



BOARD OF EDUCATION

POLICY DEVELOPMENT COMMITTEE

December 3, 2019

4:30 p.m.

District Education Office

AGENDA

- | | |
|--|------------|
| 1. Call to Order | Chair |
| 2. Approval of Agenda | Chair |
| 3. Approval of Minutes – September 24, 2019 Page 1 | Chair |
| 4. Draft Revised Policy #4065 – Flags – Canada & British Columbia Page 4 | K Nelson |
| Other district policies Page 8 | |
| 5. Draft Revised Policy #5000 – School Parent Advisory Councils Page 13 | K Nelson |
| 6. Draft Revised Policy #5002 – District Parent Advisory Council Page 16 | K Nelson |
| Other district policies Page 19 | |
| 7. Draft Revised Policy #5075 – Media Consent Page 26 | K Bird |
| Other district policies Page 28 | |
| 8. Draft Revised Policy #6540 – Absenteeism – Reporting by Staff..... Page 32 | K Bird |
| Other district policies Page 34 | |
| 9. Draft Revised Policy #7210 – Releasing Students to Custodial Care..... Page 39 | K Bird |
| 10. Draft Policy #5025 – Use of Private Vehicles Page 41 | J Veenbaas |
| 11. Draft Revised Policy #7009 – Damage or Destruction of School Property – Students.. Page 46 | J Veenbaas |
| 12. Draft Revised Policy #7700 – Student Transportation Page 48 | J Veenbaas |
| 13. Questions/Comments | |

Next Meeting: February 11, 2020
 District Office

ADJOURNMENT

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
September 24, 2019**

PRESENT:

Board Representatives:

Linda Kerr	Trustee
Marilyn Warren	Trustee (<i>via phone 5:30</i>)

Committee Representatives:

Patsy Graham	Principal	FCPVPA
Rosalee Floyd	Principal	FCPVPA
Greg Lawley	Principal	FCPVPA
Kristen Peters	Teacher	FCTA
Amy Smith	President	FCTA
Darlene Smith	Support staff	CMAW
Daniel Chrenko	Student	

District Staff:

Karen Nelson	Superintendent
Kevin Bird	Assistant Superintendent
Laurie Bjorge	Recording Secretary

Guests:

Donna Barner	Student Services Coordinator
Doug Templeton	Director, Transportation & Facilities

Regrets:

Natalie Lowe	Secretary-Treasurer	
Wendy Colman-Lawley	Trustee	
Debra Schneider	AEC	
Leanne Boycott	AEC	
Wendy Clark	DPAC	
Laurie Hansen	Staff	CMAW

1. Call to Order

The meeting was called to order by the Superintendent at 4:30 p.m. in the District Board office.

2. Nomination of Chair

Rosalee Floyd nominated Trustee Kerr for Chair. There were no other nominations. Trustee Kerr pronounced as Chair by acclamation.

3. **Approval of Agenda – September 24, 2019**

D SMITH/A SMITH

THAT the agenda of the Policy Development Committee meeting held on September 24, 2019 be approved as presented.

Carried

4. **Approval of Previous Minutes – April 30, 2019**

D SMITH/A SMITH

THAT the minutes of the Policy Development Committee meeting held on April 30, 2019 be approved as presented.

Carried

5. **Draft Revised Policy #7710 – Security Cameras on Board School Buses**

The Superintendent reviewed the changes to the policy. The Director of Transportation & Facilities answered questions regarding the current protocol.

D SMITH/PETERS

THAT draft revised *Policy #7710 – Security Cameras on Board School Buses* be presented to the Board of Education for first reading, as amended.

Carried

6. **Draft Revised Policy #7015 – Consultation: Re Placement of Special Needs Students**

The Superintendent reviewed the changes to the current policy.

FLOYD/D SMITH

THAT draft revised policy *#7015 – Consultation: Re Placement of Special Needs Students* be presented to the Board of Education for first reading, as amended.

Carried

7. **Draft Revised Policy #7020 – Inclusion of Special Needs Students**

The Superintendent reviewed the changes to the current policy.

A SMITH/FLOYD

THAT draft revised *Policy #7020 – Inclusion of Special Needs Students* be presented to the Board of Education for first reading, as amended.

Carried

8. **Draft Revised Policy #7022 – School Completion (Evergreen) Certificates**

The Assistant Superintendent reviewed the changes to the current policy.

A SMITH/D SMITH

THAT draft revised *Policy #7022 – School Completion (Evergreen) Certificates* be presented to the Board of Education for first reading as amended.

Carried

9. Draft Revised Policy #6710 – Reporting Employee Accidents

The Assistant Superintendent reviewed the changes to the current policy and explained the changes to WorkSafe BC practices and changes to reporting.

PETERS/D SMITH

THAT draft revised *Policy #6710 – Reporting Employee Accidents* be presented to the Board of Education for first reading, as amended.

Carried

10. Draft Revised Policy #5075 – Media Consent

The Assistant Superintendent reviewed the changes to the current policy. The committee discussed the issue of permission from students/parents regarding displaying/circulation of personal work ie. artwork. The committee agreed to bring this item back to the the next meeting.

GRAHAM/A SMITH

THAT draft revised *Policy #5075 – Media Consent* be brought back to the committee for further review at the next Policy Development Committee meeting.

Carried

Next Meeting

December 3, 2019

Location: District Education Office

Adjournment

The meeting adjourned at 5:40 pm

/FLOYD

THAT the meeting be adjourned.

Carried

Adopted: 2013-11-19	Reviewed:	Amended:
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POLICYSUBJECT: **FLAGS – CANADA & BRITISH COLUMBIA**

The Board of Education (“the Board”) believes the flags of Canada and British Columbia are an important part in the celebration of Canada as a country and British Columbia as a province.

Schools in the Fraser-Cascade School District will display the Canadian and British Columbia flags, as prescribed in the *School Act* and Regulations, generally following the protocol established by the federal government.

The Ministry of Education recognizes the importance of these symbols of patriotism. Regulation #265/89 section 5(10) and 5(11), of the *School Act*, specifically state:

- “(10) The principal of a school, other than a distributed learning school, must,
- (a) subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year,
 - (b) ensure that assemblies are held at least 3 times in a school year, including the school day immediately preceding Remembrance Day,
 - (c) ensure that the Canadian national anthem shall be sung at each school assembly, and
 - (d) ensure that the Canadian flag and the British Columbia flag be displayed at each school while in session.”
- “(11) School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.”

Adopted: 2013-11-19	Reviewed:	Amended:
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REGULATIONS

SUBJECT: **FLAGS – CANADA & BRITISH COLUMBIA**

1. PROTOCOL – FLAG DISPLAY

The Canadian flag should be displayed outside the school building from either a ground or wall mounted pole/staff. Each school will have a single flag pole installed.

No flag, banner or pennant should be flown or displayed above the Canadian flag.

Flags flown together should be approximately the same size and shall be flown from separate staffs at the same height. The Canadian flag should be given the place of honour when flown or displayed with other flags.

The British Columbia flag should be prominently displayed inside the building using either of the following methods:

- 1) attached flat to a wall with fasteners penetrating the hem area only; or
- 2) hung from a beam in the gymnasium

It is only appropriate for the flags of Canada and British Columbia to be flown or displayed properly and treated at all times with dignity and respect.

All flag(s) should be in good clean condition when flown or displayed. When the flag(s) do become worn, noticeably faded or otherwise unfit for service, they should be replaced and the old flag disposed of by private burning.

The flag should be flown from sunrise to sunset each day school is in session and it is not contrary to etiquette to have the flag flying at night.

Flags can be displayed inside a building, either on staffs or fastened to a wall. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the Canadian flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

2. OCCASIONS FOR FLYING FLAGS AT HALF-MAST

Schools will fly their flags at half-mast on appropriate occasions, to bestow an honour or express a collective sense of sorrow.

Flags flown at half-mast will be by special instruction of the Board or the Superintendent of Schools (in consultation with the Board Chair or Vice Chair) following a general protocol as follows:

a) National (all schools):

On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);

On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister; and

b) Provincial (all schools):

On the death of the Lieutenant Governor or the Premier.

c) School District (all schools):

On the death of a current Trustee or Superintendent of Schools

d) School (school affected only):

On the death of a current student or staff member; and

On the death of the Member of Parliament or Member of the Legislative Assembly for the riding in which the school is located; and

e) On April 28, Workers' Mourning Day;

f) On the last Sunday in September, Police and Peace Officers' National Memorial Day;

g) On November 11, Remembrance Day

h) On December 6, National Day of Remembrance and Action on Violence Against Women;

i) Other tragic events – at the discretion of the Board and after consultation with the Board Chairperson and the Superintendent of Schools.

3. PERIOD FOR FLYING FLAGS AT HALF-MAST

Flags would normally be flown at half-mast upon the death of a person listed, up to and including the day of the funeral or memorial service.

4. METHOD OF FLYING FLAGS AT HALF-MAST

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag

rope. A satisfactory position for half-mast is to place the centre of the flag exactly halfway down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

Flags will only be flown at half-mast on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be flown at half-mast.

FLAG PROTOCOL

Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag is displayed at schools and other District facilities.

Procedures

1. General

- 1.1 The flag of Canada shall be hoisted daily before school goes into session and shall remain flying while school is in session. It is not to be left flying overnight.
 - 1.1.1 It is the duty of the engineer-custodian or head custodian to hoist and take down the flag.
- 1.2 The Canadian flag shall be displayed at all schools while in session.
- 1.3 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.4 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
 - 2.2 Display the Canadian flag in accordance with this procedure.
- Principals may display flags in other areas within the school at his/her discretion.

3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

4. Flags shall be flown at half-mast:

- 4.1 Upon the death of an immediate member of the Royal Family and a current or former Governor or Prime Minister;
- 4.2 Upon the death of our current or former B.C. Lieutenant-Governor or Premier;
- 4.3 On April 28, Workers' Mourning Day;
- 4.4 On the last Sunday in September, Police and Peace Officers' National Memorial Day;
- 4.5 On November 11, Remembrance Day;
- 4.6 On December 6, National Day of Remembrance and Action on Violence Against Women;

4.7 Flags at individual schools may be half-masted at the discretion of the Superintendent.

5. Current 'Rules for Flying the Flag' can be found at: <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89

Adopted: November, 1973

Revised: August 1, 1990; September 1994; January 1999; September 24, 2018

FLAG PROTOCOL

Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed at schools and other District facilities.

Procedures

1. General
 - 1.1 The Canadian and British Columbia flags shall be displayed at all schools while in session.
 - 1.2 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
 - 1.3 Flags shall be displayed in accordance with a general protocol as set out by the Minister of Canadian Heritage.
2. The Principal shall:
 - 2.1 Purchase flags, as required, within the school.
 - 2.2 Display the Canadian and British Columbia Flags in accordance with this procedure.Principals may display flags in other areas within the school at his/her discretion.
3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.
4. Flags shall be flown at half-mast:
 - 4.1 Upon the death of an immediate member of the Royal Family and a current or former Governor or Prime Minister;
 - 4.2 Upon the death of our current or former B.C. Lieutenant-Governor or Premier;
 - 4.3 On April 28, Workers' Mourning Day;
 - 4.4 On the last Sunday in September, Police and Peace Officers' National Memorial Day;
 - 4.5 On November 11, Remembrance Day;
 - 4.6 On December 6, National Day of Remembrance and Action on Violence Against Women;

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- 4.7 Flags at individual schools may be half-masted, at the discretion of the Principal, and after consultation with the Superintendent, for:
- 4.7.1 The death of a staff member
 - 4.7.2 Other tragic events
5. Current 'Rules for Flying the Flag' can be found at:
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/about.html>

*Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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Administrative Procedure 158

FLAG PROTOCOL

Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed at schools and other District facilities.

Procedures

1. General

- 1.1 The Canadian and British Columbia flags shall be displayed at all schools while in session.
- 1.2 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.3 Flags shall be flown at half-mast in response to the death of persons associated with the District and for prominent citizens.
- 1.4 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
- 2.2 Display the Canadian and British Columbia Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her discretion.

3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

4. Flags shall be flown at half-mast:

- 4.1 At the direction of the Superintendent upon the death of a prominent citizen;
- 4.2 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
- 4.3 On the day of the funeral for cases other than those described in 4.2.

5. Current 'Rules for Flying the Flag' can be found at: <http://www.pch.gc.ca/eng/1359048153800>

Reference: Sections 20, 22, 65, 85 School Act
School Regulation

Adopted: 1998-04-28	Reviewed:	Amended: 2002-12-10 2011-11-01
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SUBJECT: **SCHOOL PARENT ADVISORY COUNCILS**

The Board of Education ~~recognizes that School Parent Advisory Councils play a positive role in a school(s) organization. The Board acknowledges the worth of many forms of parental participation in school life, such as informational meetings and auxiliary support. Additionally, the Board believes that consultation with parents is a desirable and necessary part of a complete school program for School District 78 (Fraser-Cascade)~~ believes that parents are partners in our educational system. The Board believes that parental involvement helps to promote a positive learning environment, and promotes open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

~~In keeping with this intent, the Board expects that school personnel will actively encourage and support parent and community involvement in the schools. The Board also expects that wherever parents request, School Parent Advisory Councils will be established as a means to involve parents and guardians at school.~~

~~A parent advisory council is a formalized method of obtaining involvement of parents to study school problems, plan for improvements in education and foster school and community relationships.~~

The Board recognizes that school Parent Advisory Councils (PACs) play a positive role in a school's organization.

The primary focus of a ~~parent advisory council~~PAC is to improve the quality of school/community life, by promoting and supporting education. In keeping with this intent, the Board expects that school personnel will actively encourage and support parent and community involvement in the schools.

Adopted: 1998-04-28	Reviewed:	Amended: 2002-12-10 2011-11-01
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REGULATIONS

SUBJECT: SCHOOL PARENT ADVISORY COUNCILS

Roles and Responsibilities

In order for a parent advisory council to play a meaningful role, it must be organized so that its functions and terms of reference are clearly defined. The council should possess full knowledge of its role and responsibilities and its relationship with the local school in order to ensure every opportunity for success.

Section 8 of the School Act stipulates that:

- ~~(1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.~~
- ~~(2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.~~
- ~~(3) There must be only one parents' advisory council for each school or Provincial school.~~
- ~~(4) A parents' advisory council, through its elected officers, may~~
 - ~~(a) — advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, other than matters assigned to the school planning council, and~~
 - ~~(b) — at the request of the school planning council, assist the school planning council in carrying out its functions under this Act.~~
- ~~(5) A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing~~
 - ~~(a) — the dissolution of the parents' advisory council,~~
 - ~~(b) — the election of members to represent the parents' advisory council on the school planning council, and~~

Adopted: 1998-04-28	Reviewed:	Amended: 2002-12-10 2011-11-01
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~~(c) — the election of a member to represent the parents' advisory council on the district parents' advisory council.~~

~~(6) Voting at an election referred to in subsection (5) (b) and (c) must be by secret ballot.~~
A Parent Advisory Council (PAC) may be formed at each school and will conduct its affairs in accordance with the *School Act*.

Each PAC, in consultation with the Principal, shall have a Constitution and Bylaws governing its meeting and the business and conduct of its affairs.

A copy of each PAC's Constitution and Bylaws will be provided to the Board and DPAC.

Copies of the minutes of PAC meetings are to be kept on file at the school and be available to members of the school community.

Each PAC should strive to be as inclusive and communicative as possible to its members.

PACs shall not discuss individual students, school personnel, parents or other members of the school community.

Application

The Superintendent of Schools shall ensure that every Principal with the School District is aware of the requirements of Section 8 of the *School Act*.

1. The Superintendent shall provide assistance to Principals to ensure that the bylaws governing the meetings of the parent advisory councils transpire in accordance with sound governance and meet the conditions of the *School Act*.
2. It shall be the responsibility of the Board of Education to review any and all applications under Section 8 of the *School Act*.
3. ~~Upon receipt of an application, the Board shall approve the creation of a parent advisory council for a school within a period of thirty (30) days unless unforeseen circumstances intervene.~~
4. ~~Each Parent Advisory Council is to include a membership statement in its constitution that is in keeping with the spirit and intent of Section 8 of the *School Act*.~~



Policy 5002
DISTRICT PARENT ADVISORY COUNCIL

Adopted: 1998-04-28	Reviewed:	Amended: 2005-06-28 2011-11-01
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POLICY

SUBJECT: **DISTRICT PARENT ADVISORY COUNCIL**

The Board of Education believes that a District Parent Advisory Council (DPAC) will enhance communications among the school Parent Advisory Councils (PACs), the District, educational partner groups and community at large. The primary focus of DPAC is on programs and policies that have an impact on students and parents in the District.

The Board of Education also believes in a consultative process to gather parental input on issues affecting students and schools in the district.

Parents have a legislated right to participate in public decision-making and related activities that affect their children's school environment.

Parent Advisory Councils (PACs) have a legislated right to collectively meet at the district level and to establish a District Parent Advisory Council (DPAC), upon application to the Board of Education, if one is not currently established.



Policy 5002
DISTRICT PARENT ADVISORY COUNCIL

Adopted: 1998-04-28	Reviewed:	Amended: 2005-06-28 2011-11-01
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REGULATIONS

SUBJECT: **DISTRICT PARENT ADVISORY COUNCIL**

1. **GOVERNANCE AND MEMBERSHIP**

- a. The Board of Education shall establish a District Parent Advisory Council (DPAC) at the request of the executive of a parent advisory council.
- b. The DPAC will adopt a constitution and bylaws governing its meetings and the business and conduct of its affairs. A current copy of those bylaws will be submitted to the Board of Education and posted on the district's website.
- c. All Parent Advisory Councils in School District No. 78 (Fraser-Cascade) are eligible to be voting members of the Council. Each PAC is eligible to have one (1) voting member on the DPAC.

2. **MANDATE**

- a. The DPAC Chair will be requested to select two parent representatives to serve on Board Standing Committees, and one parent representative to serve on Board Administrative Committees.
- b. DPAC will be invited to consult through Board of Education Committees, and growth planning processes on matters of finance, policy, governance, and educational programming.
- c. The Board of Education will provide a liaison trustee to the DPAC, upon request.
- ~~c. Section 8.4 of the School Act stipulates that:~~
 - ~~(1) A parents' advisory council, through its elected officers, may apply to the board for the establishment of a district parents' advisory council.~~
 - ~~(2) On receipt of an application under subsection (1), the board must establish a district parents' advisory council for the school district consisting of representatives elected to the council under subsection (3).~~
 - ~~(3) Each parents' advisory council in a school district may elect annually one of its members to be its representative on the district parents' advisory council for a term of not more than one year.~~

~~(4) There must be only one district parents' advisory council for each school district.~~

~~d. The DPAC shall conduct its affairs in accordance with the *School Act*.~~

~~e. The District Parent Advisory Council is expected to follow the Code of Ethics and Conflict of Interest Guidelines of BCCPAC.~~

3. **FUNCTION**

~~a. The Board of Education will appoint a trustee to represent the Board at meetings of the DPAC. DPAC will file a copy of the minutes of all regular meetings at the Board of Education Office through the Secretary-Treasurer.~~

~~b. The chairperson of the DPAC will submit a written or oral report to the Board of Education on an annual basis.~~

~~c.b. The Superintendent of Schools, or designate, may will be available to~~ attend any meeting of the DPAC in a non-voting capacity.

~~c. The Superintendent of Schools, or designate, will assist the DPAC by providing meeting facilities and facilitating the use of district communications systems.~~

~~d. The Board, in setting a budget, will annually determine the amount of funding to be provided to the DPAC.~~

SCHOOL DISTRICT NO. 51 (BOUNDARY)

POLICY

SECTION	TITLE	NO. 1340
GOVERNANCE/COMMUNICATIONS	<u>Parent Advisory Councils</u> <u>District Parent Advisory Council</u>	

DATE ADOPTED: November 14, 2000

DATE AMENDED: January 8, 2008

DATE AMENDED: March 13, 2018

A. Parent Advisory Council:

The Board shall establish a Parents' Advisory Council in each school in the District in response to an application made by parents of school-aged students attending the school.

REGULATIONS

1. In response to a request from the parents/guardians of students attending a school, the Board shall establish a Parents' Advisory Council in that school.
2. A school parents' advisory council through its elected officers may advise the Board and the principal and staff at the school respecting any matter relating to the school.
3. Every parent/guardian of school-aged students attending a given school shall have the right to belong to the council.
4. Employees of the District shall be expected to provide an appropriate degree of support for the organization and its programs of development.
5. In consultation with the Principal, the council shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.
6. In consultation with the Principal and the staff of the school, a concerted effort should be made to enroll all eligible parents/guardians in the council so that it represents its particular community.

7. The following are suggested guidelines for the operation of a Parents' Advisory Council:
- (a) Executive officers for the council are elected annually.
 - (b) A delegate is normally elected to represent the council on the District Advisory Council.
 - (c) Meetings are usually held monthly, but at least four times annually, and are advertised in the school newsletter. Meetings should be held at times and locations convenient for parents.
 - (d) The Principal and one elected member of the teaching staff act on the council in an advisory capacity.
 - (e) Secondary school Parents' Advisory Councils may ask the Students' Council to elect a member to represent students.
 - (f) Fund raising is not usually a prime function of the council. If funds are raised, a trust account must be set up in the council's name (including the name of the school). Two signing officers are required for the account, executive officers and may include the Principal at the PAC discretion. The account books which are kept must be available for audit by the Board.
 - (g) Any problems not resolved within the council should be referred to the Principal, the Superintendent, or the Board for resolution.

B. District Parent Advisory Council

The Board shall establish a District Parent Advisory Council upon application from a School Advisory Council. Each School Parent Advisory Council may elect one of its members to be its representative on the District Parent Advisory Council. There must be only one District Parent Advisory Council for the District.

Roles and Responsibilities of the District Parent Advisory Council (School Act Sec 8.5)

1. The District Parent Advisory Council may advise the Board on any matter pertaining to education in the School District.
2. The District Parent Advisory Council is required to make bylaws governing its meetings and the business and conduct of its affairs.
3. The Superintendent, a designate of the Superintendent or a Trustee of the School District may attend any meeting of the District Parent Advisory Council.
4. The District Parent Advisory Council is required to advise the Superintendent of meeting dates.
5. Employees of the District shall be expected to provide an appropriate degree of support for the organization and its programs of development.



Section Seven: Community Partnerships

705 – DISTRICT PARENT ADVISORY COUNCIL (COPAC)

Introduction

The Board of Education supports the voice of Parent Advisory Councils as partners in education through the organization of the District Parent Advisory Council known as the Central Okanagan Parent Advisory Council (COPAC).

Policy

1. COPAC may advise the Board on any matter relating to education in the School District.
2. The Board believes in and supports the following principles for the formation and operation of the District Parent Advisory Council (COPAC).
 - 2.1 A District Parent Advisory Council must make bylaws governing its meetings and the business of its affairs, including bylaws governing the dissolution of the Council.
 - 2.2 Each school-based Parent Advisory Council in the District may elect annually one of its members to be its representative on the District Parent Advisory Council for the term of not more than one year.
 - 2.3 The District Parent Advisory Council is expected to follow the Code of Ethics and Conflict of Interest Guidelines of BCCPAC. Board Policy 390 – Conflict of Interest and Confidentiality will apply when parents/guardians are also employees of the School District.
 - 2.4 Trustees and the Superintendent of Schools/CEO or designate may attend any meeting of the District Parent Advisory Council (COPAC).

AP 480.1: Parent Advisory Councils/District Parent Advisory Council

1. Parent Advisory Councils

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

2. District Parent Advisory Council

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

Parent Advisory Council

Policy 2110

April 26, 2005

Revised: September 23, 2014

May 26, 2015

School Act Reference – Part 2; Division 2; Section 8

The Board of Education of School District #81 believes that parents are partners in our educational system. The Board believes that parental involvement helps to promote a positive learning environment, and promotes open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

PARENT ADVISORY COUNCILS

1. There shall only be one Parent Advisory Council (PAC) for each school.
2. All parents or guardians whose children attend the school are members of that school's PAC.
3. The PAC, through its elected officers may:
 - a. advise the Board and the principal and staff at the school respecting any matter relating to the school other than matters assigned to the School Planning Council; and
 - b. at the request of the School Planning Council, assist the School Planning Council in carrying out its functions under the School Act (School Act: Section 8(4)).
4. PACs shall not discuss individual students, school personnel, parents or other members of the school community.
5. Each PAC, in consultation with the Principal, shall have a Constitution and Bylaws governing its meeting and the business and conduct of its affairs. Bylaws governing amendments to the document, and procedures regarding the dissolution of the PAC should also be mentioned.
6. The constitution and bylaws of every PAC shall be filed with the Board.
7. Each PAC should strive to be as inclusive and communicative as possible to its members.
8. Copies of the minutes of PAC meetings are to be kept on file at the school and be available to members of the school community.

9. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff, and other Community Organizations with an interest in education, may be invited or may request to attend meetings as non-voting members of the PAC.

DISTRICT PARENT ADVISORY COUNCIL

The Board recognizes School District #81's, District Parent Advisory Council (DPAC) as representing individual school parents' advisory councils. Such recognition is subject to the understanding that:

1. The DPAC must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of a DPAC.
2. Membership and participation in the DPAC and its activities is open to all PACs established pursuant to this policy.
3. Each PAC may elect annually one of its members to be a representative on the DPAC for a term of not more than one year.
4. The Superintendent of Schools for the District, a designate of the Superintendent or a Trustee of the School District may attend any meeting of the DPAC.
5. The provision of this policy relating to PACs also applies to DPAC.
6. The DPAC's activities will be carried out at the District level, rather than at the local school level.
7. Individual school PACs have the right and authority under the School Act to approach the Board directly.

School District #81, District Parent Advisory Council Function

The stated objective of the School District #81 DPAC is to encourage cooperation and communication among parents, students, educators, and School District appointed and elected representatives. In meeting this objective School District #81 DPAC, as the recognized District representative group, shall:

1. Promote the interests of the public school system throughout the district.
2. Liaise with the Board, District staff assigned this responsibility by the Board, or the Superintendent and other partner groups.
3. Liaise with the British Columbia Confederation of Parent Advisory Councils.
4. Advise the Board on District-wide matters relating to the education and well-being of students.

5. Provide a vehicle for communication among PACs and provide assistance to PACs as requested.

Board Support for the District Parent Advisory Council (DPAC)

1. The Board shall provide access to copy services to support the publication of newsletters and other materials.
2. The Board shall provide access to the School District mail system to DPAC to enable them to distribute mail to and from schools and the District Office.
3. The Board shall provide to the DPAC, without charge, a copy of all Regular Board meeting agendas and a copy of the Board Policy Manual with amendments as necessary.
4. An annual amount will be designated by the Board after the DPAC presents its plan of activities for that year.

District Committees that Include Parent Members

1. District committees that call for parent members will include the following:
 - (a) Representatives appointed by the DPAC;
 - (b) School based standing committees
 1. Policy Committee
 2. Calendar Committee
 3. Finance Committee
 4. Green Committee
 - (c) Other parent representatives as determined by the Board's terms of reference for a specific district committee.

The number of each to be determined by the Board upon establishment of each new committee.

2. The DPAC shall appoint representatives to District committees for a one-year term.
3. Where applicable, a PAC shall appoint representatives to District committees for a one-year term.
4. Where possible, appointments should be made by September 30 of each year.
5. With the DPAC's endorsement, a PAC representative may also serve as the DPAC representative on District committees.

Adopted: 2015-10-27	Reviewed:	Amended:
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POLICY

SUBJECT: **MEDIA CONSENT**

The Board of Education in accordance with the BC [Freedom of Information and Protection of Privacy Act](#), requires that schools receive consent from parents/guardians to use and disclose photographs, videos, images and/or names of students in publications and/or websites. The typical use of student images and names are for educational purposes such as recognizing and encouraging student achievement, for the purpose of building school community and informing others about the school, its programs and activities and/or the School District.

Adopted: 2015-10-27	Reviewed:	Amended:
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REGULATIONS

SUBJECT: **MEDIA CONSENT**

General

1. Schools must obtain student and parent/guardian permission to use student names and/or images in school communications such as newsletters, brochures, reports, websites, social media, or other forms of public communications. (Permission is typically obtained at registration on the School District #78 Student Registration Form).
2. Where student names, images or original work such as writing or art is to be used, ~~written student and/or parent/guardian authorization~~ **permission** is required. ~~specifying the nature of the proposed posting.~~ It is the responsibility of the principal to ensure that this authorization is managed at the school. ~~Completed authorization forms will be kept on file at the school for five (5) years.~~ A student pseudonym may also be utilized when posting student work or images.
3. Where individual staff members are to have their names or original work(s) posted in school communications, they also require consultation and consent.
4. Student names and/or images may be used, provided that both student and parent/ guardian consent has been received. The types of media that student names and/or images may be used in are as follows:
 1. school and School District communications, such as newsletters, yearbooks, brochures, and reports
 2. school and School District websites, social media sites/video channels such as Facebook, Twitter, and YouTube
 3. external media communication such as newspaper or television or online, including photographs, videotape and/or interviews (restricted to school-related events where media is invited **)
 4. video, audio and still photos for educational use
5. **An annual “no consent” list should be maintained in the office of each school.**

**School and district staff cannot control news media access, photos/videos taken by the media or by others in public locations (e.g. field trips or off school grounds) or school events open to the public, such as sports events, student performances, Board meetings, etc. These are considered public events.

Related Policies: Policy 5070 – Social Media



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

5.12 Student Photography / Video and Media Consent

The Board of Education recognizes that the collection, use and disclosure of personal information by a school district is done for education related purposes, such as recognizing and encouraging student achievement. The Board of Education believes that providing information about school and District programs and activities is important, and that it must be done in compliance with the *School Act* and the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and associated regulations. This includes use of a student's photo, video, and audio recordings on district-generated printed materials and electronic materials including websites and social media.

The *School Act* obliges district staff to "ensure confidentiality of the information contained in the student records and ensure privacy for students and their families". This includes access to students by news media and other outside agencies.

Guidelines

1. Consent for video and audio recording as well as photos of the individual student.
 - 1.1 Parental/Guardian consent for recording and use of a student's photograph, video image or audio recording in a classroom or school setting (i.e. non-public) must be received in advance.
 - 1.2 Annual consent forms must be kept on file for all students.
 - 1.3 If no form is returned or if the consent section is not completed, it must be registered as "no consent" for that student.
 - 1.4 An annual "no consent" list should be maintained and distributed at each school.
2. School and district staff cannot control news media access in public locations (e.g. field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.
3. Staff should ensure that student photographs or videos are stored only on school district owned devices and not personal equipment.

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)
POLICY 504.1

Effective Date, June 17, 2013

MEDIA CONSENT FORMS

The Board of Education recognizes that the collection, use and disclosure of personal information by a school district is governed by the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Freedom of Information and Protection of Privacy Regulation*. The Board of Education is obligated to ensure privacy for students and their families.

REGULATIONS

1. Personal Information Consent

Forms: ([Elementary & Middle Schools](#)) ([Secondary Schools](#))

The Personal Information Consent form permits schools to collect student photos and put them on district websites and in other district publications, with or without student names, and to allow media access to students for external publication. Although student photos may be collected and used without consent for purposes necessary to the programs or activities of the public body (e.g. for student identification purposes), having consent allows the collection and use for a broader range of purposes, such as promoting district programs and building a sense of community in the school.

- a) Teachers and principals or designates are responsible for ensuring that all students and parents/guardians are aware of the Personal Information Consent and that they agree by signing the *Personal Information Consent Form*.
- b) The consent form is required annually. Consent cannot be implied from failure to return a consent form. Schools must track non-consents because they are considered the same as refusals of consent.

2. Notice to Parents and Students: Outside Media in Schools

Forms: ([Elementary & Middle Schools](#)) ([Secondary Schools](#))

Notice to Parents and Students: Outside Media in Schools is a notice to parents/guardians of something that will happen as part of the school program, so that parents/guardians can take preventative action if they do not want pictures taken or published of the student.

- a) Teachers and principals or designates are responsible for ensuring that all students and parents/guardians are provided with a copy of the Notice to Parents and Students: Outside Media in Schools Form and the Notice to School District re: Outside Media.
- b) Distribution of the two consent forms is required annually. If the Notice to Parents and Students: Outside Media in Schools Form is not returned, schools can proceed on the basis that parents have received and read the notice. The onus is on parents/guardians to return the Notice to School District re: Outside Media if they have objections to media exposure for the student. Schools will determine a process for tracking and communicating the parental expectations in this regard.

Student Photograph/Video/Audio and Media Consent**Policy No. 604.2R****REGULATIONS****FORM: 604.2F – Student Photograph-Video-Audio and Media Consent Form****1. General Photograph/Video/Audio and Media Consent Requirements**

- 1.1. Consent must be provided for video and audio recordings as well as photos of individual students.
 - 1.1.1. 'Photograph/Video/Audio and Media Consent Forms' must be issued, and kept on file throughout a student's time at that school. If the student changes schools within the district the form should move with the student's files.
 - 1.1.2. Consent forms are obtained once during a student's elementary years and once again in their high school years.
 - 1.1.3. Parents/guardians may change their consent options by completing a new form and submitting it to their children's school.
 - 1.1.4. If a form is not returned or if the consent section is not completed, it must be registered as 'no consent' for that student.
 - 1.1.5. An annual 'no consent' list should be maintained in the school office.
- 1.2. Consent is not required for public events. School and district staff cannot control news media access in public locations (e.g. field trips or any events off school grounds) and have limited control at school events open to the public, such as sports events, student performances, school board meetings, etc.

2. In-class/School Consent for Access to Students by Media/Photographers

- 2.1. Parental/Guardian consent for recording and use of a student's photograph, video image or audio recording in a classroom or school setting (i.e. non-public.) must be received in advance.
- 2.2. For in-school interaction with media, obligations under the *School Act* can be met by:

- 2.2.1. Taking steps to control access by media to the schools and students and avoiding situations that would likely be considered an invasion of privacy. There may be circumstances where this is unavoidable;
- 2.2.2. Providing advance notice to parents/guardians and students so they may “opt out” of events;
- 2.2.3. Advising parents/guardians when media presence is scheduled at the school; and,
- 2.2.4. Ensuring students with ‘no consent’ are identified to media/camera operators and are not included in any photographs, video or audio recording.

**ABSENTEEISM – REPORTING BY STAFF**

Adopted: 2002-01-22	Reviewed:	Amended: 2015-02-10
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POLICY

SUBJECT: **ABSENTEEISM – REPORTING BY STAFF**

The Board of Education recognizes the contribution each employee makes to the achievement of students and encourages initiatives and measures that support a healthy lifestyle for staff. This includes promoting early intervention to assist employees demonstrating attendance issues, and supporting programs and practices that aid in returning employees safely to the workplace.

**ABSENTEEISM – REPORTING BY STAFF**

Adopted: 2002-01-22	Reviewed:	Amended: 2015-02-10
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REGULATIONS

SUBJECT: **ABSENTEEISM – REPORTING BY STAFF**

1. All members of staff absent from duty or absent from their regular site for any cause shall report the fact on the prescribed report form, giving the reasons in full for such absences.
2. All staff members will submit the district “Request for Leave” form **upon return** to record absences with the exception of the Superintendent, Assistant Superintendent, Secretary-Treasurer, **Assistant Secretary Treasurer**, and Principals/Vice-Principals who will use the Monthly Leave form.

VALUES

~~A safe and caring learning environment treats all people respectfully as individuals with understood expectations, roles and responsibilities.~~

School District 43: Coquitlam

Policy Subject: REPORTING ALL ABSENCES FOR EXCLUDED STAFF

Date Passed: June 2005

Date Amended: NA

Policy: REPORTING ALL ABSENCES FOR EXCLUDED STAFF

Procedure No. 450

Date Approved: June, 2005

Date Amended:

Background

In order to provide appropriate processing of absences for Management Staff, Supervisors and Support Staff, Principals and Vice-Principals, the following procedure is to be followed.

Procedures

1. Illness - All Excluded Staff

1.1 Principals and Vice-principals are required to report absences due to illness directly to 937-6793. The Human Resources Department will be responsible for advising the Superintendent's Office of all absences due to illness for Principals and Vice-Principals.

1.2 Senior Management, Excluded Supervisors and Support Staff must report absences due to illness directly to their immediate supervisor prior to 9:00 a.m. as well as phoning 937-6740.

2. Vacation Leave/Days in Lieu (Management, Excluded Supervisors, District Principals and Support Staff) Not applicable for school-based Principals and Vice Principals.

2.1 All vacation days must be phoned in to CADS (937-6740)

2.2 Applications for annual vacation, days in lieu are issued at the beginning of each calendar year.

2.3 Prior to receiving vacation forms, all requests for vacation must be submitted in writing. These vacation forms or written requests must be completed by each employee, acknowledged by the immediate supervisor, i.e. Superintendent's Committee would have the Superintendent's signature and forwarded to the Human Resources Department for processing prior to taking vacation and/or days in lieu.

2.4 A completed vacation sheet will be returned to the employee indicating all vacation days scheduled and remaining number of vacation days to be scheduled.

2.5 All changes or additional scheduling of vacation days must be recorded on previously approved vacation sheets and should be processed in the same manner as the original vacation sheet.

2.6 All requests for vacation days or changes to vacation days must be received prior to the leave. Unless there are unique circumstances, a minimum of two (2) week's notice is required.

3. Leaves of Absence

3.1 All approved leaves of absence must be called in to CADS (937-6740);

3.2 The leave of absence form is to be completed in advance by all Excluded Staff for all absences exceeding one day other than illness, vacation, or selffunded leave. These forms must be completed and forwarded to your Zone Assistant Superintendent /Supervisor for signature at least one week prior to taking the leave. In an emergency situation please contact Human Resources;

3.3 The signed form would then be forwarded to Human Resources for approval and processing. It will be determined at this time whether or not the leave will be granted with or without pay;

3.4 A copy of the approved leave form will be returned to the employee; and

3.5 The conference attendance form must be completed and approved by the employee's supervisor before processing by Human Resources.

3.6 Absences from worksite for a day or less, on district business (and not requiring replacement coverage) do not require leave of absence.

4. Teacher in Charge Coverage

4.1 As per District administrative procedure 433, Principals requiring TOC coverage are required to complete a leave of absence form prior to taking a leave. This form must be completed and forwarded to your Zone Assistant at least one week prior to the leave.

4.2 Principals must phone CADS (937-6740) in requesting a TOC for Teacher-incharge coverage.

Reference: Section 65, 85, School Act

Form 450-1 Application for Conference Attendance - Excluded Staff

Board Minutes

June 2005 Volume 47 Page 78

Please see attached pdf for Application for Conference Attendance-Excluded Staff.

School District 62: Sooke

Policy Subject: EMPLOYEE ABSENTEEISM

Date Passed: May 27, 1986

Date Amended: June 24, 1997

Policy: EMPLOYEE ABSENTEEISM

Regulation No. E-140

Date Approved: May 27, 1986

Date Amended: June 24, 1997

ADMINISTRATIVE REGULATIONS

1. It is the task of administration to determine if an employee's absenteeism has become a problem.
2. If a particular employee's absenteeism record appears excessive, the administrator/supervisor will meet with the employee. Discussion with the employee should address the reason for the high level of absenteeism and possible approaches to attempt to reduce absenteeism. This interview is not to be considered a disciplinary interview or hearing; however, the employee may have his/her representative present.
3. If the absenteeism is deemed excessive and the record has not improved, a second discussion will take place with the employee's representative present to warn the employee of the consequences of excessive absenteeism. The employee will be given notice that continuation of excessive absenteeism will result in disciplinary action.

Several interviews may take place in order to follow established progressive disciplinary procedures (i.e. verbal warnings, written warnings, suspensions and terminations). When disciplinary procedures are to commence, the administrator/supervisor is to advise the Human Resources Department prior to the interview with the particulars of the case.



POLICY 7210
**RELEASING ~~PUPILS-STUDENTS~~ TO
CUSTODIAL CARE**

Adopted: 2000-01-25	Reviewed: n/a	Amended: 2011-11-01
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POLICY

SUBJECT: **RELEASING ~~PUPILS-STUDENTS~~ TO CUSTODIAL CARE**

It is the policy of the Board of Education that ~~pupils-students~~ are only released from schools into the custody of their legal guardians, or into the custody of other persons with the written permission of the parents or legal guardians.



POLICY 7210
**RELEASING ~~PUPILS-STUDENTS~~ TO
CUSTODIAL CARE**

Adopted: 2000-01-25	Reviewed: n/a	Amended: 2011-11-01
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REGULATIONS

SUBJECT: **RELEASING ~~PUPILS-STUDENTS~~ TO CUSTODIAL CARE**

General

1. Schools must record in their registers the name(s) of the parent or legal guardians of ~~pupils~~students.
2. The principal, or teacher in charge, should be certain of the identity of any person requesting release of a ~~pupil-student~~ from school. If a ~~pupil-student~~ is to be released to any individual other than the legal parent or guardian the school should obtain the following information:
 - a) Parental contact should be made ~~if at all possible~~ to verify the custody of the ~~child~~student.
 - b) Name and verification of the person taking custody.
 - c) The reason for custody.
 - d) Where the ~~child-student~~ will be, including address and phone number.
 - e) Ensure that the ~~child-student~~ understands where they are to go and that they know and feel safe with the person given custody.



Policy 5025
USE OF PRIVATE VEHICLES

Adopted: 2000-01-25	Reviewed:	Amended: 2008-08-26 2010-04-13
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POLICY

SUBJECT: **USE OF PRIVATE VEHICLES**

Under special circumstances, private vehicles are the only sensible mode of student transportation for curricular/co-curricular/extra-curricular field trips.

The use of private vehicles for the transportation of students is authorized in accordance with the regulations for this policy.

Adopted: 2000-01-25	Reviewed:	Amended: 2008-08-26 2010-04-13
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REGULATIONS

SUBJECT: **USE OF PRIVATE VEHICLES**

General

1. Where private vehicles and/or volunteer drivers are deemed to be the only sensible choice for student transport, the following criteria must be met and verified by the Principal:
 - 1.1 The vehicle must be in safe operating condition with adequate seat belts.
 - 1.2 The vehicle is equipped with appropriate tires for the seasonal conditions.
 - 1.3 The vehicle must be insured with a minimum of One Million Dollars (\$1,000,000.00) of liability insurance.
 - 1.4 Child passengers (under the age of 9) must be restrained in a booster seat until they reach 145 cm (4 feet, 9 inches) tall. The provision of a booster seat is the responsibility of the child's parent/guardian.
 - 1.5 Volunteer drivers must possess a valid driver's license, be at least nineteen (19) years of age, and have provided both a criminal record search and driver's license search during the previous year. Drivers with "L" or "N" classifications may not transport students for the purposes of school authorized travel.
 - 1.6 A passenger list must be left with the school office.
2. School personnel who transport students by private vehicle shall meet the above criteria.
3. Students traveling by private vehicle will return in a pre-approved vehicle, unless picked up by parent or guardian.
4. Students who travel to and from school or work experience in their own vehicles are not covered by the School Protection Plan insurance. It is the responsibility of the student to be insured.



**PARENTAL PERMISSION AND RELEASE FORM - PRIVATE CARS
FOR SCHOOL SANCTIONED EXTRA-CURRICULAR ACTIVITIES**

_____, who is in Grade _____ at
(Name of Student)

_____, has my permission to participate
(Name of School)

in the following school sanctioned extra-curricular activity:

I further give my permission and consent for _____
(Name of Student)

to ride in the private pre-approved automobile(s) for the purpose of travel to and from
events related to this specific activity.

I have read and understand the *Motor Vehicle Act* Child Seating and Restraint Systems
legislation on the reverse of this form and where required have provided a booster seat to
be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

(Signature of Parent/Guardian)

(Date)

Excerpt from the Motor Vehicle Act, Division 36 – Child Seating and Restraint Systems

Definition:

“child” means a person under age 9

Booster seats and seat belt assemblies

36.06 (1) A child must be fastened on a booster seat, specified by the manufacturer to be appropriate for the child's height and weight, using the vehicle's seat belt assembly until the child reaches a height of 145 cm (4 feet, 9 inches) or more.

Restraint systems for children with special needs and children with mobility impairments

36.08(2) Despite sections 36.05 to 36.07, a child who weighs 9 kg or more and who has mobility impairments may be fastened in a vehicle using a restraint system for disabled persons that is specified by the manufacturer to be appropriate for the child's height and weight.

Reference:

Order in Council 485/2007, June 21, 2007, Division 36 *Motor Vehicle Act Regulation* amendments

APPLICATION FOR USE OF PRIVATE VEHICLE/VOLUNTEER DRIVER

Driver's Name _____

Driver's Licence No. _____

- The vehicle I will be driving is in good repair ☐ Yes ☐ No
- The vehicle is equipped with appropriate tires for the seasonal conditions. ☐ Yes ☐ No
- This vehicle has a seat belt for each passenger ☐ Yes ☐ No
- I will ensure each passenger uses a seat belt ☐ Yes ☐ No
- I will ensure that a booster seat, when supplied, (as per the *Motor Vehicle Act*)
is properly installed and used by the child ☐ Yes ☐ No
- I have a list of passengers I will be transporting and will
not release them to anyone other than parent or guardian,
or as directed by the supervisor ☐ Yes ☐ No
- The routes and schedules I will be traveling are known to me ☐ Yes ☐ No
- This vehicle carries a minimum of \$1 million liability insurance ☐ Yes ☐ No
- I will abide by traffic safety laws and requirements..... ☐ Yes ☐ No
- My driver's licence is valid ☐ Yes ☐ No
- I have provided a criminal record search within the past 12 months ☐ Yes ☐ No
- Since the above criminal record search, I have not been charged
with a criminal offense ☐ Yes ☐ No
- I have provided a driver's licence search within the past 12 months ☐ Yes ☐ No
- Since the above Driver's Licence Search, I have not been charged
with a driving infraction ☐ Yes ☐ No

Activity: _____

Date: _____

Vehicle Description:

Make: _____ Model: _____ Year: _____ Licence No. _____

I have read and understand the *Motor Vehicle Act* Child Seating and Restraint Systems legislation on the reverse of this form and where required have provided a booster seat to be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

Signature, Driver of Volunteer Vehicle

Signature, Vehicle Owner
(if different from driver)

Approval: _____
Administrative Officer

Date: _____



POLICY 7009
**DAMAGE OR DESTRUCTION OF SCHOOL
PROPERTY - STUDENTS**

Adopted: 1999-04-27	Reviewed: n/a	Amended: 2012-06-19
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POLICY

SUBJECT: **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY – STUDENTS**

The Board of Education believes that when it has been determined that a student willfully or carelessly damages, destroys, or without permission or authority removes school property, his/her parents or guardians may be held liable in damages jointly with the student.



POLICY 7009
**DAMAGE OR DESTRUCTION OF SCHOOL
PROPERTY - STUDENTS**

Adopted: 1999-04-27	Reviewed: n/a	Amended: 2012-06-19
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PROCEDURE

SUBJECT: **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY – STUDENTS**

PROCEDURE

When students willfully or carelessly damage, destroy, or without permission or authority remove school property, the following actions shall be taken:

1. The Principal will report the matter to the parents and/or guardians of the student and to the Secretary-Treasurer and the ~~Maintenance Supervisor~~Director of Facilities and Transportation where appropriate.
2. The Principal will provide to the Secretary-Treasurer a statement of damages, for which assistance in collection is requested.
3. The ~~Maintenance Supervisor~~Director of Facilities and Transportation will provide to the Secretary-Treasurer a statement of the cost of required repairs.
4. Receipts will be issued by the District Education Office or the school for payments received. Copies of these receipts will be provided to both the District Education Office and the school.
5. Restitution will be made through the payment of damages to the School District and/or through restorative justice.

Adopted: 1998-09-22	Reviewed: n/a	Amended: 2016-03-01
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POLICY

SUBJECT: **STUDENT TRANSPORTATION**

It is the policy of the Board of Education for School District No. 78 (Fraser-Cascade) that where there are sufficient eligible students, the Board may provide a school bus service to convey students to and from school. This service is offered as a privilege as the Board is under no obligation statutory or otherwise to provide transportation.

The goal of the school bus transportation system is to transport district public school students safely, economically and expeditiously in the following order of priority:

- a) to and from school
- b) co-curricular / extra-curricular activities both within the school district and beyond

Where there are insufficient eligible students to justify the establishment of a school bus run or where a bus run has not been established for other reasons like safety and unsuitable road conditions, the Board will pay transportation allowance to the parents of eligible students in accordance with the scale set by the Board (See Appendix "A" Transportation Allowance Form / Scale).

The Board will establish regulations, which may be amended by resolution defining eligible students and laying down procedures for payment of transportation allowance.

The use of buses by District students is a privilege, not a right. The Board expects students to comply with the behaviour and procedure expectations of drivers, teachers and other supervisors.

The Board delegates to the bus driver the authority and responsibility for the safety and ~~well-being~~well-being of all students on board the bus. The driver has the authority to maintain order on the bus and ensure that rules regarding transportation are respected.

Adopted: 1998-09-22	Reviewed: n/a	Amended: 2016-03-01
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REGULATIONS

SUBJECT: **STUDENT TRANSPORTATION -
ELIGIBLE STUDENTS AND TRANSPORTATION ALLOWANCE**

1. Eligible Students

Students are eligible for transportation services when they live further than the following walk limits from, and are attending, their catchment area school:

- a) a physically handicapped student
- b) kindergarten residing more than 1.6 km. from school
- c) grades 1-7 residing more than 4 km. from school
- d) grades 8-12 residing more than 4.8 km. from school

Ineligible Students

For the purpose of student transportation an ineligible student is:

- e) a student living within walk limits as outlined above
- f) a student attending an out-of-catchment area school
- g) A student attending a non-public school

Courtesy Riders

If the manifest of eligible riders, as required by Motor Vehicle Act Regulation, Division 11- School Buses indicates there is space on the bus, there is a pre-existing bus route, no additional stops are required, and no additional costs are incurred, the following students may be permitted to ride as courtesy riders:

- a) students in catchment within walk limits
- b) students from out-of-catchment areas
- c) students who attend non-public schools (a fee will be applied)

The Transportation Supervisor will approve courtesy rider requests after September 30, on a first-come, first-serve basis, after the Courtesy Rider Request Form has been completed (see Appendix B Courtesy Rider Request Form). When necessary, courtesy riders will be removed from the list in reverse order of application. At the discretion of the District, courtesy rider privileges may be withdrawn at any time with up to one week's verbal notice, followed by written notification.

*** Courtesy riders from previous years will notify the ~~Transportation Supervisor~~Director of Facilities and Transportation on or before August 15th if they still wish to be considered as a courtesy rider and do not require yearly approval.

2. Transportation Allowance

Transportation allowance will be paid to an eligible student in accordance with the scale set by the Board if there is no school bus service.

Transportation allowance will be paid on receipt of a signed application from the parent/guardian of an eligible student. Application forms are available from the schools (See Appendix "A"). Parents should complete and sign the forms, return them to the school for approval by the school principal or designate and for approval by the Secretary-Treasurer. Applications submitted between September and December will be retroactive to September of the current school year and applications submitted after December 31st will be retroactive to January of the current school year.

Principals and designate are to forward a monthly report to the Secretary-Treasurer, giving attendance details of eligible students.

3. Exceptions

The Superintendent of Schools may declare an ineligible student to be eligible for school bus transportation or transportation allowance if the walk to school is along or across a dangerous section of highway, or if there are other special circumstances.

Should it become necessary for a student to transfer from a school in his/her catchment area to a school in another catchment area in order to receive Special Education services not available in his/her catchment school, that student will be considered eligible for transportation allowance, if there is no bus reasonably available. The Board will be notified of those students.

Adopted: 1998-09-22	Reviewed: n/a	Amended: 2016-03-01
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SUBJECT: STUDENT TRANSPORTATION – SCHOOL BUS RULES AND REGULATIONS

The bus driver is responsible for the safety of the passengers on the bus. The driver must be as free as possible to devote full attention to driving safely in all weather conditions. Any distraction caused by passengers makes the job more difficult and thus more dangerous.

In order to ensure the safety of students, the Board requires certain rules, regulations and procedures as minimum standards of conduct for students who ride on school buses, whether they attend public or private schools.

The following rules apply:**On the bus:**

1. The driver is in charge of the school bus and passengers at all times. On field trips or extra-curricular activities where a supervisor is on the bus, it is the supervisor's responsibility to support the driver by supervising the students.
2. Students shall obey the driver promptly.
3. Smoking is prohibited.
4. Shouting or unnecessary noise is prohibited.
5. Standing, changing seats or moving about while the bus is in motion is prohibited.
6. Marking or damaging the bus or its equipment is forbidden. Report any bus damage to the driver immediately.
7. Eating and drinking on the bus are not permitted.
8. Students must not extend their arms or heads out the windows.
9. Students must not throw paper or other rubbish on the floor or out the windows.
10. Students must follow established waiting and loading procedures for bus pick-up points.
11. In an emergency, promptly obey the driver's instruction. If the driver is unable to issue instructions, promptly obey the bus emergency procedures.
12. Students must wear seat belts if the bus is equipped with them.

In general, any irresponsible conduct by the student which may distract the driver will not be tolerated.

Waiting for the bus:

1. Wait at the bus stop that has been assigned.
2. Stay safely at the edge of the road or on the sidewalk if there is one.
3. Respect private property.
4. Refrain from pushing, shoving, fighting or indulging in horseplay.
5. Be at the stop ahead of the scheduled arrival of the bus.
6. Wear adequate clothing for the weather conditions.
7. Return home at times when the bus is extremely delayed.

Getting off the bus:

1. Remain seated until the doors open.
2. Get off the bus in a quiet and orderly manner.
3. Once out of the bus door, move well clear of the bus.
4. Wait until the bus has stopped and lights are flashing before crossing in front of the bus.

If you miss the bus:

1. Going to school - obey whatever instructions your parents gave you.
2. Coming from school -- report to the school office.

Adopted: 1998-09-22	Reviewed: n/a	Amended: 2016-03-01
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REGULATIONS

SUBJECT: **STUDENT TRANSPORTATION - BUS BEHAVIOUR - DISCIPLINARY ACTION**

When a student is guilty of misbehaviour, defiance or any act which makes safe driving difficult, the bus driver must notify the School Principal in writing ~~on~~ by way of the ~~Ss~~ School ~~Bb~~ Bus Student Discipline Report Form (Appendix "C"). The School Principal will notify parents and the Secretary-Treasurer. **It is understood that verbal warnings and actions by the driver, such as assigning seats, may precede this procedure.**

Violations of the Rules and Regulations covering bus misconduct by a student are as follows:

First Offence (Step 1)

1. The Bus Driver will notify the School Principal and will fill out a School Bus Student Discipline Report stating the details of the problem.
2. A Warning Letter, together with a copy of the School Bus Student Discipline Report, will be sent to the parents by the School Principal.
3. Copy of the School Bus Student Discipline Report will be forwarded to the Secretary-Treasurer by the School Principal.
4. Parents/Guardians will be contacted by phone or in person by the School Principal.

Second Offence (Step 2)

1. The student's privileges will be terminated for a period ~~to be~~ determined by the School Principal in consultation with the driver. The duration will ~~dependding~~ on the severity of the offence. A first suspension will be for a maximum of twenty (20) days.
2. Parents/Guardians will be contacted (by telephone, if practical) and advised of the suspension.
3. Parents/Guardians will be sent a letter stating the length of suspension. ~~and a~~ copy of this letter will be sent to the Secretary-Treasurer.

Step 2 may be repeated at the discretion of the School Principal.

Third Offence (Step 3)

1. The student will be suspended from ~~the bus~~ bus privileges pending a decision ~~of by~~ the District Review Committee.

2. The District Review Committee will investigate and recommend the length of suspension or whether the student will be allowed to ride the school bus again.
3. Parents will be sent a letter stating the decision of the District Review Committee.

For events of extreme misconduct or where the safety of students on the bus and/or the driver are threatened, the School Principal, in consultation with the driver or ~~Transportation Supervisor~~Director of Facilities and Transportation and the Secretary-Treasurer may suspend the student from bus privileges for up to one (1) school year on the first or any other offence.

If the transportation privileges of a student are suspended, school attendance is still mandatory. Parents will have to make alternate arrangements and transportation allowance will **NOT BE PAID**.

Willful damage to school buses caused by students will be the responsibility of the student, student's parent or legal guardian. Bus privileges will not be reinstated until arrangements for payment and/or restoration have been made.

Parents/Guardians experiencing problems concerning bus routes and/or suspension of bus privileges should contact the school. If the matter cannot be resolved with the School Principal it should be referred to the Secretary-Treasurer.

The School Principal will advise the ~~Transportation Supervisor~~Director of Facilities and Transportation of students suspended from school and therefore not eligible for bus transportation.

Curricular or Extra-Curricular Trips:

1. The Teacher In Charge, upon consultation with the driver, shall recommend to the- School Principal that either a Bus Discipline Memo or a Bus Suspension be issued.
2. Parents/Guardians and Secretary-Treasurer will be contacted forthwith by the School Principal.

At the ~~beginning~~commencement of each new school year, the discipline process ~~is started over~~begins again.

Related Policies:

Policy 7000 (School Catchment Areas and School Choice)
 Policy 5020 (Curricular / Co-Curricular / Extra- Curricular Activities)
 Policy 7007 (Student Code of Conduct)
 Bylaw 21 (Student Appeals)

Appendix A: Transportation Allowance Form / ScaleTransportation Allowance

Shareable cost provisions for transportation allowance will be based on the total accumulated approvals for the previous budget. Approved transportation allowance rates are: **.20¢ per kilometer plus .30¢ per day for the first ~~pupil-student~~ to a maximum of \$10.00 per school day. Additional ~~pupils-students~~ in the same family increase transportation allowance by .30¢ each day** (table attached). School Act Regulation walk limits are used to establish eligibility.

.20¢ per km to maximum of- \$10.00

.30¢ per ~~pupil~~Student

<u>Kilometers</u>	<u>1 pupilStudent—</u>	<u>Kilometers</u>	<u>1 pupilStudent</u>
1	.50	30	6.30
2	.70	31	6.50
3	.90	32	6.70
4	1.10	33	6.90
5	1.30	34	7.10
6	1.50	35	7.30
7	1.70	36	7.50
8	1.90	37	7.70
9	2.10	38	7.90
10	2.30	39	8.10
11	2.50	40	8.30
12	2.70	41	8.50
13	2.90	42	8.70
14	3.10	43	8.90
15	3.30	44	9.10
16	3.50	45	9.30
17	3.70	46	9.50
18	3.90	47	9.70
19	4.10	48	9.90
20	4.30	49	10.00
21	4.50	50	10.00
22	4.70	51	10.00
23	4.90	52	10.00
24	5.10	53	10.00
25	5.30	54	10.00
26	5.50	55	10.00
27	5.70	56	10.00
28	5.90	57	10.00
29	6.10	58	10.00

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

INFORMATION REGARDING COURTESY RIDERS

Appendix B: Courtesy Rider
Form

Request



COURTESY RIDERS

Courtesy riders are (as per Policy 7700):

- students living within walking limits
- students attending an out-of-catchment area school
- students attending a non-public school

These students are permitted to ride school buses on existing routes as courtesy riders provided there are seats available and only with the understanding of the following conditions:

- the courtesy rider system is not a scheduled service
- it may be discontinued at any time if conditions change
- the courtesy rider may be bumped by an eligible rider
- the ~~transportation supervisor~~ Director of Facilities and Transportation will give up to one week's ~~notice of cancellation~~ of courtesy rider services. Notification will be provided to the rider's parent /guardian verbally followed by written confirmation.

If you wish for your child to ride the bus as a courtesy rider, please complete the application form and submit it to:

~~Dan Landrath~~

Transportation Department

7110 Cheam Avenue

Agassiz, B.C.

V0M 1A0

Email to: info@sd78.bc.ca

For information regarding your child's eligibility, please call the ~~Transportation Department~~ Director of Facilities and Transportation.

650 Kawkawa Lake Road, Hope, B.C. V0X 1L4 Ph: 604-869-2411 Fax: 604-869-7400

SCHOOL DISTRICT NO. 78
(Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. V0X 1L4
Ph: 604-869-2411 Fax: 604-869-7400

FRASER-CASCADE BUS SERVICE
7110 Cheam Avenue
Agassiz, B.C. V0M 1A0
Ph: 604-796-1042 Fax: 604-796-2357

COURTESY RIDER APPLICATION FORM

School Year _____

STUDENT'S NAME: _____
(Usual First Name) (Usual Surname)

SCHOOL: _____ GRADE _____

PHYSICAL ADDRESS (from which student requires bus transportation): _____

_____ Town: _____

CONTACT TELEPHONE NUMBER: (604) _____

CLOSEST BUS STOP (if known): _____

I have read and understand the rules regarding courtesy busing. (Please see reverse side.)

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

The ~~Transportation Supervisor~~ Director of Facilities and Transportation, on a first-come, first-served basis, will approve courtesy rider requests after the Courtesy Request Form has been completed. Courtesy rider applications must be renewed each year by August 15th. New courtesy rider applications will be reviewed after September 30th of each year.

PLEASE NOTE: NO FEE WILL BE CHARGED AND BUS PASSES WILL NOT BE ISSUED. SCHOOLS & DRIVERS WILL HAVE A LIST OF APPROVED RIDERS.

For Office Use Only:

Approved: Y N AM Bus Route: _____ Bus Stop: _____

PM Bus Route: _____ Bus Stop: _____

Comments: _____

Date: _____

The information on this form is collected under the authority of the **School Act** Sections 13 and 79. The information provided will be used for educational program purposes and, when required, may be provided to health services, social services or other support services as outlined in Section 79(1b) of the **School Act**. If you have any questions about the collection or concerns about the use of this information, please contact your school principal or the Information and Privacy Coordinator (Ph: 604 -869-2411).

Appendix C: School Bus Student Discipline Report Form



650 KAWKAWA LAKE RD.
HOPE, BC
V0X 1L0

Phone 604-869-2400
Fax 604-869-7400

SCHOOL BUS DISCIPLINE REPORT

Student's Name _____ Date _____

School & Grade _____ Bus Route _____

Bus Drivers Signature _____

Driver's Report On Video _____ Yes _____ No _____

- | | |
|---|--|
| <input type="checkbox"/> Out of seat while the bus is in motion | <input type="checkbox"/> Excessive Noise |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Vandalism to school bus |
| <input type="checkbox"/> Littering or throwing objects | <input type="checkbox"/> Obscene Language |
| <input type="checkbox"/> Pushing or tripping | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Smoking | <input type="checkbox"/> Leaving assigned seat |

Driver's Action

- | | |
|--|--|
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Assign seat |
| <input type="checkbox"/> Change Seat | <input type="checkbox"/> Report to Administrator |

Comments: _____

Administrators Report**Consequences provided:**

- | | |
|---|--|
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Conference with parents |
| <input type="checkbox"/> Telephoned parents | <input type="checkbox"/> In-school suspension |
| <input type="checkbox"/> Student's bus privileges suspended | <input type="checkbox"/> Other |

Comments: _____

Action Taken: *It is understood that verbal warnings and actions by the driver, such as assigning seats, may precede this procedure.

- Step 1
1. The Bus Driver will notify the Administrative Officer and will fill out a Bus Discipline Report Stating the details of the problem
 2. A Warning Letter, together with a copy of the Bus Discipline Report, will be sent to the parents by the Administrative Officer.
 3. Copy of the Bus Discipline Report will be forwarded to the Secretary-Treasurer by the School Administrative Officer.
 4. Parents will be contacted by a School Administrative Officer
- Step 2
1. The student's privileges will be terminated for a period to be determined by the School Administrative Officer in consultation with the driver depending on the severity of the offence. A first suspension will be for a maximum of twenty (20) school days.
 2. Parents will be contacted (by telephone, if practical)
 3. Parents will be sent a letter stating the length of suspension and a copy sent to the Secretary-Treasurer.
 4. Step 2 may be repeated at the discretion of the Administrator prior to going to step 3
- Step 3
1. The student will be suspended from the bus pending a decision of the District Review Committee.
 2. The District Review Committee will investigate and recommend the length of suspension or whether the student will be allowed to ride the bus again.
 3. Parents will be sent a letter stating the decision of the Review Committee.

*For events of extreme misconduct or where the safety of students on the bus and/or the driver are threatened, the School Principal, in consultation with the driver, the bus contractor or Transportation Supervisor and the Secretary-Treasurer may suspend the student from bus privileges for up to one (1) school year on the first or any other offence.

Administrator's Signature

Parent's Signature

_____/ Date: _____ / Date: _____

COPY DISTRIBUTION: WHITE: PARENT/GUARDIAN, YELLOW: SCHOOL PRINCIPAL, PINK: BUS DRIVER, GOLDENROD: BOARD OFFICE