. ADOPTION OF MINUTES

Chair Trenaman clarified that on the last page of the minutes, it should read: "It is the EDCOW Committee of the Whole's turn to do the annual Student Symposium." This has been decided at Agenda Setting Meeting from November 20, 2018. Next time will be P&G Committee of the Whole's turn.

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

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

12. OLD BUSINESS

Chair Walsh acknowledged the hard work from previous board with updating these policies.

A. Action

a) Policy 251: Cannabis

No change and no comments. There was discussion around the reference to Policy 311 Use of Illegal Drugs and Alcohol, but no revision was agreed to.

b) Section 400 Policies

**Policy 410: School Choice and Catchment** - Following changes have been discussed:

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

9. Changed "Cross Boundary Transfer" to "Out of Catchment Transfer".

9.3 Director Holitzki agreed to provide correct wording. Changed to "The Out of Catchment Transfer form must be completed in full and hand-delivered, mailed or electronically sent to the Catchment School's Principal."

Last page removed "Yahk" and added the language to "Canyon-Lister".

**Policy 411:** Schools and Programs of Choice - Third paragraph changed to "Wildflower School and French Immersion Program"

**Policy 412:** Independent Homeschooler - No change  
Superintendent Perkins clarified that this is a generic policy and that it will be reviewed in detail in the new year.

**Policy 430:** Fees, Deposits and Financial Hardship - 1.1 removed "School Planning Council" so it reads: "Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff."

Trustee Beebe requested to have an agenda item to discuss fees for consumables and non-consumables at the next Committee Meeting.

**Policy 440:** Extra-Curricular and Co-Curricular Activities - No change

**Policy 441:** Student Eligibility for Extra-Curricular Activities - No change

**Policy 450:** Student Services - first paragraph change to "diverse needs"

**Policy 460:** Language - first paragraph removed "grades 5 to 8"

**Policy 480:** Parent Advisory Councils/District Parent Advisory Council - 1.4 removed "School Planning Council"

Superintendent Perkins informed that regarding "2.4 The Board will appoint a trustee to represent the Board at meetings of the DPAC" Chair Trenaman will take care of this.

**Policy 490:** School Closure - No change. Discussed implementing admin procedure for "efforts", which can be brought up in next meeting.

e) Section 800 Policies

**Policy 810:** Use of Information and Communication Technology - No change

**Policy 820:** Freedom of Information and Protection of Privacy - first paragraph Adjusted "believe" to "believes" and "appropriate" to "appropriate use"

**Policy 840:** Use of Video Surveillance - No change

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

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

13. NEW BUSINESS

A. Action

Nil

B. Information/Discussion

a) Section 200 Health & Safety review

**Policy 230: Child Abuse and Neglect** - There was discussion around process of who does investigation and report to the authorities. Current sentence in bullet point 6 can be misleading. Decision was made to delete "or" and change to, "requiring school officials to investigate and report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers."

**Policy 240: Anaphylaxis** - no changes

Chair Trenaman informed that anaphylaxis used to be binder by itself. She thanked Superintendent Perkins that it has been narrowed down to 2 paragraphs.

**Policy 250: Tobacco and Electronic Smoking Devices** - no changes

Chair Trenaman commented that this policy will be connected to the Policy 251 Cannabis.

**Policy 260: Scent Free Environment** - no changes

Trustee Beebe inquired if any change for the better since policy in field testing. There is signage at Blewett and Mt. Sentinel. Issue has been passed on to HR to clarify if other schools need signage. Orders can be placed with Health, Wellness and Safety Officer Warwick.

There was discussion around use of scents for therapeutic use for particular students, but no revision was agreed on.

**14. POLICY PRIORITY LIST/ANNUAL PLAN**

Superintendent Perkins presented the attached priority list (included with the agenda) and pointed out a few items. She explained that all policy sections will be updated and reviewed. To propose a new policy or policy revision, a Policy Pro Forma (available on SD8 website) is to be completed. Steps to follow are found in Policy 160. Correction to the list: All dates to be updated for all Policy Section Reviews from 2018 to 2019.

**15. QUESTION PERIOD**

Nil

**16. MEETING SCHEDULE AND REMINDERS**

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

**17. ADJOURNMENT**

The meeting adjourned at 2:04 pm

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Chair

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Secretary-Treasurer



## **POLICY 310: Code of Conduct**

### **Overview**

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

It is the shared responsibility of students, staff, parents/guardians and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote Safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect.

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is considered to be:

- Interfering with the learning and working of others
- Bullying, harassing, intimidating, retaliating, discriminating or violence
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Every effort will be made to support individuals and to determine the root causes of behavior. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

### **Policy**

The Board of Education, School District No. 8 (Kootenay Lake), expects students to treat others with respect and courtesy and to conduct themselves in a manner which contributes to and promotes a safe, caring and orderly learning environment in schools and at school activities.

The Board considers the conduct of any member of the school community that adversely affects the school environment to be a breach of the District Code of Conduct and to warrant appropriate forms of

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

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004

Amended: April 8, 2008

Amended: April 1, 2014

Amended: May 8, 2018

Amended: October 9, 2018

intervention. Special consideration may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board of Education believes all individuals in the school district have the right to an environment free from discrimination and acknowledges that certain kinds of discrimination as prohibited by the BC Human Rights Code must be a part of a district and schools code of conduct.

The Board of Education therefore expects students to not, without a bonafide and reasonable justification, publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

1. indicates discrimination or an intention to discriminate against a person or class of persons;
2. expose a person or group or class of persons to hatred or contempt because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The prohibited grounds for discrimination are to be addressed by schools in their code of conduct.

## District Code of Conduct

### Expected Behavior

1. **Respect**  
Students are expected to show respect for people, property, and the school's code of conduct. They are expected to act in a responsible manner and be respectful of the rights of others at school and school activities wherever held.
2. **Responsibility**  
Students are expected to gradually assume more responsibility for themselves, as individuals and members of society. They are expected to become more responsible for undertaking, organizing and completing their school work and for contributing to and promoting a safe, caring and positive school environment.
3. **Commitment**  
Students are expected to strive for excellence in all their school endeavors and comply with school expectations and rules for student work, attendance, behaviour, and deportment.
4. **Attitude**  
Students are expected to participate willingly and diligently in their assigned work and to undertake school activities with a spirit of cooperation and fair play.

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

Related Contract Article: Nil

Adopted: July 14, 1998

Amended: Oct. 26, 2004

Amended: April 8, 2008

Amended: April 1, 2014

Amended: May 8, 2018

Amended: October 9, 2018

## **Compliance with the District Code of Conduct**

It is expected that students will abide by the District and School Code of Conduct going to and from school, on school buses, at school, and at school activities wherever held.

## **Retaliation Concerns**

Schools and the district will take necessary measures to prevent retaliation by an individual against a student who has made a complaint of a breach of code of conduct.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85,1.1; Part 9, Division & 168 2, (s.1)  
Related Contract Article: Nil  
Adopted: July 14, 1998  
Amended: Oct. 26, 2004  
Amended: April 8, 2008  
Amended: April 1, 2014  
Amended: May 8, 2018  
Amended: October 9, 2018

## **POLICY 311: Use of Illegal Drugs and Alcohol**

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

The Board believes that every effort must be made to assist students in maintaining their connection with the school while ensuring that appropriate steps are taken to assist the student.

In applying this policy, the Principal has discretion to take into account the age of the student and the factors and issues that may be affecting the student who is under the influence, or appears to be under the influence, or in the possession of drugs and/or alcohol while in attendance or on route to school or at any school sponsored activity.

### Guidelines

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

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

Related Contract Article: Nil

Adopted: September 27, 2004

Amended: June 21, 2005

Amended: April 8, 2008

Amended: October 9, 2018

## 1.2. Subsequent offenses:

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

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

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

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

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85,1.1]  
Related Contract Article: Nil  
Adopted: September 27, 2004  
Amended: June 21, 2005  
Amended: April 8, 2008  
Amended: October 9, 2018

## **POLICY 320: Student Attendance**

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

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

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

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

## POLICY 330: Sexual Orientation / Gender Identity

The Board of Education for School District No. 8 (Kootenay Lake) is committed to providing a safe, positive, and inclusive learning and working environment for all students and employees regardless of their sexual orientation or gender identity. In accordance with the *Canadian Charter of Rights and Freedoms* (CCRF) and the *B.C. Human Rights Act*, the Board values all of its students and employees “...without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.” (section 15(1) CCRF).

The Board recognizes that some students and employees may identify as: Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirit, Queer (LGBTQ+), or who are questioning their sexual orientation or gender identity. Therefore, it is expected that the District will:

- Ensure inclusion of all students and employees in all aspects of school life regardless of their sexual orientation, including the right for students to participate in extracurricular activities;
- Define appropriate terms (definitions), behaviours, and actions in order to prevent discrimination, harassment, and exclusion through greater awareness of, and responsiveness to, their harmful effects;
- Ensure that complaints about homophobia are taken seriously and dealt with effectively and in a timely fashion through consistently applied policy and administrative regulations; and
- Raise awareness and improve understanding of the lives of individuals who are discriminated against, harassed, excluded, or feel unsafe based on their sexual orientation.

### Guidelines

#### 1. Definitions

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

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

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

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

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

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



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

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

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

**Lesbian:** A woman who is attracted to other women.

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

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

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

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

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

**SOGI:** Sexual Orientation and Gender Identity

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

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

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

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

## 2. Safety/Anti-Harassment

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

## 3. Counselling and Student Support

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

Related Legislation: Canadian Charter of Rights and Freedoms [Section 15 (1)]  
Related Contract Article: Nil  
Adopted: February 24, 2015  
Amended: October 9, 2018

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

#### 4. Counselling and Staff Support

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

#### 5. Staff and Professional Development

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

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

#### 6. Washroom and Change Room Accessibility

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

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

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

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

#### 7. Access to Academic, Physical Education and Sports

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

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

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

Related Contract Article: Nil

Adopted: February 24, 2015

Amended: October 9, 2018

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

## 8. Dress

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

## 9. Confidentiality and Privacy

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

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

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

## 10. Names and Pronouns

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

## 11. Official Records and Student Information

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

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

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

## **POLICY 340: Discrimination and Harassment**

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

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

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

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

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

### Guidelines

#### **1. Definitions**

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

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

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: October 9, 2018

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

1.3. Sexual Harassment:

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

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

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

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

1.4. Bullying:

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

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

2.1 remarks or correspondence with sexual overtones

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

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

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

2.5 proposal of intimacy of a sexual nature

2.6 repeated unwelcome invitations, request for dates or sexual favours

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

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

2.9 calling someone names

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: October 9, 2018

2.10 spreading rumours

2.11 stealing or extorting someone's lunch or other property

2.12 exclusion from groups

### 3. What does not constitute harassment?

3.1. an occasional compliment

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

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

### 4. Coverage of the policy

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

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

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

### 5. Procedure for informal resolution of a complaint

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

#### 5.1 Procedures for teachers -

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

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

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

#### 5.3 Procedures for Students -

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

Related Contract Article: Nil

Adopted: January 26, 1999

Amended: February 26, 2008

Amended: October 29, 2008

Amended: May 10, 2010

Amended: October 9, 2018

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

5.4 Procedures for Parents/Volunteers/Others -

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

6. **Independent Investigation Report**

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

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

Related Legislation: Human Rights Code [RSBC 1996, Chapter 210, Sections 7 & 8]  
Related Contract Article: Nil  
Adopted: January 26, 1999  
Amended: February 26, 2008  
Amended: October 29, 2008  
Amended: May 10, 2010  
Amended: October 9, 2018



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

Policy No.	Policy Name	Status	Originating	Assignment
Section 600	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Michael
Section 600	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of District	Recommended by our Legal Counsel, Ron Bogusz.	New policy	Michael
Section 300	Students	January 2019 - Review	Board	P&G Committee
Section 400	Instruction and School Organization	February 2019 - Review	Board	P&G Committee
Policy 420	Distributed Learning	As per DL Audit, Principal Simpson to create DL policies.	Audit	Rob Simpson
Section 500	Human Resources	April 2019 - Review	Board	P&G Committee
Section 600	Finance and Business Operations	May 2019 - Review	Board	P&G Committee
Section 700	Facility Operations and Transportation	June 2019 - Review	Board	P&G Committee
Section 800	Information and Communications Technology	June 2019 - Review	Board	P&G Committee
Section 200	Health & Safety	2019/20 - Review	Board	P&G Committee
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		P&G Committee to host 2019/20

# 2018-2019 Board Calendar

revised: 12/13/2018

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	