

SCHOOL DISTRICT No. 69 (QUALICUM)

REGULAR BOARD MEETING ADDENDA

TUESDAY, JANUARY 23, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

15. **POLICY/ADMINISTRATIVE PROCEDURE**

(Trustee Young)

e. **Updated Attachment**

p 1-2

Board Policy 7059: Corporate/Community Sponsorships, Partnerships and Advertising in Schools

i. **Rescinding of Policies**

p 3-12

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of February 27, 2018:

- 6135: Emergency Closure of Schools/Worksite - Employees
- 6195: *Evaluation of Chief Executive Officers*
- 6196: *Evaluation of Employees not Covered by Collective Agreement*
- 7060: Sponsorship
- 7061: District Scholarships
- 7065: Band Instruments Rental
- 7070: Boarding and Lodging Allowance
- 7160: Emergency Closure of Schools (Student)



**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

(Formerly Board Policies 7059 and 7060)

Policy

The Board of Education acknowledges that corporations, businesses and service organizations may from time to time choose to support financially and/or materially public school activities through sponsorships or partnerships. The Board supports the development of sustainable education-business relationships between the Board, its schools, and the community, and encourages community groups, businesses, corporations, labour groups, civic organizations, industries, government agencies, colleges, universities, and others to work with District staff to explore opportunities of this nature.

Acceptable sponsorships/partnerships provide benefits to the educational, cultural, artistic or athletic programs of students through the donations/contributions of products, services or money to a school or the School District. The Board wishes to secure sponsorships/partnerships that are consistent with the values, principles, and objectives of the School District.

The Board believes that it is appropriate to recognize, thank or publicly acknowledge a sponsor's support. Sponsors may be recognized in a dignified and appropriate manner in programs, directories, press releases, newsletters, assemblies and posters. Use of corporate logos and slogans should be modest. There shall be no actual or implied obligation to purchase the product or services of the sponsor.

Where financial considerations are involved as a result of education-business relationships, revenue opportunities for the Board or school shall be optimized. The revenues acquired through sponsorships, partnerships or donations will be used to complement and not replace public funding for education.

While encouraging business and community relationships, the Board recognizes that it has a responsibility to provide as safe, caring and inclusive an environment as possible for all students and recognizes the privacy of parents and teachers. Schools, as learning communities, must not become vehicles for circulation of materials intended primarily for commercial gain, nor for propaganda materials that are inflammatory in nature or contrary to District values.

This Policy does not apply to contracts where a service or product is provided to the Board for a fee or to other arrangements the Board enters into in order to manage its operations.

Definitions

Sponsorship - refers to an organization or commercial enterprise providing financial support or goods or services for an activity, series of activities, program or service. Generally sponsorships shall be for a specific, short term and limited purpose usually no more than one year in duration. Long-term sponsorships may be acceptable provided there is commensurate recognition through appropriate sized contributions to the school or School District. There will be no provision for automatic renewal or extension of the agreement and will be subject to an evaluation process.

Donation - means money, goods or services given to a school or the School District with no expectation of reciprocal provision of goods or services to the donor.



**CORPORATE/COMMUNITY SPONSORSHIPS, PARTNERSHIPS AND
ADVERTISING IN SCHOOLS**

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Partnership - is a collaborative relationship between the Board and an organization or business wherein the resources of the Board and the partner are combined to enhance the quality and relevance of the educational program provided by the Board.

School Partner Groups - may include the Parents' Advisory Council (PAC), District Parent Advisory Council (DPAC), teachers and support staff.

Reference:

- *Administrative Procedure - Corporate/Community Sponsorships, Partnerships and Advertising in Schools*



EMERGENCY CLOSURE OF SCHOOLS AND/OR WORKSITES (STAFF)

POLICY

The Board of Education has the responsibility, under the *School Act*, to keep district schools in session for all students and staff according to the annual School Calendar established by the Ministry of Education. Employees are expected to report to work each day. However, the Board of Education also believes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at times for any of several reasons, including the following:

- Inclement weather
- Power outage
- Failure of heating or water services
- Emergency health issues
- Other emergency situations.

The Board of Education authorizes the Superintendent of Schools, or designate, to close schools and/or worksites by reason of weather emergencies or for other causes that might endanger the health or safety of staff and students.

REGULATIONS

General

1. School and/or worksite closure due to emergent conditions will be of three types:
 - For students only, or
 - For students and school-based employees, or
 - For students and all employees.
2. Principals, or designate, are expected to have school buildings open to provide for students who, for whatever reason, arrive at school. Principals who are unable to get to work must contact the Superintendent so that alternate arrangements can be made to have the school open.
3. There are occasions when the Transportation Manager, in consultation with the Superintendent of Schools and the Operations and Maintenance Manager, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.
4. Changes in bus operations or school closures shall be communicated to the following media outlets, which usually make such announcements between 6:30 and 8:00 a.m.:
 - CIBH Radio ("The Beach" – 88.5 FM) Parksville
 - CHPQ Radio ("The Lounge" – 99.9 FM) Parksville
 - CHWF Radio ("The Wolf" – 106.9 FM) Nanaimo
 - CKWV Radio ("The Wave" - 102.3 FM) Nanaimo
 - CKNW (980 AM) Vancouver
 - CBC Radio One (690 AM) Vancouver
 - CHEK TV News Victoria
 - /A\ News Vancouver Island

EMERGENCY CLOSURE OF SCHOOLS AND/OR WORKSITES (STAFF)**Schools Not in Session**

5. Non-operation of school buses does not necessarily mean closure of schools. Employees are not excused from duties when school buses do not operate or an early dismissal of students occurs.
6. Employees are expected to make every reasonable effort to attend their regular place of work. Employees who are unable to get to work must contact their immediate supervisor each day of their absence and contact dispatch.
7. Employees who have, in a timely manner, advised their supervisor that they are unable to get to work, shall be paid for the day(s) of absence. Employees will be expected to provide written documentation to substantiate their absence within three (3) days of their return to work. Documentation will be reviewed on a case-by-case basis and, if denied, will result in pay being adjusted.
8. It is the responsibility of Operations & Maintenance personnel to address safety concerns and access issues for all facilities during emergency conditions. If Operations and Maintenance personnel are unable to report to work they shall notify their immediate supervisor so that alternate transportation can be arranged to get them to their worksite.
9. If schools and worksites are closed for both students and employees, then employees will be paid at their normal rate.

Emergency Early Dismissal

10. In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a principal has concerns for local road conditions in his/her school zone, the principal should contact the Superintendent of Schools. It is the responsibility of the Superintendent to notify the principal as soon as it becomes apparent that school emergency closure will be necessary.
11. When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and therefore staff will activate their plan to contact parents. On such occasions the Superintendent of Schools shall activate radio broadcasts which notify parents that schools will be closed early and some or all bus schedules have been advanced.
12. Depending on the severity of the circumstances, the principal shall, in consultation with the Superintendent, determine whether school staff complete their work day at school or at home.



EVALUATION OF CHIEF EXECUTIVE OFFICERS

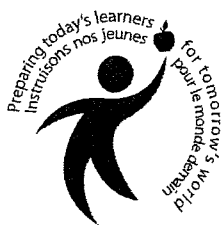
POLICY

The Board of Education believes that its Chief Executive Officers should be provided with an annual review of their performance in order to provide feedback on their respective quality of job performance, to stimulate their respective professional growth and development and to facilitate communication respecting the roles and responsibilities of the Board of Education and its Chief Executive Officers.

REGULATIONS

1. An annual review will be undertaken by the Board of its Chief Executive Officers.
2. A Chief Executive Officer's contract will be evaluated in its penultimate year as determined by the Board of Education.
3. The evaluation criteria and methodology to be used will be agreed upon by all parties.
4. The evaluation instruments and data are to be confidential.
5. Upon completion of the evaluation, a comprehensive report shall be kept on file.
6. Evaluations will take place in June of each year.

EVALUATION OF EMPLOYEES NOT
COVERED BY COLLECTIVE AGREEMENT



POLICY

The Board of Education believes that evaluation of its supervisory personnel is of prime importance in the effective management of the district.

The Board of Education requires the performance of all supervisory staff in their assigned areas of accountability to be evaluated regularly and in accordance with staff contracts.

REGULATIONS

1. The Superintendent of Schools will ensure evaluation is regularly done, in keeping with contractual obligations, with the following staff:
 - a. Assistant Superintendent
 - b. School and District Principals and Vice-Principals
 - c. District Supervisory Staff (Education)
 - d. Executive Assistant
2. The Secretary-Treasurer will ensure evaluation is regularly done, in keeping with contractual obligations, with the following staff:
 - a. Assistant Secretary-Treasurer
 - b. District Supervisory Staff (Administration)
 - c. Executive Assistant
3. By September 30th of each year, a schedule of evaluations to be completed within that school year will be tabled with the Board. The Board will be notified upon completion of the schedule.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 7060

SPONSORSHIP

POLICY

Recognizing that the primary responsibility for funding a public school system is that of the Provincial Government, the Board of Education acknowledges that corporations, businesses and service organizations may from time to time choose to support (financially and / or materially) public school activities for the purpose of enhancing the learning experiences of students, increasing community understanding of public education, and creating a community of lifelong learning in District 69 thereby receiving public recognition.

REGULATIONS

1. The purpose of sponsorship must be to complement education.
2. All sponsorship must maintain/enhance the integrity of the programs, school, staff and students.
3. Participation in sponsorship agreements must be voluntary.
4. Activities under this policy should require minimal intrusion into instructional time.
5. Sponsorship does not require students to observe, listen to or read advertising. Sponsor recognition and corporate logos are for identification rather than commercial purposes, and therefore are kept to a minimum.
6. Sponsor messages or products must be free of bias and stereotyping.
7. Religious dogma, political advertisements and corporate political stances are prohibited.
8. Sponsors may be recognized in a dignified appropriate manner in programs, press releases, newsletters, assemblies and posters. There will be no pressure to compel the students or school community to support sponsors.
9. A written statement of all sponsor donations of kind or cash will be available to all district partner groups upon request.
10. All cash provided by sponsors must be documented using approved accounting procedures outlined by the Secretary-Treasurer or designate.
11. No student or employee may be directly remunerated. No sponsorship funding may be used in any way to entice, reward or recruit students or employees.
12. The superintendent or designate will be responsible for all district level sponsorship so that unacceptable degrees of inequality do not develop between schools.
13. The Superintendent of Schools or designate reserves the right at any time to review the terms of any sponsorship arrangement and, if deemed appropriate, require that the terms be reviewed or the agreement terminated.
14. District-wide sponsorships involving two or more schools require the approval of the Superintendent of Schools or designate.
15. For individual schools, an Administrative Officer in consultation with school staff and PAC will be involved in the process of approving and monitoring each corporate sponsor.
16. These regulations need not apply to scholarships or bursaries.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 7061

DISTRICT SCHOLARSHIPS

POLICY

The Board of Education believes that encouraging the pursuit of excellence in all areas of student achievement is an integral part of its role. To that end, the Board of Education will annually set aside \$5,000 for district scholarships to be distributed among the three secondary schools as detailed in the Regulations below.

REGULATIONS

1. Scholarship funds will be allocated as follows:
 - \$2,000 to Ballenas Secondary School
 - \$2,000 to Kwalikum Secondary School
 - \$1,000 to Parksville Alternate Secondary School (PASS)
2. District Scholarships are intended to be awarded to students who:
 - continually strive to demonstrate success
 - are active participants in school or local community
 - are well-rounded individuals.
3. A District Scholarship Committee will be established consisting of one Trustee (who will chair the committee), Superintendent or designate, Secretary-Treasurer or designate, an elementary school administrator, and a middle school administrator.
4. The District Scholarship Committee will review a short list of applicants from each school as determined by each school scholarship committee. The Board will then interview applicants and award the scholarships.
5. District Scholarships will be awarded at each school's Commencement ceremony.



POLICY

The Board of Education assumes parents will accept the responsibility for band instruments privately owned or rented by students from a commercial source.

REGULATIONS

1. Parents shall be advised annually that they should carry insurance to protect leased instruments against damage, fire, theft or loss.
2. No student will be denied participation in the instrument music program because of inability to pay for the rental of an instrument. Such cases will be determined by the teacher in consultation with the principal of the school.

RESERVED



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY No. 7070

BOARDING AND LODGING ALLOWANCE

POLICY

The Board of Education acknowledges that it may be necessary for students from Lasqueti or other islands within School District 69 electoral boundaries to live away from home in order to attend school beyond the grade levels offered at False Bay School.

The Board of Education may assist in providing an allowance of \$350.00 per month for eligible students in order to ensure an opportunity for those students to fulfill graduation requirements.

REGULATIONS

1. Application shall be made annually to the Secretary Treasurer.
2. Applicants shall meet the following criteria:
 - a. The student's ordinary residence (the place to which the student returns when not in school) is on Lasqueti or other islands within School District 69 electoral boundaries.
 - b. The student will be in attendance at a School District 69 public school.
 - c. The student may not be taking all of his/her courses through a distributed learning program such as the Collaborative Education Alternative Program (CEAP).
 - d. The student is required to enroll in a grade level not offered at False Bay School.
 - e. The student is of school age (less than 20 years of age at the end of the school year).
3. Payment shall be dependent upon regular school attendance by the student on days when the school is open for instruction. If there are more than five unexcused absences within a school month, a reduction of \$20.00 will be applied for each day the student was absent without an excuse acceptable to the school. If there are more than ten unexcused absences within a school month, the monthly allowance will be withheld in total. In exceptional circumstances, parents or students may apply to the Board for relief from this section of the regulations.
4. Payments shall be made at the end of each school month following receipt by the Secretary Treasurer of verification from the enrolling school of the student's regular attendance.
5. An assignment by the parent(s) must be submitted to allow the Board to pay the allowance on behalf of the parent(s) directly to the person providing the boarding/lodging.
6. All contractual arrangements for boarding/lodging of a student are between the parent(s) of the student and the person(s) providing the boarding/lodging.
7. Necessary forms for boarding/lodging allowance application shall be made available in the School District 69 office of the Secretary Treasurer.



EMERGENCY CLOSURE OF SCHOOLS (STUDENT)

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POLICY

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The Board of Education authorizes the Superintendent of Schools, or designate, to close schools by reason of weather emergencies or for other causes that might endanger the health or safety of students and staff.

REGULATIONS

1. There are occasions when the Transportation Manager, in consultation with the Superintendent of Schools and the Operations and Maintenance Manager, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m.
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 - CKNW (980 AM) Vancouver
 - CBC Radio One (690 AM) Vancouver
 - CHEK TV News Victoria
 - /A\ News Vancouver Island
3. Prior to the end of October each year, parents will be reminded through school newsletters of the procedures that will be implemented in the event of emergent conditions.

Emergency Early Dismissal

4. Each school shall have an established plan by which parents can be notified in the event of an early closure.
5. In those situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a principal has concerns for local road conditions in their school zone, the principal should contact the Superintendent of Schools.



EMERGENCY CLOSURE OF SCHOOLS (STUDENT)

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7. If a school bus driver is unable to complete his/her normal bus run, the driver will so advise the Transportation Department. After discussion with the Transportation Department, the driver will either return the students to their home school or deliver them to an alternate location identified by the Transportation Manager. Parents will be advised of such route changes either by announcement over the radio or direct telephone contact.

RESERVED