

SCHOOL DISTRICT No. 69 (QUALICUM)

REGULAR BOARD MEETING AGENDA

TUESDAY, AUGUST 30, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

2. CALL TO ORDER AND INTRODUCTIONS

3. ADOPTION OF THE AGENDA

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or...as amended*).

4. APPROVAL OF THE CONSENT AGENDA

a. Approval of Regular Board Meeting Minutes: June 28, 2016

p 1-9

b. Ratification of In Camera Board Meeting Minutes: June 21, 2016

p 10

c. Ministry of Education News Releases

- Funding empowers BC parents tackling child behaviour issues

p 11-13

d. Status of Action Items - August 2016

p 14

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of August 30, 2016, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

10. DISTRICT PARENTS ADVISORY COUNCIL

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)

12. ACTION ITEMS

a. District Staff Flu Vaccinations

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2016-17 school year.

13. INFORMATION ITEMS

a. Educational Programs Update

(Gillian Wilson)

b. Education Planning Update

(Rollie Koop)

c. Operations Department Summer Work Report

(Ron Amos/Chris Dempster)

p 15-17

d. Almost \$15 million will make transportation more affordable and accessible for BC families

(Ron Amos)

p 18-20

14. CORRESPONDENCE ATTACHED

15. POLICY/ADMINISTRATIVE PROCEDURE

(Chair Flynn)

p 21-24

a. Board Policy 4001: Capital Projects – Tendering, Purchasing and Disposal

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 4001: *Capital Projects - Tendering, Purchasing and Disposal* and its attendant Administrative Procedure, at its Regular Board Meeting of August 30, 2016.

b. Board Policy 4005: New/Repurposed Facilities

p 25-27

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the revisions to Board Policy 4005: *New/Repurposed Facilities* and its attendant Administrative Procedure, at its Regular Board Meeting of August 30, 2016.

c. Administrative Procedure: Rental and Use of School Facilities and Equipment (Previously Board Policy 4015)

p 28-31

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Rental and Use of School Facilities and Equipment*, at its Regular Board Meeting of August 30, 2016.

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- d. Administrative Procedure: Sports Grounds and Site Playgrounds** p 32
(Previously Board Policy 4026)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Sports/Grounds Areas and Site Playgrounds*, at its Regular Board Meeting of August 30, 2016.
- e. Administrative Procedure: Lasqueti Island Teacherage (Housing)** p 33
(Previously Board Policy 4055)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of August 30, 2016.
- f. Administrative Procedure: Security of Property and Assets** p 34-36
(Previously Board Policy 4012)
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Security of Property and Assets*, at its Regular Board Meeting of August 30, 2016.
- g. Board Policy 4014: Video Monitoring** p 37-39
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4014: *Video Monitoring* and its attendant Administrative Procedure, at its Regular Board Meeting of August 30, 2016.
- h. Board Policy 4100: Sustainable Practices** p 40-43
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Board Policy 4100: *Sustainable Practices* and its attendant Administrative Procedure, at its Regular Board Meeting of August 30, 2016.
- i. Rescinding of Policies**
Recommendation:
THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies as either no longer being required or having been incorporated into other policies/administrative procedures:
- 4002: Tendering Capital Projects
 - 4003: Selection of Project Architect
 - 4010: Disposal of Lands, Buildings, Leases, Rights of Way and Easements
 - 4012: Security
 - 4025: Naming of New Schools
 - 4030: Recycling
 - 4035: Disposal of School Equipment and Materials
 - 4055: Teacherages
 - 4060: Official School Openings

j. Administrative Procedure: Section 177 - Exclusion Order

p 44-45

Recommendations:

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Section 177 - Exclusion Order*, at its Regular Board Meeting of August 30, 2016.

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Section 177 - Exclusion Order*, at its Regular Board Meeting of August 30, 2016.

16. TRUSTEE ITEMS

17. NEW OR UNFINISHED BUSINESS

18. PUBLIC QUESTION PERIOD

19. ADJOURNMENT

Followed by Special Board Meeting for yearly election of Chairperson and Vice-Chairperson of the Board.



REGULAR BOARD MEETING MINUTES

TUESDAY, JUNE 28, 2016

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Elaine Young	Vice Chairperson
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
Chris Dempster	General Manager of Operations
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Qualicum District Principals/Vice Principals' Association (QDPVPA)
District Parent Advisory Council (DPAC)

1. CALL TO ORDER

Chair Flynn called the meeting to order at 7:01 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the traditional territory of the Coast Salish people and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the District.

3. ADOPTION OF THE AGENDA

Trustee Young requested that the Ministry media release regarding funding for rural schools be pulled from the consent agenda for further discussion under Trustee Items.

16-57R

Moved Trustee Gair *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: May 24, 2016
- b. Ratification of In Camera Board Meeting Minutes: May 17, 2016
- c. Ministry of Education News Releases
 - Provincial exams on core skills, parents to be consulted on reporting
 - Administrative savings from school districts being redirected back to students
 - \$6m to help connect students with coding, new curriculum and computers
- d. Reports from Board Representatives to Outside Organizations
 - First Nations Education Advisory Committee – Trustee Gair
 - Oceanside Building Learning Together Society – Trustee Young
 - Curriculum Implementation Committee – Trustee Young
- e. Status of Action Items - June 2016

16-58R

Moved Trustee Gair *Seconded* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of June 28, 2016, as amended.
CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

- a. **CEAP Elementary Student “Our Spirit of Canada” Performances**
Students from the Collaborative Education Alternate Program (CEAP) presented a number of the “Our Spirit of Canada” vignettes performed on June 16 and 17, 2016 at the Whalebone Theatre, some of which were written by the students themselves.

6. BUSINESS ARISING FROM THE MINUTES

- a. **SPOT Vision Screening**
Superintendent Koop reviewed the proposal presented at the May Board Meeting by the local Lions Club to provide spot vision screening for Grade 4 and 7 students

16-59R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) enter into an agreement with the Parksville Lions Club to partner on a one-year pilot of the SPOT Vision Screening program, beginning in September 2016, with an option for the parties to renew the agreement on mutually satisfactory terms if it is determined that the pilot year was well-received and worked well with schools.
CARRIED UNANIMOUSLY

7. TRUSTEE HIGHLIGHTS**Trustee Young**

- Progress of the Curriculum Implementation Committee
- Appreciation to the administrators and staff/parents at all schools during the Trustees’ visits to review each school’s Enhancing Student Learning Plans.
- Heart/Mind will be presenting a series of summer programs for young learners at Storybook Village between July 12 and August 16. www.oblt.ca
- Ballenas Grad Parade will be held on Saturday, July 2, 2016

Trustee Gair

- Attendance at the Qualicum Beach Honours Society Dinner where he sat at the same table as one of the students whom the District Scholarship Committee interviewed.

Trustee Flynn

- PASS/Woodwinds graduation ceremony to honour 20 graduates.
- Chair and Vice Chair meeting with the auditors during the preliminary audit indicated that the District appears to be in good stead.

Trustee Austin

- Appreciation of the Trustees' visits to review each school's Enhancing Student Learning Plans which have given her a better understanding of each school's initiatives and resources to support student learning
- Graduation and Prom events for Grade 12's as well as for the Grade 7's moving into high school. Grade 7 students had presented Kindergarten students with a small gift at the start of the school year and, at year end, Kindergarten students presented Grade 7's with a small gift.

Trustee Kurland

- Presented a slideshow of other scenes from the CEAP students' "Our Spirit of Canada" performance as well as from the Kwalikum Secondary Grad Parade.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, reported on the following:

- Colleagues are working to wrap up the year and to create joyful experiences for children while, at the same time, looking ahead to welcome and create experiences in order to build relationships with the new group of students in September.
- Provided suggestions as to how the District could allocate the \$197,000 of administrative savings that the Ministry has redirected back into programs and initiatives.
- Concerns regarding the lack of sufficient call-out hours for some experience Teachers Teaching on Call (TTOC).
- Concerns with technology infrastructure and the need to provide training to support teachers through the integration of new technology and devices.
- A District teacher, Karen Frieson, and the Mata Vice President, Debbie Comer, will be attending the New Teacher Mentorship Project Conference next week. They will report back to build on the work that has already been done to create a platform for accessing the mentorship funds budgeted for next year.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No report

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS**a. 2016-17 Enhancing Student Learning – School Plans**

Chair Flynn reported that, as previously mentioned during the Trustee Highlights, Board members participated in the process to visit each school and meet with principals, vice-principals, teachers, and, in some cases, parents for an in-depth review of each school's plans for enhancing student learning. This work links directly to the Strategic Plan and forms a base from which to create the District Framework for Student Learning (previously the District Achievement Contract)

16-60R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve the 2016-17 Enhancing Student Learning School Plans as reviewed by member of the Board at each school from June 3 to June 20, 2016.

CARRIED UNANIMOUSLY

b. Capital Project Bylaw 15/16-CP-SD69-01

Secretary Treasurer Amos advised that the Ministry has streamlined the capital project bylaw so that a number of projects are now covered under one bylaw. The bylaw before the Board was for mechanical and lighting upgrades and a passenger bus.

16-61R

Moved Trustee Gair *Seconded* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 for the 2015/16 fiscal year at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

16-62R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year,

CARRIED UNANIMOUSLY

16-63R

Moved Trustee Gair *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year.

CARRIED UNANIMOUSLY

16-64R

Moved Trustee Kurland *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 in the amount of \$536,855 for the 2015/16 fiscal year

CARRIED UNANIMOUSLY

Trustees encouraged the District to continue to replace florescent lights with LED's and to consider including the installation of sinks in each classroom at the elementary schools as part of the ongoing maintenance projects.

c. Use of Restricted Capital

Secretary Treasurer Amos referred to the memo provided in the agenda package regarding the higher than anticipated cost of the three boiler replacement projects and the identification of shortfalls in the wiring during the recent equipment upgrades. The District has been directed by the Ministry to identify local funds for the boiler replacements. The Secretary Treasurer further proposed that the District also use local capital to support the installation of fibre optic wiring in addition to using money from the Annual Facility Grant.

Trustees acknowledged the necessity to replace boilers for future savings to recoup the money as well as the need to install the infrastructure to support the increased use of information technology equipment by staff and students; however, they also cautioned that the Board and senior staff remain diligent before considering any further future use of operating funds for capital projects.

16-65R

Moved Trustee Young *Seconded* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the use of \$300,000 from the District's Operating Surplus to fund local capital projects of boiler replacements and Information Technology Infrastructure improvements.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS**a. Educational Programs Update**

Assistant Superintendent Wilson reported on the following district initiatives:

- Year-end celebrations and planning for the upcoming school year.
- The completion of Round 3 of the staffing process which has resulted in only one teacher being placed on recall.
- Hold back of support staff hours until such time as enrolment and the specific needs of schools can be confirmed in September to ensure staffing meets those needs.
- Submission of a budget to support a multi-year plan for the redesigned curriculum which would address some of the suggestions from MATA as to where to allocate the administrative savings.
- The Curriculum Advisory Committee members were acknowledged for their work in identifying how teachers would like to implement the redesigned curriculum and how to support them in that process.
- An information package on the Mentorship Program has been developed and distributed to Principals and Vice Principals with the Curriculum Implementation package for teachers to access.
- The Professional Development Chairs for the Principals/Vice Principals and the Mount Arrowsmith Teachers' Association met to discuss how best to support teachers as they work through the new curriculum
- A number of grants that have been approved through SetBC that will support student learning in the areas of coding, numeracy, and literacy.
- Ballenas and Qualicum Beach Elementary School are participating in a two-month pilot of the Read&Write program for Google Chrome which student and staff can access at school or at home.
- The Information Technology Department is implementing a device management system for iPads to make it easier for teachers to work on apps and not spend as much time setting iPad up

- FreshGrade and Scholantis e-portfolios are being piloting at two schools with support from SetBC and the District.
- The Building Learning Together Centre has partnered with Island Health on a Passport to Wellness where community groups work with Kindergarten students and their parents to talk about ways to deal with anxiety regarding immunization.
- The Teaching & Learning Team members' reflection on the past year highlighted an increased use by teachers of the resources available through the District Resource Centre, excitement about the work being done with the redesigned curriculum, and the integration of First Nations culture in all curriculum areas and an increase in aboriginal graduation rates in the District.
- Acknowledgement of the work of support staff with students in classrooms.

b. Education Planning Update

Superintendent Koop updated the Board on the following Education Planning initiatives:

- He and the Assistant Superintendent will amalgamate the work done on the individual school plans into an Enhancing Student Learning Plan for the District.
- 500 people participated in the ThoughtExchange process for staff, parents and the broader community. Approximately 2000 comments were shared and 30,000 stars were placed valuing those comments. He will be shaping that data in July, and then working with that information with the Principals/Vice Principals in August and then bringing the data forward to the Board.
- Work is continuing on the data from the student ThoughtExchange survey results and will be communicated to the broader community in a wrap on the July 5th edition of the PQB News. The information will have a theme on renovating the system, changes to the curriculum and assessment practices, and communicating student learning changes to the graduation program.
- An agreement has been signed between the District and North Island College for dual credit programs which will provide an opportunity for students to participate in university courses via video-conferencing.
- Carrie Reid, First Nations Liaison Worker, presented a Cultural Awareness training session for staff at the Regional District of Nanaimo office which was well received. This is an example of communities working together to share resources for the entire good of a community.
- Planning is underway to shape the professional learning for principals and vice principals in August.

14. CORRESPONDENCE ATTACHED

- a. Letter from Ministry re: Use of Restricted Capital for Construction of a new drop off and parking area at Errington Elementary School**

15. POLICY**a. Board Policy 4001: Capital Projects – Tendering, Purchasing and Disposal****16-66R***Moved* Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4001: *Capital Projects - Tendering, Purchasing and Disposal* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

b. Board Policy 4005: New/Repurposed Facilities**16-67R***Moved* Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 4005: *New/Repurposed Facilities* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

c. Administrative Procedure: Rental and Use of School Facilities and Equipment (Previously Board Policy 4015)**16-68R***Moved* Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Rental and Use of School Facilities and Equipment*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

d. Administrative Procedure: Sports Grounds and Site Playgrounds (Previously Board Policy 4026)**16-69R***Moved* Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Sports/Grounds Areas and Site Playgrounds*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

e. Administrative Procedure: Lasqueti Island Teacherage (Housing) (Previously Board Policy 4055)**16-70R***Moved* Trustee Flynn *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

f. Administrative Procedure: Security of Property and Assets
(Previously Board Policy 4012)

16-71R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt the Administrative Procedure: *Security of Property and Assets*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

g. Board Policy 4014: Video Monitoring

16-72R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4014: *Video Monitoring* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

h. Board Policy 4100: Sustainable Practices

16-73R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading to adopt Board Policy 4100: *Sustainable Practices* and its attendant Administrative Procedure, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

i. Administrative Procedure: Section 177 - Exclusion Order

16-74R

Moved Trustee Flynn *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the Administrative Procedure: *Section 177 - Exclusion Order*, at its Regular Board Meeting of June 28, 2016.

CARRIED UNANIMOUSLY

Notice of Motion was given by Chair Flynn that she would be presenting the Section 177 – Exclusion Order Administrative Procedure for second and third reading at the August Regular Board Meeting to meet Ministry timeline requirements.

16. TRUSTEE ITEMS

a. Trustee Handbook 2016

Chair Flynn referred to the Trustee Handbook provided in the agenda package which was developed over the past year to guide the work of current and future boards. She noted that the handbook addresses a number of recommendations made to another school district in a special advisory report.

Trustees Austin suggested that at the end of each term, outgoing trustees could write some anecdotal pieces to include in the handbook.

16-75R

Moved Trustee Flynn *Seconded* Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the Trustee Handbook 2016 as presented to be used as the formal reference document for all current and future School District 69 (Qualicum) Trustees, subject to annual review.

CARRIED UNANIMOUSLY

b. Board Meetings Schedule for 2016/17

Chair Flynn noted a change in time to the Board Policy Committee Meeting scheduled on September 23, which would take place at 1:30 pm instead of 9:30 am and that the Annual Election for the Chair/Vice Chair positions would take place in August (not December as was also noted on the Draft Schedule). She also noted that the In Camera Meetings were scheduled to begin at 1:00 pm from January to April inclusive to allow for Trustee Gair's course schedule.

c. Rural Education Enhancement Fund to keep rural schools open

Trustees discussed their consternation as to the Ministry's news release following the recent difficult decision by a number of school districts in the province, including No. 69 (Qualicum), to close schools. The Premiere is now allowing districts to keep schools open that Boards had approved closing for next year while districts who have made those resolutions in the recent past are not allowed to revisit those decision.

Trustees discussed sending a letter to the Minister outlining what the District's closure of four schools meant to the community and the pressures it has put on other schools in the District.

Trustee Austin will liaise with staff and draft a submission to the Ministry for the Board to consider.

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

Trustees/senior administrators received comments and/or answered questions on the following topics:

- Estimated time for beginning the Errington Elementary School drop off/pick up area and parking lot upgrades. *The District has completed all of the requirements by the various ministries and is now waiting for approval to be granted for the use of Crown Land. A continued delay in approval will have an effect on when the work can begin on the project.*

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:45 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

SECTION 72 REPORT
June 21, 2016

ATTENDEES:

Trustees

Eve Flynn	Chair
Elaine Young	Vice-Chair
Julie Austin	Trustee
Jacob Gair	Trustee
Barry Kurland	Trustee

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matter(s):

- Personnel/Labour Relations

The Board of Education approved motions regarding the following matter(s):

- Personnel

Chairperson

Secretary Treasurer



NEWS RELEASE

For Immediate Release
2016CFD0036-001235
July 7, 2016

Ministry of Children and Family Development

Funding empowers B.C. parents tackling child behaviour issues

VANCOUVER – Happy kids mean happy families, and that’s why the B.C. government has provided \$1.49 million to the Canadian Mental Health Association BC Division (CMHABC) to support the ‘Confident Parents: Thriving Kids’ program, which helps parents address behavioural problems in kids aged three to 12.

Each child and family is unique; ‘Confident Parents: Thriving Kids’ is customized for each family to empower parents to be the main change agent for their children’s behaviour. The program is offered at no cost to B.C. families, and coaches are available to meet by telephone with parents during the day, and on evenings and weekends to accommodate each family’s busy schedule.

More than 1,000 B.C. families accessed the program last year, with encouraging results. Parents noted improvements in their child’s behaviour, including increased cooperation, understanding and positive interaction with family, friends and teachers. The benefits of ‘Confident Parents: Thriving Kids’ aren’t just for kids — parents also report increased confidence in their own response to behavioural issues, as well as happier, healthier family interactions.

With the help of the provincial government, CMHA has been delivering positive parent training for families since 2011. ‘Confident Parents: Thriving Kids’ will use this new funding to reach more B.C. families in all corners of the province and ensure that they continue to have early access to supports proven to prevent, reduce and reverse moderate behavioral problems at home, school and in social settings.

Parents looking for new ways to improve their parenting skills or address behavioural issues can request a referral for ‘Confident Parents: Thriving Kids’ through their family physician or nurse practitioner.

Quotes:

Stephanie Cadieux, Minister of Children and Family Development –

“Confident parents raise strong and happy children, and the next generation of British Columbians can greatly benefit from the supportive and flexible model of the Canadian Mental Health Association’s ‘Confident Parents: Thriving Kids’ program. The program is supporting parents, one family at a time, and this investment in B.C. kids today will help create a stronger future for all British Columbians.”

Terry Lake, Minister of Health –

“We have seen strong evidence that early intervention works wonders for both children and their parents. By supporting programs that emphasize positive relationship-building, we’re

ensuring that children grow up happy and healthy, which greatly reduces the strain on the health system.”

Bev Gutray, chief executive officer, Canadian Mental Health Association –

“We all know that the experiences we have in childhood profoundly affect our adult lives. Left untreated, mild to moderate behaviour problems in childhood can become worse, with serious implications for adulthood. This investment by the Ministry of Children and Family Development and the Ministry of Health is an excellent example of a renewed focus on preventing mental ill-health and early intervention. If we can reach families before problems get worse, we can help improve life chances for B.C. kids today.”

Dr. Jason Feniak, paediatrician, Cranbrook –

“This program has had a very positive impact on the children and families that have completed it. Parents who have come in physically, mentally and emotionally drained have told me they enjoy being parents again after completing the program. I am very thankful for this program. It is one of the main tools in my toolbox when I am referred children with problem behaviours. Rather than 'fixing' the child, this program enables parents to guide their children to better behaviour.”

Program participant, parent of a five-year-old boy, Quesnel –

“The program has given me positive suggestions, as well as an opportunity to respond, rather than react. I can now hope to become confident with my parenting skills. My kids notice these changes and respond really well — I don't even need to raise my voice anymore. The program has helped unite us as a family.”

Ivy Morgan, coach, Canadian Mental Health Association BC Division –

“I've had the pleasure of watching the program transform the lives of B.C. families. Parents see improvements within family relationships, better listening and increased follow through from their children, and a more hopeful mood for themselves while they do the 24/7 job of being a parent. Every family is different and I really love the part of my job when I can work with the strengths of a family and translate that into lasting, positive impacts.”

Quick Facts:

- ‘Confident Parents: Thriving Kids’ is delivered by telephone during the day, as well as evenings and weekends, to accommodate the reality of busy work and school schedules.
- Parents can be referred to the program through their family physician or nurse practitioner.
- The program is delivered in six-, 10- and 14-week modules depending on the needs of each family.
- Since the program began in 2015, there have been more than 1,585 program referrals by 408 different physicians in 78 communities throughout B.C.
- Four out of five parent participants have seen an improvement in their child's behaviour and report increased confidence in their parenting and coping skills.
- Based on a strong, evidence-based model, the program is expected to help reduce future costs to B.C.'s health care, education and the criminal justice systems through early

intervention.

Learn More:

To find out more about 'Confident Parents: Thriving Kids', visit: www.cmha.bc.ca/how-we-can-help/children-families/confident-parents

For information about mental health supports and services for B.C. children and youth, visit: <http://ow.ly/o9Hw300CVPh>

Media Contact:

Government Communications and Public
Engagement
Ministry of Children and Family Development
250 356-1553

Connect with the Province of B.C. at: www.gov.bc.ca/connect

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Thoughtexchange – Year End Survey/Student Survey Results	Superintendent	In progress Report to Board at September Board Meeting	Fall 2016
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance



SCHOOL DISTRICT No. 69 (QUALICUM)

Operations & Maintenance Department

2016 Summer Work Report

Arrowview Elementary

- Retaining wall installation to stop erosion
- Summer cleaning/waxing of school
- Repainting of lines around school
- Trimming of entire site
- Installation of 3 deep cans for garbage
- Repainting of lines around school
- Playground inspections

Ballenas Secondary

- Painted entire outside of building
- Opened up the wall between the old tech room and the carpentry shop to increase space
- Closed the wall in 404 to make room for the counseling room
- Started to replace outside doors to the building – security. Completion by December
- Summer cleaning/waxing of school
- Trimming entire site
- Repurposed selected tack and white boards throughout the school
- Repair of asphalt around school
- Repainting of lines around school
- Installation of 2 deep cans for garbage

Bowser Elementary

- New boiler upgrade with heat pump
- New convectors for small area heating – completion September
- Landscaping the front of school – trimming of site
- New fence for heat pump security – completion September
- New LED light replacement project completed
- Summer cleaning/waxing of school
- Repainting of lines around school
- Installation of 2 deep cans for garbage
- Playground inspections

Errington Elementary

- Complete tear out and install of new gym floor including logo
- New water filtration system
- Replacement of failed fire alarm panel
- New well pump
- New LED light replacement project completed
- Fill wall space between classrooms 3/5
- Installation of 2 new deep cans for garbage
- Summer cleaning/waxing of school
- Trimming of entire site
- Playground inspections

False Bay School

- New cladding for entire school
- New energy efficient windows for entire school
- New insulation to outside of school
- Repair to water line
- New filters for water system
- New sump pump for crawl space

Kwalikum Secondary School

- New electrical panel for shop area – completion by December
- New boiler system for school
- Replacement of 2 boiler panels to match new boiler upgrade
- Summer cleaning/waxing of school
- Sprinkler repair to parts of the field
- Trimming of entire site
- Installation of 2 deep cans for garbage
- Repainting of lines around school
- Painting of old counselling room and office

Nanoose Bay Elementary

- New boiler system for school
- New convectors for school
- Installation of 2 deep cans for garbage
- Summer cleaning/waxing of school
- Trimming of entire site
- Repainting of lines around school
- New LED light replacement project – started - completion by October

Oceanside Elementary

- Refinishing of gymnasium floor including new logo
- New LED light replacement project completed
- Summer cleaning/waxing of school
- Trimming of entire site
- Repainting of lines around school
- Urinal lowering and replacement in 1 washroom
- Installation of 2 deep cans for garbage
- Playground inspections

Parksville

- New sink in daycare (cost recovered from tenant)
- Summer clean/waxing of daycare areas
- Trimming of entire site

Qualicum Beach Elementary

- Repair to irrigation main
- New drainage for around play area in back
- New pads for picnic tables
- Installation of 2 deep cans for garbage
- Replacement of PA system in gym - Safety
- Summer cleaning/waxing of school

Qualicum Beach Elementary Continued:

- Trimming of entire site
- Repainting of lines around school
- Air Duct cleaning including shop dust collector
- Playground inspections

Qualicum Commons

- Painting of SOS office area – Cost of material and labor paid by quote
- Removal of sink/shelves in classroom to make room for dance studio
- Summer cleaning/waxing at site
- Trimming of entire site

Springwood Elementary

- Refinishing of gymnasium floor including new logo
- DDC upgrade
- Summer cleaning/waxing of school
- Trimming of entire site
- Repainting of lines around school including extra lines
- Urinal lowering and replacement in 2 student washrooms
- Installation of 2 deep cans for garbage
- Playground inspections

Springhill Site

- New school file storage space added with shelving
- Asbestos inventory protocols and all testing for compliancy with Work Safe

Respectfully submitted by:

*Chris Dempster
General Manager of Operations*



NEWS RELEASE

For Immediate Release
2016EDUC0076-001429
Aug. 10, 2016

Ministry of Education

Almost \$15 million will make transportation more affordable and accessible for B.C. families

DAWSON CREEK – Students and families throughout B.C. will soon have access to expanded and more affordable transportation options thanks to \$14.7 million, under the new Student Transportation Fund.

Education Minister Mike Bernier made the announcement with school district officials today at the Dawson Creek school board office.

School districts can apply for the funding to help parents with transportation costs and services, whether they use the usual yellow bus program or work with local transit operators.

The handful of districts that currently charge families a transportation fee for a student's local or catchment area school must eliminate those fees to be eligible for the funding. All districts need to use the funding for transportation services to be eligible.

Funding can also be used in a variety of ways, including:

- improving service by adding new or amended routes;
- improving access to local transit services;
- providing accessible services for students with disabilities;
- reducing ride times;
- boosting student safety by relocating bus stops and improving bus supervision; and,
- funding existing transportation services and investing the savings in enhanced student services.

To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families. Districts will hear back shortly after they submit their applications on how much funding they will receive.

The amount of funding a district is eligible for is based on a formula tied to the Ministry of Education's student location factor, which is used to determine the rural makeup of a school district. Districts will also be required to report back on the outcomes and the benefits they achieved as a result of the funding.

As a result of B.C.'s strong economic growth and fiscal discipline, government is able to make key investments like the Student Transportation Fund to improve the lives of British Columbians.



BACKGROUND

For Immediate Release
2016EDUC0076-001429
Aug. 10, 2016

Ministry of Education

New Student Transportation Fund to benefit parents and students

The Province is investing almost \$15 million under the new Student Transportation Fund to make school transportation more affordable and accessible for B.C. families and students.

All school districts are encouraged to apply for the funding. To be eligible for funding, districts must submit a plan to the Ministry of Education by Sept. 30, 2016, outlining how they will use the funding to boost transportation services for students and families.

Districts are eligible for up to the following amounts:

- 5 Southeast Kootenay – \$361,459
- 6 Rocky Mountain – \$369,399
- 8 Kootenay Lake – \$419,602
- 10 Arrow Lakes – \$42,675
- 19 Revelstoke – \$49,847
- 20 Kootenay-Columbia – \$242,977
- 22 Vernon – \$361,094
- 23 Central Okanagan – \$600,000
- 27 Cariboo-Chilcotin – \$739,024
- 28 Quesnel – \$274,209
- 33 Chilliwack – \$329,456
- 34 Abbotsford – \$253,969
- 35 Langley – \$260,000
- 36 Surrey – \$72,999
- 37 Delta – \$41,933
- 38 Richmond – \$21,608
- 39 Vancouver – \$53,423
- 40 New Westminster – \$6,073
- 41 Burnaby – \$24,841
- 42 Maple Ridge-Pitt Meadows – \$185,990
- 43 Coquitlam – \$81,641
- 44 North Vancouver – \$40,566
- 45 West Vancouver – \$84,722
- 46 Sunshine Coast – \$380,465
- 47 Powell River – \$91,754
- 48 Sea to Sky – \$265,534
- 49 Central Coast – \$80,277
- 50 Haida Gwaii – \$149,851
- 51 Boundary – \$153,588

52 Prince Rupert – \$117,597
53 Okanagan Similkameen – \$209,099
54 Bulkley Valley – \$163,737
57 Prince George – \$687,663
58 Nicola-Similkameen – \$170,292
59 Peace River South – \$441,458
60 Peace River North – \$425,785
61 Greater Victoria – 20,027
62 Sooke – \$358,365
63 Saanich – \$280,000
64 Gulf Islands – \$328,264
67 Okanagan Skaha – \$167,035
68 Nanaimo-Ladysmith – \$244,630
69 Qualicum – \$426,341
70 Alberni – \$71,717
71 Comox Valley – \$421,375
72 Campbell River – \$316,860
73 Kamloops/Thompson – \$666,817
74 Gold Trail – \$366,932
75 Mission – \$188,900
78 Fraser-Cascade – \$184,576
79 Cowichan Valley – \$283,524
81 Fort Nelson – \$32,744
82 Coast Mountains – \$557,786
83 North Okanagan-Shuswap – \$561,925
84 Vancouver Island West – \$57,593
85 Vancouver Island North – \$118,179
87 Stikine – \$51,181
91 Nechako Lakes – \$503,247
92 Nisga'a – \$130,091
93 Conseil scolaire francophone – \$150,415

Media Contact:

Government Communications and Public
Engagement
Ministry of Education
250 356-5963

Connect with the Province of B.C. at: www.gov.bc.ca/connect

CAPITAL PROJECTS: TENDERING, PURCHASE AND DISPOSAL



The Board of Education authorizes the Secretary Treasurer to act on behalf of the Board in all matters relating to the capital construction, purchase and disposal of lands or improvements.

The Board of Education further recognizes its responsibility to develop and implement and administrative procedures with respect to tendering for services and the disposal of land or improvements.

The Board of Education recognizes its responsibility to carefully manage public funds and therefore requires that fair and transparent processes be developed, implemented and regularly reviewed to ensure best value to the Board for both tendering and disposal.

Reference(s):

Administrative Procedures: Capital Projects: Tendering, Purchase and Disposal

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Page 1 of 3

I. AUTHORITY

1. The Secretary Treasurer or his/her designate is authorized to approve the expenditure of funds within approved Capital Budgets for all project work.
2. The Secretary Treasurer or his/her designate will have authority to accept and approve individual change orders to capital projects, providing that funds are available.
3. The Secretary Treasurer shall report to the Board, for information, capital expenditures which are of significance and of public import whereby the resulting expenditure has an affect of enhancement of the district's capital facilities.

II. TENDERING

1. All projects having an estimated value in excess of \$50,000.00 that would be funded through the Capital Plan or Local Capital budget shall be subject to a full public tender and tendered as a "Stipulated Sum Contract".
2. Projects having an estimated value of up to \$50,000.00 may be handled by selective tenders from a minimum of three bidders if possible. Only bidders appropriately qualified to perform the work or provide the service should be considered. Full tender documentation would not be required in this instance.
3. All invitations to tender shall be circulated as widely as possible.
4. Invitations to tender shall be open for a minimum of fifteen working days from the date the invitations were made public.
5. All tenders shall be submitted on the documentation provided and in a sealed envelope clearly marked "Tender: Do Not Open". Tenders submitted by facsimile and received by tender closing will be accepted.
6. Tenders received shall be clearly marked with the date and time of receipt and held unopened until the official tender closing. Tenders received after the tender closing time shall be marked "Late Tender", remain unopened and returned to the bidder by the Secretary Treasurer or his/her designate.

III. OPENING OF TENDERS

1. The Board shall be made aware of all tender closings.
2. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and the Properties Department designated contact person.
3. The consultant shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Page 2 of 3

4. The lowest qualified tender received, that is supported by a recommendation from the consultant shall form the contract, providing that it is within the budget approved.
5. Tenders funded from a Capital Plan must receive Ministry of Education approval.
6. To award a contract to other than the low bidder, it must first be approved by the Board and supported by a written recommendation from the Secretary Treasurer or his/her designate, giving full justification for the recommendation.

IV. PROJECT ARCHITECTS

1. The Architect may be used for projects having an estimated value up to \$500,000.00, without inviting other proposals.
2. Projects having an estimated value over \$500,000.00 require that proposals be requested from at least three appropriately qualified Architects.
3. Architects to be appointed for projects valued over \$500,000.00 require approval from the Board supported by written recommendations from the Secretary Treasurer or designate.
4. Selection of the successful Architect will be based on the following criteria and reference checking by the Secretary Treasurer or designate.
 - (a) Demonstrated ability to discern and translate the educational philosophy and programme needs of the project into the design.
 - (b) Comprehension and analysis of potential problems, strengths and weaknesses of the building or of the site.
 - (c) Awareness of the time factors involved in school projects and one established in co-operation with the Board, a commitment to adhere to the schedule.
 - (d) Creativity in design.
 - (e) Previous experience in building schools and awareness of teaching techniques and methodology.
 - (f) Structural, mechanical and electrical engineering capability.
 - (g) Supervision of construction: frequency of visits to the job site and specialist supervision.
 - (h) Any criteria unique to the project and approved by the Board.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

CAPITAL PROJECTS: TENDERING, PURCHASING AND DISPOSAL

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V. DISPOSAL OF CAPITAL ASSETS

1. Prior to disposing of any land, buildings, leases, rights-of-way and easements, the Board shall in each such case:
 - a. consider the future educational needs of the school district and the effect of the disposal of same.
 - b. dispose of the land, building, lease, right-of-way or easement by public meeting or public tender with or without accepting any offers or the highest offer;
 - c. dispose of the land, building, lease, right-of-way or easement at the fair market value.
2. Fair market value in the disposal of any land, building, lease, right-of-way or easement shall be determined by a professional appraisal obtained at the direction of the Board and consideration for such value may be comprised of cash, trade, barter or otherwise.
3. The Board shall pass a bylaw authorizing the disposal of any land, building, lease, right-of-way or easement authorizing the disposal of same prior to the disposal.
4. Once the Board has disposed of any land, building, lease, right-of-way or easement, the Board shall provide the Minister of Education with:
 - a. a copy of the authorizing bylaw; and
 - b. written notification of the disposition and allocation of the proceeds of the said sale as required under Section 100 (2) of the *School Act*.

References:

- *Board Policy 4001: Capital Projects: Tendering, Purchase and Disposal*
- *School Act*

**NEW/REPURPOSED FACILITIES
(MERGING OF POLICIES 4005, 4025 AND 4060)**



The Board of Education believes that the collaborative approaches applied in other areas of School District 69 work should also be utilized in planning for new/repurposed facilities and/or major additions to existing facilities.

The Board of Education believes that it is preferable that School District 69 facilities be named after places of local historical or geographical prominence.

The Board of Education expects that all new School District 69 facilities shall have an official opening ceremony carried out within a consistent set of procedures.

Reference(s):

Administrative Procedures: New/Repurposed Facilities

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

NEW/REPURPOSED FACILITIES (MERGING OF REGULATIONS FROM POLICIES 4005, 4025, 4060)

Page 1 of 2

I. PLANNING

- a. Prior to sketch plans being initiated, a consultation meeting shall take place with the Architect, Principal, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community, Secretary Treasurer, Superintendent of Schools, Assistant Superintendent, or their designates, and Trustees.
- b. From the initial consultation meeting, a Building Project Planning Committee shall be established. The Trustee representative on the Building Project Planning Committee shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the Building Project Planning Committee shall continue through the working drawings stage to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.
- d. The Building Project Planning Committee shall consider all requests which are submitted for inclusion in the design of the new school.

II. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. The final decision shall remain the responsibility of the Board.

III. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open that facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new facilities within three months of their completion.
- c. A date for the official opening of the school or facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain the following information:
 - i. Trustees serving on the Board at the time the tender for the building was let.
 - ii. Ministry official or other dignitary who is invited to open the school.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

**NEW/REPURPOSED FACILITIES
(MERGING OF REGULATIONS FROM POLICIES 4005, 4025, 4060)**

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- iii. The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.
 - iv. Date of the official opening.
 - v. The name of the Architect involved in the construction of the facility.
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials and the media shall be invited to the official opening.

References:

Board Policy 4005: New Facilities

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 1 of 4

PURPOSE

The Board of Education believes that school facilities, when not required for school use, may be made available for use by the community and that school facilities should be used as extensively as possible. Rental rates and procedures are to ensure there is no additional cost attached to the school district's budget.

PROCEDURES

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
2. The Board of Education has established the following user priority for the use of school facilities and equipment:
 - a. **School Programs:**
School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
 - b. **Youth Programs:**
 - i. **Volunteer Instructors**
Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. Eg. Scouts, Girl Guides, district youth sports associations, etc.
 - ii. **Paid Instructors**
Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs
 - c. **Non-Profit Organizations/Adult Recreation Groups:**
Groups which have paid instructors or organizers for activities and all adult groups.
 - d. **Commercial:**
Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).
3. **Applications:**
 - a. All applications are processed by the School District's General Manager of Operations.
 - b. Applications must be made at least 21 days prior to the event taking place.
 - c. The applicant must receive a booking confirmation from the General Manager of Operations prior to using a district facility (*approval from a school principal is not valid.*)

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 2 of 4

4. **Bookings:**

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. **Rental Fees:**

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- f. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the school's principal.
- g. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.

6. **User Responsibilities:**

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.
- g. Renters must leave the facilities and equipment in the condition and location that they were found.

7. **Supervision:**

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

Page 3 of 4

- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or his/her designate.
 - c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian
- 8. Cancellation:**
- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
 - b. The Board reserves the right to terminate any approved rental agreement.
 - c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
 - d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.
- 9. Insurance and Liability:**
- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
 - b. Proof of liability coverage must be provided upon application.
 - c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
 - d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

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SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY

MONDAY TO FRIDAY

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

WEEKEND/STATUTORY HOLIDAY

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	4 hrs. min.	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	4 hrs. min. (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SPORTS/GROUNDS AREAS AND SCHOOL SITE PLAYGROUNDS

Page 1 of 1

PURPOSE

The Board of Education believes that sports/grounds areas and school site playgrounds contribute significantly to the overall physical development of the child and should be built in collaboration with the community, parents, support staff and teachers from the school involved.

PROCEDURES

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the ~~Operations & Maintenance Department~~ **General Manager of Operations** for review as to appropriate construction methods and to the Health and Safety Committee for review.
2. The ~~Operations & Maintenance Department~~ **General Manager of Operations**, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
3. The ~~Operations & Maintenance Department~~ **General Manager of Operations** will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The ~~Operations & Maintenance Department~~ **General Manager of Operations** and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. Work site to meet all Workers Compensation Board regulations and be subject to spot inspections.
7. Site will be subject to inspection by all applicable Inspection Authorities at any time.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

LASQUETI ISLAND TEACHERAGES (HOUSING)

Page 1 of 1

PURPOSE

The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.

PROCEDURES

1. The use of teacherages shall be administered by the Secretary Treasurer.
2. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
3. The Board shall determine an appropriate monthly rate and ~~fix the rent~~ to be charged in respect of each unit of housing accommodation. ~~by dividing the total estimated expenses of the housing accommodation, including:~~
 - a. ~~amounts payable by the Board for interest and principle~~
 - b. ~~taxes and other levies~~
 - c. ~~service and charges~~
 - d. ~~repairs and maintenance and~~
 - e. ~~other operational charges~~ expendituresby the number of housing accommodation, whether occupied or not.
4. Terms and Conditions
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. ~~The project annual rent will be calculated over a ten month time period.~~
 - c. The rent shall be paid by the teacher through payroll deduction.
 - d. Teaching staff will be refunded for any monthly unused portion of the annual rent.
5. The teacher to whom the teacherage is let shall reside in the teacherage.
6. The teacher shall not sub-let the teacherage or any part thereof.
7. The teacher shall be responsible for telephone, internet and cable services and ~~other operational costs in Item 3.~~
8. The Board shall supply electricity, water and sewer at no charge.
9. Maintenance of Board-owned appliances shall be the Board's responsibility.
10. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
11. The teacher shall vacate the teacherage on termination of his/her teaching assignment.

Reference:

Section 105(2), School Act

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

Page 1 of 3

PURPOSE

The Board of Education believes that access to school district facilities should be controlled, and that a system should be maintained that does not impede access for authorized use.

SECURITY

1. The Operations and Maintenance Department shall:
 - a. Be responsible for the cutting and distributing of all keys within School District No.69 (Qualicum).
 - b. Be responsible for providing keys to district office staff as required.
 - c. Ensure that a record is kept of all keys cut and distributed to the schools or district staff.
 - d. Ensure that District alarm systems are properly maintained and monitored.
 - e. Advise principals in writing of all improper or unauthorized access as reported by the monitoring service.

2. Each Principal or designate shall:
 - a. Be responsible for the distribution of all door and alarm keys for their school staff, except to Operations and Maintenance staff and custodians.
 - b. Ensure his/her staff are aware of the opening and closing procedures and aware of this policy.
 - c. Maintain an up-to-date registry of all keys within his/her jurisdiction.
 - d. Maintain a daily register of building entries after hours.

3. Staff members shall:
 - a. Arrange access by obtaining an entry/alarm key from the school Principal or Designate
 - b. Disarm the alarm system upon entering the building and ensure the front door remains locked or that access is controlled and the facility is secured during the period of their use.
 - c. Enter name and details of visit in register, giving time of entry and departure.
 - d. Upon departure ensure that:
 - i. there are no persons in the building
 - ii. the alarm system is activated
 - iii. the building is secure

4. The Monitoring Service shall:
 - a. Monitor district alarm systems.
 - b. Report all fault (trouble) alarms to the Operations and Maintenance Department.
 - c. In the first instance report all fire alarms to the relevant fire hall and then to the Operations and Maintenance Department emergency phone number.
 - d. Report all intruder alarms to the district security runner service.
 - e. Report all personal panic alarms to the district security runner service.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

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- f. Report all high water-high sewer alarms in the first instance to the district security runner service and then to the Operations and Maintenance Department emergency phone number.
 - g. Report all buildings with low temperature alarms to the Operations and Maintenance Department emergency phone number.
5. The District Security Runner Service shall:
- a. Respond to alarm calls from the monitoring service.
 - b. Respond to calls from designated district staff for emergent work.
 - c. Send regular reports to the Operations and Maintenance Office.
6. Access to district facilities during non-operating hours is restricted to authorized school district employees.
7. Authorized access is granted by the Secretary Treasurer or designates (principal, vice-principal).
8. Staff wishing to access the school during Christmas, Spring or Summer breaks must confirm with the General Manager of Operations or designate to ensure there will be no conflict with the safety, security, planned maintenance or renovation projects.. Facility uses must be scheduled and booked as per Administrative Procedure – Rental and Use of School Facilities and Equipment.
9. A key control system is to be established by district administration in accordance with administrative procedures approved by the Board.
10. Community Use
- a. Keys will be issued by the Operations and Maintenance Department Office for:
 - i. facilities use as required and returned after use is complete.
 - ii. joint use through the District 69 Recreation Commission.
11. Lost Keys
- Individuals or groups who lose a key may, as required to maintain the security of district assets, be subject to either of the following at the discretion of the General Manager of Operations:
- a. \$50.00 charge.
 - b. actual cost of re-keying any or all buildings.
12. Any person not complying with proper entry procedures, which results in a runner service callout, will be held responsible for absorbing the cost incurred by the District, and will be invoiced by School District 69 (Qualicum). A first warning will be provided before invoicing for cost recovery.

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ADMINISTRATIVE PROCEDURES

SECURITY OF PROPERTY AND ASSETS

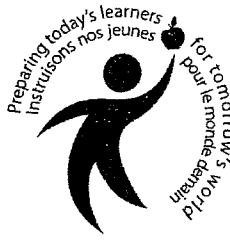
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13. ~~General distribution of Keys:~~
- a. ~~District Grand Master Keys:~~
Superintendent of Schools, Secretary Treasurer, Assistant Secretary Treasurer, Assistant Superintendent, Director of Instruction, Operations & Maintenance Manager, Transportation Manager, Information Technology Services Manager, Operations and Maintenance Staff, Fire Department, B.C. Hydro, R.C.M.P., Security Patrol, Custodial Staff, Information Technology Staff and Operations & Maintenance Spares.
 - b. ~~District School Board Office:~~
Trustees and support staff.
 - c. ~~Schools:~~
 - i. ~~School Master Keys:~~
Principal, Vice Principal(s), and other staff as approved by the Principal
 - ii. ~~School Entry/Alarm:~~
To be distributed by the Principal or designate
 - iii. ~~School Internal Designated Areas:~~
(Zones) to be distributed by the Principal.
 - d. ~~Transportation/Maintenance Facility~~
 - ~~As assigned by the Operations and Maintenance Manager~~
 - ~~Custodial staff keys will be assigned by the Operations and Maintenance Manager or designate~~

DAMAGE TO BUILDINGS AND EQUIPMENT

The Board of Education believes that a student who has caused willful damage to school property shall make restitution be subject to engaging in restorative processes including restitution for damage caused.

1. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
2. The Superintendent of Schools will be notified by telephone and by letter of the student involved and the extent of the damage.
3. The Properties Department shall assess the cost of repair and/or replacement.
4. The Secretary Treasurer will **may** invoice the student/**parent** for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education. ~~If the invoice is not paid within thirty (30) days, the parents or guardian will then be invoiced for the cost of the damage.~~
5. **This does not limit School Protection Branch from further civil action.**
6. In special circumstances, a student may negotiate school/community service as a form of compensation.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4014

VIDEO MONITORING

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The Board of Education believes that schools and other work sites should be safe and secure environments for students, staff, parents and community members. In order to ensure safety and to protect district property from theft or vandalism, the Board of Education supports the judicious use of video monitoring systems in the District.

The Board of Education also believes that the privacy of individuals should be protected and therefore the use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

References:

The School Act, Sections 74-01

Freedom on Information Protection of Privacy Act

Board Policy 4014: Video Monitoring

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

VIDEO MONITORING

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1. **Written Policy**

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. All policies and administrative procedures shall be subject to review on a regular basis at each site.

2. **Camera Location, Operation and Control**

- a. The installation of new and permanent video monitoring equipment at a school may only occur if the ~~School Planning Council (SPC)~~ **Parent Advisory Council (PAC)** approves.
- b. Cameras shall only be installed in identified public areas.
- c. Areas chosen for monitoring shall be where monitoring is a necessary and viable deterrent.
- d. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms, staff rooms.
- e. Cameras shall not be directed so as to monitor private property.
- f. Only authorized personnel shall have access to the video monitoring equipment.

3. **Protection of Information and Disclosure**

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy No. 9004.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.
- d. Disclosure of information shall be consistent with the FOIPP Act.

4. **Public Awareness**

- a. The public shall be made aware of the existence of video monitoring by signage at visible points.

5. **Audits**

- a. The use of video monitoring systems shall be subject to audit at all times by both school and district administrative staff.
- b. The Office of the Information and Privacy Commissioner may conduct periodic audits of video monitoring systems.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

VIDEO MONITORING

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6. **Review**

- a. Under the terms of the School Act, the Board must conduct an annual review that assesses whether the installation and operation of video monitoring equipment is accomplishing the purposes set out in the opening paragraph of the policy statement.

7. **Use of Information Collected**

- a. Use of video monitoring in the District shall at all times comply with the FOIPP Act guidelines for the collection of information.
- b. Video monitoring may be used to detect or deter crime; for inquiries and proceedings related to law enforcement; and for research (i.e. the nature of area usage, traffic patterns, or particular camera systems).

8. **Access to Personal Information**

- a. Individuals subject to video monitoring have the right to request access to recorded images under Section 5 of the FOIPP Act.

References:

Board Policy 4014: Video Monitoring

The School Act, Sections 74.01

Freedom on Information Protection of Privacy Act



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 4030 4100

RECYCLING SUSTAINABLE PRACTICES

The Board of Education recognizes the importance of environmental sustainability in meeting the needs of the present generation without compromising the ability of future generations to meet their own needs. The Board acknowledges that environmental sustainability is a joint responsibility of Trustees, **Senior Staff, Principals/Vice Principals**, administrators, teachers, students and support personnel.

The Board of Education defines Sustainable Practices as those business and individual practices that minimize energy, waste and water consumption, resulting in utility cost savings and a smaller carbon footprint for the school district through initiatives aimed at creating a culture of conservation, guided by the three R's of sustainability: reduce, reuse and recycle.

The Board supports opportunities for the school district to reduce operational and life-cycle costs, lessen the impact on our domestic energy infrastructure, and provide environmental stewardship through lower carbon emissions.

The Board is committed to environmental sustainability and ensures that every effort is made to conserve energy and natural resources while exercising sound financial management.

The Board authorizes the Superintendent of Schools and the Secretary Treasurer to establish **administrative** procedures in support of the goals of this policy.

The Board is committed to the following guiding principles:

- A strategic approach to energy management, including assessing baseline performance, setting goals and targets, creating an energy management plan, tracking performance and communicating results.
- The review and continuous improvement of the school district's energy management plan within the financial resources available.
- The development and delivery of educational programs, activities and initiatives that enable students to develop the skills, knowledge and attitudes that will help sustain the environment.
- The encouragement of students and staff to be aware of the Sustainable practices policy and associated administrative procedures.
- Communicating environmental sustainability initiatives, and consulting, where appropriate, with partner groups on the implementation of new initiatives.
- The encouragement of students and staff to be cognizant of their energy use and material consumption.
- The integration of environmentally sustainable considerations into the operations and business decisions of the school district.
- The selection of equipment and systems in consideration of energy issues, product incentives and rebates from utility providers.

References:

Administrative Procedure: Sustainable Practices
Sustainable Schools Best Practices Guide, Ministry of Education



The Board of Education believes in the need to develop environmental responsibility and to preserve resources, and supports the need for recycling initiatives.

REGULATIONS

1. ~~All district and school staff shall participate in a fine paper recycling program by reducing the amount of paper used, reusing where possible, and recycling fine papers following the guidelines of the program.~~
2. ~~The district wide paper recycling program shall be maintained at the School Board Offices and at schools and they shall be equipped with the following items that support the collection of fine paper for recycling:
 - a. ~~A blue box for each collection area/classroom;~~
 - b. ~~A two wheeled tote for collecting materials from blue box.~~~~
3. ~~Administrators shall encourage participation and involvement of all staff and students in the recycling program and identify volunteer site contacts to be in charge of the building recycling programs.~~
4. ~~Site contact persons shall make themselves known to the Custodial Services Department which will coordinate a district wide collection of paper and inform sites of collection dates.~~
5. ~~Site contacts shall ensure that paper from individual areas within buildings is collected or deposited in totes prior to collection day.~~
6. ~~Site contacts shall ensure that totes are easily accessible for pick-up on collection day.~~
7. ~~A regular district wide collection will take place not less than once per month.~~
8. ~~As part of the recycling program, the staff is encouraged to discuss with students the need to reduce, reuse and recycle.~~
9. ~~Administrators responsible for purchasing shall, where possible, purchase:
 - a. ~~Products made from recycled or post-consumer waste.~~
 - b. ~~Copy paper that is not coloured, or unbleached.~~~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

SUSTAINABLE PRACTICES

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ENVIRONMENT

1. It is the collective responsibility of all district personnel to educate students such that they will develop an innate responsibility to conservation, both inside and outside of the school district.
2. The fulfillment of this mandate is the joint responsibility of the Board of Education, Senior Staff, Principals/Vice Principals, teachers, students and support personnel. The Secretary-Treasurer (or designate) shall establish an energy management plan that includes, but is not limited to, the following components:
 - a. Integration of environmentally sustainable considerations into the school district's business decisions related to:
 - Lighting
 - Heating, ventilation, air conditioning systems
 - Renovation and new construction
 - Recycling programs
 - b. Purchasing policies that encourage suppliers to meet or exceed the district's environmental management standards.
 - c. Mechanisms to regularly assess and continually improve the district's environmental sustainability performance.
3. The General Manager of Operations (or designate) will be responsible for managing all expenditures, and for formulating and implementing the energy management plan.
4. The General Manager of Operations (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice principals, teachers, support staff and students.
5. The school principal will facilitate energy management programs and procedures at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the General Manager of Operations.
6. Teachers and support staff will use a variety of curricular materials to provide the opportunity for students to participate in energy management initiatives.
7. The District shall encourage the use of an environmental theme, at every level, as a focus for integrating existing curriculum.
8. The District shall encourage the use of locally developed Environmental Studies courses and/or units in schools.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

SUSTAINABLE PRACTICES

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9. The District shall support learning activities that utilize a wide range of appropriate environmental field trips.

References:

Board Policy 4100: Sustainable Practices

Sustainable Schools Best Practices Guide, Ministry of Education

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

SECTION 177 – EXCLUSION ORDER

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Purpose

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. 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.

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. Section 177 may be used, for example, to prevent a stranger who presents a threat to student safety from accessing school property. However, there may also be circumstances where persons associated with the school, such as parents, employees, or volunteers, are denied access to school property under section 177. It is important to note that this section is intended to be used only in exceptional circumstances, where there is a risk to student/staff safety or significant and ongoing disruption to the educational programs offered by the school.

The Board of Education is responsible for establishing and communicating procedures for application of section 177 of the *School Act* within School District 69.

Guidelines

Section 177 exclusion orders may be issued in circumstances where a person of authority with the school district determines that a person's actions:

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

Those persons within the school district who have authority to direct individuals to leave school property under the terms of section 177 of the *School Act* within School District 69 are:

- Superintendent
- Assistant Superintendent
- Directors or Managers
- Principals and Vice-Principals

Procedures to be followed when a person is excluded from school property under the terms of section 177 of the *School Act*:

1. Where practicable, seek approval of the Superintendent or Assistant Superintendent prior to issuing a section 177 exclusion order.

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ADMINISTRATIVE PROCEDURE

SECTION 177 – EXCLUSION ORDER

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2. If necessary, call for assistance from the RCMP if the person refuses to leave the grounds or premises after being directed to do so or if there is reason to be concerned about a threat from the individual.
3. Report the incident to the Superintendent or Assistant Superintendent.
4. 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 (A template letter for use by authorized staff is available on the District Sharepoint site).
5. **Prepare a report on the incident/s, 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 authorized staff member who directed the person to leave school property
 - Length of exclusion
 - Date for review of decision to exclude
 - Means of delivering the exclusion order letter
 - RCMP file number for incident (If a file was opened by the RCMP) and name of the attending officer
 - Name of person completing document
6. Submit a copy of this report to the Administrative Assistant to the Superintendent.
7. File a ***Schools Protection Program*** incident report.

Process for appealing an exclusion order issued under the terms of section 177 of the *School Act*:

1. An individual who receives an exclusion order may appeal that decision through the process outlined in ***Board Policy 6240 - Resolution of Concerns***. Such an appeal would begin at Step 3 – School District Review.
2. The School District is subject to the ***Freedom of Information and Protection of Privacy Act***. Accordingly, Complaint documentation may be subject to access and disclosure under this legislation. For more information see the School District's Privacy Policy at www.sd69.bc.ca

References:

- *School Act: Section 177*
- *Board Policy 6240: Resolution of Complaints*
- *Board Bylaw 5: Board Appeals*