

# POLICY BINDER

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- ~~1010~~ DISTRICT CODE OF CONDUCT (revised to Policy 120)
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  - 1010.02R Conflict of Interest
  - ~~1010.03R~~ ~~Sexual Orientation and Gender Identification~~ (revised to Policy 121 - SEXUAL ORIENTATION AND GENDER IDENTITY)
  
- ~~1020~~ DIGITAL CITIZENSHIP (revised to Policy 122)
  
- 124 CLIMATE ACTION (new)
  
- 1030 WELLNESS IN SCHOOLS
  - 1030.01R Safe, Caring and Orderly Schools
  - 1030.02R Blood borne Pathogens
  - 1030.03R Bomb Threats
  - 1030.04R Temporary Closure of Schools
  - 1030.05R Epidemics, Absenteeism
  - 1030.06R Drug and Alcohol Incidents and Addictions
  - 1030.07R Weapons
  - 1030.08R Interviews with Students
  - ~~1030.09R~~ ~~Process for Resolution of Concerns~~ (Revised to Policy 220 – INQUIRIES AND CONCERNS)
  - ~~1030.10R~~ ~~Student Suspensions~~ – see 9060.01R
  - 1030.11R Medical Support to Students
  - 1030.12R Head Lice
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- 1040 PHYSICAL RESTRAINT AND SECLUSION IN SCHOOLS
  
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- 1060 SMOKING, TOBACCO AND VAPOUR PRODUCTS ON SCHOOL DISTRICT PROPERTY
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# POLICY BINDER

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131 ROLES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON (*new*)

132 ROLES AND RESPONSIBILITIES OF INDIVIDUAL TRUSTEES (*new*)

~~2040~~ TRUSTEE CODE OF CONDUCT (*revised to Policy 133*)

~~2050~~ TRUSTEE CONFLICT OF INTEREST (*revised to Policy 134*)

~~2060~~ TRUSTEE ATTENDANCE (*revised to Policy 135*)

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~~2030~~ MONITORING BOARD PERFORMANCE (*revised to Policy 170*)

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**3010.01R** Crosswalk Safety and Crosswalk Guards

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4010 THE BUSINESS ADMINISTRATION OF SCHOOLS

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### ~~8040 – ASSESSMENT AND COMMUNICATION OF STUDENT LEARNING (revised to Policy 330)~~

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# POLICY BINDER

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450 PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

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9030 STUDENT NEEDS

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**9040.01R** Accessibility of Student Records

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9050 NUTRITION IN SCHOOLS

**9050.01R** Healthy Schools Nutrition

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310 STUDENT CODE OF CONDUCT

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10020 PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS

~~**10020.01R**~~ Parent Advisory Councils (revised to Policy 230)

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**10020.05R** Control and Use of School District Property – Procedural Bylaw No. 1

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## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

### MISSION

Empowering students to become confident, curious, and caring individuals who thrive in their learning, relationships, and community.

### VISION

Preparing students to become educated citizens who contribute to a dynamic, sustainable, and diverse world.

### VALUES

**Belonging:** We encourage relationships that support a culture of respect, empathy, and collaboration where individuals are supported, represented, and empowered to reach their full potential.

**Respect:** We nurture respectful and inclusive communities where everyone feels valued, safe, and appreciated.

**Reconciliation:** We are committed to true reconciliation through working together and honouring Indigenous ways of knowing and doing.

**Empathy:** We offer kindness, compassion, and respect while recognizing a deep understanding of others.

**Equity:** We seek to understand individual perspectives and needs in order to provide access to opportunities, resources, learning, and honour our commitment to true reconciliation.

**Perseverance:** We foster resilience and self-empowerment, recognizing one's journey toward success involves overcoming difficult challenges.

## **POLICY 120 DISTRICT CODE OF CONDUCT**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its responsibility in providing safe, respectful and inclusive learning and working environments for all members of its school communities.

The Board expects staff, students, and guests to promote both physical and online environments that align with the District's core beliefs and values as well as the guiding principles of the B.C. Human Rights Code.

The Board requires school communities to create written codes of conduct/values that align with this policy and the accompanying regulations. In the event that a District site does not have a written code of conduct, District Policy will apply.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1010.02R**

**REGULATION**

Adopted: 1997-05-13

**CONFLICT OF INTEREST**

*Ins response to the policies:*

**4020 - BUSINESS ADMINISTRATION**

**4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

**9030 - STUDENT NEEDS**

People in positions of responsibility should not be taking unfair advantage of their position. While their position provides them with advantages, the advantages should be, and be seen to be, appropriate for their position.

The following principles will apply:

1. An advantage involves a gain of some kind. It would involve, but not be limited to, the areas of financial, business, relatives, close personal friends, political organizations, privileged information, services, trust, and vested interests.
2. The unfairness in the advantage comes from gain beyond that which is tolerable for the position, or which conflicts with the interests of the school district.
3. Unfair advantage would be considered to occur in situations of both provision and procurement.
4. In some situations, the perception of advantage can be just as important as the reality.
5. The perception and reality of an unfair advantage will be considered to exist for a period of one year after leaving the district.

## **POLICY 121 SEXUAL ORIENTATION AND GENDER IDENTITY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to establishing and maintaining a safe and positive learning environment for all members of the school community (including students, parents, teachers, support staff and anyone involved with the district) who identify as members of a sexual minority or are questioning their sexual orientation or gender identity, or who are two-spirit persons. This policy is established with the intent and recognition that public schools need to be safe for everyone.

The Board recognizes and values the diversity found within the district and recognizes that individuals who are members of a sexual minority face a unique set of challenges within our schools. Specifically, any homophobic and gender-based comments, discrimination, and bullying are demeaning to all regardless of their actual or perceived sexual orientation.

Individuals who are dealing with or those perceived to be dealing with issues of sexual orientation or gender identity, are frequently targets of discrimination, harassment, physical and sexual violence, and /or social and emotional isolation. Any form of discrimination, intimidation, or harassment against any person based on gender/gender identity or sexual orientation/perceived sexual orientation is prohibited.

This policy and guidelines apply to the behaviour of all members of the school community including students, parents, teachers, support staff and anyone involved with the district.

Resolution to complaints to school authorities arising from this policy should be resolved in a respectful and restorative manner, providing education and the opportunity for all impacted to move forward in a positive manner.

### Guidelines

1. The District Code of Conduct requires that appropriate behaviours and attitudes should be reflected in classroom instruction and modeled by adults in the school learning and work environments, and that students are expected to exhibit behaviour that enables all to participate effectively in the educational community.
2. Any language or behaviour that deliberately degrades, denigrates, incites hatred, prejudice, discrimination, or harassment towards individuals on the basis of their real or perceived sexual orientation or gender identification will not be tolerated. Schools shall include the prohibition of such language and behaviour in their students' codes of conduct.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65] 1  
Human Rights Code [RSBC 1996, Sections 3-14]  
Canadian Charter of Rights and Freedoms (Constitution Act 1982, Part 1 Section 15)

Related Contract Article: NOSTA Article E.1 and E.29  
CUPE 523 Article 4

Adopted: June 9, 2015  
Amended: May 6, 2020

3. All employees have an obligation to intervene in any interaction involving the use of labels and slurs, and behaviours regardless of the speaker’s intentions, and to convey that such comments are against Board policy and will not be tolerated in the educational community.
4. The *Safe, Caring and Orderly* schools mandate of the Province of British Columbia requires that schools strive to “develop positive, welcoming school cultures and are committed to fostering optimal environments for learning”. All schools must be consistently active in promoting a positive and welcoming culture and take specific action in order to promote the establishment of this culture for all, and specifically for individuals dealing with or perceived to be dealing with issues of sexual orientation or gender identity. School staff will ensure student safety by maintaining confidentiality and will provide support as directed by the student.
5. All school and district counselors employed by the Board shall be educated in the knowledge and skills required to deal with sexual orientation and gender identity issues. School and district counselors shall be informed and be familiar with all policies with respect to the requirements of the federal and provincial human rights provisions and school district policy with regard to sexual orientation and gender identity issues.
6. Where students request and where staff are willing to volunteer their time, “Gender Sexuality Alliance” clubs (GSAs) will be encouraged beginning in grade six. All students will be welcome at these teacher-sponsored clubs.

## **POLICY 122 DIGITAL CITIZENSHIP**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) supports the use of information technology for educational purposes and believes that, if used effectively, information technology is a means to improve student learning.

This policy is provided to ensure that all users of district networks are aware of their responsibilities for acceptable use of all district networks and that the communications between the school district network and the Internet may be blocked and/or decrypted to support a safe, secure, and robust network.

As all access to the Internet through the school district network is intended to support the goals, objectives, and activities of the school district and the district strategic plan it is essential to inspect Internet traffic to verify its security, legitimacy, veracity and application.

The Board of Education recognizes the benefits of providing district networks to its users; however, the Board is also aware of the risks involved. School District No. 83 (North Okanagan-Shuswap) will decrypt or block Internet traffic for all devices connected to the school district network in accordance with the guidelines outline below. This policy will apply to all devices connected to the school district network and users of these devices need to recognize the need to block and/or perform decryption on Internet traffic to reduce the risk to the Board by ensure a safe, secure and robust network.

School District No. 83 (North Okanagan-Shuswap) will conduct security training awareness campaigns to hone employee and student security skills to reduce the risk of a potential security breach.

### **Guidelines**

#### **1. Definitions**

- "Digital Citizenship" is defined as appropriate, responsible behaviour with regard to technology use.
- "Digital Footprint" is the data trace or trail left by someone's activity in a digital environment.
- "Appropriate use" is based on community standards and includes school district expectations.
- "Excessive use" is based on the time, capacity, and accessibility of resources of a particular user.
- "Inappropriate use" includes, but is not limited to accessing pornography, hate literature, illegal or offensive material, or anything that contravenes the B.C. Human Rights Act or the Freedom of Information and Protection of Privacy Act or Copy Write Laws.
- "Independent" refers to the supervised access of networks, including the Internet, of which the school district does not have direct control. This includes, but is not limited to, personal electronic mail.

- "Internet" is defined as electronic resources over which the school district does not have direct control.
- "Network" refers to any electronic method of communications. This includes, but is not limited to computer-based data systems and video-conferencing.
- "Wi-Fi" refers to the establishment of a wireless computer network within school and district buildings for the purpose of connecting to the district communication and information technology network.
- "Decrypt" refers to a method used to provide access to the packet data so that traffic may be inspected.

## 2. Acceptable Use of Networks

- 2.1. The purpose of communication and information technology networks is to support communications, research, education, and the achievement of school and district goals and objectives.
- 2.2. Internet traffic that fits into the following URL categories as defined by the provincially chosen network vendor will not be decrypted. The District does not decrypt financial services.
- 2.3. Internet traffic that fits into the following URL categories defined by the provincially chosen network vendor list of URL Categories will be blocked: Adult, Nudity, Malware, Phishing, Peer-to-Peer.
- 2.4. All digital content (including email messages) created or stored in any of the school district systems are the property of School District No. 83.
- 2.5. All content stored, sent or received within any school district systems is subject to the Freedom of Information and Protection of Privacy Acts.
- 2.6. Users are expected to follow storage and retention policy with respect to electronically stored data. (This policy is in process – fixed rules are coming).
- 2.7. Users of networks, including the Internet, must follow these acceptable rules of network behaviour and etiquette. Specifically, users must not:
  - 2.7.1 Use networks, including the Internet for their own commercial gain.
  - 2.7.2 Use networks, including the Internet, for inappropriate and/or unlawful purposes.
  - 2.7.3 Access and/or place inappropriate, pornographic or unlawful information on networks, including the Internet.
  - 2.7.4 Use abusive, sexist, profane, racist and/or other objectionable language in any electronic communications.
  - 2.7.5 Use another user's identification and/or password or attempt to harm or destroy the data of another person.
  - 2.7.6 Circumvent security measures and/or access areas and services to which the user is not authorized.
  - 2.7.7 Use network facilities and resources in an excessive and/or inappropriate manner. This may include but is not limited to, network intensive games.
  - 2.7.8 Break copyright laws.
- 2.8. It is the responsibility of all users to inform themselves of the specific application of these acceptable and restricted uses of networks and the Internet. Failure to comply with these



rules may result in disciplinary action through established procedures in statutes, collective agreement, student codes of conduct and school district policy.

### **3. Use of Electronic Personal Devices**

- 3.1 These guidelines and policies apply to the use of all laptop computers and all other mobile internet-capable devices. No personally owned device will be connected to the hard-wired School District Network.
- 3.2. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
- 3.3. Use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Personal devices must be part of a respectful learning environment and must meet the needs of the classroom. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
- 3.4. All use of a personally-owned device must support the instructional activities currently occurring in the school environment.
- 3.5. Devices with camera and video capability must not be used without consent of the person(s) being photographed.
- 3.6. Personally-owned devices may be used for instructional purposes and for managing medical situations or emergencies.
- 3.7. Employees, guests, students and their families accept that their personally owned devices may be remove from the network if it is not found to be in compliance with school and district codes of conduct, policies and guidelines, including the Digital Citizenship Acknowledgement/Agreement and the requirements of the provincial network. Students and their families also accept that school authorities may inspect the device and its contents to also ensure compliance.
- 3.8. All users access the network at their own risk. The school district will not be held responsible for damage that may occur as a result of connecting to the network or any electrical power source.
- 3.9. All users bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that may be caused through the use of network with his/her personally-owned device.

### **4. Consequences**

- 4.1. Failure to comply with these guidelines and policies may result in disciplinary action by the school which may include, but is not limited to, loss of access to the network and other school district discipline.

## **POLICY 124 CLIMATE ACTION**

The Board of Education of School District 83 (North Okanagan-Shuswap) recognizes that the planet is in a state of climate emergency (see Intergovernmental Panel on Climate Change, 2018). We acknowledge the legitimacy of the United Nations Climate Action Charter (2016) and B.C.'s Climate Action Charter (endorsed March 10, 2009, by our district).

School District 83 is responsible for the education and well-being of our current and future students. Therefore, in the face of global climate change we are obliged to:

- promote the growth of ecological literacy and ethics within students
- embed environmental education within the curriculum's core competency framework
- emphasize the First Peoples knowledge and other traditional ecological knowledge
- address environmental issues and climate action projects in ways that students can contribute
- naturalize school grounds with an ecological and educational lens
- provide students with flexible work skills in a changing world
- support students in developing emotional coping skills and strategies
- cultivate kindness, adaptability, creativity, and resilience within the context of climate change

Additionally, we recognize that School District 83 is a large consumer of energy and resources. Both as an attempt to reduce our consumption and to serve as an example to our students, we believe that it is incumbent upon staff and students to take immediate, positive, and collective action towards mitigating climate change and adapting to its inevitable impacts. This includes:

- responsible consumption and purchase of resources (including energy conservation, water conservation, conservation of teaching materials such as paper, etc.)
- reducing and properly sorting and disposing of waste, including electronic waste
- effectively managing energy use in existing buildings and ensuring new buildings and building enhancements optimize energy efficiency
- limiting emissions created by Green House Gas (GHG) emissions, and considering alternate fuel sources for transportation
- limiting emissions created by the heating/cooling of buildings
- working in partnership with other governments and organizations
- keeping ourselves accountable to charters, regulations, policies and targets that have been previously endorsed by our school board.

## **References**

IPCC 2018 Summary for Policymakers of IPCC Special Report on Global Warming of 1.5°C approved by governments — IPCC  
UN Climate Action Charter, 2016 Climate Change – United Nations Sustainable Development  
BC Climate Action Charter [https://www2.gov.bc.ca/gov2/education/learning\\_centers/climate\\_action\\_charter/](https://www2.gov.bc.ca/gov2/education/learning_centers/climate_action_charter/)

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2008-09-24  
Amended: 2014-03-11

**POLICY**

**WELLNESS IN SCHOOLS**  
(formerly Healthy Schools and Workplaces)

The Board of Education believes the schools and workplaces should be healthy and safe. The promotion of wellness nurtures and connects the whole education community. Achieving wellness involves a comprehensive process connecting employee wellbeing, safety in schools, positive social-emotional relationships, healthy eating and active living. The development of District wellness initiatives identifies the needs of our communities and families and works in conjunction with outside agencies to enhance and support wellness.

The priorities to be followed to ensure this are:

1. Remove situations that can possibly allow accidents to occur or unsafe situations to exist.

To be accomplished, in part, through Regulations:

- 1020.01R** *Digital Citizenship*
- 5040.01R** *School District Safety and Accident Policy*
- 5040.07R** *Primary Students at Bus Stops*
- 6040.01R** *Playground Equipment at Elementary Schools*
- 7010.01R** *Criminal Record Checks*
- 1030.02R** *Bloodborne Pathogens*
- 1060.01R** *Smoking and the Use of Tobacco*
- 1050.01R** *Pandemic Response Plan*
- 1030.07R** *Weapons in Schools*
- 1030.01R** *Student Suspensions*
- 1030.11R** *Medical Support to Students*
- 9070.01R** *Anaphylaxis – Allergic Shock*

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2008-09-24  
Amended: 2014-03-11

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and the:  
Human Resources Guidelines Manual  
District Safety Manual  
CUPE – OLRC Collective Agreement  
Sexualized Behaviour Protocol  
Safety Plan Protocol  
Community Threat Assessment Protocol  
Diabetes in Schools Provisions – Ministry of Education  
[www.bced.gov.bc.ca/specialed/awareness/40.htm](http://www.bced.gov.bc.ca/specialed/awareness/40.htm)

2. Prepare for emergencies and disasters. Have people prepared and procedures in place.

To be accomplished, in part, through Regulations:  
**1030.01R**      *Safe, Caring and Orderly Schools*  
**1030.03R**      *Bomb Threats*  
**1030.04R**      *Temporary Closure of Schools*  
**1030.02R**      *Bloodborne Pathogens*  
**1030.06R**      *Drug and Alcohol Incidents/Addiction*  
**1030.11R**      *Medical Support to Students*  
**9070.01R**      *Anaphylaxis – Allergic Shock*  
**1030.14R**      *Reporting of Child Abuse and/or Neglect*

and the:  
Human Resources Guidelines Manual – Reporting Child Abuse Guidelines  
Crisis Response Manual  
Student Services Handbook  
Anaphylaxis: A Handbook for School Boards  
Safety Plan Protocol

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2008-09-24  
Amended: 2014-03-11

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3. People should periodically practice emergency procedures.

To be accomplished, in part, through regulation:

**1030.01R**      *Safe, Caring and Orderly Schools*  
**1020.01R**      *Digital Citizenship*  
**5040.05R**      *School Bus Evacuation Program*  
**9070.01R**      *Anaphylaxis – Allergic Shock*

And the:

Sexualized Behaviour Protocol  
Community Threat Assessment Protocol  
Safety Planning Protocol

4. Students should be taught about Wellness as per the Health and Career Curriculum and Daily Physical Activity K-12.

To be accomplished, in part, through Regulation:

**1020.01R**      *Digital Citizenship*  
**8030.01R**      *Family Life Program*  
**9050.01R**      *Nutrition*  
**1030.06R**      *Drug and Alcohol Incidents/Addiction and the curriculum*  
**1030.12R**      *Head Lice*  
**9070.01R**      *Anaphylaxis – Allergic Shock*

5. The school district firmly believes that attachment and safety is at the base of student learning. Positive social emotional relationships and student-adult connections are integral to the education process being successful. School District Programs, school beliefs and codes of conduct and classroom teaching are all coordinated to promote wellness in our schools and buildings.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.01R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2008-09-24  
Amended: 2012-06-12

### SAFE, CARING AND ORDERLY SCHOOLS

*(formerly Safe Schools and Dangerous Behaviours)*

*In response to:*

*HR Guideline: 1.8 Protection of Employees from Violence in the Workplace*

*Manuals: Safety Plan Protocol, Community Threat Assessment Protocol*

*Regulations:*

**1010.01R:** *Harassment, Discrimination, Inappropriate Behaviour*

**1030.07R:** *Weapons*

**1030.10R:** *Student Suspensions*

British Columbia schools are striving to develop positive and welcoming school cultures, and are committed to fostering optimal environments for learning. Members of these school communities share a commitment to maintaining *safe, caring and orderly schools*. They focus on prevention of problems and use school-wide efforts to build “community”, fostering respect, inclusion, fairness and equity. They set, communicate and consistently reinforce clear expectations of acceptable conduct. They teach, model and encourage socially responsible behaviours that contribute to the school community, solve problems in peaceful ways, value diversity and defend human rights.

*Resource cited:* <http://www.bced.gov.bc.ca/sco/>

#### STATEMENT OF INTENT

In response to Ministry safety expectations The Board of Education is determined to continue to maintain a safe learning environment for all students and a safe working environment for all employees.

All people participating in a school activity have the right to take part in physical and psychological safety, and have a responsibility to neither harm nor threaten others. To maintain this basic right, any person who threatens or harms others will be dealt with to the greatest extent possible by school district authorities and/or the police.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: ***1030.01R***

## **REGULATION**

Adopted: 1997-05-13

Amended: 2003-01-15

Amended: 2008-09-24

Amended: 2012-06-12

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### APPLICABILITY

This Policy Regulation applies when behaviour is identified which may pose a threat to employees, students, parents or outside community members. It is not intended to apply to behaviours which are not a danger or which are normally handled safely at the classroom level. Where an employee is injured or believes there is a risk of injury by a person who is not an employee, the WorkSafe BC requires special procedures to be followed. They can be found in the Human Resource Guidelines and Procedures manual, under “Protection for workers from violence in the workplace” (Safety Plan Protocol). When student safety is compromised directly, or indirectly within a school appropriate levels of intervention are in place to proceed with administering a suspension, developing appropriate behaviour support, implementing a modification to the education setting (Pyramid of Intervention) or organizing a Community Threat Assessment Response (Community Threat Assessment Protocol).

### DEFINITION

Behaviour as defined in the *Community Threat Assessment Protocol Appendix E: Definitions*

### PURPOSE

Behaviours which may pose a threat must be dealt with, whether the person is a student, employee, parent, or member of the public where it affects the school community.

### RESPONSE TO BEHAVIOURS WHICH MAY POSE A THREAT

There is a continuum of response to behaviours which may pose a threat that can range from redirection, verbal restraint, physical restraint, self protection, to a Threat Assessment.

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NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: ***1030.01R***

**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2008-09-24  
Amended: 2012-06-12

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REPORTING

All staff and students will report behaviours to the school principal/designate that may pose a risk or threat to others. The response continuum prefaced in the Community Threat Assessment Protocol includes worrisome behaviours, high risk behaviours and immediate threats and includes the procedures for managing these more serious events.

CONSEQUENCES

All behaviours which may pose a threat should have consequences, both to act as a learning situation, when applicable, and to act as a deterrent to further problems. Therefore:

Every person who threatens or harms others or who causes willful damage, should be dealt with under the provisions of the *School Act*, *Criminal Code*, or other laws and policies.

Students who exhibit willful misbehavior should be provided with an opportunity to make restitution and be given appropriate consequences to the behaviour. The procedures and due process in the Student Suspension Policy Regulation are to be followed. Educational programming may need to be modified when addressing a student with Special Needs and a Safety Plan and/or a Behaviour Plan may need to be developed.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.02R*

**REGULATION**

Adopted: 2003-01-14

**BLOODBORNE PATHOGENS**

The School District recognizes its responsibility for providing a healthy and safe learning environment for students as well as a safe and healthy workplace for employees. Under Human Rights law, employees and students have the right to privacy and are not legally required to tell the employer or school officials if they have a bloodborne disease (ie: HIV/AIDS or Hepatitis).

As a result, the School District will use universal/standard precautions and treat the blood and body fluids of every person as if they are infectious. Universal/standard precautions are steps taken to protect yourself from coming into contact with the blood or body fluids of other people.

In the event of an accident with the spill or discharge of body fluids, employees and students will:

- Follow universal/standard precautions as described in the School District Emergency Procedures Flip Chart and Bloodborne Pathogen Program Guide (WCB publication).
- Get or administer first aid.
- Report exposure incidents to administration and the site Safety Committee.
- Seek medical attention if necessary.
- Safely clean up blood or body fluids after spills.
- Safely decontaminate or dispose of contaminated objects.

Prevention

Students are to receive an educational program or information appropriate to their age, understanding and community values which makes them aware and capable of dealing with exposure to bloodborne diseases.

Employees are to receive in-service in accordance with the Occupational Health and Safety Regulations of the Workers' Compensation Board. Employees at higher risk will also receive other preventative measures (ie: vaccinations). Employees are responsible for following the prevention measures as outlined in the Bloodborne Pathogen Program Guide. The employer shall provide the necessary and appropriate equipment where required.

The School Medical Health Officer will be consulted for guidance and direction on any issue requiring long term attention or consideration.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.03R**

**REGULATION**

Adopted: 1997-05-13

**BOMB THREATS**

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**6040** - *SCHOOL BUILDINGS*

1. Each school and other buildings shall have procedures which are clearly stated, both in keeping with the uniqueness of each facility and consistent with Board procedures.
2. Bomb threat procedures must be clearly stated to each employee and reviewed at least annually.
3. Principals and other building managers must be sure that the intent of the general guidelines is addressed in the school/building procedures and satisfies the uniqueness of their school/building.

ACTION TO BE TAKEN IN SCHOOLS

1. The person receiving the bomb threat shall advise the principal or designate as soon as possible after the call. The principal or designate shall review all the written information recorded on “Bomb Threat Telephone Procedures”.
2. The principal or designate will decide on whether to evacuate the school after consulting with the RCMP. If possible, obtain a recommendation from the RCMP and consider this before making a decision regarding evacuation.
3. If possible, advise the Superintendent of Schools or designate immediately after phoning the RCMP.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.03R*

**REGULATION**

Adopted: 1997-05-13

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COMMUNICATIONS

1. Students should not be advised that there has been a bomb threat.
2. The new media should not be given information by the school regarding bomb threats. They should be asked to get in touch with the RCMP or the School Board Office.
3. Since release of information may precipitate other bomb threats, generally bomb threats should remain confidential. However, if parents need or request further information, the principal should meet with the Parent Advisory Committee and any other parents who wish to attend, and provide details with respect to the incident that occurred.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.03R*

**REGULATION**

Adopted: 1997-05-13

**BOMB THREAT PROCEDURES**

**BOMB THREAT TELEPHONE PROCEDURES**

RCMP pamphlet 1205 (88-06) 7530-21-904-2771 or its successor shall be followed:

**WHEN A BOMB THREAT IS RECEIVED:**

- listen
  - be calm and courteous
  - obtain as much information as you can
  - initiate call trace action (where possible)
- and notify your responsible authority by pre-arranged signal while the caller is on the line

**RECORDED DATA:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am  
pm

Duration of call: \_\_\_\_\_

**Exact WORDING OF THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

What time will the bomb explode?

\_\_\_\_\_

Where is it?

\_\_\_\_\_

Why did you place the bomb?

\_\_\_\_\_

What does it look like?

\_\_\_\_\_

Where are you calling from?

\_\_\_\_\_

**IDENTIFYING CHARACTERISTICS:**

Sex: \_\_\_\_\_ Estimated Age: \_\_\_\_\_  
Accent (Eng., Fr., etc): \_\_\_\_\_

Voice (loud, soft, etc): \_\_\_\_\_

Speech (fast, slow, etc): \_\_\_\_\_

Diction (good, nasal, lisp, etc): \_\_\_\_\_

Manner (calm, emotional, vulgar): \_\_\_\_\_

Background noises: \_\_\_\_\_

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.03R*

**REGULATION**

Adopted: 1997-05-13

**THREAT RECIPIENT'S PARTICULARS:**

Name: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Voice was familiar (specify): \_\_\_\_\_  
\_\_\_\_\_

Caller was familiar with area (specify): \_\_\_\_\_  
\_\_\_\_\_

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.04R**

**REGULATION**

Adopted: 1997-05-13

**TEMPORARY CLOSURE OF SCHOOLS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**6040 - SCHOOL BUILDINGS**

*And the School Act*

In some circumstances, such as light, heat, water or sewage failure, it may be necessary for health reasons to close schools for a short period of time. In such cases, the Board of School Trustees authorizes the Superintendent of Schools or his designate to close the school without first obtaining an order from the Medical Health Officer.

Prior to any school closure, the Principal shall obtain authorization from the Superintendent of Schools or his designate.

In cases where it is impossible to obtain prior authorization, the Principal may close the school but will advise the Superintendent of Schools or designate regarding the circumstances related to the need for the closure at the very first opportunity.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.05R**

**REGULATION**

Adopted: 1997-05-13

**EPIDEMICS, ABSENTEEISM**

*In response to the policy:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

The Medical Health Officer has requested a consistent pattern for reporting absenteeism during periods of presumed or actual epidemics.

The Public Health Nurse should be notified if the following rates of pupil absenteeism continue for two or more days:

1. In schools of 100 or more pupils, an absentee rate of 12% or greater for two or more days.
2. In smaller schools, an absentee rate of 20% for two or more days.

The reports above should be telephoned to the office of the Public Health Nurse daily while the condition exists.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.06R**

**REGULATION**

Adopted: 1999-01-12

Amended: 2003-01-15

Amended: 2014-05-13

**DRUG AND ALCOHOL INCIDENTS AND ADDICTIONS**

*(formerly Drug and Alcohol Abuse)*

*In response to the policies:*

**1030** - *Wellness in Schools*

**9010** - *Student Needs*

*Wellness Program – Drug and Alcohol Incident*

The board recognized its responsibility to promote wellness within our schools and buildings. This involves providing a safe working and learning environment and teaming with outside agencies to support students who struggle with substance misuse and addiction.

1. A student shall not at any time be either on the school premises during the school day or attending a school function or event at any other place, while in the possession of, or under the influence of alcohol or illegal drugs, or the misuse of legal drugs.
2. Any student who is identified as under the influence of alcohol, illegal drugs, or the misuse of legal drugs may be subject to suspension, a program change and/or a wellness program prior to school re-entry.
3. The school principal or designate will call the RCMP if they confiscate illegal drugs and/or paraphernalia. Only the RCMP has the authority to dispose of the drugs and paraphernalia.

**First Incident:**

- a. The School Principal or designate will call the RCMP if required.
- b. The School Principal or designate, in exercising paramount disciplinary authority within his/her school, may temporarily suspend the student until a meeting with the parent(s) /guardian(s) and student has occurred. During the length of this time away, the School Principal or designate will ensure that provision will be made for the student to continue an educational program. Outside services or internal supports may be recommended to support the student.



**REGULATION**

Adopted: 1999-01-12

Amended: 2003-01-15

Amended: 2015-05-13

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- a. The student and parents will meet with the School Principal or designate for the purpose of reviewing the incident and to determine the conditions for re-admittance, and potential consequences that would be involved if a subsequent offence were to re-occur.
- b. On the basis of this meeting, the student may be suspended for a period of up to 10 days.
- c. Unless the support involves in-school suspension, the student is not permitted to be on any school district site except by permission of the School Principal or designate.

Second Incident within two years:

- a. The School Principal or designate will call the RCMP if required.
- b. The School Principal or designate may suspend the student.
- c. A Restorative Meeting is scheduled at the Board Office with the parent(s)/ guardian(s), the Director of Student Services and the School Principal or designate. The Restorative meeting may include other support/specialist personnel.
- d. Any second Drug and Alcohol Incident is followed up by our District Wellness Program. Any student referred to the program is required to meet for four hours with the Wellness Coach and develop a Wellness Portfolio that addresses any wellness issues the student may have.
- e. The Wellness Coach may refer to another support or specialist for the student. Re-entry of the student to school is not recommended until the student has completed 3 hours of the 4-hour program.
- f. The student will share their Wellness Portfolio with the School Principal or designate prior to school re-entry.
- g. The Wellness Coach will follow up with the student and review the Wellness Portfolio for the 4th hour of the program once the student has returned to their typical academic schedule.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: ***1030.06R***

Adopted: 1999-01-12

Amended: 2003-01-15

Amended: 2015-05-13

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Third Incident within two years:

- a. The School Principal or designate will call the RCMP if required.
- b. Each situation will be reviewed case-by-case, the follow-up is based on student need and specific supports available. Due to the frequency and severity of the addictive behaviours demonstrated, it is the Board's belief that a student's education and learning is in significant jeopardy and a more significant support or therapy may be required. A long term suspension may be required to address the student's social-emotional or addiction challenges. Academic programming may be provided for the student if the appropriate conditions present.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.07R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2002-01-15  
Amended: 2006-06-13

## WEAPONS

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**7010** - *PERSONNEL PRACTICES AND EMPLOYEES*

**9030** - *STUDENT NEEDS*

The Board recognizes its responsibility to provide a secure environment for students and staff, in which they will be safe from violence or the threat of violence.

1. A weapon is an instrument that fits the definition of “weapon” as used in the Criminal Code of Canada\*. An instrument may also be defined as a weapon according to the manner in which that instrument is being used. The School Principal will use the following three questions as the standard when considering any situation involving the possible possession of a weapon.

- a) Does the instrument represent a threat or danger to others?
- b) Does the instrument fit the definition of “weapon” used in the Criminal Code of Canada?
- c) Is there a legal or legitimate reason for the individual to be in possession of the instrument in question?

2. Unless there are extenuating circumstances, a School Principal will immediately call the R.C.M.P. when there is reason to believe that any person possesses a weapon on his or her person or in any other place.

3. Unless there are extenuating circumstances, the School Principal, in exercising paramount authority, will invoke the suspension procedures in the **Student Suspension Regulation 1030.10R**.

**REGULATION**

Adopted: 1997-05-13  
Amended: 2002-12-11  
Amended: 2006-06-13

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4. The possession of a weapon can not be treated lightly. Unless there are extenuating circumstances;

a) The weapon will be seized by the R.C.M.P.

b) Criminal charges will be laid.

c) The Board will consider prohibiting the student from attending any school in School District #83 (North Okanagan-Shuswap), in accordance with the requirements of the School Act.

d) Students found to have violated this Policy Regulation can expect to be suspended from the School District. Each case will be judged on its own merits; however, a student knowingly in possession of a weapon may expect a suspension lasting from 3 weeks to 10 months.

5. The School Principal shall ensure that this policy is brought to the attention of all students, parents, and staff members on a regular basis.

\*From the Criminal Code of Canada:

“weapon” means

a) anything used, designed to be used or intended for use in causing death or injury to any person, or

b) anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearms as defined in subsection 84(1).

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.08R*

**REGULATION**

Adopted: 1997-05-13

**INTERVIEWS WITH STUDENTS**

*In response to the policy:  
9030 - STUDENT NEEDS*

From a school district perspective it would be desirable to have RCMP and other provincial officials interview students at locations other than at schools. When a student is interviewed at school, it would be desirable to have an adult present to act on behalf of the student.

However, investigations by the RCMP and other provincial agencies are conducted according to their own mandate. This mandate takes legal precedence over school based decisions.

The role of school district personnel is as described in the document:  
CHILD ABUSE GUIDELINES, March 30, 1990.

Generally, the role of the principal is limited to:

1. being familiar with the Protection Act and Inter-ministry Child Abuse Handbook
2. familiarizing and training other staff personnel with that information.
3. reviewing and passing on concerns related to safety and protection of children to the Director of the Ministry of Social Services.
4. supporting preventive programs.

Consequently, decisions about the circumstances related to the interviewing of students are not generally school based decisions.

## **POLICY 220 INQUIRIES AND CONCERNS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that an individual's concern must be given respectful attention and that all reasonable efforts be made to assist those involved in achieving resolution. In order to provide a clear process for communication and resolution of concerns, the following procedure applies:

### **Step 1: Initial Contact (Individual/Employee)**

The person(s) will express the concern(s) to the individual involved. Both parties will attempt to:

- define the concern(s);
- clarify the issue(s);
- develop an understanding of each other's point of view;
- document the information;
- commit to resolution; and
- resolve the concern(s).

If there is no resolution, the complainant may proceed to Step 2 by contacting the appropriate manager or supervisor (or school authority). The appropriate manager or supervisor (or school authority) will most likely be the school Principal or Vice-principal.

If the complaint is about a manager's (or school authority's) decision, then the complainant should proceed to Step 3.

### **Step 2: Facilitated Contact (Manager)**

Within five (5) working days of being advised, the manager, supervisor (or school authority) will arrange to meet with the person(s) involved in the complaint. In the case of employees, refer to the appropriate collective agreement and established union practices. The employee can bring a union representative to this meeting. At the meeting, the manager or supervisor will gather and document information and will attempt to facilitate a resolution. If resolution is not achieved, proceed to Step 3 (an employee can bring a rep).

### **Step 3: District Contact (Senior Leadership Team)**

If the complainant's concern(s) has not been resolved to their satisfaction, they may contact the Superintendent outlining their specific concern(s) and request support to achieve resolution. Within ten (10) working days of such contact, the attending supervisor will forward all

documentation to the office of the Superintendent who will forward the file and supporting documentation to the appropriate senior staff member who is responsible to:

- review all information relevant to the matter;
- meet with the person(s) involved;
- attempt to resolve the concern; and
- summarize, in writing, the relevant information and the conclusion reached.

The Superintendent will review decisions made by the senior staff member prior to the initiation of the appeal in an attempt to resolve the complaint.

#### **Step 4: Appeal Process**

If there is no resolution to the complaint at Step 3, the complainant may consider an appeal under Section 11 of the School Act. The Section 11 Appeal process is encompassed within By-Law No. 2008-1 Appeals Procedure should the matter be appealable to the Board.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.11R**

## REGULATION

Adopted: 1997-06-10  
Amended: 2007-01-16

### MEDICAL SUPPORT TO STUDENTS

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**7010** - *PERSONNEL PRACTICES AND EMPLOYEES*

**9030** - *STUDENT NEEDS*

#### IN GENERAL

In an effort to maintain the health and safety of students, it may be necessary to provide medical treatment while a student is at school. However, the primary responsibility of schools is education, and medical treatment is to be directed toward those people trained to provide medical treatment. Schools are only to provide the minimum amount of treatment, while the student is under the care of the school, within the limits of the information provided by the parents and the support provided by Public Health or the physician, and only if it can not be provided outside of school.

#### WHO MAY RECEIVE TREATMENT

To receive regular treatment, the student must have been identified by the parent or the physician as being in need or likely to be in need, and that the treatment must be provided during school hours.

Written directions must be on record within the school and up to date for any treatment to be given, and only the treatment on record is to be given (*District Medical Alert Planning Form*). This includes problems with allergies.

The level of treatment is to be no greater than that provided at home by the parents.

For the prevention of problems, such as allergies, the school can not be responsible for that which is beyond the school's control. For example, for a student who is allergic to nuts, the food brought to school by other students is beyond the control of the school. The school personnel will do their best to provide cooperation among the other parents, but the school can not accept final responsibility for situations beyond their control.

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NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.11R*

## REGULATION

Adopted: 1997-06-10  
Amended: 2007-01-16

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Secondary students may bring the medicine and treatment can be allowed if the School Principal believes the student is of sufficient maturity and understanding to give a fully informed consent, as specified in the *Infants Act*. Approval is required before the medicine is brought or used. The student must not give the medicine to other students.

For students with a serious problem, requiring specialized treatment, the treatment must be coordinated and authorized by Student Support Services, so proper documentation, training, and organization can be arranged.

Treatment for life threatening emergencies, which the school did not have prior knowledge of, must be provided or obtained. Appropriate procedures must be established if the problem could occur again.

The identification of the students who are to receive treatment must include a photograph (District Medical Alert Planning Form), and is to be kept in the same location as the medicine.

Generally, all prescription drugs are considered a potential risk to others.

### ARRIVAL AT SCHOOL

Medicine may be a benefit when given to the proper student at the proper time, but it can be a serious threat if taken by the wrong student or at the wrong time or dose. Medicine poses a significant risk not just by what it is, but by the way it may be used, and how others may react to the medicine. Consequently:

Medicine for elementary students must be delivered to school personnel by an adult. Secondary students may bring medication that is a potential risk to others if the school administration agrees before the medicine is brought to school.

### WHO PROVIDES THE TREATMENT

In the event of a life threatening emergency, anyone may provide treatment, though the most qualified person would be the more appropriate. Those providing the help will protected by the *Good Samaritan Act* and employees will be provided indemnification by the Board.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1030.11R*

## REGULATION

Adopted: 1997-06-10  
Amended: 2007-01-16

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When the school has been given advanced notice in writing of the need for treatment, there should be advanced preparation, in writing. The person/people to provide the treatment, plus an alternate, shall be enlisted by the School Principal, and they should be sufficiently capable or trained.

A log should be kept of treatments given.

When the medical problem is not life threatening and not prearranged by the parents, a proper diagnosis shall be made before treatment is begun. The *Medical Practitioners Act* forbids anyone who is not a licensed Medical Practitioner from providing a diagnosis. Leave those situations to the medical profession.

### RESPONSIBILITY

The School Principal:

for enlisting the person and backup person to provide the treatment. If at all possible, the person should be a person willing to accept the duty. If no one is willing, the duty can be assigned, but keeping in mind contractual obligations. The names of those agreeing to provide treatment should be listed near the medicine. The School Principal is also responsible for developing the procedures to be followed and for providing a secure location for the medicine to be stored.

The Parents:

to fully inform the school of problems before they occur, and to provide all requested information. Parents are responsible for ensuring that their child's medical alert cards are brought up to date. When requested, the parent is responsible for obtaining written instructions from the physician that are sufficiently clear and suitable that a lay person can safely administer the treatment. A list of side effects and contraindications is to be included in the instructions.

The Student:

to be treated as a responsible person the student must act responsibly. Medicines can be deadly; they are not to be played with, given to others, and the instructions of the school staff must be followed.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.12R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2002-12-11  
Amended: 2011-04-13  
Amended: 2015-04-14

**HEAD LICE**

*In response to the policy:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS and WORKPLACES)**  
*and the School Act*  
*and Interior Health Recommended Head Lice Management protocol*

School Principals are responsible for the well being of the students and staff in their school.

Head lice create stress for both those who have become infested with lice and those who have not. Head lice are easily spread and outbreaks are difficult to eliminate.

Consequently, School Principals are authorized to require students infested with head lice to remain out of school until they have been treated with a recommended agent or protocol to ensure that they are free of all head lice.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1030.13R**

## REGULATION

Adopted: 1997-05-13

Amended: 2017-05-15

### MAINTENANCE OF ORDER

*In response to the School Act*

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students, staff **or others in the school community**. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

An exclusion order may be issued in circumstances where the school district determines that a person's actions:

- pose a risk to the safety of students, staff or others in the school community, or
- present significant and ongoing disruption to the educational programs offered by the school.

Authority to direct individuals to leave school property under this section is limited to superintendents, assistant superintendents, directors or equivalent, principals, and vice-principals.

Procedures to be followed when a person is excluded from school property under section 177 are as follows:

- where practicable, provide prior notice to the superintendent or assistant superintendent of the intention to issue an exclusion order under section 177.
- Call for assistance from the police if the administrator determines this is necessary (e.g. the person refuses to leave after being directed to do so or if there is reason to be concerned about a threat from the individual).
- Report the incident to the superintendent or designate.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **1030.13R**

Adopted: 1997-05-13

Amended: 2017-05-15

- provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal (boards may wish to develop a template letter for use by school administrators) unless identification is unknown.
- document the incident, including the following information at a minimum:
  - name of school;
  - date, time, and location of incident or incidents;
  - description of incident or incidents (i.e. what happened, who was involved, etc.);
  - name (and contact information, when possible) of person excluded under section 177;
  - name of principal or other administrator who directed the person to leave school property;
  - length of exclusion;
  - date for review;
  - name of person completing document; and
  - school authorities will take appropriate steps to ensure that staff are informed of all current Section 177 exclusion orders.

The process for appealing exclusions under section 177, including the following elements:

- an appeal of an exclusion order can be made within **30 (thirty)** days of being issued.
- The appeal process will include an opportunity for the excluded person to respond to the information included in the notification of exclusion.
- appeals will be heard by someone other than the original decision maker. (For example, a person excluded under section 177 by a school principal or vice-principal may appeal that decision to the district superintendent. If the person is unsatisfied with the superintendent's decision, he or she may appeal to the board).
- A decision on the outcome of the appeal will be communicated as soon as possible but no later than **14 (fourteen)** days after the appeal has been heard.
- Appeal decisions will be communicated in writing with supporting rationale. In some cases, an appeal of an exclusion under section 177 could be heard through a section 11 appeal, where a decision of a board employee significantly affects the education, health or safety of a student

Any personal information collected in relation to a section 177 exclusion, will be protected, in accordance with the *Freedom of Information and Protection of Privacy Act*.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **1030.14R**

Adopted: 1997-05-13

Amended: 2011-02-16

**REPORTING OF CHILD ABUSE and/or NEGLECT**

In response to the policies:

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**9030** - *STUDENT NEEDS*

And in consultation with “The BC Handbook for Action on Child Abuse and Neglect for Service Providers” and “Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report”

**REPORTING:**

All employees of the Board of Education have a legal responsibility to report any incidents of child abuse or neglect and/or suspected incidents of child abuse or neglect. Such incidents will include physical, sexual, or emotional abuse.

**DISTRICT INVESTIGATION PROCEDURES:**

All investigations into allegations of child abuse shall follow appropriate government directives.

District guidelines and district contractual agreements should be considered in following these government directives.

The following basic principles should be followed:

- The purpose of any abuse investigation is to ensure the safety and protection of children, while at the same time maintaining the integrity of the accused in the event that the allegations are unfounded.
- Investigations must be conducted in a non-accusatory fashion and must be concerned only with establishing the facts of the case.
- Everyone involved, including the accused, must be protected from malicious intent and, to the fullest extent possible, erroneous allegations.
- In cases where abuse allegations are made for malicious intent, the School District in conjunction with the accused may initial legal proceedings against those thought responsible.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **1030.14R**

Adopted: 1997-05-13

Amended: 2011-02-16

- 2 -

PROCEDURAL GUIDELINES FOR THE REPORTING  
OF CHILD NEGLECT and/or ABUSE

RECOMMENDED STEPS TO BE FOLLOWED WHEN AN EMPLOYEE SUSPECTS  
OR IS AWARE OF POSSIBLE CHILD NEGLECT and/or ABUSE

Full details of the following steps will be found in the Administrative-HR Protocol:  
Responding to Child Abuse and Neglect

IN GENERAL, THE FOLLOWING STEPS SHOULD BE FOLLOWED:

The employee advises the principal or designate of the child's home school that he/she has grounds to suspect child abuse or neglect. The information is confidential and is to be restricted to the appropriate people. The employee is the person with the prime responsibility to report to the Ministry of Child and Family Development.

If the principal or designate believes there is reason to suspect abuse or neglect, the Ministry of Child and Family Development must be contacted. This is a legal responsibility. If the principal or designate does not report, **THAT EMPLOYEE LEGALLY MUST ASSUME THE RESPONSIBILITY** for directly reporting to the Ministry. The principal or designate should not discourage the employee.

A factual record of all evidence, reports, and statements should be produced.

The principal or designate advises the Superintendent, in writing, by way of a confidential memo.

The investigation is under the authority of the Ministry of Child and Family Development and/or the police, **NOT** the school personnel.

.../3

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="text-align: center;"><b>REGULATION</b></p>	<p>Category: <i>1030.14R</i></p> <hr/> <p>Adopted: 1997-05-13 Amended: 2011-02-16</p>
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- 3 -

**SPECIAL CONDITIONS:**

When the suspected abuser is parent or guardian:

The Ministry of Child and Family Development is responsible for informing the parents, district personnel are not and should not.

When the suspected abuser is an employee of the Board of Education:

If the alleged abuser is the principal, the employee advises the Superintendent directly, who must legally report to the Ministry. The Ministry and/or the police will investigate in consultation with the Superintendent. If culpability is found, the provisions of the School Act will be invoked. An internal investigation may be carried out also.



### **REGULATION 1030.15R - EXTRA-CURRICULAR SPORTS AND CONCUSSIONS**

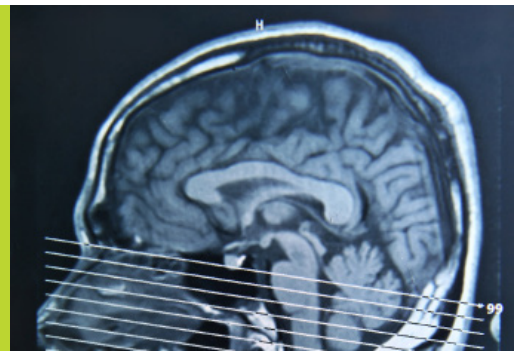
It is recognized that participation in collision-oriented sports including, but not limited to, football, rugby, and mountain biking comes with an increased likelihood of specific injuries, which includes concussions. As long as School District No. 83 (North Okanagan-Shuswap) supports inter-school competition in these sports, the following regulations will be in place:

1. All coaches and trainers will receive training in concussion symptoms and protocols prior to participation in collision-oriented sports, which include rugby and football. Training information is available here: <https://www.schoolcoach.ca/courses.aspx>
2. All student-athlete participants will receive education on concussion symptoms and protocols prior to participation in collision-oriented sports.
3. If a player or a coach or a trainer suspects that a player is experiencing symptoms that are or could be related to a concussion, then that player is to be removed from the field of play immediately.
4. The parent/guardian of the removed player is to be contacted immediately and informed of the possible concussion and directed to seek medical advice.
5. Players removed from the field of play must remain under the direct supervision of a coach or trainer until picked up by the parent/guardian, even if the player has been moved to the change room or a quiet room.
6. Prior to the removed player returning to practice or competition, the following must occur:
  - o The removed player must be cleared by a doctor, with the information provided in writing.
  - o The parent/guardian will then bring that information to the school principal.
  - o Both the parent and the school principal will be required to approve the return by signature (attached form).
  - o The coach and trainer will be provided copies of the medical information and signed form.
  - o The removed player, coach, and trainer will use the Parachute Canada “return-to-play” guidelines (attached) to determine the pace of reintegration into competition.

<b>Approval for Student Return to Play - General Information</b>																	
Student name																	
Parent/Guardian name (1)																	
Parent/Guardian name (2)																	
Principal name																	
Coach/Trainer name																	
Date of student injury																	
<b>Approval for Student Return to Play - Checklist</b>																	
	Received written confirmation from doctor for return to play.																
	Received Parent/Guardian signatures.																
	Provided copy of signed return to play form to coach/trainer.																
	Provided copy of medical information to coach/trainer.																
	Provided copy of Parachute Canada “return-to-play” guidelines to student.																
	Provided copy of Parachute Canada “return-to-play” guidelines to parent/guardian.																
	Provided copy of Parachute Canada “return-to-play” guidelines to coach/trainer.																
<b>Approval for Student Return to Play - Authorized Signatures</b>																	
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After a Concussion Guidelines for

# RETURN TO PLAY



A **CONCUSSION** is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

Each step must take a **minimum of one day** but could last longer, depending on the player and his or her specific situation.

If symptoms reappear at any stage, go back to the previous stage until symptom-free for at least 24 hours.

## STEP 1: No physical/sporting activity.

Complete the *Return to Learn* protocol before beginning the *Return to Play* process. Refrain from participating in any sporting and physical activities. Only indulge in activities that do not worsen symptoms. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.

## STEP 2: Light aerobic exercise.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 3 the next day.

## STEP 3: Sport specific activities.

Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or hitting a baseball with a bat.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 4 the next day.

## STEP 4: Begin Drills without body contact.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. **Proceed to Step 5 only after medical clearance.**

## STEP 5: "On Field" practice with body contact, once cleared by a doctor.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 6 the next day.

## STEP 6: Game play.

## NEVER RETURN TO PLAY IF YOU STILL HAVE SYMPTOMS!

**A player who returns to active play before full recovery from the first concussion is at high risk of sustaining another concussion, with symptoms that may be increased and prolonged.**

## HOW LONG DOES THIS PROCESS TAKE?

These steps do not correspond to days! It may take many days to progress through one step, especially if the concussion is severe. As soon as symptoms appear, the player should return to rest until symptoms have resolved and wait at least one more day before attempting any activity. **The only way to heal a brain is to rest it.**

## HOW DO I FIND THE RIGHT DOCTOR?

When dealing with concussions, it is important to see a doctor who is knowledgeable in concussion management. This might include your physician or someone such as a sports medicine specialist. Your family doctor maybe required to submit a referral to see a specialist. Contact the Canadian Academy of Sport and Exercise Medicine (CASEM) to find a sports medical physician in your area. Visit [www.casm-acms.org](http://www.casm-acms.org) for more information. You can also refer your doctor to [parachutecanada.org](http://parachutecanada.org) for more information.

## WHO DO THESE GUIDELINES APPLY TO?

These guidelines were developed for children over the age of 10; those younger may require special guidelines, and more conservative treatment and care. Return to Play Guidelines should be at the discretion of the physician.

## WHAT IF MY SYMPTOMS RETURN DURING THIS PROCESS?

Sometimes these steps can cause symptoms of a concussion to return. This means that the brain has not yet healed, and needs more rest. If any signs or symptoms return during the Return To Play process, they should stop the activity and rest until symptoms have resolved. The player must be re-evaluated by a physician before trying any activity again. Remember, symptoms may return later that day or the next, not necessarily during the activity!

**POLICY**

**PHYSICAL RESTRAINT and SECLUSION IN SCHOOLS**

Student access to an effective educational program is a basic right in our School District. Positive and least restrictive approaches in the provision of student supports are considered best practice. School teams strive to successfully meet the needs of all students within the classroom setting.

A wide variety of creative approaches to teaching/learning and to the configuration of physical spaces within and beyond the traditional classroom setting, including accommodations for student's sensory and self- regulation needs are used to support student's academic and social- emotional learning goals.

These approaches integrate levels of intervention that begin with the least restrictive environment methodology and can escalate in response to the severity or safety concerns presenting. Opportunities for parents/guardians and students to be involved in the development of positive behaviour supports, behaviour plans, emergency or safety plans will be provided as appropriate.

We support the following principles regarding the use of physical restraint and seclusion in our schools:

1. All behavioural interventions for students must promote the rights of all students to be treated with dignity and honour each student's right to learn and feel safe.
2. Whenever exploring alternate behavioural interventions a plan is built around prevention through positive behaviour supports and/or relationships to the greatest extent possible.
3. Behaviour interventions address the underlying purpose of a behaviour.
4. Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self and/or others, and where less restrictive interventions have been ineffective in ending imminent danger or serious physical harm. Restraint or seclusion is discontinued once imminent danger or serious physical harm to self and/or others has dissipated.

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*1040*

Adopted: 2016-05-10

**POLICY**

- 2 -

5. It is expected that staff working in a situation that involves physical restraint or seclusion is trained accordingly.
6. Students exhibiting behaviour that is compromising safety of self and/or others should be supported by appropriate documentation/support (i.e. IEP and/or Behaviour Plan and/or Safety Plan and/or specialist consultation).
7. Parents/guardians of students who require seclusion or physical restraint will be informed **as soon as possible** when these interventions are used.

Recurring practice of restraint or seclusion is not common practice in any student's educational program. If a student struggles to show safe behaviour and interrupts learning of others consistently, educational programming may need to be reviewed with parents, outside agencies and team. This review may include and is not exclusive to: an abbreviated school day, an alternate setting, alternate programming, home schooling, Distributed Learning until the student's behaviours have stabilized.

With respect to District Process in the event of an incident requiring Physical Restraint or Seclusion please refer to School District #83, '*Safety Plans: Pro-Active Planning for staffs and Student Safety*'.

Adapted from: Provincial Guidelines- Physical Restraint and Seclusion in School Settings  
British Columbia Ministry of Education June 3, 2015

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*1050*

Adopted: 2010-04-13

**POLICY**

**PANDEMIC PLANNING**

The Board of Education desires to provide a healthy learning environment for students and a healthy and safe workplace for its employees. As part of this responsibility, the District will initiate measures to respond to an outbreak of a disease which has been declared a pandemic by Health Authorities. A pandemic is a worldwide illness due to the spread of a new infectious agent such as a virus that rapidly spreads via human contact and the majority of population has little or no immunity.

The employees and students will follow the procedures described in the district's regulations when the Superintendent of Schools, in consultation with the Interior Health Authority and Chief Medical Officer, declares a pandemic response is required.

*To be accomplished, in part, through Regulation:*

**1030.05R**                      *Epidemics, Absenteeism*

**1050.01R**                      *Pandemic Response*

**1030.11R**                      *Medical Support to Students*

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: ***1050.01R***

Adopted: 2010-04-13

**PANDEMIC RESPONSE PLAN**

The following response procedures will be activated by the Superintendent of Schools when, in consultation with the Interior Health Authority and Chief Medical Officer, a pandemic has been declared.

**PRE-PANDEMIC PROCEDURES**

Procedure for District Management

1. Superintendent or designate consults with Interior Medical Health Officer to activate School District #83 Pandemic Response plan.
2. Establishment of an emergency response team comprised of management from education and operations, using the School District #83 Pandemic Response Plan, to:
  - a) Develop a communication plan
  - b) Establish alternative learning strategies to ensure continuity of instruction in the event of prolonged school closures
  - c) Plan for disruption in the school transportation system
  - d) Identify and develop alternative cleaning/janitorial strategies and protocols, and for disruptions in janitorial services
  - e) Develop employee work policies that apply during a pandemic
  - f) Develop cross training plans for essential services in education, payroll, custodial, communication, and transportation
  - g) Develop a plan to advise schools on the separation, supervision and transportation of students who fall ill while at school
  - h) Establish strategies for unique circumstances such as students with special needs, students with underlying medical conditions, school meal programs, alternative use of school during pandemic, access to psychological services, on-site daycares, StrongStart centers, activities in schools outside of school hours, confidentiality of student health information, school-based vaccination programs
  - i) Develop a return to normal plan



THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1050.01R*

Adopted: 2010-04-13

## REGULATION

- 2 -

### Procedure for Principal or Designate

1. Advise staff of pandemic characteristics, latest information bulletins, and overall pandemic plan
2. Plan for delivery of instruction of pandemic preventative strategies as directed by the Superintendent or designate; communicate plans to parents/guardians. Record school-based plans for maintaining continuity of education in appropriate section of Emergency Procedures Flip Chart located throughout the school.
3. Plan for an isolation room for staff/students that become ill with symptoms of identified virus while at work/school (cc plan to district office). Record school-based plans for maintaining continuity of education in appropriate section of Emergency Procedures Flip Chart located throughout the school.
4. Reinforce “visitors and volunteers report to office” directive to inform that school is in a pandemic alert stage. Secretaries to determine reasons for absence when parents call to report.
5. Educate and equip person(s) to respectfully care for ill students until parent arrives according to directives from district
6. Develop alternative procedures to ensure continuity of education (cc plan to district office).

## PANDEMIC PERIOD PROCEDURES

### Procedure for District Management and Emergency Response Team

1. Superintendent or designate consults with Interior Medical Health Officer re: information exchange (including potential school closures), use of schools for medical or other purposes, vaccination plans
2. Implementation of communication, transportation, cleaning/custodial, and unique circumstances planning. If emergency announcements are necessary, advertise through media ie: EZ ROCK and/or SUNFM.

.../3

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *1050.01R*

Adopted: 2010-04-13

## REGULATION

- 3 -

### Procedure for Principal or Designate

1. Implementation of plans to deal with students/staff who become ill
2. Advise Interior Health and the Office of the Superintendent when  $\geq 10\%$  of school population is away ill
3. Implementation of alternative procedures to ensure continuity of education
4. Consider cancellation of school trips and school evening user groups
5. Continue to communicate new information and developments to staff, students, and parents

## POST-PANDEMIC PERIOD PROCEDURES

### Procedure for District Management and Emergency Response Team

1. Communicate plans and timeline to: re-open schools; resume business activities; resume transportation to schools and media
2. Continue to audit infection control procedures
3. Continue to communicate pandemic information updates to schools

### Procedure for Principal or Designate

1. Continue to implement Pandemic Period procedures as required until full return to health has occurred
2. Continue to communicate pandemic information updates to staff, student, and parents

## SCHOOL-BASED PLANS FOR :

Isolating Students and Staff who become ill – refer to detailed Pandemic Response Plan

## **SMOKING, TOBACCO AND VAPOUR PRODUCTS ON SCHOOL DISTRICT PROPERTY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that healthy school and workplace environments are essential to the quality of learning and working. As such, the Board encourages all efforts to eliminate and prevent the use of smoking, tobacco and vapour products by students and employees of the District. The Board also believes adults should model the expected behavior for students.

No smoking, tobacco use or vaping is permitted by anyone on school or district property, in district facilities, or in district vehicles used by employees or in of transportation of students. The only exemptions are those permissible under Section 2.2 (3), the *Tobacco and Vapour Products Control Act*, 2017 as follows:

The ceremonial use of tobacco in or on school property is allowed if approved by the board and it is performed:

- (a) In relation to traditional aboriginal cultural activity, or,
- (b) By a prescribed group for a prescribed purpose.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **1060.01R**

## REGULATION

Adopted: 1998-10-13  
Amended: 2006-04-19  
Amended: 2007-10-09  
Amended: 2017-02-14

### SMOKING, TOBACCO AND VAPOUR PRODUCTS ON SCHOOL DISTRICT PROPERTY

*In response to the policies:*

**1060 - SMOKING and TOBACCO USE IN and ON SCHOOL DISTRICT PROPERTY**

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**7010 - PERSONNEL PRACTICES AND EMPLOYEES**

North Okanagan-Shuswap School District is a smoke free district with no smoking, tobacco or vapour product (including e-cigarettes, and pipes) use permitted as directed by board policy and provincial law.

- 1) All school grounds, buildings and vehicles whether owned or leased by the district shall be free from smoking, tobacco and use of vapour products at all times including evenings and weekends.
- 2) All facilities and grounds will display signage that smoking, tobacco and use of vapour product is not permitted in accordance with the *Tobacco and Vapour Products Control Act*.
- 3) Each school year parents and students will be informed in writing through letters or newsletter that smoking, tobacco and use of vapour products is prohibited on school district property at all times. If necessary appropriate discipline or enforcement will be used to ensure compliance with the Board's policy and the laws and statutes of the province.
- 4) All schools shall include the School District's and school's expectations regarding tobacco and use of vapour products in their code of conduct handbook.
- 5) Instruction on the hazards of tobacco and use of vapour products will be provided for students in all schools as appropriate.
- 6) Where feasible, school staff will support health and community agencies who wish to provide smoking and vapour product prevention and cessation programs.
- 7) All school district employees are encouraged to make students, parents or the public aware of the district's policy and the provincial laws governing smoking, tobacco and use of vapour products on school district property should they observe a contravention to this policy and regulation. Subsequently the employee should inform the administration at the site of such an issue.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**1070**

**POLICY**

Adopted: 2017-04-17

## **ANIMALS ON SCHOOL DISTRICT PROPERTY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that animals may play an important role in regard to companionship, therapeutic, and educational matters.

The Board further recognizes its responsibility to provide clean, safe, and healthy learning environments with special consideration to those suffering from allergies or phobias.

Animals will be permitted on school grounds in accordance with local municipal bylaws and inside district facilities with the written consent of the principal and in accordance with the accompanying regulations.

## **REGULATION 1070.01R – ANIMALS ON SCHOOL DISTRICT PROPERTY**

Animals will be permitted on school property in accordance with local municipal bylaws and inside district facilities with the prior written consent of the school principal and in accordance with this regulation. Owners are expected to keep animals on leash and under full control and are responsible for cleaning up after them.

Animals brought to school by classroom teachers, or by students in support of a planned school lesson, may, with the consent of the principal or designee, remain at school for the number of days needed to achieve the educational goals as long as the following conditions are met:

1. Staff and students shall be permitted to bring their own pets/animals into district facilities for educational or therapeutic reasons only.
2. Students wishing to bring their pet to class for “show and tell” will need a parent or guardian to bring the pet to school at the appropriate time, supervise the viewing, and take the pet home immediately afterward.
3. Animals brought to school by students shall generally be taken home that same day.
4. Animals must appear to be in good physical condition and free of disease.
5. Teachers who allow animals into their classroom shall provide a plan for the proper care, sanitation, feeding and handling of the animal. The teacher shall be responsible for the animal’s care and cleaning in the event of any school closure and may allow students to take animals home with written parental permission.
6. The teacher shall be familiar with any potential dangers caused by the animal, including air quality dangers, and shall give special consideration to any students who have allergies to certain animals. It is the responsibility of the teacher to inform TTOC’s and other staff of these potential dangers.
7. No animal shall be allowed on school property if the animal is not legal in the province of B.C.
8. Students shall not bring venomous or wild animals to school.
9. Animals must be on leash or appropriately and safely housed in a cage or aquarium.
10. Animals that are involved in a serious incident such as biting or indoor soiling while on School District property will be permanently banned from all school district sites. The incident and resulting ban will be communicated to other school district sites as appropriate.

### **Allergies**

If it is determined that the animal constitutes a health risk or if a student or a staff member suffers from an allergy that is aggravated by the presence of the animal, the animal must be removed immediately.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

Policy Manual

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If an animal is to be kept on school premises for an extended period of time, parents shall be notified in advance in writing. The notice shall include a description of the educational benefit of having the animal on site, and shall include a statement that if any parent disagrees with the animal being brought on site, the animal will not be allowed on school premises.

The Pacific Assistant Dogs Society (PADS) may be permitted to use school sites to facilitate training activities with the school principal's approval and given full adherence to the above.

This regulation shall not prohibit the appropriate use of legally designated service animals. Certified guide/service dogs are exempt from this regulation as under the *BC Human Rights Code* individuals are protected from discrimination on the basis of a disability.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**1080**

**POLICY**

Adopted: 2017-04-17

## **CULTURALLY DIVERSE LEARNING ENVIRONMENTS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes, respects, and values cultural diversity in its school communities.

The Board is committed to promoting respect and understanding of cultural diversity throughout its school communities and affirms the importance of providing education programs and services that will support school communities representing a variety of cultural backgrounds.

The Board of Education is committed to supporting a learning environment that affirms a learner's inherent right to dignity, security, and self-worth. For the purposes of this policy, cultural diversity refers to ethnicity, race, religion, and spirituality.



**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**1080.01R**

**REGULATION**

Adopted: 2018-6-6

## **CULTURALLY DIVERSE LEARNING ENVIRONMENTS**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with *District Policy 1080 – Culturally Diverse Learning Environments*, the *School Act*, and the *Canadian Charter of Rights and Freedoms*.

The Board recognizes that schools and communities consist of individuals from varied ethnic and cultural backgrounds and encourages a culture of awareness, understanding, and respect through:

### **1. CURRICULUM AND INSTRUCTION**

The Board encourages schools to offer learning activities and resources that promote respect for the human rights of all groups and which encourage individuals to learn about and develop respect and appreciation for cultural diversity. The Board encourages schools to acquire resources that reflect a broad range of cultural diversity and develop learning activities within and among schools to increase multicultural awareness, understanding, and mutual respect.

### **2. EVENTS AND CELEBRATIONS**

The Board expects Principals to work in collaboration with school communities to encourage culturally diverse events and celebrations that are reflective and respectful of the entire school community in accordance with Section 76 (1) of the School Act, “*All schools and Provincial schools must be conducted on strictly secular and non-sectarian principles*”.

### **3. CONDUCT**

The Board considers the expression of racial/ethnic, or gender bias in any form by its trustees, administration, staff, volunteers, or students as unacceptable behaviour. Incidents of racist behaviour, expressions of ethnically derogatory terms, and gender bias displayed by students, volunteers and/or employees are not acceptable and may result in disciplinary action.

## **POLICY 280 CODE OF CONDUCT FOR SPECTATORS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that inter-school competition provides students with opportunities to pursue excellence, engage in physical activity, and develop their teamwork and leadership capacity.

It is important that these opportunities occur in an environment that is appropriate and positive, and that learning and fair play are a priority. Spectators at all school competitions are expected to support this philosophy and to adhere to the following Code of Conduct.

### **Code of Conduct:**

1. I will show respect for my team's opponents and supporters.
2. I will remember that participants play sports for their enjoyment, and that they are not playing to entertain me.
3. I will have realistic expectations, and will remember that players are not professionals and cannot be judged by professional standards.
4. I will respect the officials' decisions and I will encourage participants to do the same.
5. I will give positive comments that motivate and encourage continued effort or I will remain silent.
6. I will behave in a manner that supports the players, coaches, officials, or other spectators.
7. I will show respect for others by keeping my cheering at an appropriate volume and not use prohibited noise-making devices, such as aerosol air horns, loud speakers (megaphones), whistles, and laser pointers).
8. Should a situation arise with regard to the above, the game shall be stopped (at an appropriate time), and it shall be the responsibility of the home team administration, game director (if applicable), or home team head coach to immediately deal with the problem at hand. There shall be no penalty sanctioned regardless.
9. Enforcement of the Spectator Code of Conduct ultimately falls to the school principal.

## **POLICY 290 CHILD CARE**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that learning opportunities for children birth to five years of age contribute to the success of students during their Kindergarten to grade 12 educational experiences. The Board supports the use of district facilities for the provision of child care programs.

The use of underutilized spaces within district facilities by licensed child care providers should not disrupt or otherwise interfere with the provision of K-12 educational programs, including early learning programs, extracurricular school activities, and future K-12 community needs.

The Board will, on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents, and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing child care operators.

The Board will consider, on an ongoing basis, whether child care programs are best provided by the Board, licensees other than the Board, or a combination of both.

In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the licensee proposals to:

- a) provide inclusive child care; and,
- b) foster Indigenous reconciliation in child care.

The Board will ensure that it is operated in a manner that:

- a) fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act:
  - i. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and,
  - ii. “Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and
- b) is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.

## **POLICY 130 ROLES AND RESPONSIBILITIES OF THE BOARD**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is governed by an elected Board of Education. The Board is composed of five locally elected trustees. The rights, powers, duties, and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees. Unless expressly required to be executed by law, all powers of the Board may be exercised through bylaws or resolutions. As a corporate body, the Board may transact business only with a quorum present during a regular or special meeting called in conformity with the *School Act*.

The Board expects that trustees will:

- a. Assist the Board to fulfill its functions and responsibilities as outlined in the corresponding regulation;
- b. Conduct themselves ethically in accordance with the Trustee Code of Conduct;
- c. Participate fully in Board activities, honouring the principles of honesty, integrity, and leadership; and,
- d. Seek out learning opportunities related to their roles, duties, and responsibilities.

It is the role of the Board to:

- a. Govern in a manner that is responsive to its entire community;
- b. Act in the interests of all learners in the district;
- c. Advocate actively for students, their learning and their well-being in the Board's work with the community, the municipality and the province; and,
- d. Promote confidence in publicly-funded education through its communications about the goals and achievements of the Board.

The Board is responsible for setting the overall direction for the school system. This is done through:

### **1. Strategic Planning**

The Board sets the overall direction for the district through a multi-year strategic planning process that is reviewed annually. Through the strategic plan, the vision, mission, values and beliefs are revisited and strategic priorities or goals are determined.

### **2. Board Policy**

The Board also provides direction through its policy processes. These include planning, developing, implementing and evaluating policy.

### 3. Annual Budget

The annual budget also reflects the approved directions of the Board in the way resources are allocated to schools and programs.

The Board, through the Superintendent, holds the system accountable for achieving the results established through its planning process. It does this by establishing a monitoring and evaluation system whereby reports are made to the Board on a regular basis. The Board then reports to the public and the province about system and school performance.

Boards have a dual accountability: they are accountable to the public who elected them; and they are accountable to the Ministry of Education. Various sections of the School Act set out the duties and powers of boards. These provisions are very specific and cover such matters as the duty to provide special education programs and services or the duty to establish a parent advisory council for each school.

Working Relationships Between the Board and Senior Staff are governed within the context that no one trustee, not even the chairperson, has the authority to direct district staff. The Superintendent reports to the Board as a whole; all other staff report to the Superintendent or their designated supervisor. The other members of the school district governing team can include assistant superintendents, directors and executive assistants. Under the School Act, both the Superintendent and Secretary-Treasurer have specific responsibilities to the Board, and either or both may be required to report to the Minister of Education at the Minister's request.

### **POLICY 131 ROLES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON**

The role of the Board Chairperson is critical both in ensuring effective meeting processes and in setting the tone of the Board. The Chairperson is also most often the appointed public face of the Board, serving as its primary communicator. When trustees elect the Board chairperson, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Chairperson presides over the Board's deliberations, enforces appropriate procedures and parliamentary processes and often acts as the spokesperson for the Board. The Board Chairperson is an equal, with no more power or authority than any other trustee; however, the members of the Board, as a whole, in electing one of their peers to be the Chairperson of the board confer on them a leadership role.

Although the Chairperson assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chairperson has a responsibility to set the agenda for meetings in consultation with the Superintendent, the Secretary-Treasurer, and the Vice-Chairperson. This is most effectively done with input from other trustees. The Chairperson works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the administration.

The Chairperson most often has an additional role to speak for, and represent the decisions of the Board. The Board Chairperson also most often serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. Here again, the Chairperson's role is largely limited to speaking only for what the Board has already decided, to receive input, and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Presiding over meetings of the Board;
- Conducting the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- Establishing agendas for board meetings, in consultation with the Superintendent and the Secretary-Treasurer;
- Ensuring that members of the Board have the information needed for informed discussion of the agenda items;
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- Conveying the decisions of the Board to the Board's Superintendent;

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- Providing leadership to the Board in maintaining the Board's focus on the strategic plan;
- Providing leadership to the Board in maintaining the Board's focus on the Board's mission and vision: and,
- Assuming such other responsibilities as may be specified by the Board.

### **POLICY 132 ROLES AND RESPONSIBILITIES OF INDIVIDUAL TRUSTEES**

A school trustee is a member of a team – the Board of Trustees. Only the Board has the authority to make decisions or to take action; individual trustees in and of themselves do not have this authority. The role of the trustee includes assisting the board to fulfill its duties under the *BC School Act*.

A trustee's community representative role is not directly a governance role. Governance is at its most effective when it embraces the community perspectives brought by the individual trustees. Indeed, proactive community participation is a crucial part of good governance by the board. The key is achieving a balance between the governance authority of the board as a whole, and the individual representative role each trustee also fulfills. While members of the board act as representatives of their constituency, their primary job is to participate in policy-making and strategic planning that are in the interests of all of the district's students and are grounded in promoting student achievement and well-being.

A trustee's job is to maintain a focus on student achievement and well-being and to participate in making decisions that benefit the entire district while representing the interests of their constituents. Trustees must also interpret the views and decisions of the board in reporting back to their constituents. It is important that trustees are aware of the support and advice available from the superintendent and senior staff and are familiar with board policies that may apply to issues under discussion between the trustees and their constituents.

The job description of the board sets out the responsibilities that a trustee, as a member of the collective board, is required to undertake. The following further clarifies the responsibilities of the individual trustee as a board member:

- Carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *BC School Act*, and under related regulations and guidelines;
- Attend and participate in meetings of the Board, including meetings of board committees of which they are a member;
- Consult with parents, students and educational stakeholders of the Board on the Board's multi-year plan;
- Bring concerns of parents, students and educational stakeholders of the Board to the attention of the Superintendent or, when appropriate, the Board directly;
- Respect and abide by the implementation of any Board resolution after it is passed by the Board;
- Entrust the day-to-day management of the district to its staff through the Superintendent;
- Participate in educational sessions or professional development;
- Maintain focus on student achievement and well-being; and,
- Comply with the Board's Code of Conduct.
- Attend all Budget Committee meetings, when possible.



## **POLICY 133 TRUSTEE CODE OF CONDUCT**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) requires that each trustee commit to the highest ethical standards in their dealings with fellow trustees, the school community, and all members of the district.

Therefore, it is important that the Board and its individual members operate in an ethical and business-like manner. This commitment includes proper use of authority, appropriate decorum in individual and group behaviour, and fair and respectful treatment of students, parents, staff, members of the community and other Board members.

The Board has established a Trustee Code of Conduct to help provide the conditions necessary for effective Board operations.

### **INTEGRITY**

- All decisions will be based on putting the needs of students first;
- Trustees will carry out their responsibilities in accordance with the School Act, Regulations and Board Policy;
- Trustees will make all decisions based on available facts and their independent judgment and shall refuse to surrender that judgment to individuals or special interest groups; and,
- Trustees will act with the highest standards of professional integrity and in a manner that inspires public confidence in the Board.

### **RESPECT**

- While trustees can express individual opinions on issues under consideration by the Board, in doing so they will respect the differing points of view of colleagues, staff and the public and thereby enhance public confidence in the work of the Board; and,
- Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the Board and its committees.

### **CONFIDENTIALITY**

- Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.

### **RESPONSIBILITY**

- Once the Board has voted, trustees are bound by the majority decision and will respect and abide by the Board's decisions; and,
- Trustees will recognize that the expenditure of Board funds is a public trust and will ensure effective and transparent stewardship of the Board's resources in the best interests of the students.

**CONFLICT OF INTEREST**

- Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect or deemed) in matters before the board or a committee of the board.

**RELATIONSHIPS**

- Trustees will speak as the voice of their entire community (including people who do not have children in the school system or people outside of their direct constituency) at the Board table;
- Trustees will work with other trustees in a spirit of respect, openness, courtesy and cooperation in spite of differences of opinion that may arise during debate. Trustees will refrain from gossip; and,
- Trustees will maintain professional commentary (public or private) at all times about the Superintendent, all employees of School District No. 83, and third party service providers.

## **POLICY 134 TRUSTEE CONFLICT OF INTEREST**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that every trustee is legally and ethically bound to comply with conflict of interest requirements of the *School Act*, Board of Education policy, common law, and other applicable laws.

A trustee is subject to the highest standard of good faith and undivided loyalty to the Board. A trustee is required to act at all times in the best interests of the Board as a whole, without regard to their personal interests. A trustee must avoid personal conflicts of interest and must avoid using their position for personal benefit.

The School Act includes a special part on trustees' conflict of interest, and all trustees should be familiar with its content. It applies to trustees who have contracts or interests in contracts with the Board of Education, including trustees with immediate family members employed by the Board, when matters affecting those contracts come before the Board for debate and for decision.

Part 5 of the School Act requires a trustee who has such an interest in a matter before the Board to declare that interest – and to not take part in the discussion, vote or attempt in any way to influence the outcome. Further, the declared interest must be recorded in the Board meeting minutes. Should a trustee knowingly not declare an interest, the courts may declare the trustee's office vacant and require financial restitution.

### **PECUNIARY INTEREST**

A pecuniary interest means a trustee with an interest in a matter that could monetarily affect the trustee. Included is a deemed pecuniary interest, where the trustee knows that their spouse, parent or child has a pecuniary interest in the matter. Also included is an indirect pecuniary interest where the trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter.

### **DUTY TO DISCLOSE**

A trustee with a pecuniary interest in a matter, including a deemed interest or an indirect interest, and who is present at a board meeting at which the matter is considered, must:

- a) Disclose the general nature of the interest at the meeting;
- b) Refrain from any discussion or vote on the matter; and,
- c) Abstain from any attempts to influence any vote relating to the matter before, during or after the meeting.

These requirements also apply to committee meetings. And, should the committee or board meeting not be open to the public, the trustee shall “immediately leave the meeting or the part of the meeting during which the matter is under consideration”.

If the trustee is absent from the meeting at which the matter is considered, they shall disclose the interest at the next board meeting that they attend, and shall otherwise comply with b) and c) above.

The duty to disclose does not apply, however, where the pecuniary interest is of a general or widespread nature (member of a credit union, for example), or where the pecuniary interest “is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the trustee”

#### ESTABLISHING A RECORD OF DISCLOSURE

The general nature of every disclosure made at a board or committee meeting open to the public shall be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.

#### GETTING MORE INFORMATION OR ADVICE

As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

## **POLICY 135 TRUSTEE ATTENDANCE**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the importance of trustee attendance at all board meetings. The Board expects trustees to attend all board meetings, and any committee meetings where they act in an official capacity.

The importance of regular attendance is reflected in the School Act, whereby “If a trustee is continuously absent from board meetings for a period of 3 consecutive months, unless the absence is because of illness or with the leave of the Board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.”

Trustees will adhere to the guidelines and expectations for attendance in accordance with this policy.

### **GUIDELINES:**

1. Trustees shall receive proper notice of, and are expected to attend, all regular and special board meetings and the committees on which they serve.
2. A *Register of Trustee Attendance* at regular and special board meetings, as well as committee meetings, will be established and maintained by the Secretary-Treasurer. This register will be available to the public on request. Attendance records for all meetings shall record instances where trustees are required to arrive late or leave prior to adjournment. Meeting minutes shall note when trustees have advised the Board Chair of their inability to attend a meeting (e.g. illness, work commitment, approved Board business).
3. A trustee who is absent from a meeting while acting on approved Board business or while serving as an officer of a Trustee Association will be granted credit for attendance at the meeting(s).
4. The Board Chair may excuse the absence of trustees in special situations and the absence will be so recorded.
5. The Chair and Vice-Chair will periodically review the attendance records and will discuss any attendance problems with the trustee(s) concerned.
6. Continuing attendance problems will be brought to the attention of the Board.
7. In the event of a vacant seat, the Board will determine whether or not a by-election will be required to fill the seat.

## **POLICY 136 TRUSTEE REMUNERATION AND EXPENSES**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that trustees should be compensated for their work related to the business of the Board.

In accordance with the provisions of the *School Act*, a Board may authorize, through a Board resolution, the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

### GUIDELINES:

#### 1. Remuneration Amounts

Trustees' annual remuneration shall be as follows, effective December 1, 2019:

- Chairperson of the Board	\$16,946.00
- Vice-Chairperson of the Board	\$15,405.00
- Trustees	\$13,865.00

#### 2. Rural Zones

In recognition of the additional travel required of Trustees responsible for the rural zones, additional annual remuneration will be provided as follows:

- North Shuswap, Sorrento, Carlin	\$250.00
- Sicamous, Malakwa, Enderby, Grindrod	\$500.00
- Armstrong, Spallumcheen, Falkland, Silver Creek, Ranchero	\$500.00

#### 3. Remuneration Payments

Trustee remuneration will be paid on a monthly basis. In accordance with the Income Tax Act, Trustee remuneration will be treated as taxable remuneration for expenses necessarily incurred by Trustees in the discharge of their duties.

#### 4. Remuneration Review

Trustee remuneration will be reviewed annually and an adjustment may be made to the base remuneration amount only, effective December 1st of each year. The adjustment will reflect the BC Consumer Price Index change (change from previous year).

## 5. Trustee Expenses

Trustees are understood to incur Board-related expenses in an amount equal to 1/3 of the remuneration paid to each trustee. Board related expenses covered by remuneration include mileage to and from regularly scheduled Board and Committee meetings and to and from liaison schools, as well as general expenses such as the portion of residential or cellular phones, internet costs and computer related costs related to Board business.

All other business-related expenses are reimbursable through the submission of an expense claim as per Regulation 4020.04R Travel and Related Expenses District Personnel. Such expenses may include, but are not limited to, meals (by per diem), mileage, travel and accommodation that relates or results from attendance at any/all Board sanctioned internal and/or external meetings, Pro-D/training sessions, and AGMs.

## 6. Trustee Equipment

The Board will determine and provide the necessary computer equipment to enable trustees to effectively perform their duties and responsibilities.

**POLICY 137 ROLES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON**

The Board of Education shall elect a Vice-Chairperson at the inaugural and at each annual meeting to serve as Vice-Chairperson, to hold office at the pleasure of the Board.

**Specific Responsibilities:**

1. The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all of the duties and responsibilities of the Board Chairperson as outlined in Policy 131 Roles and Responsibilities of the Board Chairperson, including a responsibility to set the agenda for meetings in consultation with the Superintendent and the Secretary-Treasurer. This is most effectively done with input from other trustees. The Board Chairperson may, on an as-needed basis, delegate the presiding officer task to the Vice-Chairperson.
2. The Vice-Chairperson shall assist the Board Chairperson in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. The Vice-Chairperson shall be an alternate signing authority for the District.
4. The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.



## **POLICY 138 ELECTRONIC MEETINGS OF THE BOARD**

### ELECTRONIC BOARD MEETINGS

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes there may be circumstances where it is practical or necessary to hold its open meeting through electronic means. Section 67(6) of the *School Act* enables a board to “allow trustees to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.”

Therefore, at the call of the Chairperson, open board meetings may be held through electronic means providing that:

1. trustees who attend the board meeting through electronic means are counted for the purposes of establishing quorum;
2. time is made available for the public to submit questions;
3. the board’s Secretary Treasurer (or designate) is present at the time a decision is made by the board; and
4. all decisions of the board are captured through the recording of meeting minutes.

Board meetings will not be unduly postponed due to technical issues.

### LIVESTREAMING OF MEETINGS OF THE BOARD

In an effort to promote transparency by providing convenient public access and a means to participate in the board’s decision-making processes electronically, open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be publicly broadcast.

Public meetings that may be broadcast include:

1. Regular Board of Education meetings
2. Committee of the Whole meetings
3. Public Budget Presentation meetings
4. Special Board of Education meetings, as required

Meetings that are closed to the public will not be broadcast.

Meetings that are being publicly broadcast will be accessible to the public via a link provided on the district's webpage. Best efforts will be made to prevent unauthorized recordings of livestreamed meetings.

#### DIGITAL RECORDINGS OF MEETINGS OF THE BOARD

Open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be audio-visually recorded. It is noted that there is no legal requirement for the Board to record its meetings and/or make the recordings available to the public.

In-Camera meetings will not be recorded.

The Board adheres to the *Freedom of Information and Protection of Privacy Act of BC*. The purpose of this Act is to govern the collection, use and disclosure of information by public bodies.

Should the Board choose to audio-visually record its meeting, the following guiding principles shall apply:

1. the written minutes shall be the official record of the meeting (*Section 72(1), BC School Act*);
2. the digital recording of a meeting will be promptly accessible to the public on the district website for the period of five (5) calendar years;
3. meeting participants and presenters will be advised prior to the meeting that the meeting will be recorded and that the digital recording will be shared publicly and archived by the Board for a period of five (5) years;
4. signage will be posted to ensure that attendees or participating members of the public are aware that the meeting is being recorded and will be shared publicly and archived by the Board;
5. best efforts will be made to advise the public of expectations regarding downloading, copying and sharing of digital recordings.

## **POLICY 140 DELEGATION OF AUTHORITY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) designates the Superintendent as its Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the District. The Board authorizes the Superintendent to exercise any power that the Board may have, except those matters which cannot be delegated in accordance with provincial legislation and the corresponding regulation.

In addition, the Board shall:

- Support the Superintendent in fulfilling the legislated responsibilities of the Superintendent.
- Hold the Superintendent accountable for achieving and complying with the operational expectations and for supporting the Board in achieving and complying with the governance and management policies that apply to the Board.
- Review, amend as needed, and approve annual targets proposed by the Superintendent for achieving the District goals established by the Board.
- Permit the Superintendent to delegate authority and responsibility and to provide resources to other staff, and to hold them accountable.
- Alter the authority and responsibility delegated to the Superintendent by changing its policies.
- Direct the Superintendent only through decisions made as a corporate body.

In the absence of Board policy in cases where an immediate administrative response is required, the Superintendent will:

1. Consult with the Board Chairperson if time permits.
2. Inform the Board as soon as is feasible.
3. At the next regular meeting of the action taken and the nature of the emergent issue and where warranted, the need for policy in the event of future occurrences.
4. Act within the guidelines with regard for the intention of the Board's strategic direction.

Notwithstanding the above, the Board also reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies. Further, the Board requires that any new, significant provincial, regional or District strategic initiatives must be initially brought to the Board to consider response and further action, and for determination of decision making authority.

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## Policy Manual

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### **POLICY 160 POLICY DEVELOPMENT**

The Board of Education, as one of its key responsibilities, will establish and review policies.

Board Policies will consist of a belief statement identifying the values and core beliefs of the Board along with guiding principles that provide direction to trustees, employees, students, and the public.

The Board believes that it is best practice to engage the expertise of a Policy Committee. The invited members of the Policy Committee will consist of one trustee representative, two North Okanagan-Shuswap Teachers Association (NOSTA) representatives, two Canadian Union of Public Employees (CUPE) representatives, two North Okanagan-Shuswap Principals & Vice-Principals' Association (NOSPVA) representatives, two District Parent Advisory Council (DPAC) representatives, two student body representatives, two First Nation Education Council (FNEC) representatives, the Superintendent, and one district staff person for recording minutes. The Chairperson will be the trustee so designated by the Board.

Board Policies will be developed within the following framework.

#### The Role of the Board:

1. The Board will receive requests for creation of new policy and for revision of existing policy.
2. The Board will receive requests from members of the public, a stakeholder group, or district staff through a Policy Initiation Form via <https://sd83.bc.ca/wp-content/uploads/2019/02/Policy-Initiation-Form-Fillable.pdf>
3. The Board will forward all requests to the Policy Committee for consideration and for potential creation of draft policies (new or revised) for the Board's review.
4. The Board will receive all draft policies from the Policy Committee and will give First Reading and Second (and Final) Reading to all draft policies before they come into effect. Each Reading will typically occur at a different meeting of the Board.
  - a. **First Reading** - the Board will circulate the draft policies that have been given First Reading for feedback for a period of 30 days, as follows:
    - To the stakeholder groups via email. The link to the policy feedback form will be included in the email.
    - To the general public via the district website. All policies that are under development or under revision are listed on the district webpage <https://sd83.bc.ca/board-policies/>
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving First Reading.
  - b. **Second (and Final) Reading** - the Board will give Second (and Final) Reading to all draft policies before they come into effect.
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving Second (and Final) Reading.
5. The Board will provide direction to staff to publish all policies that have been given Second (and Final) Reading.

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

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: January 19, 2021

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6. The Board will provide direction to staff regarding the development of any related administrative guidelines and procedures.
7. The Board will occasionally accept from staff minor revisions to policies - where the intent of the original policy remains unchanged – that may be accepted by the Board as “friendly amendments.”
8. The Board delegates to the Superintendent the responsibility for auditing all new and revised Policy statements, which shall be submitted to the Board for approval.

### The Role of the Policy Committee:

1. The Policy Committee will receive requests for creation of new policy and for revision of existing policy from the Board.
2. The Policy Committee will review all requests, and will either:
  - a. Create a new policy/revise an existing policy and submit a draft to the Board, for consideration of First Reading.
  - b. Make a recommendation for no further action/revision to the Board, for consideration.
  - c. The Policy Committee may receive requests for revisions to draft policies from the Board prior to either First Reading or Second (and Final) Reading being given by the Board.
3. The Policy Committee may, at its discretion, invite representation from other interested parties or groups when policies are being discussed that directly affect those parties or groups.
4. The Policy Committee will occasionally forward minor revisions to policies - where the intent of the original policy remains unchanged – to the Board for consideration as “friendly amendments.”
5. Current members of the Policy Committee can submit requests for new policy or for revision of existing policy via email through the Committee Chairperson.

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

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: January 19, 2021

## **POLICY 170 MONITORING BOARD PERFORMANCE**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to continuous improvement through regular review of its performance.

In accordance with this policy and the corresponding regulation, the Board will undertake an annual goal-setting process and, once developed, will circulate these goals throughout the educational community. Using a strengths-based approach, the Board will review its performance annually to ensure its proper discharge of responsibilities to the community.

The Board shall adhere to the following guidelines for goal-setting and self-review.

### Guidelines

#### 1. SCHEDULE

- 1.1. During the August/September period, the Board and the Senior Leadership Team will meet to formally evaluate performance over the past year in terms of the Board goals.
- 1.2. The Board will also revise and develop goals for the upcoming year. This information will be shared with school district stakeholders for their input and feedback.

#### 2. METHOD

- 2.1. Governance and District policies shall be monitored using reports provided by the Superintendent, external sources such as auditors, or by direct review by the Board.
- 2.2. The methods used shall include use of an assessment tool or other documents as determined by the Board and Secretary-Treasurer as the criteria for assessment of Board performance.
- 2.3. The process shall involve all Board members and the Senior Leadership Team.
- 2.4. The Board shall assess itself as a whole.
- 2.5. The methods of evaluation shall be structured so that they lead to strengthening communications and relationships among Board members, with the Senior Leadership Team, and stakeholders.
- 2.6. Self-review sessions are to be facilitated by the Board Chairperson and assisted by the Secretary-Treasurer.
- 2.7. Provision may be made for engaging an external facilitator chosen by Trustees through consultation with the Senior Leadership Team to conduct sessions when the Board perceives a need or benefit arising from third-party assistance.
- 2.8. Notwithstanding the above schedule and methods, the Board shall continuously monitor its performance through post-meeting debriefings and other methods on the determination of the Board Chairperson or Board.

## **POLICY 180 TRUSTEE PROFESSIONAL LEARNING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that its responsibilities require that trustees remain informed and continually develop their skills. Trustees are expected to participate in conferences, conventions, workshops, and seminars related to effective trusteeship, leadership, education and learning.

Accordingly, trustees attending appropriate professional development shall have all related expenses paid by the school district consistent with budgeted funds and provided the Board gives prior public approval.

### Guidelines

1. The trustee travel and professional development budget will be established annually through the budget process, and each trustee shall be allocated 1/5 of this budget.
2. Within this annual budget allocation, trustees shall have the option of attending the following, which are part of the Board's normal expectations of all trustees.
  - BCSTA Annual General Meeting – all trustees
  - Okanagan Branch Meetings – all trustees
  - New Trustee Seminars – new trustees
  - Advanced Trustee Seminars – all trustees
  - Provincial Chairpersons Meeting – Board Chairperson
  - BCPSEA, BCSTA, and other Council Representatives – appointed trustee
  - Trustee Working Session – all trustees
  - With approval of the Board, other self-determined learning opportunities
3. Subscriptions and publications deemed appropriate for Board use shall be approved by the Board Chairperson and become the property of the School District.
4. Reimbursement of costs involved in attendance at appropriate meetings shall be consistent with mileage and per diem expenses as per Board policy.
5. Trustees attending conferences or workshops should make a report to the Board within one month of attending the conference/workshop, and any relevant conference or workshop materials shall be made available upon request. Trustees delivering verbal reports must ensure that the item is placed on the agenda so it can be included in the official record (minutes) of the meeting.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)  
Policy Manual

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6. During an election year, budgets will be pro-rated between the period prior to and after the election. Prior to the election, trustees will receive a maximum of 5/12 of their annual professional development budget to November 30. The remaining 7/12 shall be retained for the new board.



## **POLICY 190 BUDGET MONITORING AND REPORTING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the communities it serves. The Board has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives and should be consistent with the district's Strategic Plan.

The Superintendent and Secretary-Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budgets. The Secretary-Treasurer is specifically responsible for the financial management of the budget, and all financial reporting and monitoring.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*3010*

**POLICY**

Adopted: 2005-06-14  
Amended: 2011-03-16

## **CROSSWALK SAFETY AND CROSSING GUARDS**

The Board of Education School District #83 (North Okanagan-Shuswap) is concerned for the safety of students when travelling to and from school, while on school premises, and during school activities. However the Board's prime responsibility is for the safety of students while on school property, including school buses and at co-curricular or extracurricular events.

Safe access to and egress from school sites along public thoroughfares remain the responsibility of the associated public agency. For example municipal, provincial, and federal roadways are under the legal jurisdiction of these respective bodies.

Parents play a key role in ensuring that their child gets to and returns from school safely. Schools will support this by educating students about the correct and safe procedures for crossing at unsafe areas and what preventative measures to take to avoid an accident. The police have a role of enforcing traffic infractions and advising in the training of crossing guards.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: *3010.01R*

**REGULATION**

Adopted: 2005-06-14

**CROSSWALK SAFETY AND CROSSWALK GUARDS**

Where a crosswalk which leads directly on to school property and is deemed to be a safety risk for students, in accordance with the procedures of the Pedestrian Crossing Control Manual for British Columbia, the principal of the school shall consult with staff and parents to prepare a plan to reduce or minimize the safety risk.

The safety plan may include the establishing of a student patrol or volunteer adult patrol. The plan must include consultation with the R.C.M.P. or local enforcement agency.

Recommendations or suggestions beyond the jurisdiction or resources of the school arising from the safety plan may be forwarded to the Superintendent for further consideration.

The Superintendent and/or designate may, on an interim basis, initiate temporary measures to alleviate a significant safety risk at a crosswalk immediately adjacent to the school property.

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*3020*

Adopted: 2010-05-11

**POLICY**

**ENERGY MANAGEMENT CONSERVATION**

The Board of Education recognizes its responsibility to ensure that every reasonable effort is made to conserve energy and natural resources within the School District while exercising sound financial management. The Board will support initiatives that ensure the most efficient, effective, and economic use of energy resources.

The Board is committed to environmental sustainability and, through the employees and students, will ensure that every reasonable effort is made to conserve energy and natural resources in order to reduce the school district's carbon footprint.

The Board believes that staff and students must be active in building a society that is socially responsible and environmentally sustainable.

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

Category: *3020.01R*

Adopted: 2010-05-11

**REGULATION**

**ENERGY MANAGEMENT CONSERVATION**

The implementation of the energy management and conservation policy is the collective responsibility of the Board, District Staff, school Administrators, teachers, support staff and students. Implementing acceptable and sustainable energy practices and behaviours will be achieved by:

- (a) Employees and students contributing and supporting energy conservation initiatives and being “energy savers”
- (b) schools using a variety of curricular materials to provide students an opportunity to participate in energy management initiatives
- (c) encouraging community engagement and partnerships in all district environmental learning and sustainability activities
- (d) supporting staff, students and parents in local or global projects that will serve as on-going reminders of this commitment
- (e) establishing a district energy management plan that will include both short term and long term targets
- (f) reporting annually to the Board on the progress towards the targets and initiatives taken by staff and students
- (g) ensuring that any additions or changes to physical infrastructure includes energy conservation methods or techniques to reduce the carbon footprint
- (h) tracking, monitoring, reporting and communicating the energy consumption at all sites in the district
- (i) engaging District Staff in cooperation with the Energy Manager to coordinate, develop, and assist in the efficient and effective use of energy systems and practices.

**THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*3030*

Adopted: 2009-03-10

**POLICY**

**INTEGRATED PEST MANAGEMENT**

The Board of Education recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concomitant responsibility to control insect infestations and noxious weeds on school property.

Pesticides will not be applied for cosmetic purposes. The District defines pesticide as the broader term which includes herbicides, insecticides, fungicides or any other chemical or organic compound used to eradicate some form of infestation.

In so doing, wherever practical and feasible, the Board requires that alternative methods of pest, insect, and noxious weed control be used rather than through the use of chemicals. Where it is deemed that a chemical control is necessary then the least noxious and environmentally detrimental chemical or organic agent will be used.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **3030.01R**

Adopted: 2009-03-10

## REGULATION

### INTEGRATED PEST MANAGEMENT

1. Pesticides shall not be used or applied on School District Property (lands and buildings) with the following exceptions:
  - (a) The application of pesticides to control or destroy a health hazard;
  - (b) The application of pesticides to control ants, termites, wasps, flies, rodents, spiders;
  - (c) The application of pesticides to prevent the deterioration of hard surfaces  
e.g. sidewalks, foundations, curbs, roads, tennis courts, roof drains;
  - (d) The application of pesticides to control noxious weeds if directed by  
municipal/provincial regulation (see provincial regulation *BC Weed Control Act*)
2. Where pesticide application is permitted by this regulation, such application shall be in accordance with local, provincial and federal legislation.
3. Employees involved in the application shall be certified in compliance with existing legislation and shall hold appropriate licenses and permits, chemicals will only be used in accordance with manufacturer's direction.
4. Board, parents, PAC's and schools are to be given detailed information on the chemicals to be applied if so requested.
5. Whenever possible, pesticide applications will be carried out when students are not present on the school site, and appropriate signage will be posted as required by application.
6. Should the parents, PAC's and staff of a school object to the application of a pesticide, they must signify their objection through letter to the school and district administration.
7. A significant negative response at a school will halt the application of the pesticide provided that a feasible and effective alternative plan is approved for use.
8. The board shall receive regular reports in pesticide application.

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24

**SCHOOL STAFFING**

The personnel in school should be allocated, assigned, and dealt with according to many complex considerations, as specified by provincial laws, District Human Resources Guidelines Manual, regulation, and by various contracts.

In general, the priorities we want used should be:

1. People will be treated fairly, honestly, with consistency, and with respect.

*To be accomplished, in part, through the:  
CUPE – OLRC Collective Agreement  
N.O.S.T.A. – BOARD Collective Agreements*

2. In staffing, a balance needs to be struck between competing needs and interests. The educational and business needs of the school should be balanced by the needs of individuals, including student. The funds available need to be balanced by the Board's educational objectives and contractual obligations.

*To be accomplished, in part, through Policy:  
School Size Guidelines  
and the:  
Human Resource Guidelines Manual  
N.O.S.T.A.- BOARD Collective Agreements  
District Teacher Staffing Manual  
Student Support Services Handbook*

3. The effectiveness of employees should be periodically evaluated.

*To be accomplished, in part, through Regulations:  
Human Resource Guidelines Manual  
N.O.S.T.A.- BOARD Collective Agreements  
Job Description Binder*



**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24

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4. Hiring and evaluating should be done in a way that involves open communication and in a manner that all parties involved see as fair.

*To be accomplished, in part, through Regulations:  
Human Resource Guidelines Manual  
N.O.S.T.A.- BOARD Collective Agreements  
CUPE – OLR Collective Agreements  
Job Description Binder*

Contractual agreements with employee groups, and some government policies, may prevent or contradict some of the desired priorities.

**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-01-15

**SCHOOL FILES**

*In response to the policy:*

**4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

When a School Principal is transferred from a school, the school files shall remain at the school.

The following regulations are intended to help facilitate smooth transitions in school operations when there is a change of School Principals. The underlying principle is that School Principals new to a school have ready access to a complete set of files related to the operation of that school. While it is anticipated that the outgoing School Principal will leave files in good shape, where the usefulness of certain files is questionable it is preferable for the incoming School Principal to make the decision regarding their retention or elimination.

1. All files and information regarding existing school programs and/or relating to the operation of the school (both hard copy and computer) should remain in the school. This would include such things as the following:

- Sports Day files
- House League files
- School related correspondence, including memoranda, circulars, etc.
- Staff Meeting Agenda
- Staff Meeting Minutes
- School and School Principal Goals and Objectives
- Newsletters to Parents

2. All Ministry and District binders and handbooks should remain in the school. This would include such things as the following:

- Policy Manual
- Administrative Handbook
- Student Support Services Handbook
- Enrichment and Gifted Education Handbook
- Curriculum Guides

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **3050.01R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-01-15

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3. The outgoing School Principal may copy any of the above which he/she feels will be of use to him/her but will leave the originals in the school.
4. Personal files which a School Principal brought to the school or developed while at the school may be taken by the outgoing School Principal provided that they do not relate to procedures or practices employed in the school. This would include such things as:
  - teaching files (e.g. Social Studies units)
  - professional development files developed from conferences, workshops, etc. attended by the School Principal.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**3060**

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-02-10

**SCHOOL SIZE GUIDELINES**

*In response to the policies:*

**4010 - BUSINESS ADMINISTRATION OF SCHOOLS**

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**6040 - SCHOOL BUILDINGS**

**3050 -SCHOOL STAFFING**

Schools should be socially healthy places in which students will be learning. They should be economical, physically efficient, educationally effective, friendly, and socially cohesive.

NORTH OKANAGAN- SHUSWAP SCHOOL DISTRICT NO. 83  <b>REGULATION</b>	Category: <b>3060.01R</b>
	Adopted: 1997-05-13
	Amended: 2003-06-10
	Amended: 2012-03-06

**SIGNIFICANT REORGANIZATION OR PERMANENT SCHOOL CLOSURES**

*In response to the policy:  
**6040 -SCHOOL BUILDINGS**  
 and the School Act (Section 73(1) and Ministerial Order 194/08*

Where significant reorganization or permanent school closures are being considered, the following regulations will apply:

1. The Board shall allow a period of not less than 60 days for public consultation to take place between the time that a potential significant reorganization or permanent closure of a school is announced and the final decision is made.
2. The Board will make a reasonable effort to notify persons or groups in the community who could be affected by the Board’s proposal of a significant school reorganization or school closure.
3. The Board must provide for public consultation that includes:
  - 3.1 A fair consideration of the input from the affected community and provision of opportunities for that community to respond to the Board’s proposal to significantly reorganize or close a school permanently in a community.
  - 3.2 Consideration of future enrolment growth in the school district, of persons of school age, persons of less than school age, and adults.
  - 3.3 Consideration of possible alternative community use for all or part of the school. “Alternative community use” is use by a community agency or organization of land or improvements, other than for the educational purposes of the Board of Education, e.g. health care, therapy services, social services, etc.

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NORTH OKANAGAN-  
SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **3060.01R**

Adopted: 1997-05-13

Amended: 2003-06-10

Amended: 2012-03-06

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4. A public forum will be held to consider the Board's proposed significant school reorganization or school closure and shall form part of the public consultation process.
5. Fair consideration will be given to all public input prior to the Board making its final decision. The Board's proposal to significantly reorganize or to close a school could be changed or reversed based upon public input.
6. The significant reorganization or closure of a school should not normally take place until the September following the Board's final decision. This will give parents, students and school staff time to make alternative arrangements.
7. The Board's final decision to permanently close a school must be done by a by-law.

## **POLICY 250 FREEDOM OF INFORMATION and PROTECTION OF PRIVACY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is a public body subject to the provincial BC Freedom of Information and Protection of Privacy Act (FIPPA) and the *School Act*. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure that all personal information held in its custody and control is protected by reasonable security arrangements. Relevant guidelines in FIPPA will be followed when making decisions to retain or dispose of information. *'Under FIPPA, a public body must retain personal information for at least one year after it is used to make any decision'* (FIPPA, *School Act*, Collective agreements, HR Guidelines, other district policies).

### **Guidelines**

#### **1. Personal Information**

Under the FIPPA, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (Personal Education Number (PEN) or SIN), school records, **personal** contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origin, sexual orientation or religious beliefs.

#### **2. Employee Personal Information**

Employee personal information is any recorded information about an identifiable employee (see Personal Information above) other than contact information. The release and sharing of contact information **for an employment purpose** is not a privacy violation.

#### **3. Student Personal Information**

Student personal information includes Personal Information (defined above) plus any information that identifies a student including the student's name, address, and contact numbers, PEN, assessments, results, and educational records. District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other school districts where it is necessary for educational purposes.

#### 4. Collection of Personal Information

The District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual unless another method of collection is authorized by the individual or the statute.

When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs such as:

- newsletter publications;
- website postings;
- video conferencing;
- social media applications;
- honour roll lists;
- team rosters; or
- Yearbooks.

Parents/guardians will complete and submit the form titled Student Registration Form – Freedom of Information and Protection of Privacy upon their child's initial enrollment. Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information, **including photographs**, for purposes such as:

- recognition of achievement;
- promotion of events; or
- commemoration of school events.

The authorization is deemed in effect until the student changes or transitions to another school. Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities. Posting of personal information such as exam results should not contain student identifiers.



## 5. Use of Personal Information

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Should there be a need to access information for a purpose other than why it was collected or if there is uncertainty as to the confidentiality of the information; clarification will be provided from the District Privacy Officer (Secretary-Treasurer) in keeping with the FIPPA.

## 6. Disclosure of Personal Information

Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

Disclosure of personal information should not occur in any situation or in any physical location that may compromise confidentiality.

District employees have a right to access District records in its control and custody, providing it is required to complete the duties of their work assignment.

A custodial parent or guardian has the right to access personal information on behalf of their child under the age of nineteen.

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control of the District.

School districts, other government ministries, or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.

## 7. Securing Personal Information

Information management must be dealt with in a responsible, efficient, ethical, and legal manner. Users of electronic network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, also precautions should be taken to ensure information is protected from unauthorized access, use, and disclosure. All District employees are expected to maintain, secure, and retain appropriate student and personnel

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## Policy Manual

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records in a manner that respects the privacy of employees, students and students' families and complies with the regulations specified in FIPPA and the *School Act*.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees:

- security (e.g. passwords, encryption) must be in place for personal information, stored, printed, or transferred by computers;
- all electronic mobile devices (even personally owned devices) that access or store District data must be secured by a password log-on and use the highest available encryption options;
- electronic mobile devices that contain or can access District data should be kept on one's person **or never be left unsecured** in public areas (i.e. classrooms, hotel rooms);
- passwords should not be shared nor should anyone logon to a system using an ID that has not been specifically assigned to them; and
- paper files should be safeguarded by implementing reasonable security precautions:
  - locked storage;
  - removal of personal information from work areas; and
  - shredding of documents containing personal information.

Access to any personal information should be based on employment duties requiring such access. Unauthorized access to information about colleagues, friends, or family is not permitted. Any personal information that is no longer required for administrative, financial, or legal purposes will be destroyed in a confidential manner when no longer needed for these purposes. Paper files due for destruction should be securely shredded and destroyed. Computer files should be deleted in their entirety and any data storage devices should be fully erased prior to disposal (i.e. computers, Multi Functional Devices, printers).

### 8. Reporting of Complaints

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer (Secretary-Treasurer) who will determine appropriate action if necessary and report back to the complainant.

## **POLICY 260 DISTRIBUTION OF INFORMATION OR MATERIALS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that all outside information or materials distributed within or throughout School District No. 83 (North Okanagan-Shuswap) should support the district's educational goals and be in the best interest of its students.

The Board recognizes and values its community partners and understands from time to time it may be asked to distribute information or materials that align with the district's goals and vision. In accordance with the corresponding regulation, the Superintendent or designate may authorize the distribution of information or materials from not-for-profit groups.

### Guidelines:

The Superintendent, or designate, authorizes the distribution of information or materials and may grant approval for distribution if the following guidelines are met:

1. in accordance with other related district policies;
2. information or materials are from community, charitable, or not-for-profit organizations that provide educational or community services or resources;
3. information or materials are secular and non-political in nature;
4. information or materials support the best interests of students and align with the district's educational goals and vision.

School District No. 83 will not bear any responsibility nor expense for collating, delivering, or disseminating information or materials approved for distribution.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**4010**

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-05-19

## **THE BUSINESS ADMINISTRATION of SCHOOLS**

The primary purpose of schools is to provide an educational program to students, using public money, and while guarding the safety of the occupants.

It is therefore important to us that the business of schools is to be conducted according to Board and legal requirements, and in the most efficient, safe and effective manner.

*To be accomplished, in part, through Regulation:*

**1010.02R**     *Conflict of Interest*

**3050.01R**     *School Files*

**4010.01R**     *School Generated Funds*

*and the:*

*District Teacher Staffing Manual*

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4010.01R**

## REGULATION

Adopted: 1997-05-13

Amended: 2005-04-12

Amended: 2012-06-12

## SCHOOL GENERATED FUNDS

*In response to the policy:*

**4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

Definition:

School generated funds are school-based funds that are obtained through fundraising activities or charging of school fees or donations (i.e. funds not provided through government grants or other general school district sources) and that are used for the benefit of student groups or for the general welfare of the school. School generated funds are required by legislation to be included for reporting purposes in School District and Government statements. As a result they are subject to audit and the same standards for control required for School District funds.

**Parent Advisory Council funds are not included in School Generated Funds.**

1. The principal is responsible for the custody and financial control of all school generated funds in the school's possession, and must ensure that monies held in trust for specific purposes are not used to finance other activities. The Secretary-Treasurer's Department will provide guidance to any principal who requires assistance in establishing proper accounts and procedures.
2. School generated funds must be kept physically separate from District funds and held in a separate bank account. Cash retained on hand for the purpose of accommodating small emergency payments or floats must be controlled through the use of a petty cash fund operated on the imprest basis (same basis used by the school for District funds).
3. School generated funds are not to be used as a banking service for cashing employees' and students' individual cheques. Under no circumstances will individuals who have direct access to the funds take cash and replace it with cheques or IOU's of any kind. School generated funds are not to be used for employee reimbursements for District expenses.

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NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4010.01R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2005-04-12

Amended: 2012-06-12

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4. All records maintained by the school shall be open at all times for inspection by the Secretary-Treasurer's office and the Board's auditors. Internal audits shall occur periodically, at the expense of the Board. The statements prepared for reporting purposes are subject to audit by the duly appointed auditors of the Board of Education. Recommendations from internal or external audits shall be implemented immediately.
5. School Generated Funds shall comply with all Finance Department Procedures.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**4020**

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2011-03-16

**BUSINESS ADMINISTRATION**

School district business is conducted on behalf of the public. Consequently:

When the school district is selling goods and services, it should:

1. Be fair and ethical to the Board of Education – no individuals within the system should profit from the sales.
2. Achieve the greatest return for the amount of effort available to put into the sale.

*To be accomplished, in part, through Regulation:*

**1010.02R**     *Conflict of Interest*  
**4050.01R**     *Sale of used equipment*

When the school district is buying goods and services, it should:

1. Be fair and ethical
2. Pay the lowest prices for the time available in which to do the purchasing.

And in general, the school district should be as economical as possible.

*To be accomplished, in part, through Regulation:*

**1010.02R**     *Conflict of Interest*  
**5040.04R**     *Dead end routes*  
**6040.02R**     *Crew projects*

Some special considerations may be allowed.

*To be accomplished, in part, through Regulation:*

**2010.03R**     *Hotel Accommodation*  
**2010.04R**     *Spouses' Expenses*

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4020.01R**

**REGULATION**

Adopted: 1997-05-13

**BOARDING ALLOWANCE**

*In response to the policy:*

**9040 - STUDENT ACCESS TO SCHOOLS**

*And the School Act*

The Board of School Trustees may pay Boarding Allowance, in accordance with the *School Act* and Regulations, to the parents of the pupil(s) who are required to live away from home to attend school and for whom no suitable transportation has been provided.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4020.02R**

**REGULATION**

Adopted: 1997-05-13

**CHARITABLE DONATIONS**

*In response to the policy:*

**10020 - PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS**

Since the School Board has been recognized as a charitable organization, it wished to give to the public and staff, the opportunity to make donations and receive an appropriate income tax receipt.

1. Both individuals and private groups may contribute.
2. No donor shall be permitted to specify that the contribution is to be directed to a particular person but may specify a program within a school so that it is the program that benefits.
3. The funds shall be used for the purposes approved by the School Board, such as:
  - a) The establishment of awards, scholarships, and bursaries.
  - b) The enhancement of extra-curricular programs.
  - c) The enhancement of regular student programs.
4. Special Donations:

Each tax deductible donation for capital projects must have prior School Board approval.

5. School District employees shall direct contributors to consult with the Secretary-Treasurer to determine if their deduction is eligible for a tax receipt.
6. Funds donated will be paid to North Okanagan-Shuswap School District No. 83 District Trust Fund.
  - a) Scholarship funds will be held for investment at the district level in a subsidiary account by school (if specified) or in a general account (if not specified). Funds will be paid out as requested by the donor.
  - b) Program funds will be distributed through subsidiary accounts to designated schools for expenditure. An annual statement of expenditure will be required from each school receiving funds.

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NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4020.02R**

**REGULATION**

Adopted: 1997-05-13

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7. The Trust Fund will be administered by the School District.
8. The Secretary-Treasurer shall be responsible for all fiscal matters.
9. The Secretary-Treasurer shall be responsible for all official receipts.

## **REGULATION 4020.03R – SCHOOL DISTRICT VEHICLES**

1. District vehicles may be assigned to departments by the Secretary-Treasurer.
2. All vehicles owned by the District shall be marked “School District No. 83 (North Okanagan-Shuswap)”.
3. Vehicles owned by the District shall not be used for private/personal purposes.
4. Vehicles shall be considered for replacement when they reach seven (7) years of age or exceed 150,000 km.
5. Personnel are expected:
  - a) to operate District vehicles in an economical, safe and courteous manner;
  - b) to ensure the vehicle is in safe operating condition and is inspected and serviced at regular intervals;
  - c) to report mechanical defects to the Manager of Transportation at the Works Complex; and,
  - d) to keep the vehicle clean.
6. Vehicles are to be parked overnight on designated School District sites and are not to be taken home without the approval of a Supervisor.
7. Administrative positions that qualify for the provision of a District vehicle shall have the option of using an available vehicle or accepting a monthly car allowance instead of the vehicle. Car allowances shall not exceed the cost of supply and operation of a District owned vehicle.
8. See Operational Guideline 400 - School District Vehicle Use.

#### **REGULATION 4020.04 – TRAVEL and RELATED EXPENSES DISTRICT PERSONNEL**

Travel and related expenses incurred by district personnel for expenses incurred while performing authorized duties on behalf of School District No. 83 (North Okanagan-Shuswap).

##### **Meal Per Diem Allowances**

For meals not covered by registration or conference fees, district employees may claim an allowance at the meal per diem rate in effect at the time of travel.

Effective September 1, 2019, the meal per diem allowance shall be **\$60.00** per full day on District or Board business. When business is less than a full day, the meal allowance shall be \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner.

##### **Lodging**

All overnight accommodation on Board business is to be charged directly to School District No. 83 if possible. Should it be necessary for the claimant to pay for lodging, a receipt is required to support the reimbursement. District employees are expected to request government rates whenever possible.

Charges such as valet service, personal telephone calls and in-room movies are the responsibility of the district employee.

If a district employee elects to stay at a friend's or relative's rather than a hotel or motel, a daily allowance of \$30 may be claimed.

The cost of any extra night is the responsibility of the district employee with the exception of travel delays due to extenuating circumstances and with discussion with their supervisor.

##### **Mileage Rates**

District employees will be reimbursed at the approved BCSTA rates noted below. **Carpooling is encouraged and expected where possible.** The maximum amount of mileage claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

##### **Reimbursement Rates**

Effective January 1, 2022: \$0.61 per kilometer - per BCSTA rate.

Effective January 1, 2023: \$0.68 per kilometer - per current BCSTA rate.

**REGULATION 4020.04 – TRAVEL and RELATED EXPENSES DISTRICT PERSONNEL**

**Travel Costs**

Whenever possible, travel arrangements should be made through and billed directly to the Board office and should be booked in advance so as to take advantage of any fare reductions that are available.

Should the claimant pay transportation costs, the amount paid may be claimed for reimbursement after the travel date has occurred, provided receipts or tickets are attached to the claim form.

**Incidental Expenses**

Parking, taxi fares, telephone calls, ferry fares, etc. will be paid for by the Board when those expenses are necessary for Board business and when supported by receipts.

**Payment of Expenses**

Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted either outside of the fiscal year or three months after the occurrence of the event or expense, will only be paid if approved by the Secretary Treasurer.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*4040*

**POLICY**

Adopted: 2005-04-12

Amended: 2008-03-11

Amended: 2012-11-13

**DISPOSAL OF LAND – REAL PROPERTY**

Real property and improvements will be allocated, retained or disposed of in the best interests of the District as directed by the Board and in accordance with applicable legislation.

Disposal

The Board has the responsibility for the disposal of its property, defined as lands, buildings and other improvements, leases (in excess of ten (10) years), rights-of-way, easements and land dedications. The Board if, after considering future educational needs of the District deems property as no longer required for school purposes, shall dispose of such property through a public process which is to ensure that fair market value is obtained.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **4040.01R**

## **REGULATION**

Adopted: 2005-04-12

Amended: 2008-03-11

Amended: 2012-06-12

### **DISPOSAL OF LAND – REAL PROPERTY**

Real property and improvements will be allocated, retained or disposed of in the best interests of the District as directed by the Board and in accordance with applicable legislation.

The Board has the responsibility for the disposal of its property, defined as lands, buildings and other improvements, leases (in excess of ten years), rights-of-way, easements and land dedications.

The District may dispose of land or improvements deemed surplus providing:

- a) It is in compliance with applicable legislation,
- b) future education needs of the District have been considered,
- c) disposition of land or improvements is conducted through a public process, and
- d) disposition of land or improvements is at fair market value.

The normal procedure to dispose of real property should be as follows:

Step 1) Surplus Lands: the Board passes a motion declaring the property surplus to the needs of the District and confirming that the Board will not require the property for future educational purposes. District staff is instructed to proceed with the disposition of the property.

<p>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p>	<p>Category: <b>4040.01R</b></p>
<p><b>REGULATION</b></p>	<p>Adopted: 2005-04-12 Amended: 2008-03-11 Amended: 2012-06-12</p>
<p>- 2 -</p>	
<p>Step 2)</p>	<p>District Staff:</p> <ul style="list-style-type: none"> <li>a) undertakes necessary steps to create the legal entity of the property to be disposed, if it is to be sub-divided from a “parent” property to remain in the ownership of the District;</li> <li>b) arranges for the preparation of a legal survey plan showing the boundaries of the property to be disposed, outlined in red;</li> <li>c) establishes where the proceeds from the disposal of the property shall be credited, either to the Ministry of Education Restricted Capital Reserve or the Local Capital reserve in accordance with Section 100 of the <i>School Act</i>.</li> <li>d) facilitates a public consultation process.</li> </ul>
<p>Step 3)</p>	<p>The Board makes a formal request to the Minister of Education for approval to dispose of a property by sale, exchange, or lease of ten (10) years or more, unless such disposal is to another board or an independent school for education purposes.</p>
<p>Step 4)</p>	<p>The Board passes a capital by-law authorizing the disposal of the property. The bylaw must include:</p> <ul style="list-style-type: none"> <li>a) confirmation that the Board will not require the property for future educational purposes,</li> <li>b) the name and facility number of the property,</li> <li>c) the address and legal description of the property, and</li> </ul>
<p><b>This regulation does not apply to situations where there is a transfer of interest in a board property, such as rights-of-way and easements, which may be registered as a change on title of the property, and leases of less than ten (10) years.</b></p>	



**POLICY**

Adopted: 2014-11-04

**PURCHASING**

The Board of Education directs that the purchase of goods and services required for the ongoing operations of the School District meet the following objectives:

1. The best value, including both price and quality, be obtained for goods and services purchased.
2. Purchases are made on the open market in accordance with competitive public sector purchasing practices.
3. Purchase procedures be cost effective, and meet the needs of schools and departments.
4. All purchasing is conducted in an open and ethical manner.
5. All purchasing procedures should be able to withstand full public scrutiny and no special arrangements that personally benefit an employee or agent of the Board will be supported.
6. Specific procedures for the acquisition of goods and services are the responsibility of the Secretary-Treasurer. Procedures must be tailored to effectively meet the needs of the School District's management structure therefore authority to initiate expenditures shall be assigned to individual employees who have responsibility for specific accounts.

All employees procuring goods and/or services on behalf of the School District are representatives of the School District and as such should conduct themselves accordingly.

Adopted: 2018-07-16

**REGULATION**

**PURCHASES: GOODS AND SERVICES**

The Board of Education shall ensure the efficient and economical procurement of supplies and services to meet the needs of the district.

All purchase contracts that require expenditure in excess of twenty-five thousand dollars (\$25,000) or commit the District to a contract period in excess of one year require the approval of the Secretary-Treasurer.

**1. GOODS**

a. Value: Greater than \$75,000

- i. Acquisition of goods exceeding seventy-five thousand dollars (\$75,000), each occurrence, requires a public tender call, in accordance with the New West Partnership Trade Agreement.
- ii. A public tender call requires electronic distribution, utilizing the BC Government internet eProcurement site - BC Bid.
- iii. Tenders are issued on the standard District tender form and are subject to regulations as determined by the Secretary-Treasurer from time to time.
- iv. Tenders shall be received and opened at a meeting chaired by the Secretary-Treasurer or designate. The procedure for the receipt and opening of tenders will be as specified in the tender documents.

b. Value: Greater than \$5,000 and less than \$75,000

- i. Acquisition of goods between five thousand dollars and seventy-five thousand dollars (\$5,000 and \$75,000), each occurrence, must be documented on a District Purchase Order.
- ii. Purchase of goods in excess of five thousand dollars (\$5,000) require evidence of invited competitive bids from a minimum of two (2), but preferred from three (3), suppliers. The documentation supporting the competitive bids must be submitted along with the District Purchase Requisition and/or Purchase Order form to the Purchasing Department for

Adopted: 2018-07-16

**REGULATION**

final review and approval.

iii. The process of acceptance of competitive bids is subject to regulations issued by the Secretary-Treasurer from time to time.

c. Value: Other Purchases less than \$5,000

i. Department heads and principals are responsible for control of other purchases, with the exception of capital purchases, including telephone systems and information technology hardware (e.g. computers, laptops, digital projectors, printers, wireless network devices and software), and classroom and office furniture. These exceptions must be ordered through the Atrieve ERP Purchase Requisition system.

ii. Purchases of goods in excess of one thousand dollars but less than five thousand dollars (\$1,000 and \$5,000), each occurrence, require consultation with the Purchasing Department prior to commitment. This will ensure that District contracts are honored and that best value alternatives are identified with minimal process intervention. These orders may also be sent to the Purchasing Department, documented on a District Purchase Requisition, for competitive pricing and processing.

iii. Low value transactions (less than \$1,000) should be procured using the District purchasing card, in compliance with the purchasing card and records keeping policies. Classroom and office supplies can also be ordered through online pre-approved vendor accounts.

**2. SERVICES**

a. The services intended to be covered by this regulation are of a recurring nature which will occur over the course of the school year.

b. Service contracts may be issued for the ongoing maintenance of certain types of equipment and/or ongoing services (i.e. elevators, multi-functional devices, postage meters, garbage disposal, composting, snow removal, etc.) as deemed appropriate and cost effective in consultation with end users.

c. Service contracts will be covered by a purchase order and a list will be maintained by the Purchasing Department.

3. All equipment purchased must meet the requirements of the Canadian Standards

NORTH OKANAGAN-SHUSWAP  
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**4050.01R**

Adopted: 2018-07-16

**REGULATION**

- Association and the British Columbia Electrical Standards or other regulatory standards issued from time to time.
4. Donated equipment must meet District equipment specifications.
  5. Surplus or aged equipment shall be returned to the District for disposal or redistribution by contacting the Purchasing Department.

## REGULATION 4050.02R – SALE OF USED EQUIPMENT

The Board of Education recognizes the need to occasionally dispose of buses, vehicles, furniture, and equipment when their functional use to the district is diminished.

The Board also recognizes the need to dispose of these assets in a manner that:

- Maximizes the financial benefit to the district,
- Permits members of the public an opportunity to purchase these assets, and
- Mitigates any risk of a data breach.

All technology equipment must be returned to the district's Information Technology Department where all data can be removed prior to disposal. The information Technology Department will then sell, in bulk, any equipment with residual value through BC Bid. Equipment with no residual value will be recycled

Cell phones must be returned to the district's purchasing department for redistribution. Cell phones that have reached end of life will be stripped of all data and recycled.

Buses, vehicles, and other furniture or equipment that are declared surplus shall be disposed of in accordance with the procedures in this policy.

The Purchasing Department must be advised when any inventoried item (identified by a tag number) is sold in order to ensure the item is moved to "obsolete inventory" in the district's data base.

### Procedures:

1. Surplus assets, other than technology equipment or cell phones, deemed to have recoverable value are to be offered for disposal by the district in this order:
  - (a) Used as trade-in for a replacement asset.
  - (b) Offered to other schools within the school district.
  - (c) Individual items with an estimated value of \$200 or more, are to be sold by public offer via a bidding process. Bids must be advertised on one or more media platforms (e.g.: school website, district website, local press, eBay, Amazon, BC Bid). Individual items with an estimated value of less than \$200 may be sold at fair market value.
  - (d) Sold at a garage or yard sale.

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OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)  
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2. Proceeds from a sale of an asset that was originally purchased with school funds are to be retained by the school.
3. Proceeds from a sale of an asset that was originally purchased with district funds are to be received as district revenue.
4. Proceeds from a sale of asset made surplus by the closing of a school are to be received as district revenue.
5. Surplus assets that are deemed to have no recoverable value are to be recycled or otherwise disposed of.

**REGULATION**

Adopted: 2018-07-16

**PURCHASING CARDS**

The purchasing card program was implemented in order to provide staff with flexibility in purchasing small dollar items, and to reduce the time and paperwork required to process these invoices.

Credit cards will be issued to staff within a Department/School as approved by their Supervisor/Principal. Each individual must sign a Cardholder Acknowledgment agreement form outlining the Policies and Procedures surrounding the use of their credit card. Cards cannot be used by anyone other than the named cardholder. Cards are never to be used for personal purchases. Improper use of the card will result in immediate card cancellation.

The Supervisor/Principal is responsible and held accountable for the card's use and security. The card must be in a secure location at all times.

Once a card has been issued to you, it is for use at your current location only. If you leave your current position you must turn your card over to the District Travel Card Administrator. The card will either be cancelled or moved with you to your new location/position if it is determined that you will require one in your new job.

**CONDITIONS OF USE**

The purchasing card may be used in the following instances:

- Purchase of low value tangible goods - i.e. classroom or office supplies
- Payment of magazine subscriptions (**not** software licenses, subscriptions, or apps)

The card **MUST NOT** be used in the following instances:

- Cash advances
- Personal use:
  - including accumulating privileges such as Air Miles or Reward Points
  - including personal professional development charges (Fund 65)
- Where the end user receives a reimbursement allowance such as gas or travel expenses
- Purchases split to meet the \$500 single transaction limit

**REGULATION**

Adopted: 2018-07-16

- Entertainment
- Gift cards (other than grocery gift cards for home economics supplies)
- Alcoholic beverages
- Meals (use travel expense report for per diem)
- Purchases from an internal source (e.g. normally arranged by work order)
- Service contracts
- Hazardous materials or dangerous goods
- Purchase of items over your approved transaction limit
- Capital expenditures (furniture, equipment, computers, etc.)
- Computer software
- Systems development/maintenance/enhancements
- Professional service contracts such as legal, accounting, architecture, or engineering services
- Casual or temporary labor
- Donations
- Outsourcing district facilities support such as repair or services
- Fines, late fees or penalties
- Supplies and services covered by District Standing Purchase Orders or Contracts

The Purchasing Card is not intended to be used to make purchases of equipment, software or furniture. If uncertain of a request/item, contact the Purchasing Department. Purchases of equipment and software should be requested on a Purchase Requisition and directed to the Purchasing Department.

All purchases must be within your allocated budget.

**TRANSACTION LIMITS** (figures are cumulative)

1. Single transaction (a purchase of one or more items from a single merchant at one time) - \$500
2. Daily spending limit - \$1,000
3. Daily transaction limit - 5
4. Monthly spending limit - \$5,000
5. Monthly transaction limit - 20
6. Merchant types blocked from use – cash advances and financial services and liquor/drinking establishments



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

4050.03R

## REGULATION

Adopted: 2018-07-16

### RECONCILIATION, PAYMENT AND RECORD RETENTION

Each cardholder will receive a monthly statement identifying each purchase transaction. You will be notified that your monthly statement is available via email from BMO Financial Group on the first business day following the statement date (the 10<sup>th</sup> of the month). Statement notifications are emailed to all cardholders who had a balance the previous month or are carrying a balance in the current month.

The cardholder is to:

1. Match all original credit card receipts against transactions on the statement. If there are discrepancies, these must be followed up with the vendor.
2. Enter the appropriate GL code and reason for expenditure through the online BMO Spend Dynamics reconciliation process. The District Card Administrator and Finance Department will need this information for accurate expenditure coding in the G/L.
3. Enter the GST amounts through the online BMO Spend Dynamics reconciliation process. GST amounts **MUST** be recorded from the original receipt, **NOT** from the BMO statement (as these are estimates only). The District Card Administrator and Finance Department will need this information for GST rebates.
4. Attach full itemized purchase/till receipts to the statement (debit/credit slips alone are NOT sufficient documentation), sign the statement and obtain approval signature from your Supervisor or Principal.
5. Forward signed statement and supporting documents to the Secretary-Treasurer's office at the District Education Support Center **NO LATER THAN THE 22<sup>nd</sup> OF THE MONTH** to ensure timely payments to Bank of Montreal and timely accounting month end close.

Accounts Payable will assume all transactions recorded by the bank are legitimate and payment to the bank will be processed without approval by the cardholders and supervisors. Responsibility rests with the credit card users and supervising managers to ensure all transactions are accurate and legitimate.

Disputed items, which are purchases that do not accurately reflect the transactions made by the card holder (such as the wrong amount, multiple postings), are the responsibility of the card holder. Disputes with merchants are also to be settled by the card holder directly.

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4050.03R

**REGULATION**

Adopted: 2018-07-16

***CONSISTENT FAILURE TO PRODUCE FULL  
DETAILED RECEIPTS WILL RESULT IN THE LOSS OF  
PURCHASING CARD PRIVILEGES.***

***NON-COMPLIANCE OF THE LIMITATIONS WILL RESULT IN ONE WARNING  
WHICH WILL BE ISSUED, SIGNED AND ACKNOWLEDGED.***

***A SECOND NON-COMPLIANCE WILL RESULT IN THE LOSS OF  
PURCHASING CARD PRIVILIGES.***

**CARD RETURN**

It is the responsibility of the School or Department Administrator to advise the District Card Administrator to cancel cards for a cardholder who has terminated their employment with the District or changed job function. The cut-up card must be returned to the District Card Administrator.

**LOST OR STOLEN CARDS**

Should your card be stolen or misplaced, it is your responsibility to phone (1-800-652-3888) and report the loss immediately to BMO to avoid any unauthorized charges. Contact the District Purchasing Card Administrator to request a replacement card.

**DECLINED CARDS**

Each vendor has an assigned "Commodity Code" from MASTERCARD. The District has elected to block the transactions on some Commodity Codes. If a vendor advises you that the transaction has been rejected first check that the correct MASTERCARD number, name and expiry date was given. Should the transaction still not be processed please call the MASTERCARD Customer Service 1-800 number on the back of the MASTERCARD card and ask them to check to see why the transaction was declined. It is likely that the Commodity Code is blocked and you will be unable to use the MASTERCARD card with that vendor. If that is the case, the normal purchasing procedures will apply. Contact the Purchasing Department for assistance.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**4060**

**POLICY**

Adopted: 2018-07-11

### **ACCUMULATED OPERATING SURPLUS (RESERVE)**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the importance of ensuring that the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students.

To discharge this responsibility, the Board will establish a restricted portion (contingency reserve) from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

The Board will be publicly transparent when allocating any surplus funds.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**4060.01R**

**REGULATION**

Adopted: 2018-07-10

**ACCUMULATED OPERATING SURPLUS (RESERVE)**

The School District's objectives in terms of its accumulated operating surplus is set out in this regulation and accompanying policy. Through a clear understanding of its operating surplus objectives, and by continually measuring progress towards achieving those objectives, the School District can attain greater fiscal stability and better support educational goals.

One of the key indicators of the financial health of a school district is the accumulated operating surplus. The accumulated surplus (or deficit) is comprised of all of the past operating surpluses and/or deficits.

It is important to note that although accumulated surpluses can be a source of cash for spending, it cannot sustain on-going services. The ability to carry forward unspent operating funds helps school districts budget and spend their annual operating grants more effectively.

**INTERNALLY RESTRICTED OPERATING SURPLUS**

Unique to other organizations in the public sector, school districts are permitted to incur annual deficits as long as they have sufficient accumulated surplus to cover the annual deficit. An accumulated surplus indicates that a school district has net resources that can be used to provide future services. It is achieved by spending less than the revenue it earns.

The Board may approve restrictions on the spending of the surplus. Boards of Education are required by legislation to prepare balanced annual operating budgets, which may include use of (appropriation of) prior year accumulated surplus.

The following categories of internally restricted operating surplus have been established for the purposes(s) identified:

**Operations Spanning Future School Years**

To support effective planning, there will be situations where monies will need to be carried over to future years. These could be for the following categories:

- Future years' operations/budget (not beyond the next two fiscal years)

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Adopted: 2018-07-10

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- Schools and department surplus/carry-forwards (not beyond the next two fiscal years);
- Operating projects in progress;
- Technology, utilities, equipment, and Capital projects (includes amounts to be transferred to Local Capital, but have not yet been identified for specific initiatives);
- Purchase order commitments; and,
- Distributed learning, International Program.

The amount of Accumulated Operating Surplus restricted for operations spanning future school years at the end of a fiscal year should be a minimum of 1.5% and a maximum of 3.0% of actual operating expenses of that fiscal year.

**Anticipated Unusual Expenses Identified**

To support effective planning, there will be situations where senior management has identified unusual/non-recurring expenses anticipated to be spent in the upcoming fiscal year that will not be funded by revenues of that year. These could be for categories such as:

- Staffing, labour relations, employee benefits, severance
- Implementation of new curriculum

The amount of Accumulated Operating Surplus restricted for anticipated unusual expenses identified at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual operating expenses of that fiscal year.

**Nature of Constraints on the Funds**

In recognition of some monies having constraints as to how they can be spent, funds may need to be internally restricted at the end of the fiscal year. Funds with external restrictions are to be included in Special Purpose Funds. These internal restrictions could be for categories such as:

- Contractual obligations (i.e. professional development)
- Aboriginal education
- School Generated Funds (not externally restricted)
- Education Plan
- Donator named funds (not restricted by the donor)

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Adopted: 2018-07-10

**REGULATION**

The amount of Accumulated Operating Surplus restricted for nature of constraints on the funds at the end of a fiscal year cannot be quantified as a range of minimum to maximum.

**CONTINGENCY RESERVE**

To support effective planning, there will be situations where contingency funds need to be available for unexpected increases in expenses and/or decreases in revenues. Budgeted annual operating expenses should be reflective of actual estimated costs or, where applicable, contractual expenditure requirements. The contingency reserve mitigates the risk of actual costs being greater than estimated. These could be for categories such as:

- For major emergent operating issues – the School District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g. inclement weather, forest fires, etc. These emergent situations cannot be anticipated and budgeted for and may not be feasible to absorb the cost of such events in other budget areas in any given year.
- For one-time and intermittent projects – the School District undertakes certain one-time and/or intermittent projects that are larger in terms of costs. If these projects were funded from annual per-pupil based operating grants from the Ministry of Education, annual fluctuations in educational service levels may result; therefore, it is not prudent to fund these projects from current annual per-pupil based operating grants from the Ministry of Education.
- To offset unrealized revenues – some of the School District’s revenue sources, e.g. off-shore student enrolment, rentals, etc., are cyclical in nature and thus are subject to downturns in the economy. The School District tries to anticipate economic downturns by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the School District is exposed to the possibility of unrealized revenues and/or to declines in base revenues from year to year.
- The amount of Accumulated Operating Surplus restricted for Contingency Reserves at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual Operating Expenses of that fiscal year.

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**4060.01R**

Adopted: 2018-07-10

**REGULATION**

**UNRESTRICTED OPERATING SURPLUS**

The School District will maintain Unrestricted Operating Surplus balances for working capital purposes, i.e. to provide for operating expenditures before operating grants from the Ministry of Education are received. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations. The School District may require emergency funds from time to time, from its Unrestricted Operating Surplus balance, for unforeseen costs. When this occurs the School District needs to rely upon sufficient balances being available.

Also included in the Unrestricted Operating Surplus are funds that may be used in budget years beyond the next two fiscal years.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.5% of actual Operating Expenses of that fiscal year.

**INCREASES TO RESTRICTED SURPLUS**

Annual and/or periodic increases to the restrictions on the Accumulated Operating Surplus shall be specific to each category of restriction, as approved by the Board through the School District's annual financial planning/budgeting process.

**RESPONSIBILITIES**

The School District's Secretary-Treasurer shall be responsible for:

- Recommending the necessary increases/decreases and transfers so that the School District's Restricted Operating Surplus and Unrestricted Operating Surpluses are maintained in accordance with this Policy;
- Conducting an annual review of all restricted Operating Surplus balances, and Unrestricted Operating Surplus balances including comparing actual levels with the established minimum and maximum levels within this Policy and with other school district and jurisdiction benchmarks, and reporting the results of such a review to the Board of Education; and,
- Recommending any revisions or amendments to this Policy, as may be required from time to time, as a result of changes in applicable Ministry of Education directives, accounting standards, economic conditions, etc.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**4060.01R**

**REGULATION**

Adopted: 2018-07-10

**RESTRICTION INCREASES/DECREASES AND TRANSFER OF FUNDS**

Increases/decreases in Internally Restricted Operating Surplus in excess of \$20,000 will be considered by the appropriate Standing Committee and approved by the Board of Education.

The Secretary-Treasurer has the authority to approve increases/decreases in Internally Restricted Operating Surplus up to and including \$20,000. Any such increases/decreases will be reported to the Finance Committee.

Any transfer of funds between the Operating Fund and Capital Fund not included in the Annual Budget, or Amended Annual Budget, will be considered by the Finance Committee and approved by the Board of Education.

It is expected that the annual operating budget will allow transfers to local capital which are sufficient to allow efficient replacement or acquisition of assets consistent with the School District's capital plan. Transfers to local capital should be authorised through the budget bylaw or by separate board motion. They should be supported by a planned use of the local capital balance.



**POLICY**

Adopted: 1997-05-13  
Amended: 2011-10-04

**TRANSPORTATION OF STUDENTS**

Because students must sometimes be moved from one place to another, students need to be transported. A variety of methods of transport may be used, but the Board of Education's priorities are:

1. Safety comes first.

*To be accomplished, in part, through Regulations:*

**1030.01R**     *Safe, Caring and Orderly Schools*  
**5040.05R**     *School Bus Evacuation Program*  
**5040.08R**     *Transportation of Students*

2. Avoid unsafe situations.

*To be accomplished, in part, through Regulations:*

**5040.03R**     *Bus Leaving Permission Slips*  
**5040.06R**     *Discipline on Busses*  
**5040.07R**     *Primary Students at Bus Stops*

*and the:*

*District Safety Manual*

3. Student's whereabouts are to be tracked while under the responsibility of the school district.

*To be accomplished, in part, through Regulations:*

**5040.03R**     *Bus Leaving Permission Slips*  
**5040.08R**     *Transportation of Students*  
**8080.06R**     *Field Trips*

4. The proper licensing and insurance should be in effect.

*To be accomplished, in part, through Regulations:*

**5040.08R**     *Transportation of Students*

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**5040**

**POLICY**

Adopted: 1997-05-13  
Amended: 2011-10-04

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5. Provide as much service as is possible, within the limitations dictated by ministry funding guidelines, available financing, and the need for operational efficiencies.

*To be accomplished, in part, through Regulations:*

**5040.04R**      *Dead End Routes*

*and the:*

*Human Resource Guidelines Manual*

*District Teacher Staffing Manual*

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.01R**

**REGULATION**

Adopted: 1997-05-13

**SCHOOL DISTRICT SAFETY AND ACCIDENT  
PREVENTION POLICY**

*In response to the policy:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**  
*And the Workers Compensation Act*

The maintenance of a healthy, safe working environment is the responsibility of all employees in the district.

1. It shall be the responsibility of senior management to encourage and support supervisors, principals and the Health and Safety Committee in administering this policy.
2. It shall be the responsibility of supervisors and principals to adhere to the regulations and procedures of this policy for departments and schools in the district.
3. It shall be the responsibility of the Health and Safety Committee to identify and resolve problems related to health and safety in the district.
4. It is the duty of all employees to follow safe work practices and participate in making their work environment safe.

**REGULATION**

Adopted: 1997-05-13  
Amended: 2008-11-19  
Amended: 2013-03-12  
Revised: 2018-05-17

**BUS TRANSPORTATION**

It is the parents' responsibility to determine how their children will safely travel to and from school, or to and from the bus pick up and drop off locations. Bus transportation provided by the district is one option.

In accordance with the *School Act*, bus transportation for students to use in going to and from school is provided at the discretion of the Board. It is recognized that bus transportation routes will not suit the requests of all parents.

**ELIGIBLE RIDERS**

To be eligible for consideration of regular bus transportation to and from school, the student must:

1. Be registered as a K-12 student in a School District No. 83 school or program.
2. Attend their neighborhood school (catchment area).
3. Live more than 3.5 km from his/her catchment area school (whether or not they attend that school).

The calculation of distance for determining eligibility for transportation services is based on distances measured from a student's home where a driveway connects to a public road.

**NON-ELIGIBLE (COURTESY) RIDERS**

Transportation of a non-eligible student is the responsibility of the parent. Non-eligible students may be provided transportation as courtesy riders.

Providing the following conditions exist, courtesy ridership may be granted to a student by the Transportation Department:

- There is an existing bus route; and
- The bus has available space; and
- No additional stops are required.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**5040.02R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2008-11-19  
Amended: 2013-03-12  
Revised: 2018-05-17

Bus schedules and routes will not be adjusted for courtesy riders.

Application for courtesy riders are considered by the Transportation Department. The criteria for approving courtesy ride requests will be based on the following:

- Available space;
- Ill health or temporary disability (medical certificate required);
- Age of student – priority will be given to K-5 students;
- Safety.

Registered courtesy riders will be carried forward to next school year unless notified otherwise.

Courtesy ridership may be canceled at any time with one week's notice.

Dead end routes will be serviced only at the discretion of the Manager of Transportation.

Primary students must also follow Policy Regulation **5040.07R** - PRIMARY STUDENTS AT BUS STOPS.

**EXEMPTIONS**

A student may lose the privilege of bus transportation if the student:

1. Demonstrates unsafe or dangerous behaviours.
2. Damages the bus or other related property (restitution may be required).
3. Has not followed the rules, code of conduct, directions, or other requirements.

Policy Regulation **5040.06R** – DISCIPLINE ON BUSES will apply in these cases.

**RESPONSIBILITY FOR SAFETY**

The School Board is responsible for the safety of students while being transported by bus, from the time they board the bus in the morning until they disembark from the bus in the afternoon.

The School Board is not responsible for the safety of the route the student may travel to and from the school or bus stop.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.03R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2008-11-19

**BUS LEAVING PERMISSION SLIPS**

*In response to the policies:*

**5040 - TRANSPORTATION OF STUDENTS**

**9030 - STUDENT NEEDS**

Students shall provide signed and dated permission slips from their parents/guardians, or school office, if they are to leave the bus other than at their regular home or school stop.

Students that wish to board the bus, that are not regular bus riders, must have a permission slip signed by the parent or school office.

In exceptional circumstances, and at the bus driver's discretion, the permission slip requirement may be waived.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.04R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2008-11-19

**DEAD END ROUTES**

*In response to the policies:*

**4020 - BUSINESS ADMINISTRATION**

**5040 - TRANSPORTATION OF STUDENTS**

Where a dead end route exists and the student population is no longer sufficient, that route should be eliminated. It is recognized, however, that certain circumstances may present themselves that would necessitate some flexibility.

Where flexibility seems warranted, the Manager of Transportation is delegated the responsibility to make such decisions. Parents wishing to appeal the Manager of Transportation's decision will do so to the Board of Education of School District No. 83 (North Okanagan-Shuswap).

\*A dead end route is defined as a departure from the main route where the bus travels up a road to pick up students who are usually within the 3.2 distance to a regular stop on the main route and then returns on that same road to the regular route.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.05R**

**REGULATION**

Adopted: 1997-05-13

**SCHOOL BUS EVACUATION PROGRAM**

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**5040** - *TRANSPORTAION OF STUDENTS*

In order to help ensure the safety of students in the event of a school bus accident, a School Bus Evacuation Program should be implemented early in each school year for all students in the district.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.06R**

## REGULATION

Adopted: 1997-05-13

Amended: 2008-11-19

### DISCIPLINE ON BUSES

*In response to the policy:*

#### **5040 - TRANSPORTATION OF STUDENTS**

Strict discipline will be maintained at all times on buses operated by North Okanagan-Shuswap School District No. 83.

Only in extreme instances will students be required to leave the bus for discipline reasons.

When there is a problem, the following procedures should be followed:

1. When a Bus Driver considers it necessary, he/she will issue a School Bus Discipline Memo, as set out hereunder, through the student to the parent. The Driver will state the problem he/she is having with the student and will not provide further transportation until the notification is returned signed by the parent. A copy of such notification will be lodged with the Principal and the Manager of Transportation. The Principal will then communicate with the parent.

#### School Bus Discipline Memo

Date:

Grade:

Student's Name:

School Attended:

Bus Route:

Driver:

This discipline memo is given to your son/daughter for reasons listed below by the driver. He/she will not be permitted to ride on the bus until the driver receives this memo with your signature indicating that you are aware of the problem and that there is some guarantee of good behaviour. If you wish to discuss this memo further, please contact the Manager of Transportation at 250-804-7890.

**REGULATION**

Adopted: 1997-05-13

Amended: 2008-11-19

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2. When a pupil is guilty of repeated misbehaviour, serious misbehaviour, defiance, or any act which makes safe-driving difficult, the Bus Driver shall notify the parents, Principal and Manager of Transportation, in writing, as set out hereunder. In this letter the Driver will state the problem he/she is having with the student and the requirement that both pupil and parent meet with the School Principal to decide on appropriate disciplinary action before school bus transportation of the student is resumed. The School Principal, Manager of Transportation and Bus Driver will consult before the parent/Principal meeting takes place. The Principal will be responsible for communications with the parent.

School Bus Discipline Letter

Date:

Grade:

Student's Name:

School Attended:

Driver's Comments:

Bus Route:

Driver:

All students are expected to abide by the rules of good conduct while traveling on the school bus. However, because your son's/daughter's behaviour on the bus has been unsatisfactory on more than one occasion, the Board of Education request that you bring your child to the office of the Principal of the school he/she attends for a conference. The matter of discipline will be discussed there. Please phone the school for an appointment.

The pupil is still expected to attend school, although bus transportation will not be provided until this matter is resolved.

In discussing the dispute, parents and students should be informed of the appeal procedures in the Policy Manual.

Parents and students should be given the reasons for any decisions made.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.07R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2002-12-11  
Amended: 2008-11-19

### PRIMARY STUDENTS AT BUS STOPS

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**5040** - *TRANSPORTATION OF STUDENTS*

**9030** - *STUDENT NEEDS*

Students who are attending school for the first year (Kindergarten) are not considered sufficiently responsible to be without the supervision of an adult.

Year one primary students will not be allowed to leave a school bus at a stop unless the bus driver is satisfied that a responsible adult is at the stop, or in close visual contact with the stop. When students are not allowed off the bus, they will be returned to the school (or, when schedules require, left at the next scheduled school stop) and a parent will be contacted.

In exceptional circumstances, a year one student can be considered sufficiently responsible near the end of the school year. This would be at the request of a parent, and only with the agreement of the School Principal, bus driver, and Manager of Transportation.

Older students from the same family will be considered to be a sufficiently responsible substitute for an adult, if the parents contact the school, or bus driver, and give their authorization.

With the same intent, year one primary students should not be left alone at a bus stop before school, while waiting to be picked up.

In special cases, older students will also be viewed as requiring adult supervision. This will occur in either the case of a parental request, or in the case of a request by the bus driver and Manager of Transportation.

**REGULATION**

Adopted: 1997-05-13  
Amended: 2008-11-19

**TRANSPORTATION OF STUDENTS**

*In response to the policy:*

**5040 - TRANSPORTATION OF STUDENTS**

**APPLICABILITY**

When transporting students, all applicable policies and regulations should be adhered to. Some of the applicable activities involve:

- Cultural events
- Field trips
- Extended field trips
- Special needs student pick up
- Sports trips
- Swimming instruction

**DRIVERS' LICENSING AND TRAINING**

All people driving students should be well trained and properly licensed.

All passenger vehicles with a seating capacity of not more than 10 passengers including the driver must be driven by a driver with a Class 5 or higher license.

All vehicles transporting students with a total seating capacity of 11 to a maximum of 24, must be driven by a driver with a Class 4 or higher license.

All vehicles transporting students with a total seating capacity of over 24 must be driven by a driver with a Class 2 or higher license.

Emergency driving activity by employees does not require a Class 4 license.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **5040.08R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2008-11-19

### PRIVATE VEHICLES

1. Teacher and Parent Drivers:

Teachers, parents, guardians or other adults are authorized by the Board to drive students in private cars where the trip has been authorized in accordance with Board Policies and Regulations.

2. Student Drivers:

Where adult drivers are not available, the Board authorizes schools to use secondary or post-secondary student drivers, after the following conditions have been met to reduce the risk of injury to students and liability to the School District.

- a) Students may drive themselves, if the teacher, school administration, and parents agree.
- b) The students, who will be driving other students, and their vehicles, must be approved by the school administration. A young driver with an "N" license shall not transport more than one (1) other student. A driver's license abstract may be required.
- c) For those students to be driven by another student, a signed permission slip from the parent or guardian is required.

3. Booster Seats:

All students transported, who are at least 18 kilograms (40 pounds) and are under the age of nine (9) and under 145 centimeters (4' 9") in height, must be properly secured in a "CSA" approved booster seat.

4. Seat Belts:

All students transported will be properly secured by a seat belt. This applies to all vehicles other than those classified as school buses, or commercial vehicles.

5. Parent Authorization Forms:

A form prescribed by the Board is to be completed for each trip, or program, but it may also be used for a particular class or activity for the entire school term.

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*6030*

Adopted: 2015-02-10

**POLICY**

**VIDEO SURVEILLANCE**

The Board of Trustees believe for reasons of enhancing student safety, deterring acts of vandalism, crime, and inappropriate behaviour, the Board authorizes the use of video surveillance equipment on School District property. The Board of Trustees recognizes their responsibility to provide a learning environment for student, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of Board property and the property of others.

In balancing the actions associated with these beliefs, the Board of Trustees recognizes the value of video surveillance systems and supports their limited use on Board property. Such use shall comply with all federal and provincial legislation and regulation, and with the Regulation associated with this policy.

The Board therefore authorizes the use of video surveillance on School District property, where circumstances have shown that it is necessary and its benefit outweighs its impact on the privacy of those observed. This policy is not intended to monitor the work of staff.

In addition, the Board believes that, where a video surveillance system is employed in a school, its purpose shall be to augment, rather than to replace, direct supervision provided by members of a school staff.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **6030.01R**

Adopted: 2015-02-10

**VIDEO SURVEILLANCE**

**These regulations are intended to comply with the Video Surveillance guidelines of the *Privacy Guidelines for Use of Video Surveillance Technology by Public Bodies*.**

**1. Use of Video Surveillance Systems:**

1.1 Video surveillance systems may be used to monitor and/or record activity that occurs on property that is owned or leased by the District as according to the *School Act* including the approval of the School Planning Council.

1.2 Video surveillance systems may be placed only in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, or in areas the surveillance is deemed to be a deterrent.

1.3 Before video surveillance is introduced at a new site, a written report must be provided to the Superintendent of Schools, or designate, for approval.

1.4 Written approval must be received from the Superintendent of Schools, or designate, before video surveillance is introduced at a site.

1.5 Video surveillance camera locations must be authorized by the Superintendent of Schools or designate. Any significant change in the camera location must be authorized in the same manner.

1.6 Video surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas shall include, but shall not be limited to, change rooms, washrooms and private conference/meeting rooms.

1.7 Video recordings may be used by the Board as evidence in any disciplinary action brought against an individual arising out of the individual's conduct on or about Board property and/or to detect criminal offences that occur in view of the camera.

1.8 Signage will be displayed at all video surveillance sites.

THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83  <b>REGULATION</b>	Category: <b>6030.01R</b>
	Adopted: 2015-02-10

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**2. Security:**

2.1 Only a designated employee or an agent of the District is permitted to install video cameras. Only the school principal, designated employees or agents of the District shall handle the camera or video recordings.

2.2 Electronic recordings must be securely stored.

2.3 Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Policy and appropriate legislation.

**3. Real Time Monitoring:**

Real time monitoring shall only be used when there is an expectation of serious misconduct impacting the safety and security of students, staff or volunteers. The Superintendent of Schools or designate must approve all real time monitoring.

**4. Viewing of Video Recordings:**

4.1 An individual who is the subject of video surveillance has the right to request access to the video recording in accordance with the provision of the *Freedom of Information and Protection of Privacy Act*.

4.2 Video monitors used to view video recordings shall not be located in public view.

4.3 Parents or guardians may review a segment of video recording related to a specific incident involving their child or children, unless the review might violate the privacy of a third party.



THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **6030.01R**

Adopted: 2015-02-10

## REGULATION

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4.4 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the *Freedom of Information and Protection of Privacy Act* of British Columbia or any rules and regulations there under. The Superintendent of Schools or designate shall ensure that a Video Recording Release Form is completed before releasing video recordings to appropriate authorities or third parties.

4.5 A master log at each site shall be maintained of all episodes of access to, or use of, video recordings.

### **5. Retention of Video Recordings:**

5.1 Video recordings shall be erased or otherwise disposed of within 90 days, unless they are being retained at the request of the school principal, District official, employee, parent, or student for documentation related to a specific incident, or are being transferred to the District's insurers.

5.2 Video recordings retained under 5.1 above shall be erased or otherwise disposed of as soon as the incident in question has been resolved. Video recordings that have been used to make a decision directly affecting an individual shall be retained for a minimum of one year after disposition of the incident.

5.3 Where an incident raises a prospect of a legal claim against the District, a copy of the video recording, shall be sent to the District's insurers.

5.4 Video recordings shall be disposed of in a secure manner.

### **6. Review:**

6.1 The Superintendent of Schools or designate shall conduct a review annually to ensure that this Policy/Regulation is being followed according to the *School Act*.

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24

**SCHOOL BUILDINGS**

The Board believes that:

1. The safety of the occupants is of the utmost importance.

*To be accomplished, in part, through Regulations:*

**1030.03R** *Bomb threats*

**1030.04R** *Temporary closure of Schools*

*and the:*

*District Safety Manual*

*CUPE – OLRC Collective Agreement*

2. The most economical long term occupation of buildings occurs when the buildings are maintained in a safe, pleasant, and sustainable manner, within available resources.

*To be accomplished, in part, through Regulations:*

**6040.01R** *Playground Equipment at Elementary Schools*

3. The School District should try to keep students personally involved in their school and feeling included in the student body. As school buildings become larger, their economic and physical efficiency may increase, but their social effectiveness and cohesiveness decreases. Therefore there should be guidelines to the size of school buildings.

*To be accomplished, in part, through Regulations:*

**6040.01R** *Playground Equipment at Elementary Schools*

**10020.04R** *Public Use of School Facilities*

4. Schools should be opened for the first time in a public manner, and closed for the last time in a legally proper manner.

*To be accomplished, in part, through Regulation:*

**3060.01R** *Significant Reorganization or Permanent School Closures*

	<b>6040</b>
	Adopted: 1997-05-13 Amended: 2004-03-24

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5. The public should be allowed to use the facilities, under some conditions, but individuals may not use them for the promotion of their personal gain.

*To be accomplished, in part, through Regulation:*  
**10020.04R**      *Public Use of School Facilities*

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **6040.01R**

**REGULATION**

Adopted: 1997-05-13

**PLAYGROUND EQUIPMENT  
AT ELEMENTARY SCHOOLS**

*In response to the policies:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)*

**6040** - *SCHOOL BUILDINGS*

**10020** - *PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS*

Major items of playground equipment at elementary schools should be developed through a systematic approach, for both safety and funding reasons. Due to the nature of small elementary schools and the historical relationship between the neighbourhood community and the school, it is important the projects undertaken involve community groups both in funding and assembly of the playground equipment.

1. The district may allocate funds each year to enable construction, upgrading, and replacement of playgrounds. Funds will be allocated to check and ensure the safety of existing playground equipment.
2. The schools will assume responsibility for both fund-raising and co-ordinating the involvement of the teachers, students and community groups. Community involvement is strongly encouraged and the nature of the involvement may be considered as part of the community's funding commitment.
3. For safety and maintenance reasons, commercial suppliers of playground equipment will be used. The equipment supplied must be consistent with CSA standards.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **6040.02R**

**REGULATION**

Adopted: 1997-05-13

**CREW PROJECTS**

*In response to the policy:*

***4020 -BUSINESS ADMINISTRATION***

Building projects shall be undertaken with due consideration given to available resources, employee contracts, and provincial laws, but generally on the following basis:

1. That small capital projects be the responsibility of the Manger of Facility Services, to be crew projects, Board Managed Projects or tendered out.
2. That large capital projects to be tendered out.

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2011-02-16

**PERSONNEL PRACTICES and EMPLOYEES**

Because of the complexity, many of the details of the working relationships within this district are clarified through various Manuals and agreements.

In keeping with our policy on school staffing, we should be engaging employees primarily to suit our need to operate the district efficiently and effectively. The principles that we should use when doing this should be:

The Board of Education is determined to maintain a safe working environment for all employees. "Employees have a right to work in physical and psychological safety, and they have a responsibility to neither harm nor threaten others."

*To be accomplished, in part, through Regulation:*

- 1010.01R** *Harassment, Discrimination, Inappropriate Behaviour*
- 1010.03R** *Sexual Orientation and Gender Identification*
- 1030.01R** *Safe, Caring and Orderly Schools*
- 7010.01R** *Criminal Record Checks*
- 1030.02R** *Bloodborne Pathogens*
- 1060.01R** *Smoking and the Use of Tobacco*
- 1030.07R** *Weapons in Schools*

*and the:*

- Human Resource Guidelines Manual*
- CUPE – OLRC Collective Agreement*
- Provisions of the various Federal and Provincial Laws*
- Police, when appropriate*

*The suitability for our district's needs when assignments are arranged.*

*To be accomplished, in part, through Regulation:*

- Human Resource Guidelines Manual*
- NOSTA – BOARD Collective Agreements*
- District Teacher Staffing Manual*
- Student Support Services Handbook*

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2011-02-16

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We should hire the most qualified people.

*To be accomplished, in part, through the:  
Human Resource Guidelines Manual  
NOSTA - BOARD Collective Agreements  
District Teacher Staffing Manual*

We should be fair.

*To be accomplished, in part, through Regulations:  
**1010.01R** Harassment, Discrimination, Inappropriate Behaviour  
and the:  
Human Resource Guidelines Manual  
NOSTA – BOARD Collective Agreements  
CUPE – OLRC Collective Agreement*

We believe that personnel evaluation is an important part of effective management.

*To be accomplished, in part, through Regulations:  
Human Resource Guidelines Manual  
NOSTA – BOARD Collective Agreements  
CUPE – OLRC Collective Agreement*

Contractual agreements with employee groups, and some government policies, may prevent or contradict some of the principles we want.

**THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)**

**7020**

**POLICY**

Adopted: 2017-10-17

## **WHISTLE BLOWER PROTECTION**

The Board of Education is committed to the highest standards of ethical conduct, integrity, and accountability. The Board believes that employees should feel comfortable in all aspects of their job including when it comes to filing a complaint. The Board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believe to be an improper activity by District officers or employees.

### Definitions

For the purpose of this procedure:

**Board** – is the Board of Education, School District No 83 (North Okanagan-Shuswap)

**Employee** – applies to all officers, directors, and employees of the District as well as to all other stakeholders having an interest in the District including supplier, consultants and contractors.

**Good Faith** – is evident when a report is made without malice or consideration of personal benefit, existing code of ethics and protocols and the employee has a reasonable basis to believe the report is true.

**Reportable Activity** – is an unlawful, illegal, unwanted action or inappropriate/unethical behavior and may include:

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

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



**THE BOARD OF EDUCATION SCHOOL  
DISTRICT NO. 83 (NORTH OKANAGAN-  
SHUSWAP)**

**7020**

Adopted: 2017-10-17

**POLICY**

**Authority**

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

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

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*7030*

Adopted: 2017-12-19

**POLICY**

**CRIMINAL RECORD REVIEWS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that students should be provided with safe and secure learning environments.

The Board acknowledges and accepts its responsibility to ensure that criminal record reviews are conducted on all employees as well as volunteers and contractors with potential for unsupervised access to children. In fulfilling this responsibility, the Board is guided by the *Criminal Records Review Act* and the procedures in the regulation accompanying this policy

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**Category: 7030.01R**

**REGULATION**

Adopted: 2001-05-08  
Amended: 2017-12-22

**CRIMINAL RECORD REVIEWS**

The Board of Education is providing the following guidelines to support the administration of Policy 7030 – Criminal Record Reviews.

**1. EMPLOYEES**

- a. A criminal record review is mandatory for all employees in accordance with the Criminal Records Review Act.
- b. Employees and prospective employees who are subject to the Criminal Records Review Act must authorize a criminal record review in accordance with that Act.
- c. All employment with the school district will be conditional upon a satisfactory criminal record review.
- d. Pursuant to the Criminal Records Review Act, employees must inform the school district of any offence at the time of the charge.
- e. Any fees resulting from an initial criminal record review upon hiring are the responsibility of the employee. The district will pay for any fees required for reviews after employment.
- f. All information pertaining to the existence of a criminal record shall be treated as confidential consistent with the provisions of the B.C. Freedom of Information and Protection of Privacy Act.

**NOTE:**

Criminal record reviews for teachers, principals, vice-principals, directors of instruction and superintendent regarding crimes against children are conducted once every 5 years through the Solicitor General's office by the Teacher Regulation Branch.

All other employee groups will be reviewed every five (5) years by Human Resources.

## **2. PRACTICUM STUDENTS**

- a. A valid criminal record review must be on file at the school board office for any practicum students completing their practicum in a school or district facility. The appropriate governing body/professional college or university will provide the school district with the satisfactory criminal record review for the practicum student prior to the start of any practicum in the school district.
- b. It is the responsibility of the school administration or supervisor to review with the Human Resources department to ensure that the practicum student is cleared to work in the district, prior to the practicum starting.

## **3. CONSULTANTS, CONTRACTORS AND CONTRACTED WORKERS**

- a. Consultants, contractors and contracted workers who may be alone in the company of students, without the presence of regular employees, will be required to agree to the criminal record review procedure.
- b. The consultant, contractor, or contracted worker will be responsible for the cost of the criminal record review.
- c. The district may refuse the services of a consultant, contractor, or contracted worker who has not agreed to a criminal record review.
- d. The results of the review must be satisfactory to the Secretary-Treasurer or designate for the consultant, contractor, or contracted worker to work in the district. In the event that a review is returned indicating that a record may or may not exist, the school district will seek to determine the nature of the offence and the Secretary-Treasurer will determine if the person can work or contract with the district.

## **4. VOLUNTEERS**

- a. A police information check is required for all volunteers who have potential unsupervised access to students such as coaching school teams, accompanying students on overnight field trips, and driving students to and/or from school sponsored events.
- b. A police information check may be required for volunteers for other events when deemed necessary by the principal.
- c. All police information checks will be held in strict confidence.
- d. The results of the check must be satisfactory to the Secretary-Treasurer or designate for the employee or volunteer to continue to work or volunteer in the district. In the event that a review is returned indicating that a record may or may

not exist, the school district will seek to determine the nature of the offence and the Secretary-Treasurer will determine if the person can volunteer or contract with the district.

- e. The fees for the review will be paid for by the district.
- f. Police Information checks will need to be renewed every three years.

**5. FLAGGED CRIMINAL RECORD REVIEWS OR POLICE INFORMATION CHECKS:**

In the event that a gender and date of birth match is found to someone on the national database of pardoned sex offenders, the individual will be required to supply fingerprints to confirm their identity. As part of this procedure, employees/volunteers may be asked in confidence, by the Human Resources Department or the Secretary-Treasurer's office if they are aware of any reason why a positive match may have been returned.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**7040**

**POLICY**

Adopted: 2018-06-19

## **EMPLOYEE HIRING PRACTICES**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the recruitment and retention of qualified personnel is an integral component of an effective educational system.

The Board recognizes its obligation to hire qualified and committed personnel to provide exceptional leadership, education, and support services in School District No. 83.

The Board is committed to establishing best practices through regulations, in accordance with the collective agreements, to ensure a fair, transparent, and equitable recruitment and hiring process.

**POLICY**

**EVERGREEN (School Completion) CERTIFICATE**

The Board of Education North Okanagan-Shuswap School District #83 is responsible for providing educational programs to students with special needs or to other students who are on individualized education programs.

The Board may recognize students with special needs or other students who may or may not be on an individualized education program (IEP) as having met the goals and objectives of the educational program by requesting the Ministry of Education to issue an Evergreen Certificate. These students are enrolled in educational programs that are not designed to meet the graduation requirements set out in Ministerial Order 302/04, the Graduation Program Order.

In order for a student to be recommended to the Minister of Education for a School Completion Certificate by the Board, the student must have completed Option One and/or Option Two as listed below.

- I. Option One: Completion of an Individual Education Plan (IEP) or a Learning Plan that includes at least two of the following goal areas:
  - a. Functional Academics
  - b. Communication Skills
  - c. Life Skills
  - d. Work Experience
  - e. Emotional Regulation/Behaviour
  - f. Transition

OR

**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

*8010*

Adopted: 2013-06-11

**POLICY**

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- II. Option Two: Completion and presentation of a Grade 12 transition plan based on individual student need and including the following three areas:
- a. Community connections: Exploration of the roles of work, leisure, health, civic responsibilities, and family/support networks.
  - b. Career connections: Completion of twenty (20) hours of work experience or volunteer experience over the last year. This could include school, supported work experience in the community or independent work experience.
  - c. Personal health: Evidence of participation in fifty (50) hours of physical activity in school, home or community over the last year. This could include community sports, intramurals, physical education classes, swimming or hydrotherapy, physiotherapy, daily fitness, dance, Special Olympics.

***In rare and exceptional circumstances, a student who has not completed Option One or Two may be recommended for an Evergreen Certificate by the Director of Student Services in consultation with school-based team. There must be clear and compelling evidence that circumstances beyond the student's control prevented criteria completion.***

A school-based team representative, acting on behalf of School District #83, must offer to consult with parents/guardians prior to a child embarking on the Evergreen pathway, and must advise the parents/guardians that a student on this pathway will not meet the criteria for a Dogwood Diploma.

A "Consent for Evergreen" must be signed by the parents to reflect this meeting and understanding and will be dated by School Based Team and kept on file in a central location at the school.

The school principal will ensure that practices are in place to ensure the guardians have been informed that their child is following a modified curriculum and program with outcomes significantly different than those outlined in the British Columbia Certificate of Graduation (Dogwood Diploma).



**THE BOARD OF EDUCATION NORTH  
OKANAGAN-SHUSWAP SCHOOL  
DISTRICT NO. 83**

Category: 8020

**POLICY**

Adopted: 2017-07-13

**SCHOOL FEES AND FINANCIAL HARDSHIP**

The School Act requires that instruction in an educational program be provided free of charge to every student of school age who is resident in British Columbia and enrolled in an educational program in a school operated by the Board. It dictates that schools cannot charge fees for anything that is referred to as “educational resource material.” These are all materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the Board. Educational resource material also refers to “information” represented or stored in a variety of media and formats that is used for instruction in an educational program including, with limitation, the materials referred to in Section 3 of Ministerial Order 333/99, the Educational Program Guide Order.

The Board of Education may charge fees for goods and services, as defined under School Regulation 265/89. These goods and services are provided by the Board in accordance with Ministry Orders and the School Act section 82(3).

The purpose of this policy is to clarify when, and for what purposes, fees and deposits may be charged and to ensure that no student is denied an opportunity to participate in the required educational programs or activities based on financial hardship. The board shall ensure that no student of school age ordinarily resident in British Columbia is excluded from participation in an activity, course, or program because of financial hardship. Where financial hardship exists that would prevent student participation in a curricular or co-curricular activity (such as a music program, trades program or optional field trip), fees will be waived.

In addition to applying to curricular and co-curricular activities, the application of the hardship policy should be extended to many, but not necessarily all, extracurricular activities. While a school is not obliged to waive fees or costs associated with extracurricular activities, such as team travel, for instance, schools are encouraged to facilitate the access of those experiencing financial hardship to participate in such extracurricular activities. For some extracurricular activities or trips, fee waivers may be appropriate but for other activities a school may facilitate participation by, for instance, making it a condition of approval of the trip that fundraising efforts (group or individual) will be sufficient to permit all students to participate.

Trips that are not part of the educational program (even if they are planned to include an educational component and to have a relationship to the curriculum) are not “field trips” for the purposes of this policy and fees may be charged for such activities. In those circumstances, fees are not limited to expenses and this hardship policy need not apply.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

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**8020.02R – SCHOOL FEES**

The Superintendent of Schools or designate will ensure that the fee guidelines for elementary, middle, and secondary schools are followed in the district. By the June Board meeting each year, the Superintendent will present a proposed schedule of school fees to the Board for approval.

Therefore, the principals of schools will ensure that a schedule of fees is prepared and provided to the Superintendent by **June 1st** of each year, after consultation with Parent Advisory Councils.

If approved by the Board, the school fees will come into effect for the following school year.

The maximum fees currently in effect are as follows:

ITEM	FEE
School Purchased Supply Package	\$35
Planner or Agenda	\$10
Lock	\$5
Activity Fee (Optional)	\$20
Cultural Performance (Optional)	\$20
<b>Maximum Total</b>	<b>\$80</b>

**\*Subject to change with Board approval.**

The principals of schools will have the option of charging less than the approved school fees or the option of not charging anything, but the maximum fee can not be exceeded.

\*Charges for activities that are optional or extra-curricular in nature (and therefore optional) will be at the discretion of the principal, but subject to Policy 8020 and this regulation. \*Additional course fees must follow Academy Guidelines.

The principals of schools will also ensure that:

- 1) practices include a fair and confidential process to waive fees in cases where families experience financial hardship in accordance with Financial Hardship policy;
- 2) that parents and students are aware of fees established through publication in school handbooks, school course selection guides, newsletters, and other school media sources, such as the school website;

**Reference:** 8020 – School Fees and Financial Hardship, [School Act](#), [Ministerial Orders](#)

Adopted: July 13, 2017

Amended: June 3, 2020

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

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- 3) that to the greatest extent possible, the publication of fees for the following school year will take place prior to end of the current year;
- 4) that any proposed changes will be submitted to the Superintendent to forward to the Board; and
- 5) that the source of funds to cover unpaid fees is identified and clearly communicated with the school community.

**Reference:** 8020 – School Fees and Financial Hardship, [School Act](#), [Ministerial Orders](#)

Adopted: July 13, 2017

Amended: June 3, 2020

## **POLICY 320 CURRICULUM & INSTRUCTION**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students. The Board will endeavor to provide instructional programs that promote student learning through excellence in curriculum and instruction.

The Board acknowledges its responsibility in meeting the diverse learning needs of all students through inclusive and responsive educational programs that respect and recognize the value of diversity and provide equity of access, opportunity, and achievement for each learner.

The Board is committed to addressing issues regarding Indigenous Education as identified in the Call to Action #63 for Education as outlined by the Truth and Reconciliation Commission.

- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.*
- ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.*
- iii. Building student capacity for intercultural understanding, empathy, and mutual respect*
- iv. Identifying teacher-training (professional learning) needs relating to the above.*

While recognizing that schools can and do regularly draw upon the rich offerings of provincially authorized courses, the Board of Education supports curricular choices and flexible learning opportunities for students. This range of learning opportunities is extended greatly with locally developed courses and by supporting independent directed studies.

The Board of Education further recognizes that learning can occur outside the walls of traditional schools, and that this learning maybe recognized for credit towards graduation.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.01R**

**REGULATION**

Adopted: 1997-05-13

**FAMILY LIFE PROGRAM**

*In response to the policy:*

**8030 - INSTRUCTION AND CURRICULUM**

The Family Life Program is a program that is mandated by the Ministry of Education. We will implement this program so as to enhance student growth and development. The Family Life Program should be guided by the following principles:

1. Parents must be notified prior to students participating in the program.
2. Parents must be provided the opportunity to be aware of the contents of the program prior to it taking place.
3. The Family Life Program will be taught only by teachers with previous training and/or experience in the teaching of Family Life Programs. Where the program is delivered by a public health unit nurse, a certified teacher will be present in the classroom at all times.
4. The program will be factually based, and issues of concern to students may be discussed.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.02R**

**REGULATION**

Adopted: 1998-04-21

Amended: 2003-01-15

**FEES FOR SUPPLIES, MATERIALS, AND ACTIVITIES –  
SECONDARY SCHOOLS**

*In response to the School Act*

It is recognized that all students who are of school age and who reside in the North Okanagan-Shuswap District #83 are entitled to a basic education that is free of charge, as spelled out in the School Act, Orders in Council, and Ministerial Orders. The Board of School Trustees also recognized that:

- Each school shall develop a basic supply list for general materials and equipment that are to be provided by the student.
- Schools may require a deposit for educational resource materials. This deposit will be returned to the student on return of these materials.
- Course fees will be established at each school where students may consume, or produce and take home finished products. Should students wish to produce or consume times beyond the minimum in a regular program, the school will recover costs of such projects from the student.
- All students shall be eligible to participate in any course in which rental equipment is required, but parents are expected to cover such rental fees.
- All students will be able to participate in educational programmes necessary to graduate. For those necessary courses where fees are required, the School Principal will ensure that either no cost options are available or that inability to pay does not prevent those students from participating. Those students and/or parents who can not afford the required fees should discuss the situation with the School's Principal.
- Those correspondence courses that must be taken to meet the minimum graduation requirements, and that can not be accommodated in a student's timetable, shall be provided free of charge. When a student has been consistently working toward a particular graduation programme for a period of time, that programme will be considered the minimum required for graduation. The student will only be allowed to take the correspondence courses for free if the student abides by criteria that is designed to ensure success.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.02R**

**REGULATION**

Adopted: 1998-04-21  
Amended: 2003-01-15

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- Students enrolled in specialized courses with examination fees (eg. A.P. or G.E.D.) will be responsible for payment of these fees.

- School shall be able to sell products for which a student makes a voluntary purchase, eg. school locks, parking, etc.

- Schools shall be able to set student government and activity fees that may be purchased by the students on a voluntary basis.

Fees for school programs must be established in consultation between School Principals and their district supervisor.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.03R**

**REGULATION**

Adopted: 1997-05-13

**SELECTION OF MATERIALS FOR BOTH  
LOCALLY DEVELOPED COURSES AND  
SUPPLEMENTAL EDUCATIONAL RESOURCES MATERIALS**

*In response to the policy:*

**8030 - INSTRUCTION AND CURRICULUM**

In addition to the educational resources prescribed, authorized, and recommended by the Ministry of Education, a wide selection of supplemental educational resources should be made available for use in both ministry and locally developed courses.

The selection and/or the development and approval of supplemental educational resources is the responsibility of the Board, through the Superintendent of Schools and other professional staff employed by the Board.

The criteria for the selection and/or the development of material should follow the intent of the SELECTION OF MATERIAL FOR SCHOOL AND DISTRICT MEDIA RESOURCES COLLECTION. The following criteria is the minimum that should be used:

1. Support and be consistent with the general educational goals of the district,
2. The learning resource is relevant to the learning outcomes and context of the course or courses,
3. Be appropriate for the subject area and for the age, emotional development, ability level, and social development of those for whom the materials are selected,
4. As much as is possible, the material is fair, objective, free from bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.04R**

## **REGULATION**

Adopted: 1997-05-13

Amended: 2005-03-08

Amended: 2007-03-06

### **LOCALLY DEVELOPED & BOARD/AUTHORITY AUTHORIZED COURSES**

*In response to the policies:*

**8030 - INSTRUCTION AND CURRICULUM**

**10010 - COMMUNITY SIMILARITIES AND DIFFERENCES**

*and the School Act*

It is the responsibility of the Board to approve locally developed courses or programs. Locally developed courses at the Grade 10, 11, and 12 level are to be approved as Board/Authority Authorized (BAA) courses.

The responsibility for ensuring these guidelines are followed and for presenting any locally developed programs or Board/Authority Authorized courses for approval by the Board rests with the Superintendent of Schools and the other professional staff employed by the Board.

In addition to requiring the application of criteria approved for the selection of instructional material, the Board may require that satisfactory answers be provided to the following questions:

1. What evidence, if any, is there of the need or demand for the proposed course or program?
2. Is this course or program appropriate in the public school situation at the level indicated?
3. Is the proposed course or program significantly different from an existing one?
4. Has a sound educational rationale been developed and written for the course or program?
5. Has a clear set of goals and learning outcomes been developed and written?
6. Is the course or program consistent with the Provincial philosophy of education?
7. Is the cost of the course or program commensurate with its value to students?
8. Can this course or program be offered without having an adverse effect on funds and facilities available for other courses or programs? .../2

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.04R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2005-03-08

Amended: 2007-03-06

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9. Are special qualifications needed to teach the course or program? Is the proposed program or course capable of surviving if the originator of the course or program leaves the school or District?
10. Have the course program developers surveyed the field of available instructional materials?
11. Is the proposed course or program capable of being offered in other schools?

If answers to the foregoing cannot be provided to the satisfaction of the Board, the course or program may not be approved or may be referred to the Superintendent of Schools for a further report and resubmission.

Boards are required to submit to the Ministry of Education the course name of each BAA course they plan to offer as part of the Graduation Program.

Frameworks (outlines) of all approved Board/Authority Authorized courses must be retained by the Board. Upon request, the Board must submit to the Ministry of Education a copy of any BAA Course for review. If the Ministry of Education informs the Board that a BAA Course does not meet the necessary requirements, the Board must not offer that course as a course meeting the Ministry's requirements for graduation.

### **8030.05R LEARNING RESOURCES**

The School District is to provide a wide range of learning resources to meet the educational needs of all pupils in the schools of the District. The following principles should be followed in selecting resource materials.

1. In the case of learning material to which exception is taken, the following procedures will be followed.
2. It is the responsibility of the principal and teacher(s) to endeavor to resolve informally any complaint received by the school and, to that end (concerning the selection, criteria and use of the resource) information should be provided to the person challenging the material.
3. If a review and decision by the Board is requested, the request shall be made in writing and must include the name of the person or persons, the name or description of the particular resource in question, any specific aspects to which objection is taken and the reasons for the objections.

### **SELECTION OF MATERIALS FOR SCHOOL AND DISTRICT MEDIA RESOURCES COLLECTION**

#### **INTRODUCTION**

The role models and values of society that are presented to students in literature and in life are important. As times change, society's values change and acceptable role models change. Therefore, the characters and situations that may have been quite acceptable when a resource was produced could well be judged as unacceptable had the work been produced in a later period. In spite of this, there can be a considerable amount of value in works produced years ago. Consequently, library resources should be judged from the perspective of the period of time in which they were produced. They should display those characters who are role models as being reasonably acceptable for that period of time described. If the opportunity exists, these changed norms should be explained to students. However, other values, and characters other than role models, which are incorporated into the resource are acceptable if they make an important contribution to the material.

1. The selection of items for the library's media collection is a responsibility of the school's teacher-librarian, who is accountable to the principal of the school in carrying out that responsibility.
2. The teacher-librarian, in exercising his/her role as a selector of media items, should consider advice and suggestions from all teachers and students in the school regarding items they would like to see added to or deleted from the library's media collection.

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

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3. The primary objective of the school library's media collection is to support the implementation of enrichment of the educational programs in the school. To this end, the Board of Education affirms that the school library's media collection should contain materials:
  - a) which would take into consideration the varied interests, abilities, and maturity levels of the students served;
  - b) which would stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
  - c) which would provide students with background information so that it will enable them to make intelligent judgments in daily life;
  - d) on opposing sides of controversial issues so that young citizens may have an opportunity to develop the practice of critical analysis;
  - e) which would be representative of many religious, ethnic, and cultural groups and their contribution to our national heritage.
  
4. The Board of Education recognizes that any item in a school library's media collection may offend some people; hence the selection of materials on controversial topics should be based on the merits of the material and its value to the collection.
  
5. Materials purchased for the school library's media collection should be evaluated by the following criteria. They should:
  - a) support and be consistent with the general educational goals of the district;
  - b) support and be consistent with the objectives of specific courses;
  - c) be relevant to today's world;
  - d) have aesthetic, literary, or social value;
  - e) be appropriate for the subject area and for the age, emotional development, ability level, and social development of those for who the materials are selected;
  - f) be chosen to foster respect for and understanding of the contributions made to our civilization by minority and ethnic groups;
  - g) provide a stimulus for creativity;
  - h) represent differing points of view on controversial subjects with the goal of providing a balanced collection;
  - i) have a physical format and appearance suitable for their intended use;
  - j) be of an acceptable technical quality with adequate documentation;
  - k) avoid reflecting negative stereotypes.

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

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6. During the process of selection, the teacher-librarian should:
  - a) Evaluate the existing collection, assess curricular and recreational needs, and use reputable professionally prepared selection tools and other appropriate sources;
  - b) Accept gifts with the understanding that only those materials which meet regular selection criteria will be added to the collection;
  - c) Discard materials no longer appropriate or accurate.
7. The selection of items for the district media collection is a responsibility of the resource manager, acting on advice from the teacher-librarians' association.
8. The primary objective of the district media collection is to compliment and supplement the needs of the schools and teachers in the district.
9. Evaluation of the material should be consistent with the criteria applicable to the school library's collection. The introduction is to be considered as important when considering material that may otherwise be discarded for the following reasons:
  - a) They contain outdated or inaccurate information;
  - b) They depict negative role stereotypes;
  - c) They are no longer useful for curricular support or recreational reading;
  - d) They have not circulated for a number of years; or
  - e) They are in poor physical condition.
10. All withdrawn material should be removed from the collection and disposed of in an appropriate manner.

The following additional criteria should be used, at least informally, and to the extent that each is appropriate to any given learning resource:

1. Other factors being equal, priority will be given to learning resources developed and produced in Canada.
2. The Board approves using learning resources that are provincially evaluated and carry the status of 'Ministry Recommended' or ERAC Evaluated'.
3. The learning resource is relevant to the learning outcomes and content of the course or courses.

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4. The learning resource is appropriate in terms of the age, maturity and learning needs of the students for whom it is intended.
5. The learning resource is appropriate for the particular community in which it will be used.
6. The learning resource is fair, objective, free from bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.
7. The learning resource is readable, interesting and manageable in the teaching/learning situation.
8. The learning resource is well organized, of good quality, and worth using in terms of any costs and time involved.

## LEARNING RESOURCES - CHALLENGING OF LEARNING RESOURCES

### INTRODUCTION

Despite the care taken in selecting materials for school and district media resources, it can be expected that objections will be made occasionally to an item in the collection. When dealing with an objection to an item in the collection the following principles must be defended:

- a) The freedom to read;
- b) The exercising of the professional responsibility of the staff; and
- c) No parent has the right to determine reading, listening, or viewing material for students other than his/her own child.

1. If an item is challenged, the principal and/or the teacher or librarian in the school concerned should issue to the complainant a copy of the School District's Selection and Challenge Regulations.
2. Having been issued the Regulations, the complainant may then fill out the Request for Reconsideration of Learning Resource form and submit to the principal and/or the teacher, the librarian, or the resource centre manager, as appropriate.
3. If the concern has not been satisfactorily resolved after a discussion between the complainant, the principal, and the teacher, the librarian, or the resource centre manager, as appropriate, the complainant should be invited to refer his/her written objection to the Office of the Superintendent or his/her designate.

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

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4. Upon receipt of the written complaint, the Superintendent or designate shall refer the matter to the District Media Resources Review Committee, which will hear the complaint and make a recommendation to the Board of Education.
  
  5. The District Media Resources Review Committee will, at the earliest opportunity:
    - a) read and/or examine the materials referred to it;
    - b) check the general acceptance of the materials by reading reviews;
    - c) judge the material in its entirety and not on a passage or passages out of context;
    - d) invite the complainant the person(s) concerned with the selection and/or use of the material to present their views;
    - e) at its discretion, invite others to present their views on the material being challenged;
    - f) forward a recommendation to the Board of Education.
  
  6. While the Media Resources Review Committee is considering the challenged material, it will remain in the collection.
  
  7. The Media Resources Review Committee will be composed of:
    - a) an elementary school principal,
    - b) a secondary school principal,
    - c) an elementary teacher or librarian,
    - d) a secondary teacher or librarian.
- All from a school other than the one involved in the dispute, plus:
- e) Directors of Instruction of Elementary and Secondary,
  - f) a member of the Board of Education,
  - g) two parents who are not employed by the school district,
  - h) two senior students.



**REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Title of work: \_\_\_\_\_

Author/Publisher/Supplier: \_\_\_\_\_

Type of material: \_\_\_\_\_

Request to reconsider initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Do you represent a group or organization? \_\_\_\_\_

If yes, please name: \_\_\_\_\_

Please answer as many of the following questions as you need to explain you concerns.

1. To what in the work do you object? Please be specific: cite pages or sections:

2. For what age group would you recommend this work?

3. Is there anything of value in this work?

4. Did you read, view, or hear the entire work?

5. What do you believe is the theme or purpose of this work?

6. What would you prefer the school do about this work?

not recommend or assign it to my child.

withdraw it from all students.

other – please specify.

7. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of society or a set of values?

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

Signature of Complainant: \_\_\_\_\_

Please complete and forward to the principal and/or teacher or librarian.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.07R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-05-21

**DISTRICT-OWNED BAND INSTRUMENTS**

*In response to the School Act*

1. At the discretion of the Music Supervisor and the band teacher involved, district-owned band instruments may be loaned to pupils. In elementary schools, instruments will be loaned on the basis of student need. In secondary schools, instruments will be loaned if they will add the needed colour or composition.
2. District-owned instruments will be loaned/rented (to offset cleaning and maintenance, see fee schedule with music teacher) so long as the player:
  - a) is attending school;
  - b) is registered and attending band classes or, if a senior, taking part in the school extramural band program.

Requests by band teachers for District-owned instruments for use in any school will be made to the Music Supervisor, who has overall responsibility for distribution and use of these instruments.

### **8030.08R ENVIRONMENTAL EDUCATION**

Environmental education in this district should be based upon the following principles:

- a) That environmental education be available to all students;
- b) That outdoor and on site programs are desirable, when appropriate and possible;
- c) That the district makes use of programs and themes already in the system with a view to developing cross-curricular themes or strands;
- d) That the district model “environmentally conscious” procedures whenever practical and possible;
- e) That community input and initiative is a valuable contribution to environmental education;
- f) That the programs present balanced views regarding the environment and resource use.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8030.09R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2007-03-06  
Amended: 2013-04-17

### DOGWOOD DISTRICT/AUTHORITY AWARD

*In response to:*

*MINISTRY OF EDUCATION REQUIREMENTS AND PROCEDURES*

The purpose of the Dogwood District/Authority Award program is to acknowledge superior achievement in the following areas:

- Fine Arts
- Applied Skills
- Physical Activity
- Second Languages
- Community Service
- Technical and Trades Training

The District is allotted awards based on its Grade 12 enrolment at September 30. These are disbursed as follows:

- \* Each successful candidate receives a Dogwood District/Authority award of \$500
- \* In addition, a Dogwood District/Authority Award voucher of \$500 will be awarded to District award winners redeemable upon enrolment in a post-secondary program

The following regulations are intended to facilitate the identification of recipients of the Dogwood District/Authority Award.

- A) Candidates must:
- a) Apply on official application form which must be submitted through the principal or designate;
  - b) Meet the criteria determined by the School District;
  - c) Fulfill graduation requirements,
  - d) Conform to the requirements of the Ministry of Education Requirements and Procedures,
  - e) Identify a single area of superior achievement to be presented and may only apply once for this award.
  - f) Must be a Canadian citizen or permanent resident at the time of applying, and a BC resident.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **8030.09R**

Adopted: 1997-05-13

Amended: 2007-03-06

Amended: 2013-04-17

Amended: 2016-04-20

- 2 -

B) Local Criteria:

- a) demonstrate outstanding achievement in Fine Arts, Applied Skills, Physical Activity, International Languages, Community Service, Indigenous Languages and Culture or Technical and Trades Training developed in school or outside of school and utilized in school and/or community.
- b) demonstrate evidence of planning for post-secondary studies including how the exhibited skill/talent will play a part in the student's future
- c) demonstrate evidence of good citizenship in school and/or community.

C) The District will:

- a) establish a District Authority Award Committee consisting of trustee, school and central staff representation whose responsibilities will include:
  - consideration of equitable distribution of awards among sites enrolling graduating students and among the four identified areas of achievement;
  - outlining representation requirements for school-based sub-committees of the District Authority Award Committee;
  - establishing consistency in each site's application and selection, presentation and evaluation processes;
- b) notify the successful applicants during each school's graduation program;

In the event that an award is forfeited because of failure to meet the graduation requirement, it will be presented to the next eligible student.

### **POLICY 330 ASSESSMENT AND COMMUNICATING STUDENT LEARNING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes in clear, timely, ongoing, and transparent communication between schools and families in support of student learning. Communication of student learning reflects student achievement and is intended to support students and their families in understanding the student learner, areas of strength, what needs further attention, the support from which the student benefits, and where the learner is going next with their learning. School District No. 83 recognizes that the communication of student learning must follow the direction provided within the [Ministry of Education and Child Care Student Reporting Policy](#).

The Board of Education is committed to supporting student learning through quality assessment practices. Assessment is the continuous process of gathering data on student learning and performance, using a variety of methods over time. Assessment must be transparent, purposeful, reliable, valid, and reflective. It provides valuable and useful information to the students, the teachers, and parents as they work together in improving learning, building skills, and acquiring knowledge. Assessment is part of the learning process that represents each learner's unique progress. Assessment procedures must be developed in accordance with BC Ministerial Orders and Policies and will include both formative (ongoing – assessment for learning) and summative (at the end of a learning cycle) assessment.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**8050**

**POLICY**

Adopted: 2018-06-19

## **FIELD TRIPS AND TRAVEL**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that student field trips and travel can be beneficial in enhancing curricular, co-curricular, and extra-curricular programs and provide opportunities for students to develop their intellectual, social, and physical skills and abilities.

The Board recognizes its responsibility in ensuring that students and staff travel in a manner that is safe in accordance with regulation 8030.06R – Field Trips.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8050.01R**

## REGULATION

Adopted: 1997-05-13

Amended: 2014-01-15

Amended: 2015-11-10

## FIELD TRIPS

*In response to the policy:*

**5040 - TRANSPORTATION OF STUDENTS**

**8030 - INSTRUCTION AND CURRICULUM**

**1010 - DISTRICT CODE of CONDUCT**

**1060 - SMOKING and TOBACCO USE**

**9030 - STUDENTS NEEDS**

**1030 - WELLNESS in SCHOOLS (formerly Healthy Schools and Workplaces)**

**10020 - PARENT and COMMUNITY INVOLVEMENT and COMMUNICATIONS**

1. Classroom field trips: should be directly related to curriculum. Trips should be undertaken only when such experiences provide opportunities for learning beyond that available in the classroom. These trips must be available to all students as no student will be prevented from taking part for financial reasons.
2. Extra curricular field trips: are elective and it is expected that they will be related to curriculum.
3. Adequate supervision is to be provided during all field trips. Both the nature and the degree of supervision should be governed by consideration of the *School Act*, that being “similar to that of a kind, firm and judicious parent, but shall not include corporal punishment”.
4. **All field trips must be approved by the Principal.**
  - a) Field trips of more than one day, taken within British Columbia, must be approved by the Superintendent or designate. Full information on the trip must be provided at least two weeks prior to the date of the anticipated trip.
  - b) All field trips taken outside British Columbia, in North America - must receive the prior approval of the Board. Full information on the trip must be provided at least two months prior to the date of the anticipated trip.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8050.01R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2014-01-15

Amended: 2015-11-10

- 2 -

c) All field trips taken outside North America – must receive the prior approval of the Board of Education. Full information on the trip must be provided at least six months prior to the date of the anticipated trip.

All field trip requests must be submitted through the School Principal. The Principal shall ensure that documentation for the field trip is complete and includes the information identified in #5.

5. The information provided must comply with A Handbook for Teachers re: Field Trips and referenced to the *2005 YouthSafe Outdoors: Off-site Experience Safety for BC Schools* include details regarding:
  - a) Relationship to curriculum,
  - b) Students involved and expectations,
  - c) Costs, including details regarding any fund raising projects,
  - d) Transportation arrangements in detail; all forms of transportation must meet district standards,
  - e) Supervision provided,
  - f) Involvement of parents,
  - g) The manner in which students will be required to keep up with their regular school work.
  - h) Preparations made for emergencies, first aid and adaptations to individual students with significant health and diet concerns.
  - i) Travel/Medical and Trip Cancellation Insurance coverage shall be mandatory and included with the cost of the package for all trips Out of Province of Out of Country.
  - j) Notarized letter of "Student Permission to Travel".
6. Whenever possible such trips should be planned around school holidays so as to minimize the number of instructional days lost.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83  <b>REGULATION</b>	Category: <b><i>8050.01R</i></b>
	Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)

### PRIVATE VEHICLE USE

Private vehicles may be used to transport students to and from extra-curricular or curricular trips when practicable, provided the following requirements are met:

All trips, vehicles, and drivers must be approved by the Principal or designate, who shall ensure that volunteer drivers are familiar with the policy and Collective Agreements related to travel.

For each eligible driver, the school Principal must retain on file:

- Driver's Information Form **for each trip**, including the list of students and their contact numbers to be transported (as per attached form Appendix E);
- Photocopy of the volunteer's driver's license, driver's abstract, vehicle registration, and insurance as per below, **all current within one year**;
- Photocopy of either a criminal record check or police information check, current within **five years for employees** and **three years for volunteers**.

The vehicle must be licensed for B.C. and have a minimum of one million dollars (\$1,000,000) liability insurance (with \$5,000,000 recommended).

If a private vehicle is used for transportation on trips, the Principal or designate must deem satisfactory that the owner of the vehicle carries adequate insurance coverage, as per ICBC recommendations. A copy of the registration is to be filed with the school.

The vehicle must be driven by a driver who is 21 years of age or older, who shall possess a valid driver's license which is neither a learner nor novice license.

If the Principal deems it necessary, he/she may request a vehicle inspection prior to the commencement of the trip, at no cost to the Board.

Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened.

No child under the age of thirteen (13) or weighing less than 40 kg., shall be transported in a front passenger seat equipped with an air bag.

Children at least 18 kg (40 lbs) are to be secured in a booster seat, up to their ninth birthday or 145 cm (4'9") tall, whichever comes first.

- In a booster seat in a seating position equipped with a lap/shoulder seatbelt, or
- In a booster seat in a seating position with a lap belt, if lap/shoulder seatbelt is not available.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>8050.01R</b>
	Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)

Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs, or medications which may cause drowsiness.

The Board of Education will not be responsible for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

School District Employees:

- School District 83 carries additional Liability Coverage for up to \$10,000,000 for employee drivers.
- Employees may claim mileage for the round trip distance in kilometers when deemed to be fulfilling a requirement of the job. The mileage reimbursement is intended to cover fuel, a portion of maintenance, and insurance costs.
- School district employees who are driving students more than six calendar days per month are required to have “Business Coverage” instead of “To and From Work” so that if the employee carries collision coverage, it would be in effect in the event of an accident. Reimbursement for this additional coverage may be provided by the School District.
- Damages that occur to the inside of a vehicle as a direct result of transporting students should be reported to the direct supervisor immediately. Costs for repairs will be negotiated with the Principal and/or Secretary-Treasurer.
- Damages above the liability amount provided for by ICBC are covered through the School Protection Plan (SPP).
- SPP coverage is automatically provided to School District employees who are authorized according to this regulation when driving on school-related business.  
**Driver criminal negligence will void SPP coverage for the driver.**

Volunteers:

- Parents and guardians are responsible for transportation to and from the school site for curricular and extra-curricular events that take place outside the school day. The school site will be the normal meeting place for trips to other sites.
- Alternative arrangements may be permitted, provided prior parent/guardian permission has been provided to the Principal or designate in a written paper or electronic communication. These arrangements may include a parent or guardian or designated family member over the age of 21 picking up a student on the transportation list of other drivers after an event, or an approved driver dropping off a student at their home instead of the school.
- No remuneration may be provided by the School or District to volunteer drivers of students who are not School District employees, as this will void insurance.

**APPENDIX E - DRIVER INFORMATION FORM**

- I have a valid Class \_\_\_\_\_ Driver's License No. \_\_\_\_\_ (copy attached).
- My Driver's Abstract dated \_\_\_\_\_ is attached or on file.
- I have not had any moving violations, impaired driving charges, or criminal charges related to a motor vehicle since my last drivers abstract (copy attached).
- Vehicle Make, Model and Year \_\_\_\_\_.
- Vehicle License Number \_\_\_\_\_.
- The vehicle has **at least** \$1,000,000 Third Party Liability Insurance \_\_\_\_\_.
- The vehicle transporting students is maintained in a safe operating condition and is equipped with tires appropriate for the season.
- The vehicle has \_\_\_\_\_ functional seat belts.
- The vehicle has space that meets the requirement for safe placements of booster seats (if required).
- I agree to wear a seat belt and require all passengers to wear a seat belt.
- I agree that I will not permit a child under 13 years of age or under 40 kg to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag unless the air bag is turned off.
- I agree to operate the vehicle in a safe and legal manner.
- I have a first aid kit in my vehicle (recommendation). The school may provide one for the purposes of the trip.
- I have reviewed Regulation 8050.01R (Private Vehicle Use).

**Select only ONE of the following:**

- I am acting in the capacity of a School District No. 83 employee.
- I am acting in the capacity of a School District No. 83 volunteer.

Name of driver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Cell # \_\_\_\_\_

Name of principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**LIST OF STUDENTS TO BE TRANSPORTED:**

**Student Name:**

**Student Contact Number:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**A copy of the manifest must be retained at the school office.**

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**8060**

Adopted: 1997-05-13  
Amended: 2004-10-20  
Amended: 2013-03-12  
Amended: 2018-10-16

**POLICY**

**EDUCATION OF INDIGENOUS STUDENTS**

The Board of Education acknowledges that it is situated on the traditional territory of the Secwepemc people. The Board recognizes its responsibility in ensuring the inclusion and equity of Indigenous voices in all aspects of the education system such as language, culture, and our shared history. This policy reflects the belief that education is a lifelong learning process that encompasses Indigenous students, parents/guardians and the community. The Board of Education endeavors to work with its partners in the educational process to ensure that a high quality education is provided, leading to academic achievement, strong cultural identity, social leadership, environmental stewardship, secured career pathways, and full participation as local and global citizens.

The Board of Education:

- Supports the goals, expectations, and accomplishments of Indigenous students and families.
- Supports the development and delivery of Indigenous Education programs and services that enhance and benefit both Indigenous and non-Indigenous students as mandated by the British Columbia Ministry of Education.
- Supports the integration of Indigenous Knowledge into the curriculum from local perspectives and cultures, then expanding out across provincially, nationally and internationally.
- Demonstrates a collaborative partnership with the Indigenous communities through a variety of methods.
- Acknowledges and values the role of the First Nations Education Council within School District No.83 in enhancing and supporting Indigenous Education.
- Agrees that Indigenous students have a right to feel safe at school including: safety from racism, indifference, bias, marginalization, bullying and stereotyping.
- Supports the Truth and Reconciliations' Calls to Action, Section 63 in order to redress the legacy of residential schools and advance the process of Canadian reconciliation.
- Respects the United Nations Declaration on the Rights of Indigenous Peoples.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **8060.01R**

Adopted: 1997-05-13

Amended: 2004-10-20

Amended: 2018-10-10

## **REGULATION**

### **FIRST NATIONS EDUCATION COUNCIL**

The Board of Education is fully committed to the delivery of Indigenous Education as mandated through the British Columbia Ministry of Education and embedded within the communities it serves in School District No.83. The Board recognizes the significance of the First Peoples Principles of Learning and acknowledges the value and wisdom of Indigenous teachings.

The Board of Education recognizes that it serves a diverse population of learners and is committed to making education meaningful for, responsive to, and inclusive of cultural diversity that characterizes Canadian society. The Board of Education acknowledges the significant Indigenous student population within School District No.83 and is committed to transforming educational experiences and academic achievement for all learners.

A First Nations Education Council (FNEC) will operate within the district, and the composition may include the following:

#### Voting Members:

1. Band representatives as designated annually by Band Council Resolution (BCR) or designated by BCR, from each band served by the district;
2. Representative from the Métis Association, designated annually with a letter of support;
3. Urban Indigenous representative; and,

#### Non-Voting Members:

- a. Invited Elders;
- b. District Principal of Indigenous Education; and,
- c. Superintendent or designate.
- d. One school trustee and one alternate.



<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	<b>Category: 8060.01R</b>
	Adopted: 1997-05-13 Amended: 2004-10-20 Amended: 2013-03-12

## **FIRST NATIONS EDUCATION COUNCIL**

### **PURPOSE OF THE COMMITTEE:**

The mandate of the First Nations Education Council is to support relevant high quality learning experiences for Indigenous learners in School District No. 83. The role of the Council will be to represent Indigenous interests in the design, implementation and assessment of Indigenous programs and services funded through the Provincial Ministry. Such programs and services should be articulated through the Indigenous (Aboriginal) Enhancement Education Agreement and developed collaboratively by the school board and district Indigenous Communities. The First Nations Education Council will work collaboratively with School District No. 83 to enhance the learning experiences of all Indigenous students with the School District.

The role of the First Nations Education Council (FNEC) is to support and advise the Indigenous Education Department on Indigenous Education Programs and Services to align with the Ministry of Education Indigenous Education mandate to involve the Indigenous community where possible in Indigenous Education initiatives that support Indigenous students.

### **DEFINITIONS:**

1. “Indigenous community” refers to the community that is composed of the parents/guardians, siblings and other representatives of the Indigenous children who attend a school or program in School District No. 83.
2. “Indigenous education” is the incorporation of Indigenous perspectives and pedagogy in all curricular areas to inform all students of past and contemporary lifestyles, indigenous knowledge and histories of the Indigenous peoples of Canada. Indigenous education encompasses the rich traditions and values of the various Indigenous people and applies those concepts to relevant issues facing Indigenous children and youth today, throughout curriculum and cultural activities in positive, student-centered learning experiences.
3. “Indigenous Education Department of School District No.83” coordinates and supports the delivery of Indigenous Education programs and services Language, Culture and Support Programs as mandated through the British Columbia Ministry of Education.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="text-align: center;"><b>REGULATION</b></p>	<p>Category: <b>8060.01R</b></p> <p>Adopted: 1997-05-13 Amended: 2004-10-20 Amended: 2013-03-12</p>
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## FIRST NATIONS EDUCATION COUNCIL

4. “Indigenous languages” are the ancestral languages of the Indigenous peoples. The Indigenous languages for the area within School District No. 83 is Secwepemctsim which includes; Adams Lake Band, Little Shuswap Lake Band, Neskonlith Band and Spltasin Nation.
5. “Indigenous education support services” are designed to assist Indigenous students to achieve success. Services shall be provided by personnel who are culturally competent in the Indigenous world view and sensitive to the values, beliefs, and needs of Indigenous students.
6. “Anti-racism” is the active process of identifying and eliminating racism by identifying, challenging and changing the values, structures and behaviors that perpetuate systemic racism.
7. Local Education Agreement Implementation Committee is the committee established under section 3.9.1 of the Local Education Agreement and is comprised of representatives appointed by the Board of Education, the Schools and the First Nation to develop and implement a plan for the full implementation of this agreement, and to oversee the implementation of this agreement.
8. “Targeted Indigenous education funds” are provided by the British Columbia Ministry of Education to School Districts, school Districts are then required to follow the funding mandate for these targeted funds as prescribed by the British Columbia Ministry of Education.
  - a. Evidence that the Indigenous Student has self-identified as being of Indigenous Ancestry (First Nations, Status, Non-Status, Métis and Inuit). Indigenous Ancestry is determined on a voluntary basis through self-identification.
  - b. Evidence that the parents or guardian of the student has been consulted.
  - c. Evidence that the Indigenous Education Programs and Services have involved the Indigenous community in planning and delivery, either through direct involvement or through a process of informed consent.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="text-align: center;"><b>REGULATION</b></p>	<p>Category: <b>8060.01R</b></p> <p>Adopted: 1997-05-13 Amended: 2004-10-20 Amended: 2013-03-12</p>
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## FIRST NATIONS EDUCATION COUNCIL

- d. Evidence that the Indigenous Education Programs and Services are in addition to any other programs and services to which the student is eligible.
- e. Evidence that the Indigenous Education Programs and Services provide a continuum of substantive learning experiences and/or support services for each self-identified claimed student throughout the school year.
- f. The Indigenous community understands Indigenous education as holistic, meaning inclusive of Indigenous perspectives, including values, languages, histories and cultures.

### **PRIORITIES:**

1. **Indigenous Languages** - Within the requirements of the School Act and Board policy, School District No.83 will work cooperatively to establish Indigenous language programs, with priority given to Secwepemctsim.
2. **Employment Equity** - The Board of Education shall maintain a Human Rights Special Program (Section 42) in order to recruit and develop a workforce that is representative of the Indigenous communities within the Indigenous Education Department and seek to develop a labour force within its jurisdiction in all job classifications areas.
3. **Equity Committee** - The Board of Education supports implementation of an Equity Committee designed to strengthen equity for all members of school communities.
4. **Curriculum** - The Board of Education supports the Indigenous Education Department and the Curriculum Department with the integration of Indigenous Worldviews and Perspectives throughout all areas of the newly revised British Columbia Ministry of Education Curriculum.
5. **Responsibility of Indigenous Education** - The Indigenous Education Department of School District No.83 coordinates and supports the delivery of Indigenous Education programs and services as mandated through the British Columbia Ministry of Education. Such programs and services should be articulated through the Indigenous Enhancement Education Agreement and Developed collaboratively by the school board and district Indigenous Communities.

**Reference:** Policy 9030 - Student Needs, Policy 8060 – Education of Indigenous Students, Policy 10010 – Community Similarities and Differences, [K-12 Funding – Aboriginal Education](#)

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="text-align: center;"><b>REGULATION</b></p>	<p>Category: <b>8060.01R</b></p> <hr/> <p>Adopted: 1997-05-13 Amended: 2004-10-20 Amended: 2013-03-12</p>
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## FIRST NATIONS EDUCATION COUNCIL

6. **Mandate to Consult** - The Board of Education of School District No.83 has a mandate from the British Columbia Ministry of Education to consult on Indigenous Education Programs and Services. This mandate is defined in section(s) 2 and 3 of the audit requirements of Indigenous Education Targeted Funding from the British Columbia Ministry of Education and reads as follows:

- a) Evidence that the parents or guardian of the student have been consulted. Interpretation of consultation-represents documented communications between the school and parent/guardian.
- b) Evidence that the Indigenous Education Programs and Services have involved the Indigenous communities in planning and delivery, either through direct involvement or through a process of informed consent.

Informed Consent means that information has been given (in writing or verbally) to the local Indigenous communities and they were given the opportunities to respond. Initial lack of consensus with the local Indigenous Communities does not preclude the responsibility of the School District to deliver Indigenous programs and services for Self-identified Indigenous Students.

School District No. 83 meets this mandate to consult as defined by the British Columbia Ministry of Education through a variety of processes: Local Education Agreements, Indigenous community involvement, and First Nation Education Council.

**POLICY 450 PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS**

The Board of Education of School District No. 83 North Okanagan-Shuswap is committed to providing menstrual products to students who may require them.

The Board will:

- a. ensure menstrual products are made available at no cost to students of all gender identities or expressions in a manner that protects student privacy;
- b. School district staff will develop procedures regarding the provision of barrier free, easily accessible menstrual products to students with consideration of student feedback.

**POLICY 460 OPIOID OVERDOSE PREVENTION**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) places importance on the health and well-being of staff and students. The Board also recognizes that overdose deaths are a leading cause of unnatural deaths in BC, impacting people from all regions regardless of age, education level, profession, and economic status.

The Board believes that harm reduction is an appropriate response in the event of an opioid overdose. As Naloxone (Narcan) has been shown to increase positive outcomes in the event of an opioid overdose, and has no negative effects if given in the absence of opioids, Naloxone kits shall be made available in all schools

The Superintendent will develop and implement emergency response procedures related to opioid overdose, including the distribution of Naloxone kits to schools.

### **POLICY 315 STUDENT DRESS GUIDELINES**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that a student's choice of dress can form an important part of their self-identity.

The guiding principle regarding suitable student dress is that which fosters inclusivity and respect for others. Students must not wear clothing which undermines the District's commitment to safe and inclusive learning environments. This includes:

- Clothing that depicts the use of tobacco, drugs or alcohol, cannabis, or any other age-restricted substance;
- Clothing that advocates illegal activity;
- The wearing of clothing, insignias, symbols or adornments that denigrate or depict hatred of a person or persons, including, but not limited to, clothing that denigrates or depicts hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and/or expression, or age;
- Clothing which contains profanity, pornography, or obscene images.

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner. Ultimately, the school administration or delegate has the responsibility to apply the dress guidelines. If any person dresses in a manner that contravenes this policy, the process used to apply the guidelines will be confidential, educational, body positive, non-shaming, and non-punitive.

**POLICY**

Adopted: 2008-06-10  
Amended: 2012-12-11

**STUDENT RESIDENCY REQUIREMENTS**

**Ordinarily Resident Students**

The Board of Education supports the registration of students who live in British Columbia provided they meet the residency requirements of the School Act and Ministry of Education policy document, “K-12 Funding & Eligibility of Students for Operating Grant Funding”. The Board of Education defines students as ‘*ordinarily resident*’ if the student is resident in the province of British Columbia and the legal guardian of the student is regularly resident in British Columbia.

Notwithstanding the definition offered above, students may be temporarily absent from British Columbia, yet still retain status as ordinarily resident if:

- a) The parent or guardian remains resident in British Columbia while the student is temporarily absent. This temporary absence is marked by clear documentation that the student will be returning to the parental home at the end of the temporary absence.
- b) The student is temporarily absent from the province with the parent or guardian, they may be considered ordinarily resident in British Columbia if there is clear evidence that the family will be returning to British Columbia.

**Non-Resident Students**

Non-resident students living with someone who has been assigned temporary guardianship are not eligible for a provincially funded education.

The Board of Education, upon application of the parents or legal guardian, may register students who are not ordinarily resident in British Columbia to attend public schools within the district subject to the regulations governing this policy.



NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **9020.01R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2003-06-10

**STUDENT TRANSFERS TO DIFFERENT ATTENDANCE AREAS**

*In response to the policy:*

**9040 - STUDENT ACCESS TO SCHOOLS**  
*and the School Act*

The Board, in accordance with Section 75.1 of the *School Act*, has established attendance catchment areas for each school or program within the North Okanagan-Shuswap School District. Each student within that catchment area is expected to attend their neighbourhood school. However should the student with their parents/guardians consent choose to register at another school they must do so under the following principles and procedures.

1. The student/parent requesting a transfer to another school must make application by completing the School District Cross-Boundary Request Form.
2. A request for transfer is considered on the availability of the space, facilities and resources at the receiving school.
3. Approval and acceptance of the transfer request is made in the following descending order of priority.
  - (a) a catchment area child who, in the previous school year, attended the school (at which the educational program is made available);
  - (b) a catchment area child (new student or students from another school);
  - (c) a non-catchment area child (i.e. sibling);
  - (d) a non-school district child.
4. The parents shall be responsible for any special transportation arrangements that result from the request for transfer.
5. The School Principal shall present to the Superintendent of Schools each June, a summary report outlining the Cross-Boundary Transfers in and out of the school.
6. When a School Principal and/or parent requests a transfer on the basis of discipline, the request must be sent to the Superintendent of Schools for his adjudication. The Superintendent, or his designate, shall approve in writing all such student transfers and the letter shall include the forms and conditions of the transfer including probation terms. Normally, transportation will be the responsibility of the parents: the district will allow courtesy ridership on district busses if they connect with the receiving school.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **9020.02R**

## REGULATION

Adopted: 1997-05-13  
Amended: 2003-04-15  
Amended: 2012-12-11

### OUT OF DISTRICT PUPILS

*In response to the policy:*

**9040 - STUDENT ACCESS TO SCHOOLS**

**9020 - STUDENT RESIDENCY REQUIREMENTS**

*and the School Act*

The Board of Education recognizes the mutual benefit of students from out of the district attending schools in this district.

#### **Out of District Students Ordinarily Resident in British Columbia**

Out of district students may enroll in the school district in accordance with Section 2(1) and Section 2(2) of *the School Act*.

*Access to education program*

2 (1) *Subject to Section 74.1, a person is entitled to enroll in an educational program provided by the board of a school district if the person*

- (a) is of school age, and
- (b) is resident in that school district.

(2) *Subject to Section 74.1, a person may enroll in an educational program provided by a board of a school district and may attend any school in British Columbia if*

- (a) the person is of school age,
- (b) the person is resident in British Columbia, and
- (c) the board providing the educational program determines that space and facilities are available for the person at the school in which the educational program is made available.

#### **Non-Resident Students**

In certain circumstances, the Board of Education will allow students normally resident outside of British Columbia to attend classes in School District No. 83. Upon meeting the following criteria, students involved in an exchange or other reciprocal programs will be permitted to attend school on a yearly, non-fee paying basis:

**REGULATION**

Category: **9020.02R**

Adopted: 1997-05-13

Amended: 2003-04-15

Amended: 2012-12-11

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1. Students with a Citizenship and Immigration Canada Study Permit (if required):
  - a) who are on official exchanges/visits from non-profit organizations where the exchange is on a one in/one out (of the same district) basis for the same length of time, and proof is provided that the Board is listed as “an additional named insured” in the liability insurance policy;
  - b) who are members of a junior hockey team within the geographic boundaries of the school district (proof of “named insured” is not required).
2. The Board requires that students involved in exchange or other reciprocal programs must comply with the Codes of Conduct of the school and the School District, Provincial or Federal Law, as well as any other established guidelines, to maintain continued enrolment. Failure to do so may result in dismissal from the Program and the School District.
3. The Board will not be responsible for travel arrangements, accommodation, or medical expenses.

**International and Non-Resident Students Admitted with Fee**

The Board of Education, upon application by the parents or guardian, may register students who are not Canadian citizens or Landed Immigrants to attend public schools within the district.

All international and non-resident students will pay the appropriate current district fee (established by the Board of Education) and must meet the application criteria and registration process established by the office of the superintendent.

Non-resident students will come with appropriate skills to function within our school system.

**POLICY**

Adopted: 1997-05-13  
Amended: 2008-09-24  
Amended: 2010-10-20  
Amended: 2011-10-04

**STUDENT NEEDS**

The Board of Education is determined to maintain a safe learning environment for all students. Students have a right to physical and psychological safety, and they have a responsibility to neither harm nor threaten others.

To be accomplished, in part, through Regulations:

**1010.01R** *Harassment, Discrimination, Inappropriate Behaviour*

**1030.01R** *Safe, Caring and Orderly Schools*

**5040.03R** *Bus Leaving Permission Slips*

**5040.05R** *Primary Students at Bus Stops*

**7010.01R** *Criminal Record Checks*

**1030.07R** *Weapons in Schools*

**1030.10R** *Student Suspension*

**1030.11R** *Medical Support to Students*

**1030.14R** *Reporting of Child Abuse and/or neglect*

*and the:*

*District Safety Manual*

*Child Abuse Manual*

*Inter-Ministry Child Abuse Handbook*

*Student Code of Ethics*

*provisions of the various Federal and Provincial Laws*

*Police, when appropriate*

Students with needs that are significantly different should have their needs assessed and accommodated within practical and affordable limits.

*To be accomplished, in part, through Regulation:*

**1030.11R** *Medical Support to Students*

**9070.01R** *Anaphylaxis: Allergic Shock*

*and the:*

*Critical Response Plan*

*Student Support Services Handbook*

*Special Needs Assistants Handbook*

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9030**

**POLICY**

Adopted: 1997-05-13  
Amended: 2008-09-24  
Amended: 2010-10-20  
Amended: 2011-10-04

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Classes of special educational value for students (including classes of special, local, or cultural relevance) should be available and supported within practical and affordable limits.

*To be accomplished, in part, through Regulation:  
**8060.01R** First Nations Education Council  
and the:  
District Teacher Staffing Manual*

Student abuse must be reported, and will be dealt with according to the laws and special requirements that exist.

*To be accomplished, in part, through Regulation:  
**1030.08R** Interviews with Students  
**1030.14R** Reporting of Child Abuse and/or Neglect  
and the:  
Human Resource Guidelines Manual  
Child Abuse Manual  
Critical Response Plan  
Student Support Services Handbook  
Inter-Ministry Child Abuse Handbook  
Special Needs Assistants Handbook*

Consistent with legal requirements, the confidentiality of student records should be maintained.

*To be accomplished, in part, through Regulation:  
**9040.01R** Accessibility of Student Records  
**9040.02R** Access to Information (Federal Divorce Act)*

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**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9030**

**POLICY**

Adopted: 1997-05-13  
Amended: 2008-09-24  
Amended: 2010-10-20  
Amended: 2011-10-04

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Students should be protected from excessive and harmful pressure; such as peer, commercial, religious, or other. Outside organizations, business or commercial enterprises, special interest or religious groups, should not have access to children while in school to promote their particular case, product or view, unless it is consistent with the program of studies and, in the opinion of the principal of the school, a valuable educational experience.

*To be accomplished, in part, through Regulations:*

**1010.02R** *Conflict of Interest*

**1030.06R** *Drug and Alcohol Incidents and Additions*

**1030.08R** *Interviews with students*

**1030.10R** *Student Suspension*

**10020.06R** *Corporate Advertising and Sponsorship*

*and the:*

*Human Resources Guidelines*

*1.16 – Distribution of Information through Students*

The school district should try to keep students from feeling detached and the schools from feeling excessively impersonal to be accomplished through various school and district programs.

**POLICY**

Adopted: 1997-05-13  
Amended: 2004-03-24  
Amended: 2012-12-11

**STUDENT ACCESS TO SCHOOLS**

Normally, we believe that students attend their neighbourhood schools, except under special circumstances.

*To be accomplished, in part, through Regulation:  
**9020.01R** Student Transfers to Different Areas*

Under special circumstances, we may be willing to provide a boarding allowance to students who must live away from home to attend school.

*To be accomplished, in part, through Regulation:  
**4020.01R** Boarding Allowance*

Students from districts within British Columbia, but out of this district, may attend subject to the provisions of the School Act.

Out of province students may attend, provided they pay for the services provided.

*To be accomplished, in part, through Regulation:  
**9020.02R** Out of District Pupils*

**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2009-10-21  
Amended: 2010-10-20  
Amended: 2011-10-04

**ACCESSIBILITY OF STUDENT RECORDS**

*In response to the policy on:  
9030 - STUDENT NEEDS  
and the School Act  
and Ministerial Order 082/09*

1. A record shall be maintained for each pupil utilizing the standard form prescribed by the Ministry of Education and containing such information as is directly useful in facilitating and furthering the pupil's education. It shall be the responsibility of School Principals to ensure that records are kept up-to-date and School Principals will determine the manner in which records are kept.
2. Other information relative to a student's progress in school may be added to the student's records in accordance with procedures adopted by the School Principal.
3. School Principals shall develop procedures to ensure the confidentiality of student records. Such procedures shall specify security measures utilized, procedures to gain access to information for teachers, parents and students, location of information and a list of those items normally kept on file in the record.
4. When a parent or student seeks access to a student's records, the School Principal shall comply with the request within a one-week period.
5. At the school level, the School Principal or his/her designate will accompany the parent and/or the student as the student's file is reviewed and will be available to interpret all records for the parent and student.
6. At the District level, the Superintendent or designate will accompany the parent and/or the student as they review the student's file and will be available to interpret all records for the parent and student.
7. Copies of the contents of files will be issued when they are asked for.



**REGULATION**

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2009-10-21  
Amended: 2010-10-20  
Amended: 2011-10-04

8. Provision shall be made for students to have access to their own school records.
9. After a student leaves school, his/her Permanent Record Card will be kept securely on file at the school and, should the pupil's records not be required by another educational institution, fifty-five (55) years following the student's graduation, dropping out of school or leaving the School District, the records will be destroyed.
10. Highly sensitive reports arising from psychological, psychiatric, sociological and psycho-sociological assessments or observations conducted by personnel employed or contracted by the Board of Education will be kept in a separate Student Services file with access controlled by the Superintendent or designate, but a notation of the existence of the file would be maintained under "Inclusions" on the Permanent Student Record Card.

("Inclusion" should include Report type, date and who completed the assessment.)

These reports will be:

- a. shared with parents and/or students upon request;
  - b. interpreted appropriately, if requested, by qualified professional staff for the parents and students as completed –in keeping with the best interest of the child, and the Board would prefer that records will be reviewed by parents prior to interpretation for the student;
11. In maintaining confidentiality of files, steps will be taken by the School Principal to ensure that access to a student's record is made available only to those persons who have a right to know:
    - a. Non-school district agencies, other than those specified in the *School Act*, applicable Ministerial Orders, and other legislation, will be permitted access to a student's record only with written consent of the parent;
    - b. any dispute regarding who has a right to know what is in the file will be appealed to the Superintendent or designate for final determination;

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **9040.02R**

Adopted: 1997-05-13

**ACCESS TO INFORMATION  
(FEDERAL DIVORCE ACT)**

*In response to the policy:*

**9030 - STUDENT NEEDS**

*And the Federal Divorce Act*

Consistent with the *Federal Divorce Act*, unless the court orders otherwise, a spouse who has been granted access to a child of the marriage has the right to make enquiries and to be given information by the school or school district as to the health, education and welfare of the child.

The following will apply:

- a) Information should normally be provided to access parents and custody parents equally.
- b) Permission is not required from the custody parent, nor can the custody parent prevent a school from providing information.
- c) Restrict access may be approved by the courts.
- d) School principals shall, when apprised, assure themselves that the access parent has an Order under the *Federal Divorce Act*.
- e) Any disputes regarding (d) should be referred to the courts for resolution.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*9050*

**POLICY**

Adopted: 2005-04-12

Amended: 2008-09-24

Amended: 2011-02-16

**NUTRITION IN SCHOOLS**

Whereas there is an established link between good nutrition, healthy development, and academic achievement, the Board of Education North Okanagan-Shuswap School District #83 supports and promotes healthy nutrition in the schools. The Board believes the nutritional health of students is a shared responsibility between the parents and the schools.

The school responsibilities are to educate the students about the benefits of eating nutritious foods and to offer students nutritious food choices. Staff is encouraged to model good food choices for students and to encourage students to make nutritious food choices when available.

Each school in the district is expected, in consultation with their Parent Advisory Council (PAC), to develop a policy for implementing the sale and distribution of all food and beverage products in the respective schools. The policy will include vending machine products, special meals days, food for fundraising, cafeteria or contracted food services, sporting events, and food used as a reward. It is also expected that the school's nutrition food policy will adhere to district regulations as well.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **9050.01R**

**REGULATION**

Adopted: 2005-04-12

**HEALTHY SCHOOLS NUTRITION**

School nutrition policy and guidelines will be developed through consultation with the school's Parent Advisory Council. This policy will be reviewed periodically by the principal, PAC, staff and students.

School nutrition policy and guidelines governing the sale and distribution of food products in/by schools or during school sponsored events will be based upon Interior Health guidelines and will reflect the following:

- a) that schools will focus on and promote the serving of foods from the "serve most" and "serve sometimes" lists from the Interior Health Food Selection Standards (attached).
- b) that choices from the "serve most" list must be provided wherever food or beverages are sold in schools. However, in elementary schools, all "serve least" foods must be removed from choice offerings. Policies may include exceptions for special days or fundraising events.
- c) that "serve least" advertising must be removed from all vending machines.
- d) that pricing should encourage the selection of healthy food and beverage choices.

All schools are expected to provide suitable nutrition education programs as outlined in Ministry of Education curriculum. Schools will ensure that all food and beverages sold or distributed in schools are an extension of the classroom and will complement the nutrition education experiences of students.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

## Policy Manual

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### **POLICY 310 STUDENT CODE OF CONDUCT**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its responsibility in providing safe, respectful, and inclusive learning and working environments for all members of its school communities.

To maintain environments conducive to learning, the Board expects that student behaviour will comply with these student conduct expectations.

The Board further requires that Principals, in collaboration with the school community, will develop a school code of conduct that aligns with this policy.

#### **Guidelines**

##### **1. Scope**

**1.1.** The District Code of Conduct applies to students of the district engaged in, present at, or attending:

- a) School or any activity on school premises whether during a regular school day, outside the regular school day, or on a day that is not a school day;
- b) Travel on a school bus or other transportation contracted or arranged by the district or school;
- c) Any activity sponsored by, organized by or participated in, by the school regardless of the time or place;
- d) Any activity in and around the school premises occurring during the school day that involves the property of neighbouring residents; and,
- e) Any activity which may have a connection with the maintenance of order and discipline at a school.

**1.2.** A school principal has a responsibility and authority to respond to student misconduct occurring outside the school day or school-related or sponsored activities (e.g., cyberbullying in the evening) where the principal determines the conduct may negatively impact the school environment. The district and school will cooperate with outside agencies in cases where students violate the law.

##### **2. Conduct Expectations**

**2.1.** The Board expects students to conduct themselves in the following manner:

- a) Maintain courteous and respectful relationships with fellow students, teachers, support staff, and others involved in the school system;
- b) Respect public and personal property;

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85, 2; Part 6, Division 2, 76]

Related Contract Article: Nil

Adopted: June 6, 2018

Amended: December 14, 2021

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

## Policy Manual

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- c) Adhere to all classroom, school and district rules and policies, and comply with Interior Health and any other provincial government directives;
- d) Comply with the reasonable directives of a teacher or other employee of the Board;
- e) Maintain appropriate standards of hygiene, dress and language;
- f) Attend school daily and promptly at the appointed hours;
- g) Work diligently and respectfully without disrupting the work of others;
- h) Demonstrate respect for all people, both in and outside school in compliance with the BC Human Rights Code;
- i) Demonstrate respect for diversity including, but not limited to, race, ethnicity, gender, age, ability, culture, ancestry, language, religious beliefs, sexual orientation, gender identity, and socioeconomic background.

**2.2.** The Board regards the following as examples of serious misconduct that are unacceptable in and around the district's schools and workplaces:

- a) Bullying (including cyberbullying, inappropriate and irresponsible text messaging and internet communications) Appropriate, responsible behaviour with regard to all technology use is expected;
- b) Verbal or physical harassment, disrespect, intimidation, or threats;
- c) Physical or emotional violence;
- d) Discrimination contrary to the BC Human Rights Code;
- e) The possession, use and/or trafficking of illegal or restricted drugs, alcohol, cannabis, and/or other harmful or age restricted substances;
- f) The possession and/or use of weapons;
- g) The possession and/or use of fireworks or incendiary devices;
- h) The possession and/or use of noxious or toxic substances; and,
- i) Retaliating against a person who has reported incidents of unacceptable behaviour described above.

### **3. Consequences for Unacceptable Conduct**

**3.1.** Where appropriate, consequences for unacceptable conduct should be preventative and restorative in nature and should provide students with opportunities for growth and reflection. Restorative and other measures, including student suspension and exclusion from school may be necessary for those occasions when efforts fail to result in a student complying with expected conduct standards. In such instances, disciplinary actions must recognize and adhere to certain principles.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85, 2; Part 6, Division 2, 76]

Related Contract Article: Nil

Adopted: June 6, 2018

Amended: December 14, 2021

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

### Policy Manual

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- 3.2.** Each instance of student misconduct must be dealt with on an individual basis taking into consideration the individual circumstances of the student.
- 3.3.** Each case of student misconduct shall be dealt with as expeditiously as possible.
- 3.4.** Students who contravene the District or School Code of Conduct will be subject to discipline reflective of the age, maturity, and developmental level of the student and the severity and frequency of the unacceptable conduct:
- a) Disciplinary consequences should be progressive in nature;
  - b) As students become older, behaviour expectations change and consequences of unacceptable behaviour should reflect this;
  - c) Discipline will be fair, consistent, meaningful, and supportive for the purpose of making restitution and enhancing student responsibility and self-discipline.
- 3.5.** The Board recognizes that, from time to time, it may be necessary to suspend students from educational programs. It is expected that a variety of approaches and strategies will be used to address student behaviour, and that suspensions will be issued for only the most serious student conduct violations.
- 3.6.** For all students, the school administrator will ensure that:
- a) Such students have been adequately assessed;
  - b) Appropriate interventions are applied before discipline is considered;
  - c) The grounds for suspension are clear and appropriate;
  - d) Meaningful education programs or interventions are offered during any period of suspension;
  - e) Planning is undertaken for successful re-entry of the student if suspension is imposed; and,
  - f) In cases of property damage, the School Act assigns a liability for costs to the parents and student(s) involved.
- 3.7.** In situations where a diverse learner may be unable to comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional, or behavioural nature, special considerations may apply.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

Policy Manual

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**4. School Code of Conduct**

**4.1.** Each school shall establish a written School Code of Conduct, reflective of the District Code of Conduct, that will govern student behaviour and discipline. School principals will ensure these codes are:

- a) Reflective of the standards outlined in the Ministry of Education's Safe, Caring, and Orderly Schools Guide, 2008;
- b) Developed collaboratively with school communities;
- c) Made available to the public;
- d) Distributed to students, parents/guardians, and employees of the School Board at the beginning of each school year;
- e) Provided to students who enroll in the school during the school year;
- f) Displayed prominently in the school;
- g) Reviewed annually with staff, students, and parents/guardians; and,
- h) Actively incorporated in the classroom and school experience.



## **POLICY 390 ANTI-RACISM**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural) is embedded in our society and we support the ongoing commitment to eliminate racism. The Board has developed this policy in accordance with the British Columbia Human Rights Code, the *Canadian Multiculturalism Act*, the *British Columbia Declaration on the Rights of Indigenous Peoples Act*, the *Canadian Human Rights Act*, and the *Canadian Charter of Rights and Freedom*.

Racism is a set of assumptions, opinions, and actions based on the unfounded belief that one group of people, categorized by colour, ancestry, or culture, is inherently superior to another. Racism is often implicit in attitudes, everyday behaviour, policies, and practices, and/or values. Racism has profound, adverse social consequences including discrimination, stereotyping, hatred, bullying, harassment, physical and sexual violence, social and emotional isolation, substance abuse, homelessness, school truancy, physical and mental illness, self-harm, and suicide.

The Board is responsible for providing an education system that is a safe, welcoming environment free from racism, discrimination, harassment, and violence and that is inclusive and affirming for all students, staff, and community members. The Board recognizes that racism in all its forms is harmful not only to those directly affected, but also to all students, staff, families, and community members. Staff of School District 83 have a responsibility to ensure schools do not perpetuate stereotyping, bias, discrimination, racism, or inequality. Staff also should respond with timely intervention when these become evident.

The Board expects each member of the school district community to work to eliminate racism and to address the effects of historic, organizational, systemic, and attitudinal racism by:

- i. committing to equity and inclusion in all contexts, activities, and places;
- ii. in developmentally appropriate ways, becoming aware of privilege, bias, prejudice, stereotyping, discrimination, and racism in all forms, and by making connections to the Personal and Social Core Competencies;
- iii. learning about how to act, directly or as bystander, against all forms of racism and hate crime;
- iv. developing cross-cultural interactions to create understanding, show respect for, and to celebrate racial, ethnic, and cultural identity.

Proactively addressing racism and oppression requires:

- acknowledgement that certain groups in our society are treated inequitably because of systemic barriers, individual bias, racism, and oppression.
- a clear understanding of how land ownership, and the forced displacement of the original inhabitants of this land, enables the ongoing oppression of Indigenous people.
- acknowledgement and increased awareness and understanding that we each have biases and that systemic and individual bias, racism, and oppression, exist within our school district, and may be perpetuated unless explicit, persistent, and determined action is taken to identify, challenge, and overcome them.
- the application of an equity lens at all levels and areas within school district including, but not limited to, policies, pedagogies, practices, program placements, and decision making.
- knowledge of practices and procedures which operate in school structures such as classrooms, hallways, and on school grounds that contribute to inequitable outcomes, including disparities in how Black, Indigenous, and Students of Colour experience education.
- knowledge of how curriculum and resource selections may reinforce bias and stereotypes.
- development of the skills necessary to recognize and respond effectively to a racist action.

School District 83 commits to equity by embedding anti-racist/anti-oppressive practices into its educational and operational functions to ensure that racism and oppression are not tolerated.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

Category: **9060.01R**

## REGULATION

Adopted: 1999-01-12  
Amended: 2018-11-14

### STUDENT SUSPENSIONS

*In response to the policy:*  
**9030 - STUDENT NEEDS**  
*And the School Act*

Discipline is to be dealt with in an objective, professional manner similar to that of a kind, firm judicious parent. Except for offenses of a flagrant nature, suspension should be considered only after all reasonable means of solution have been exhausted. Each child is to be treated in light of his/her individual needs.

The Board assigns to School Principals the responsibility of enforcing the code of conduct and other rules and policies of the Board. As well, School Principals, in exercising paramount supervisory and disciplinary authority within their school, have the power to enforce school rules that, for example, may require that no student shall:

1. Exhibit open defiance of authority;
2. Habitually be neglectful of duty;
3. Use improper or profane language or be involved in conduct that is injurious to the tone or well being of the school;
4. Be unduly absent and/or tardy;
5. Use improper conduct while riding a school bus; or
6. Jeopardize the safety of others.

#### CONSIDERATIONS WHEN SUSPENDING STUDENTS

1. Educational Program:

Any suspension must provide for a continuation of the student's educational program. Normally, this will be provided by the regular teaching staff, and would be completed before re-admittance.

2. Alternatives:

Alternative forms of suspension should be the first to be considered, such as in-school suspensions, half day suspensions, and Saturday School, before out of school suspensions.

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**REGULATION**

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3. Removal from Class:

When a student is removed from class, the teacher shall report as soon as possible to the School Principal. The School Principal may reinstate or suspend the student after reviewing the circumstances of the incident. The School Principal, in ordinary circumstances, will notify the parent/guardian regarding the removal.

4. Suspension From School (up to fifteen days):

- a) In-house suspensions should be considered first, and School Principals are encouraged to develop school policies outlining the use of in-house suspensions.
- b) Where possible, a warning letter will be sent, with the second being the actual letter of suspension. Copies of suspension letter will be sent to the District Office.
- c) In the warning letter, the School Principal shall extend an opportunity for an interview with the parent/guardian.
- d) A file of written correspondence and other relevant communication with parents must be maintained.
- e) If possible, telephone contact will be made with the parent when a suspension is being considered.
- f) Student Support Services' staff may be consulted for advice in dealing with the student.
- g) The suspension may be appealed in accordance with Regulation **1030.09R** (Process for Resolution of Concerns).

5. Suspension From School (exceeding fifteen days):

- a) This section is to be used for repeat offences and for dangerous behaviours, such as involving weapons, fighting, and assaults. This section is the appropriate first stage to be used for situations involving such dangerous behaviours.

**REGULATION**

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- b) The School Principal shall refer the matter to the Superintendent/designate, and in exercising paramount disciplinary authority within his/her school, may suspend the student until a meeting with the parents, student, and Superintendent/designate has occurred. During the length of this suspension, the School Principal will ensure that provision will be made for the student to continue an educational program.
  - c) The Superintendent/designate shall arrange a meeting with the parents and student to discuss the situation. On the basis of this meeting the Superintendent/designate may suspend the student for a period of up to 30 days. If a longer suspension is anticipated, a meeting with the Board will be arranged. Any recommendations to be given to the Board are to be made as a result of the meeting. Consequently, the parents will be informed of any decision to suspend and if a meeting with the Board is needed, what the recommendations to the Board will be, when they become available.
  - d) The Board will hold a hearing to consider the terms and conditions of any further suspension of the student, and to consider the provision of an alternate educational program for the student. If the student wishes to appeal the suspension given by the Superintendent/designate, it will be heard at this time. At the hearing the board will consider the report form the School Principal, the recommendation of the Superintendent/designate, the explanation of the student and parents, the written or videotaped explanation of any victimized student(s) and their parents, and any other information the board finds appropriate.
6. Where the student is 16 years of age or older, Section 85(3) of the *School Act* may be involved, and the Board “may refuse to offer an educational program”.
7. A student suspended from another district and wishing to attend school in the NORTH OKANAGAN – SHUSWAP School District shall apply to the Superintendent of Schools for such permission.

**REGULATION**

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8. Where a student harms or threatens others and the student comes before the Board for a possible suspension, the Board must consider:

the safety and rights of the victim(s),  
the safety and rights of other students and staff,  
the credibility of the system and its efforts to promote safety,  
ensuring an end to the dispute that caused the incident,  
as well as the situation of the student(s) facing possible suspension.

The Board may consider advising a victim when and if a student will return to a school. If this is being considered it will be discussed with the offending student. Where the Board considers such release of personal information, notice of such disclosure will be given to the student.

**THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9070**

Adopted: 2004-10-12  
Amended: 2010-05-11

**POLICY**

**ALLERGIES AND ANAPHYLAXIS**

The Board of Education expects schools and workplaces to reasonably accommodate students and staff with severe and/or life threatening allergies. While it is impossible for the Board to ensure an environment free of allergens, the safety of anaphylactic students and staff in school and workplace settings depends on the cooperation and support of all stakeholders in the school community.

**Anaphylaxis – is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.**

Each school and workplace will develop a plan and procedures to respond to situations which arise from students and staff who have severe and/or life threatening allergies or anaphylactic conditions. As a guide they will use the copy of the Anaphylaxis Handbook for School Boards and the regulations associated with this policy.

THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **9070.01R**

Adopted: 2004-10-12

Amended: 2010-05-11

**ANAPHYLAXIS: Allergic Shock**

*In response to the policy:*

**1030** – *WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS and WORKPLACES)*

**9030** - *STUDENT NEEDS*

**5040** - *TRANSPORTATION of STUDENTS*

The Board of Education expects schools to reasonably accommodate students and staff with severe and/or life-threatening allergies.

1. The student's parent/ guardian or employee, has the primary duty and is required to inform school authorities about a severe and/or life-threatening medical condition. This information will be made known upon registration of the child, engagement of the employee or upon medical diagnosis of the medical problem.
2. Registration and employment procedures should enquire as to whether or not there is an identified medical problem of which a school or worksite should be aware. If a medical problem is identified, then details of the problem shall be provided in writing and kept on file for reference.
3. Where medication is either required or to be on hand, the principal should ensure that relevant information is provided to all supervisory persons including teachers-on-call, volunteers, and bus drivers. In instances where the allergy is severe and/or life-threatening, written medical advice from the physician shall be provided by the parent/guardian or employee. Parent/ guardian(s) must sign a consent form to administer medication.
4. In developing reasonable accommodation of the individual with a severe and/or life-threatening allergy, the following guidelines are recommended:
  - a) A health plan for the individual will be developed in consultation with the parent/guardian, the classroom teacher, public health, the individual, first aid attendants and the administration and other persons as necessary.

.../2



**REGULATION**

Adopted: 2004-10-12

Amended: 2010-05-11

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- b) Parent/guardian(s) or employees are to provide all medication and equipment, such as Epi-pens. Further, it is their responsibility to ensure any medications are not stale-dated. Such medication should be kept in a secure, unlocked location that is known to and is easily accessible to supervising adults.
- c) Parent/guardian(s) are responsible for instructing their child:
  - how to avoid contact with the substances to which they are allergic,
  - to eat only foods which have been prepared by the parent/guardian,
  - to wear a medical alert device, and
  - where appropriate, how to self-administer medication.
- d) Employees with allergies assume primary responsibility for informing supervisor and attending to medical needs with assistance, if required. In the case of mature students, they do so in consultation with the parent /guardian(s).
- e) Consideration should be given to:
  - a. right to privacy, refer to Anaphylaxis Handbook, pages 24-27,
  - b. elimination and/or identification of allergens from food products prepared for all school sponsored activities and school/community functions,
  - c. education of the student and parent community, staff, and food handlers,
  - d. reasonable standards of hygiene and maintenance for facilities and students,
  - e. classroom and school routines – age, maturity and ability of the student, and expectations regarding personal responsibility,
  - f. emergency procedures and preparation for such,
  - g. procedure to be followed should a “dangerous” food product or allergen be brought into the school or into the classroom or extension of the classroom (ie school buses, field trips),
  - h. whether or not a photograph of the individual should be posted in the staff room so all staff are aware of the situation, and
  - i. whether or not an individual should wear an allergy or medical identity bracelet or tag.

**REGULATION**

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5. Avoidance Strategies:

- a) Kindergarten and primary classrooms of students with allergies should be made as safe as reasonably possible. In extreme instances a segregated environment may be necessary, such recommendations should be made to the Superintendent of Schools.
- b) For kindergarten and primary students with severe and/or life-threatening allergies, all parent/guardian(s) of children in those classes should be appropriately informed of the need for a safe environment.
- c) Teachers, with parental/guardian permission, should ensure that other students are aware of those individuals who may be adversely affected by food, animals, chemicals or plants brought into the classroom.

In instances where a “dangerous” food product or allergen is known to have been brought into the classroom, it should be brought to the attention of students, staff and all families concerned.

- d) Schools should review all school food related activities with regards to providing a safe environment.

6. Emergency Procedures:

- a) Provision for the training of employees for the treatment of students **or staff** at risk of anaphylaxis should be provided. Such training will include:
  - identification of at-risk individuals,
  - methods of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis;
  - signs and symptoms of anaphylaxis;
  - common allergen;
  - avoidance strategies;
  - use of epinephrine auto injection devices;
  - storage and access to Epi-pens;
  - and, procedures to be followed to secure further medical attention.

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THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category: **9070.01R**

Adopted: 2004-10-12

Amended: 2010-05-11

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6. Emergency Procedures (cont'd):
  - a) Under the guidance of the Safety Officer or public health nurse, a simulated incident and emergency response may be held. Where deemed appropriate, and with parental/guardian permission, the student with the allergy and peers of the student may participate in the simulation.
7. Where agreement cannot be reached as to “reasonable accommodation”, the dispute shall be referred to the Superintendent of Schools for resolution.
8. Principals should monitor and report information about anaphylactic incidents to the Superintendent’s Office for an annual aggregate report to the board.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*9080*

**POLICY**

Adopted: 2018-05-22

## **STUDENT ADMISSION, ATTENDANCE, AND WITHDRAWAL**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its obligation under the School Act to provide an educational program to school age residents of the school district.

The Board believes that regular attendance is integral to student success and will establish procedures through the accompanying administrative regulations for student admission and school attendance.

The Board recognizes that, from time to time, it may be necessary to provide an alternative schedule or educational program. When necessary, schools may withdraw students in accordance with the administrative regulation and the School Act.

## **POLICY 360 STUDENT ADMISSION**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its obligation as prescribed in [Section 2 of the School Act](#) to provide an educational program free of charge to students of school age whose parent or legal guardian is ordinarily resident in British Columbia. These students are eligible for operating grant funding through annual provincial enrollment verification processes.

The Board of Education cannot claim operating grant funding for any student whose parent or guardian is not ordinarily resident in British Columbia. Students wishing to attend School District No. 83 who do not meet the conditions outlined in Administrative Procedure 360 – Ordinarily Resident Students and who are unable to pay tuition may request the Superintendent of Schools to reconsider the decision. A final appeal to the Board of Education for special consideration can be made when all other options have been exhausted.

## **STUDENT ADMISSION**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with District Policy, the *B.C. Ministry of Education*, and the *School Act*.

### **ORDINARILY RESIDENT FOR FUNDING PURPOSES**

Section 82(1) of the School Act states: "a board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board, instruction in an educational program ...". Section 82(2) states "for the purposes of subsection (1), a student is resident in British Columbia if the student and the guardian of the person of the student are ordinarily resident in British Columbia." Ordinarily Resident status in British Columbia will be determined according to the criteria established by the Ministry of Education.

### **1. STUDENT REGISTRATION**

Prior to the end of April, the Superintendent, or designate, will establish and publish registration dates and procedures for the following school year. These registration dates will be in effect for the following groups of students:

- a) Students registering for first-time entry to kindergarten programs;
- b) Students registering who are not currently attending a School District No. 83 school;
- c) Students currently attending a School District No. 83 school who are requesting a transfer to another school within the district; e.g., students who would like to attend a secondary school other than their designated feeder school; and,
- d) Students applying for a district program for the first time (i.e. French Immersion, Outdoor Learning Program, etc.).

The Board may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants. An alternate process will be used for the enrolment of continuing school district children. Applications received after the date(s) established will be dealt with in accordance with the procedures described below.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9080.01R**

**REGULATION**

Adopted: 2018-06-27

**2. AGE-APPROPRIATE PLACEMENT IN AN EDUCATIONAL PROGRAM**

A child of school age who applies for the first time in the School District for admission, and who has previously attended a public school outside the province of British Columbia, or any private school, shall be placed according to the student's age (age-appropriate placement). If, in the professional judgment of the school principal, a placement other than an age-appropriate placement is suitable, then the principal, in arriving at such a decision, shall consider all available records and test results.

**3. CROSS BOUNDARY REGISTRATION (TRANSFERS)**

For various reasons, parents/guardians may request that their child currently attending a School District No. 83 School be permitted to attend another district school. Such requests will be granted, provided that suitable program, resources, space and facilities are available in the requested school and the Cross Boundary Form is submitted.

After a process of consultation, a principal may also initiate a transfer of a student currently attending a School District No. 83 School to another school within the district based upon the principal's assessment of the best interests of that student and other students in the school. A parent requesting a transfer for their child must complete and sign a Cross Boundary Form. The parent will be asked to state the reasons for the requested transfer. The principal of the school that the child is currently attending may request an interview with the parent and/or the student in order to discuss the requested transfer. Once completed, the Cross Boundary Form must be signed by the principal of the school the student is enrolled at before submitting the form to the school that the parents/guardians wish to transfer to. The School District will make no provision for student transportation between the home and the school.

**4. PLACEMENT OF STUDENTS IN SCHOOLS**

Registrations received prior to the registration deadline will be placed according to the priority placement criteria. Effective date of registration is entered when all required documentation has been received. A registration with in-complete documentation will not be processed until all of the required documents are provided. Registrations received following the registration deadline will be placed according to space and facilities availability. Priorities for students registered after the registration deadline are dependent on available space, facilities, resources, and the appropriate educational program required to meet the student's needs and the family's place of residence.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9080.01R**

**REGULATION**

Adopted: 2018-06-27

**Priority for Placement of Students in English Programs:**

**Priority 1** – In catchment area

**Priority 2** – Out of catchment area with sibling already attending school/program

**Priority 3** – Out of Catchment

**Priority 4** – Out of District

**Priority for Placement of Students in French Immersion (District Programs)**

**Priority 1** – Siblings of French Immersion students (same program, same school)

**Priority 2** – Lottery for the remaining students – classes are filled by lottery order respecting the parents' 1st and 2nd choices.

**Priority 3** – Out of District – placed at the end of the process

In some circumstances, the catchment area school, or the requested school, will not have space, facilities, adequate resources, or appropriate educational programs required to meet the student's needs. The School District will arrange an alternative placement for this student.

Once placed, it is the responsibility of the principal to arrange for a programming interview for any student and parent for the purpose of assessing the educational needs of the student and the capacity of the school to serve those needs.

**5. ADMISSION OF NON-RESIDENTS OF BRITISH COLUMBIA**

Students who are non-residents of British Columbia do not qualify for funding from the Ministry of Education. Students may be admitted on a fee paying basis or as a bona fide reciprocal exchange at the discretion of the Office of the Superintendent.

**6. ADMISSION OF NON-CANADIAN STUDENTS**

The admission of non-Canadian students to Canada, and the specification of privileges associated with such admission, is essentially a federal responsibility. Admission into of non-Canadian students will, therefore, be governed by the following provisions:

- a) Landed immigrants/permanent residents shall be granted the same educational privileges as Canadian citizens;
- b) Admission shall be granted to students of parents who are holding work permits that are valid for the duration of the school year;
- c) Admission shall be granted to students of parents who are holding study permits that are valid for the duration of the school year; and,
- d) Students involved in a reciprocal exchange on a one in-one out basis where the incoming student is a placeholder.



**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9080.01R**

**REGULATION**

Adopted: 2018-06-27

**FEE-PAYING STUDENTS**

The Superintendent may, consistent with this policy, grant permission to students to apply to the School District as a fee-paying student. There shall be a fee charged to students who are accepted in this capacity. The following requirements shall govern the admission of fee-paying students:

- Elementary age students (Kindergarten to Grade 7) must reside with their own parent(s) as a fee-paying student;
- Secondary students agree to reside in a residence approved by the District;
- Secondary-age students must be able to function effectively in a Canadian cultural environment without the direct supervision of their parents;
- Prior to enrolment, students must provide evidence that the Government of Canada has issued a Study Permit approving study at a school in Canada;
- The annual fee payable by students shall be determined by the Board and is not refundable;
- The full amount of the annual fee must be received by the School District prior to the Superintendent, or designate, granting final admission approval;
- The Superintendent, or designate, may engage the services of an agency or agencies to assist in the identification of applicants for admission under this regulation and to coordinate arrangements for an approved residence during the student's enrolment;
- Students and their parent(s) are responsible for transportation between the student's approved residence and the school;
- Students and their parent(s) must agree to cover the cost for medical insurance in advance of the Superintendent granting final admission;
- Students and their parent(s) may be responsible for the cost of any additional fees normally charged by the school in which the student is enrolled;
- Students shall abide by the rules and behavioral expectations of the School District and school in which they are enrolled. Infractions of these rules shall result in a review of the student's eligibility to continue in this program; and,
- The Superintendent, or designate, will determine each student's age-appropriate placement in a District school and an educational program.

## **STUDENT ATTENDANCE**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with District Policy, the *B.C. Ministry of Education*, and the *School Act*.

The success of the educational process is predicated on the continuity of instruction and therefore the Board expects that students shall attend school daily.

The school Principal is expected to:

1. Establish school attendance policies and procedures;
2. Notify parents, teachers, and students of the school's attendance policies and procedures at the beginning of each school year; and,
3. Be responsible for ensuring that parents and students are informed about the consequences of tardiness and unacceptable absenteeism.

A student is expected to:

1. Abide by attendance regulations as set forth in the School Act and the attendance policies and procedures of their school;
2. Follow the school's attendance procedures for late arrival, early dismissal, and absence;
3. Consult with subject teachers regarding class work or assignments missed as a result of tardiness or absenteeism; and,
4. Be punctual in attending all scheduled classes.

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**9080.03R**

**REGULATION**

Adopted: 2018-06-06

## **STUDENT WITHDRAWALS**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with District Policy, the *B.C. Ministry of Education*, and the *School Act*.

Upon the request of the parent/guardian of the student, or when appropriate, the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.

It is expected that schools will develop their own school-based procedures for withdrawal requests in order to facilitate student tracking and record keeping purposes. In these cases, it will be expected that requests will be submitted on the form (electronic or paper-based) developed by the school of origin.

At no time should schools perform mass disenrollment of students from a program or course.

Where a change of schools is involved, student records will be held until requested by another educational institution.

**THE BOARD OF EDUCATION  
NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

*10010*

**POLICY**

Adopted: 1997-05-13  
Amended: 2005-03-30  
Amended: 2008-09-24  
Amended: 2010-10-20

**COMMUNITY SIMILARITIES and DIFFERENCES**

The Board of Education understands that we provide a service to many diverse communities. We believe that the individual community's values and interests should be respected and conformed to, within reason. We also believe that, within reason, there should be district wide uniformity in the facilities, programs, and resources.

*To be accomplished, in part, through Regulation:*

**8060.01R** *First Nations Education Council*

**8030.04R** *Locally Developed & Board Authority Authorized Courses*

*and the:*

*Human Resource Guidelines Manual*

*District Teacher Staffing Manual*

**POLICY**

Adopted: 1997-05-13

Amended: 2004-03-24

Amended: 2008-09-24

**PARENT AND COMMUNITY  
INVOLVEMENT AND COMMUNICATIONS**

The Board of Education believes that:

It is educationally beneficial for parents to be involved in the schools and classrooms of their children.

*To be accomplished, in part, through Regulations:*

**2010.01R**      *Public Participation at Board Meetings*

**6040.01R**      *Playground Equipment at Elementary Schools*

**10020.01R**      *Parent Advisory Councils*

**10020.02R**      *Use of Volunteers*

All aspects of communication are important. It is educationally beneficial, and is essential to an effective working relationship. It must be two-way communication, and must involve students, parents, and employees as equals.

*To be accomplished, in part, through Regulations:*

**2010.01R**      *Public Participation at Board Meetings*

**10020.01R**      *Parent Advisory Councils*

**10020.02R**      *School Planning Councils*

The public should have access to school facilities when this does not conflict with district interests, at no cost to the Board.

*To be accomplished, in part, through Regulations:*

**4020.02R**      *Charitable Donations*

**10020.04R**      *Public Use of School Facilities*

## **POLICY 230 PARENT ADVISORY COUNCILS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the educational program in each school is enhanced by strong community-school liaison. The School Parent Advisory Council should serve to provide input, which will favourably impact student learning and well-being.

Parent Advisory Councils have the right to establish their own by-laws. The creation of these by-laws are best done within a spirit of cooperation between the Principal and the Parent Advisory Council.

### Guidelines

1. Parent Advisory Councils should work in collaboration with the School Principal with the Principal being an ex-officio of the Council.
2. Where a Parent Advisory Council does not already exist, the School Principal will inform the parents of the manner in which the School's Parent Advisory Council can be established.
3. Parent Advisory Councils should elect a Chairperson or President from its membership and include the principal as an ex-officio member of the council.
4. School Principals and Parent Advisory Councils are requested to jointly develop by-laws for the operation of the Parent Advisory Councils and the following terms of reference may be considered in drafting these by-laws:
  - a. Every parent/guardian has the right to belong to the Parent Advisory Council at their child's school.
  - b. The Parent Advisory Council is to provide a form of liaison between the school and community.
  - c. The Parent Advisory Council should aid the school in communicating with the community regarding educational programs and such other matters as may be appropriate.
  - d. The advice of the Parent Advisory Council should be channeled directly through the School Principal from the P.A.C. Executive.
  - e. The agenda for the Parent Advisory Council meeting should be shared in advance with the School Principal and elected officers of the Council for consideration of additional agenda items.
  - f. Since the Parent Advisory Council does not have direct administrative authority, it should not be used as vehicle to criticize individual school personnel, students or parents.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)  
Policy Manual

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- g. The School Principal or designate will be invited to attend all meetings of the Parent Advisory Council. Representatives from other employee groups are encouraged to attend regular meetings.
- h. Parent Advisory Councils should not advise on individual student or employee personnel matters. Such discussions should be conducted with the teacher or Principal by individual parents or guardians. Refer to the information booklet about resolving your questions/concerns – re Policy 220.

## **POLICY 240 VOLUNTEERS IN SCHOOLS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the education of students is an undertaking that should be shared among its employees, parents and members of the community. The active involvement of parents and appropriate use of volunteers as helpers has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community. Consequently, the Board encourages the use of volunteers to support the work of employees.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified and which do not interfere or replace employees performing their regular duties (*School Act Section 26.1*). Volunteers shall perform tasks only under the supervision and guidance of staff.

While encouraging the community context of schooling, the Board expects its schools to be a safe and secure environment. Therefore, the use of volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

### **Guidelines**

#### **1. Selection of Volunteers**

- 1.1. In order to reinforce a sense of community, volunteers are encouraged and welcomed from within the community at large. Efforts should be made to involve a wide representation of the school and community.
- 1.2. Volunteers are to be selected on their ability to interact positively with students, skill in performing needed services, previous related experiences, interest in the activity, and personal character.
- 1.3. The Principal, or designate, is responsible for approving volunteers, and for decisions regarding the continuation or discontinuation of a volunteer's services.
- 1.4. It is the responsibility of the Principal, or designate, to ensure the screening of potential volunteers includes a signed release for a criminal record check and the information acquired is kept absolutely confidential.
- 1.5. Should a record search of a volunteer indicate a criminal offense, the Superintendent, or designate, shall determine if the offense or offenses are such to prohibit participation as a school volunteer.



- 1.6. The cost of the criminal record check required by the School District shall be assumed by the School District.

## **2. Utilization of Volunteers**

- 2.1. A cooperative team approach among staff members for the management of volunteers shall be used.
- 2.2. A program of orientation and training for volunteers shall be arranged by the Principal, or designate.
- 2.3. Volunteers will not provide services that would result in the displacement of an employee or a reduction in their assignment.
- 2.4. Volunteers shall not be permitted access to student records and/or personal or potentially discreet information, with the exception of telephone numbers upon Principal approval. Volunteers are in a position of trust and personal information and behaviour pertaining to students must be treated with the appropriate discretion.
- 2.5. Volunteers shall be covered by School Protection Program Insurance while engaged in activities authorized by the School District or a school.
- 2.6. Volunteers who use a private vehicle in the transportation of students shall be covered by a Special Excess Third Party Legal Liability Insurance policy as provided in Regulation 8050.01R Private Vehicle Use.
- 2.7. Anyone who will be provided access to students is required to have a current criminal record check on file at the site.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

## REGULATION

Category: **10020.04R**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

### PUBLIC USE OF SCHOOL FACILITIES

*In response to the policies:*

**6040 - SCHOOL BUILDINGS**

**10020 - PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS**  
*and the School Act*

The following terms and conditions shall apply to community use of School District facilities, except those bound by the existing agreement with the Armstrong Spallumcheen Parks and Recreation Commission (Armstrong, Highland Park and Len Wood Elementary Schools and Pleasant Valley Secondary School) and the District of Sicamous (Eagle River Sports Fields):

#### TERMS & CONDITIONS

##### 1. Application for Use

No school facilities or grounds are to be used without a signed agreement. Applications for rental of school facilities must be completed at the School District Office. A Rental Application must be signed by the user two (2) weeks prior to any reservation being accepted. Once a rental application is approved, it becomes the rental agreement. **THE INDIVIDUAL OR GROUP USING THE SCHOOL DISTRICT FACILITIES OR EQUIPMENT IS RESPONSIBLE FOR BEING AWARE OF ALL TERMS AND CONDITIONS RELATING TO RENTAL OF SCHOOL FACILITIES.** No admission will be granted to a rental group unless the group is able to produce proof of rental at the door of facility on the first evening.

The application for rental must be signed by a person 19 years or older and of an official standing in the group. The rental form must indicate the responsible adult who must attend each and every use of the rental facility where children are involved.

Any changes to the signed agreement must be done through the Bookings Clerk at the School Board Office (ie, change of evenings, additional use of rooms or equipment, etc.)

Any item not directly covered by the Policy must be agreed upon by the Secretary Treasurer and the School Principal.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

## REGULATION

Category: **10020.04R**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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Each rental application will be charged an administration fee (refer to schedule) which must accompany the application.

### 2. Continuing Rentals

Continuing rentals are for the current school year only and organizations must reapply annually. Such applications must be received between May 01 and June 30 for the following school year.

### 3. Principal Consultation

The principal of the school concerned shall approve the rental form before the rental is finalized.

### 4. Payment of Rental Fees

The School Board reserves the right to request payment in advance of any rental. The Rental Agreement is the Invoice. Rental charges for local groups may be accepted on a month-to-month basis. Out of District or commercial groups will pay in advance.

The School Board may request deposit, refundable on satisfactory clean-up of the grounds and facility by the users.

### 5. Cancellation

School functions have priority over Rental Agreements, and may preclude a rental activity on certain occasions. If any of the facilities covered by the contract are required for the purposes of the School District, or if the School District shall require any of the facilities for any purpose, the said facilities shall be made available to the School District, provided that the renter received seven (7) calendar days notice prior to any such intended use.

In the event of extraordinary circumstances, the rental agreement may be cancelled with no notice upon written direction of the Superintendent of Schools.

All individuals or groups who wish to cancel a session must notify the School District Office and the Principal seven (7) calendar days before the session is scheduled to occur.

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NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

Category:	<b><i>10020.04R</i></b>
Adopted:	1997-05-13
Amended:	2003-10-15
Amended:	2008-04-16
Amended:	2012-02-15

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If such notice is not provided the regular rental rate will apply.

A “no show” in the absence of a formal cancellation will result in a review of continuing the rental of the individual or group. Repeated cancellations will also result in a review of the rental.

Groups who decide for attendance or other reasons to terminate their Rental Agreement early, must notify custodial supervisor directly or the School Principal of the intended cancellation.

The School District assumes no responsibility whatsoever, if cancellations are caused by power failure, furnace failure, Fire Marshal regulations or other causes beyond the control of the School Board.

Failure to comply with rental regulations may result in the immediate cancellation of the rental. The School Board may cancel or revoke any rental at any time with or without cause. In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.

In case of labour disputes (strikes, lock-outs) resulting in the closure of schools, all rentals will be suspended.

6. Refunds

In the event of partial or total cancellation of a rental agreement, a refund may be granted where seven (7) calendar days notice has been given by the renter.

7. Hours of Access

Access to school facilities may not be gained before 5:00 p.m. on any regular school day unless by special arrangement with the school principal. Rented facilities must be vacated by the agreed upon time. Occupation past this time will result in charges for additional rental and custodial time.

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**REGULATION**

Category: ***10020.04R***

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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8. Summer Use

During the months of July and August the District Maintenance and custodial crews are engaged in a concentrated maintenance program in the schools. Therefore, as a general rule, the facilities, excluding grounds, are not available for rent.

9. Use of School for Activities on Non-School Days

The principal of a school may use the school for school events, including social activities, on Saturdays or Sundays, without custodial services, providing the principal of the school or a school member approved by him/her assumes responsibility for adequate supervision of the building and its facilities, including opening and closing of the building and leaving the building in clean condition for instructional use the following day. If custodial services are requested by the School Principal or Manager of Building Services for such school events or if other costs are incurred, the costs of such services may be a charge against the sponsors of the activity in the school.

10. Use of Equipment

No equipment is included in the cost of the rental of facilities, except for badminton and volleyball nets in the gyms. All equipment, including the above, must be requested on the application form at the time the application for use of the facilities is submitted for approval. It is at the discretion of the Principal, in consultation with appropriate staff, which equipment will be available for rental. Equipment is available for use in the school only. Users will take all responsible care for the safety of occupants and the preservation of School Board property and equipment while they are renting.

The School Board reserves the right to refuse any application for the use of School District equipment.

Use of IE shop equipment will be restricted to qualified approved instructors.

The School Board employee in attendance has no authority to add to the permit details.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

## REGULATION

Category:	<b><i>10020.04R</i></b>
Adopted:	1997-05-13
Amended:	2003-10-15
Amended:	2008-04-16
Amended:	2012-02-15

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Access to equipment storage rooms is strictly prohibited unless by special permission of the School Principal.

Groups using the school shall not have the use of the school public address system.

### 11. Audio/Visual Equipment

Use of audio/visual equipment is at the discretion of the School Principal (refer to schedule).

Overhead projectors/screens  
VCR's and TV's  
Flip Chart Stands

### 12. Chairs, etc.

Where tables and chairs or desks are a part of the normal room configuration there is no additional cost.

A daily rental fee (refer to schedule) per chair will be charged. Pickup and return is the responsibility of the renter.

**Risers are not normally rented out.**

Prior approval is required to use tables and chairs not belonging to the District in District facilities.

### 13. Use of Shower Facilities

A rental charge will be charged each time for the use of shower facilities in conjunction with the use of gymnasiums (refer to schedule).

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**REGULATION**

Category: ***10020.04R***

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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14. Telephone

Except in the event of an emergency, telephone service will not be made available to parties renting facilities. However, a pay telephone may be available in the facility.

15. Fixtures and Private Property

Stage decorations or any other private property may not be left or stored in a school without the permission of the school principal. The School Board will not be responsible for any such goods on properties.

Stage or property fixtures which require nailing to the floor, bracing to the wall, or pinning to stage curtains are not to be used.

16. Supervision, Clean-Up Charge, and Custodial

Appropriate adult supervision must be provided for all activities. This supervisor will:

- Be present for the duration of the rental period.
- Be available to assume supervision of individuals, especially minors, arriving in advance of the indicated starting time.
- Make him/herself known to the custodian-in-charge on duty in the building.
- Enforce all School Board regulations.
- Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.
- Limit activities to the area assigned to the group and restrict participants to these areas only.
- Ensure that specified time is adhered to.
- Ensure activity ceases no later than the agreed upon finish time.
- A clean-up charge may be required for major events.

Renters shall be denied access to areas within the school not requested on the Application to Rent School Facilities and shall be denied admission to rented areas prior to or exceeding times indicated on the rental application.

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**REGULATION**

Category: **10020.04R**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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Renters will adhere strictly to rental times indicated on the Application to Rent School Facilities, arriving on time and vacating promptly.

School District staff will not be held responsible for the supervision of renters or their charges (eg, will not bear the responsibility of supervising Cubs, Beavers, Brownies, etc until group leaders arrive.) The supervising adult must be present prior to admission of children into the school facility.

When an event necessitates overtime duty by a School District employee, the rate charged will be in accordance with the salary schedule in effect at the time the facilities are in use by the organization. No direct payment to School District personnel is to be made by the organization.

Use of facilities on weekends, summer holidays, statutory holidays and other times where regular custodial staff are not on duty, will be contingent on the availability of custodial staff, **excluding article 10**. Schools with weekend functions should advise the custodial department within five (5) days in order to arrange coverage.

17. Protection of Floors

The use of footwear which would damage the floors of auditoriums, gymnasiums or other areas specified in the lease is strictly prohibited. Applications of powdered waxes or other substances to gymnasium floors is strictly prohibited.

18. Condition of Premises

All premises are rented "as is". Renters are restricted to the use of the facilities as stated on the approved application form. There is no guarantee, expressed or implied, on the part of the School District or the Board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises at their own risk.

19. Liability and Indemnity

Groups involved in any athletic activities are required to provide proof of insurance for a minimum \$2,000,000, naming the School District as an additional insured party.



**REGULATION**

Category: **10020.04R**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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20. Use of School Grounds

All users of school grounds, including parking lots, will be required to submit a rental form for authorization. Field bookings for the Armstrong area schools are handled by the Armstrong-Spallumcheen Parks and Recreation Commission and their subsequent guidelines.

The School Board reserves the right to cancel the use of grounds on short notice. Such cancellations may be due to the possibility of damage that would be caused by the use of ground during periods of inclement weather. When such inclement weather conditions exist, it is the responsibility of the renter to check with the Manager of Facilities and Grounds Maintenance to determine the availability of the grounds.

All conditions with respect to the use of buildings will apply to the use of ground, and in addition the following:

- The organization may use grounds, as specified, only on those hours noted on the approved application.
- Water saturated or frozen grounds must not be used FOR ANY PURPOSE.
- The School Board reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities.
- Unless prior arrangements are made, users of grounds are not permitted inside the school buildings for any purposes.
- Unlicensed use of alcohol in any form while on school grounds will result in immediate cancellation of the rental agreement.
- Parking is permitted only in designated areas.

The use of the grounds is subject to the user being responsible for any damage to school property during the occupation of the grounds. Renters must clean up litter left on the grounds by spectators and others who may be present. The School Board may request a deposit, refundable on satisfactory clean-up of the grounds and facilities by the users.

No group or individual shall erect structures on school sites without the express permission of the School Board.

**REGULATION**

Category: **10020.04R**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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21. Restricted Use

Only areas specifically mentioned in the rental contract may be used. When using grounds, access to buildings is not included unless previous approval has been granted.

Staffrooms are not available for rental. Libraries are available at the discretion of the School Principal in consultation with appropriate staff.

Gymnasiums will not be rented or used for indoor practice games of lacrosse, softball, slow pitch, baseball, fastball, or soccer, unless special indoor “soft” balls are used and permission is given by the School Principal. Floor hockey will only be allowed with the appropriate equipment and the permission of the School Principal. Proper gym shoes must be worn. Showers are available only if specifically approved on the rental form.

22. School Keys/Intruder Alarms

*School keys will be issued only in special circumstances with approval of the Secretary-Treasurer in consultation with the School Principal. Rental groups will be charged for all costs incurred where a school facility’s intrusion alarm system is incorrectly set, operated, or by-passed by the rental group (eg, false alarms).*

23. Damage, Loss or Theft

Reports of damage, littering or misconduct resulting from organized use of school facilities shall be submitted by the School Principal to the offices of the Secretary Treasurer or Manager of Building Services.

Groups using school facilities shall be responsible for the cost of repairing any damage occurring during use and/or of replacing and equipment lost or stolen during such use, and shall pay any resultant costs. Any groups failing to pay charges associated with the use of the school will forfeit future privileges. In addition the School Board reserves the right to take appropriate action to recover such costs and charges.

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24. Staff Volunteer

Any employee of School District No. 83 (North Okanagan-Shuswap) who wishes to volunteer his/her services for an individual or group using the school must first obtain permission from the Secretary Treasurer or Manager of Building Services.

25. Fire Regulations

Persons renting school facilities must acquaint themselves and comply with municipal fire bylaws and regulations.

26. Capacities of Rental Areas

Due to fire regulations, the maximum capacities permitted are as follows:

SCHOOL	ROOM	CAPACITY
Salmon Arm Secondary -Sullivan Campus	GYM	627
	THEATRE	150
	ATRIUM/COMMON*	350
-Jackson Campus	GYM	509
A.L. Fortune Secondary	GYM	600
	THEATRE	135
Eagle River Secondary	GYM	456
Pleasant Valley Secondary	GYM	629
	AUDITORIUM	244
Len Wood Middle School	GYM	300
Shuswap Middle School	GYM	615
Carlin Elementary-Middle	GYM	312

\*capacity dependent on seating configuration

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SCHOOL	ROOM	CAPACITY
Armstrong Elementary	GYM	300
Ashton Creek Elementary	GYM	209
Bastion Elementary	GYM	330
MV Beattie Elementary	GYM	507
	Neighbourhoods of Learning (Multi-purpose Room)	110
	Music Room GYM	80
Falkland Elementary	GYM	245
Grindrod Elementary	GYM	198
Highland Park Elementary	GYM	327
Hillcrest Elementary	GYM	228
	MULTI PURPOSE*	50
Malakwa Elementary	GYM	170
North Canoe Elementary	GYM	261
North Shuswap Elementary	GYM	343
Parkview Elementary	GYM	340
	ACTIVITY ROOM	164
Ranchero Elementary	GYM	348

\*capacity dependent on seating configuration

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SCHOOL	ROOM	CAPACITY
Salmon Arm West Elem.	GYM	219
Silver Creek Elementary	GYM	175
Sorrento Elementary	GYM	229
S. Broadview Elementary	GYM	330
District Education Center	MEETING ROOM*	110

27. Parent Advisory Committee Use of School Facilities for Fund Raising

The School Board supports the use of school facilities by Parent Advisory Councils (PAC) and their invited guests for fund raising through dances and other functions (i.e. auctions, celebrity dinners, etc) provided that the funds raised are returned directly to the school for use within the School for a particular activity, acquisition of equipment or similar purpose. There will be no facility rental charge, however there may be a requirement to pay additional custodial costs.

- The application for such approval be made in the normal fashion as would be the case for any community use of school facilities.

28. Licensed Events: Consumption of Alcohol

- The School Board may authorize the consumption of alcohol in School District premises under conditions that will ensure the safety and care of School District personnel and property.
- The application must, in addition to other information requested, provide the following assurances to the School Principal concerned who shall make the final decision on each application:

**REGULATION**

Adopted: 1997-05-13

Amended: 2003-10-15

Amended: 2008-04-16

Amended: 2012-02-15

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- a) That all laws of British Columbia shall be complied with, including all restrictions, expressed and implied in the BC Government Liquor Act.
- b) That a temporary liquor permit be obtained by the user.
- c) That the user satisfy the School Principal that adequate planning for control/supervision of the function has been made.
- d) That groups involved with any activity where liquor is served, are required to provide proof of insurance of a minimum \$3,000,000.

- Use of alcohol shall be allowed only in activity rooms, gymnasiums, and cafeterias (eating areas only). A refundable damage deposit is required for any rental where alcohol will be served, with the exception of term #27 above (refer to schedule).
- Under no circumstances will applications be considered where school students or persons under 19 years of age will be present when liquor is served.

29. Maintaining Minimum Numbers

In order to ensure optimum utilization of school facilities, rental sessions which drop significantly in numbers attending will be subject to review and possible cancellation.

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Category: **10020.04R**  
 Adopted: 1997-05-13  
 Amended: 2003-10-15  
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 Amended: 2012-02-15

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**USER GROUP CLASSIFICATION**

- Group A: School District and School Activities  
CUPE, STA, Management Groups and official committees of these organizations  
School PAC and District PAC
- Group B: Community Use – Non-Commercial – Youth Groups  
(Membership over 75% under age 19)
- Group C: Community Use – Non-Commercial – Adult Groups
- Group D: Commercial Use
- Group E: Private Schools

**RENTAL RATES**

**Rental rates per hour:**

<b>Group</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Classroom	N/C	\$ 2.50	\$3.60	\$12.00	\$3.60
Small Gym (Elementary)	N/C	\$4.50	\$6.00	\$26.00	\$6.00
Large Gym (Secondary)	N/C	\$9.00	\$13.20	\$55.00	\$13.20
Auditorium	N/C	\$4.50	\$6.00	\$26.00	\$6.00
Library/Multipurpose	N/C	\$3.20	\$6.00	\$22.00	\$6.00
Home Ec (full use)	N/C	\$12.00	\$15.00	\$60.00	\$15.00
IE Shops	N/C	\$12.00	\$15.00	Not available	\$15.00
Cafeteria (full use)	N/C	\$12.00	\$15.00	\$60.00	\$15.00
Computer Lab	N/C	\$20.00	\$27.00	\$75.00	\$27.00
Theatre	Booked directly through the applicable school.				

**\*\* These rates do not include custodial or clean-up services that are required.**

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31. Youth Group Maximum Rate

Notwithstanding the hourly rental rates established in the policy, individual youth groups “B” who rent facilities on an ongoing basis shall pay a maximum rent of \$60.00 per year for each rental day contracted on a continuing basis, plus the \$30.00 administration fee.

32. Sports Fields

Youth will be assessed an administration fee per league per season plus a fee per team per year. There will be no extra cost for tournaments.

Adult leagues will be assessed an administration fee plus a fee per team per year being used in regular league play (refer to schedule). A Tournament Charge per team/per tournament will also be charged.

33. Goods & Services Tax

Goods and Services Tax of 7% is applicable to all fee and charges.



NORTH OKANAGAN-SHUSWAP  
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**REGULATION**

Adopted: 1997-05-13  
Amended: 2004-01-20

**CONTROL AND USE OF SCHOOL DISTRICT PROPERTY**  
PROCEDURAL BY-LAW NO. 1

A By-law made pursuant to the School Act, pertaining to the control of the use of property owned or administered by School District No. 83 (N. Okanagan-Shuswap).

1. No person shall drive any motor vehicle, ride any bicycle or ride a horse on or over any land owned or administered by the Board of School Trustees, N. Okanagan-Shuswap School District No. 83 (hereinafter called the "Board") except:
  - a. Deliveries: Persons proceeding to or from a public school on roadways provided for that purpose in the course of delivery or receiving chattels in connection with the operating at that school.
  - b. Board Employees: Persons proceeding to or from a public school on roadways provided for that purpose in connection with their duties therein, or on other bona fide business pertaining to the operations at that school.
  - c. Students: Persons proceeding to or from a public school on roadways provided for that purpose who are students registered at that school.
  - d. Other Persons: Persons proceeding to or from a public school on roadways provided for that purpose in connection with the operation of the school, adult education, or other use of school facilities approved by the Board.
2. No person shall:

Speed Limit: Operate any motor vehicle or ride any bicycle on or over any land owned or administered by the Board at a greater rate of speed than eight (8) km per hour, unless a traffic sign specifically indicates another speed limit.

Parking: Park or otherwise leave unattended a motor vehicle upon land owned or administered by the Board, except in an area set aside for parking by the Board, unless permission in writing to do so has been given by the Board.

Trespassing: Trespass upon any land owned or administered by the Board without the authority of the Board.

NORTH OKANAGAN-SHUSWAP  
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**10020.05R**

**REGULATION**

Adopted: 1997-05-13  
Amended: 2004-01-20

Animals: Take or allow any livestock upon any land owned or administered by the board without the authority of the Board.

3. Responsibility of Registered Owner:

- a. The owner of a motor vehicle shall be liable for any violation of this By-law or its regulations.
- b. On a prosecution of the owner of a motor vehicle for an offence under this section, the burden is on the accused to prove that:
  - i. the person in possession of the motor vehicle was not a person entrusted by the owner with possession; or
  - ii. the registered owner is not the owner.
- c. An owner of the motor vehicle is liable under subsection (b) i. notwithstanding that the motor vehicle, at the time of the violation, is unattended or is not in the possession of any person.
- d. In this section “owner” includes a person in possession of a motor vehicle under a contract by which he or she may become the owner on full compliance with the contract, and in whose name alone the motor vehicle is registered.

4. Penalty

Except as is otherwise provided in this By-law, any person contravening or committing any breach of, or committing any offence against any of the provisions of this By-law or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this By-law, or who refuses, omits or neglects to fulfill, observe, carryout or perform any duty, obligation, matter or thing whatsoever by this By-law prescribed or imposed or required to be done shall be subject to the provisions of the *Offence Act*, R.S. Chapter 305 and its amendments and regulations thereto and shall also be subject to civil remedies by way of injunctive relief.

1. Authority to Make Regulations:

- a. The Board may by regulation:

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**10020.05R**

**REGULATION**

Adopted: 1997-05-13

Amended: 2004-01-20

Erect traffic control devices to regulate, prohibit, control and direct vehicular and pedestrian traffic on land owned or administered by the Board. The erection of such traffic control device shall be deemed as prima facie evidence that such device was erected at the direction of the Board.

## **POLICY 270 CORPORATE ADVERTISING AND SPONSORSHIP**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that when engaging in business relationships, schools must be mindful of their obligation to the welfare of students and the responsibility to the integrity of the learning environment. All school-business relationships shall be ethical and not result in exploitation of students; as such, each school shall be guided by the following guidelines:

### Guidelines

1. Corporate involvement shall not require or obligate students to observe, listen to, or read commercial advertising other than in an incidental manner.
2. Corporate involvement must support the goals and objectives of the schools.
3. Corporate involvement shall not limit the discretion of the schools to select or reject the use of any sponsored materials.
4. Schools and educators shall hold sponsored materials to the same standard used for the selection of curricular materials.
5. All school business relationships shall conform to the same standard of legal, ethical, and business criteria as required by the school district.
6. Sponsor recognition and corporate logos shall be for identification rather than commercial purposes and shall not supersede or dominate the identity of the school or school district property (i.e. busses).
7. All corporate sponsorship and advertising relationships shall be confirmed by a written agreement. This written agreement will be available to the public upon request under the terms of the Freedom of Information and Protection of Privacy Act.
8. Each school principal shall, in consultation with their staff, parents and students, and in accordance with the preceding principles and prior to engaging in a relationship, establish appropriate guidelines and procedures for the development of corporate sponsorship, advertising and relationship programs within the school. In the event of any unresolved issue concerning corporate sponsorship or advertising, the matter will be forwarded to the Superintendent for resolution.