

## **BOARD OF EDUCATION**

# POLICY DEVELOPMENT COMMITTEE September 24, 2019 4:30 p.m. District Education Office

# AGENDA

1.	Call to Order			K Nelson
2.	Nomination of Cha	ir		K Nelson
3.	Approval of Agenda	3		Chair
4.	Approval of Minute	es – April 30, 2019	Page 1	Chair
5.		y #7710 – Security Cameras on Board School Busesolicies	-	Templeton/ K Nelson
6.	· · · · · · · · · · · · · · · · · · ·	y #7015 – Consultation: Re Placement of Special Needs		
			Page 23	K Nelson
	Other district p	olicies	Page 24	
7.	Draft Revised Policy	y #7020 – Inclusion of Special Needs Students	Page 30	K Nelson
8.	Policy #7022 – Scho	ool Completion (Evergreen) Certificates	Page 34	K Bird
	Other district p	olicies	Page 38	
9.	Draft Revised Policy	y #6710 – Reporting Employee Accidents	Page 44	K Bird
	Other district p	olicies	Page 48	
10.	Draft Revised Police	y #5075 – Media Consent	Page 62	K Bird
	· ·	olicies	•	
11.	Questions/Comme	nts		
Ne	xt Meeting:	December 3, 2019 District Office		

**ADJOURNMENT** 

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

# DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING April 30, 2019

#### **PRESENT:**

**Board Representatives:** 

Marilyn Warren Trustee
Linda Kerr Trustee

**Committee Representatives:** 

Patsy Graham Principal FCPVPA
Amy Smith President FCTA
Darlene Smith Support staff CMAW
Laurie Hansen Staff CMAW

**District Staff:** 

Karen Nelson Superintendent

Kevin Bird Assistant Superintendent Laurie Bjorge Recording Secretary

Regrets:

Wendy Colman-Lawley Trustee

Rosalee Floyd Principal FCPVPA

Debra Schneider AEC Leanne Boycott AEC Wendy Clark DPAC

Kristen Peters Teacher FCTA

#### 1. Call to Order

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

#### 2. Approval of Agenda – April 30, 2019

#### D SMITH/KERR

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

**Carried** 

## 3. <u>Approval of Previous Minutes – January 29, 2019</u>

#### HANSEN/A SMITH

THAT the minutes of the Policy Development Committee meeting held on January 29, 2019 be approved as presented.

Carried

#### 4. <u>Draft Revised Policy #6060 – Employees Working Alone or in Isolation</u>

The Director of Facilities and Transportation reviewed the changes to the policy. The committee discussed the proper procedures for employees calling in the event of an emergency. It was agreed that maintenance will need to manage better when the schools are closed and work is being done. Maintenance has organzied employee schedules so that no one is alone very often.

#### D SMITH/HANSEN

THAT draft revised *Policy #6060 – Employees Working Alone or in Isolation* be presented to the Board of Education for first reading, as amended.

**Carried** 

#### 5. Draft New Policy #6233 – Substance Dependence/Impairment

The Assistant Superintendent reviewed the draft policy of which much has been provided by BCPSEA.

#### **KERR/D SMITH**

THAT draft new policy #6233 – Substance Dependence/Impairment be presented to the Board of Education for first reading.

**Carried** 

#### 6. Draft Revised Policy #7018 - Classroom Based Early Assessment

The Superintendent reviewed changes to the policy. The Superintendent incorporated excerpts from the Principles of Assessment policy from SD#23 Central Okanagan.

#### HANSEN/KERR

THAT draft revised *Policy #7018 – Classroom Based Early Assessment* be presented to the Board of Education for first reading, as amended.

Carried

#### 7. <u>Draft New Policy #7315 – Provision of Menstrual Products</u>

The Ministry directed that all districts create a Provision of Menstrual Products policy. The Assistant Superintendent reviewed the policy incorporating Ministry language.

#### **GRAHAM/A SMITH**

THAT draft new *Policy #7315 – Provision of Menstrual Products* be presented to the Board of Education for first reading as amended.

**Carried** 

#### **Next Meeting**

Fall 2019

**Location:** District Education Office

## **Adjournment**

The meeting adjourned at 5:25 pm

/KERR

THAT the meeting be adjourned.

**Carried** 



# Policy 7710 SECURITY CAMERAS ON BOARD SCHOOL BUSES

Adopted: 2002-03-26	Reviewed:	Amended:

#### **POLICY**

The Board recognizes that the videotaping monitoring of students and drivers on board school buses can be useful in promoting safety and minimizing disputes. The Board also recognizes that the videotaping monitoring of students and drivers is a matter of sensitivity; therefore, the Board believes the use of videosecurity cameras on board school buses should be governed by strict policy guidelines and should only be carried out where circumstances have shown that it is necessary to ensure safety, order, and discipline, including and prevention of vandalism.

On board <u>videotaping video monitoring</u> is to be <u>conducted strictly only</u> for the purposes of promoting bus safety and discipline. <del>Videotaping is not to be conducted for any other purpose.</del>



# Policy 7710 SECURITY CAMERAS ON BOARD SCHOOL BUSES

Adopted: 2002-03	3-26	Reviewed:		Amended:
REGULATIONS	·		NO:	7710R
			DATE:	2002-03-26
			REVISED:	
SUBJECT: VIDE	EO CAMERAS	ON BOARD SCHO	OOL BUSES	

#### 1. Notice to Students and Parents

The School District will advise students and parents that a videotape camera system is in place in the District's school buses. On any bus Buses equipped for with video camera operationequipment will have, one or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus. The bus driver will also advise students verbally. On any route where the regular assigned bus has been equipped for video camera operation, pParents will be advised by bulletin annually prior to the camera that cameras are being utilized used on all buses. Notices will include contact information for the Transportation Supervisor as the person who can answer questions about the operation of the surveillance system.

#### 2. Storage and Retention of Tapes Digital Information

Videotapes-Copies of the footage shall be stored on a hard drive for a period of two weeks unless it is being retained at the request of the Transportation Supervisor, driver or parent/student for documentation related to a specfic incident, or sent to the Board's insurers.removed from the bus immediately after completion of the bus run. Videotapes shall be stored in a locked filing cabinet within the bus garage office or at the contractors place of business.

Videotapes Information shall not be edited or selectively erased. Videotapes are to be kept intact until totally erased or destroyed. the information is deleted entirely. The information will be kept intact until it is deleted in its entirety.

<u>Digital information shall be erased within ten (10) working days unlessit is being retained at the request of the Transportation Supervisor, driver or parent/student for documentation related to a specific incident, or sent to the Board's insurers.</u>

Information retained for longer than 2 weeks shall be erased as soon as the incident in question has been resolved, unless the information has been used in the making of a decision about an individual in which case, the information must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by, or on behalf of the individual.

Where an incident raises a prospect of a legal claim against the School Board, the tapeinformation, or a copy of it, shall be sent to the School Board's insurers.

#### 3. Viewing of Videotapes Information

Monitors for viewing videotapes the footage shall not be located in a position that enables public viewing.

Any parent or legal guardian is entitled to view a videotape footage which includes his or her child/children. Students may view segments of tape relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. A student, parent or guardian has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.

Viewing will take place only at the bus garage or at the school on appointment with the appropriate School District officials.

Videotapes Footage shall not be shown to anyone other than School District staff, or the parents/guardians of the students involved, or the students themselves. Among School District staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.

#### 4. Retention of Videotapes

Videotapes shall be erased within ten (10) working days unless: they are being retained at the request of the Transportation Supervisor, driver or parent/student for documentation related to a specific incident, or sent to the Board's insurers.

Tapes retained shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Where an incident raises a prospect of a legal claim against the School Board, the tape, or a copy of it, shall be sent to the School Board's insurers.

#### 45. Review

The Transportation Supervisor is responsible for the proper implementation and control of the video surveillance system.

The Secretary-Treasurer shall be responsible for conducting a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the School Board.

#### 56. Improper Use

Video monitoring is to be restricted to the uses indicated in this policy. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.

Related Policies;
Policy 4070 – Surveillance Cameras



#### Policies And Procedures

"Together We Learn"

**Section Six: School District Facilities** 

### 645R – VIDEO SURVEILLANCE CLOSED CIRCUIT TELEVISION (CCTV) (REGULATIONS)

#### 1. Use of Cameras

- 1.1 Before video surveillance is introduced at a new site, a report must be submitted to the Superintendent of Schools, providing reasons why surveillance is being considered. The report will detail (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance. The report will identify any less intrusive alternatives that have been considered and why they would not be an adequate alternative to surveillance. In addition, the report must set out the methods that will be used to minimize the privacy impact of the surveillance initiative. The report must indicate that consultation with the school community has taken place and that the Parent Advisory Council has approved the installation plan.
- 1.2 If a surveillance camera is to be used within a school facility or on school land, the Board will provide notice of its plans to the applicable Parent Advisory Council. In accordance with and as required under Section 74.01 of the School Act, the Board must obtain the approval of the Parent Advisory Council before proceeding with implementation of the surveillance system.
- 1.3 Where the Board deems it appropriate, the Board may undertake consultations with other affected individuals regarding the implementation of surveillance, such as students, parents, staff or members of the community.
- 1.4 Signs must be clearly written and prominently displayed to notify the public of video surveillance. Notices must include contact information for the designated staff assigned to answer questions about the surveillance system. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.
- 1.5 The Superintendent of Schools or designate must authorize any exceptions to 1.4, (e.g. a time limited specific investigation into criminal conduct or identifying specific safety or security issues). Such authorization will only occur if covert surveillance is essential to the investigation and this outweighs the privacy interests of those likely to be observed and after a detailed, comprehensive assessment of alternative options has occurred. Covert surveillance will not be authorized on an ongoing basis.
- 1.6 Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. washrooms, private

645R Video Surveillance - Closed Circuit Television (CCTV)



#### Policies And Procedures

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conference/meeting rooms). Any exception to this must be authorized by the Superintendent or designate on the basis that no other option is feasible, the need is pressing and the privacy rights are outweighed. Surveillance of such locations must not be authorized on an ongoing basis.

1.7 All organizations that rent/occupy any part of the school property after hours must be advised that a recording CCTV system is in use and could potentially capture individuals' images.

#### 2. Security

- 2.1 Video cameras will be installed only by a designated employee or service provider of the School District. Only designated employees/service providers and the building administrator will have access to the CCTV system. Only these employees can handle the camera or recorded images.
- 2.2 Only authorized persons will have access to the system's controls and recording equipment, and the Board will limit such access to those of its authorized personnel with a need to exercise such access. Video monitors will not be located in a position that will enable public viewing, and reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.
- 2.3 A log of all instances of access to and use of recording will be maintained.
- 2.4 When implementation of an overt surveillance system has been authorized, the Board will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the designated staff person who can answer questions about the surveillance system.
- 2.5 Recorded images will be stored in a secure location not normally accessible to students and the public, and can only be accessed by authorized personnel.
- 2.6 Recorded images must never be sold, publicly viewed or distributed except as provided under this policy or as permitted under the Freedom of Information and Protection of Privacy Act or other applicable laws.

#### 3. Viewing of Recorded Images

3.1 Monitors used to view recorded images will not enable public viewing.



#### Policies And Procedures

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**Section Six: School District Facilities** 

Recorded images will only be viewed by:

- the building administrator or individual authorizing camera installation;
- management staff responsible for transportation where the image is from a bus surveillance system;
- parents and students (see 3.3 below);
- School District staff with a direct involvement with the recorded contents of the specific recorded images;
- employees or agents responsible for the technical operations of the system (for technical purposes only);
- an employee or student facing any disciplinary action may authorize his/her union representative or other advocate to view the recorded images; and,
- law enforcement agencies at the discretion of the Administrator.
- 3.2 The site administrator has the authority to grant temporary emergency responder access to CCTV monitoring for that site:
  - for a specific defined training exercise; and,
  - in the event of an emergency situation.
- 3.3 Parents/guardians requesting to view recorded images of their child(ren) will be permitted to the extent that such access is permissible under the Freedom of Information and Protection of Privacy Act and other applicable laws. Students may view recorded images relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
- 3.4 Student/parent/guardian viewing must take place in the presence of an administrator or authorized individual. A student/parent/guardian has the right to request that an advocate be present during viewing.

#### 4. Retention of Recorded Images

4.1 The Board reserves the right to use or share video tape for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Video footage may, where appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.

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- 4.2 Recorded images will be erased within 30 days, unless they are being retained as documentation related to a specific incident, or are being transferred to the Board's insurers or legal advisors.
- 4.3 Recorded images that are retained by the Board after 30 days will only be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the Freedom of Information and Protection of Privacy Act and other applicable laws.

#### 5. Review

- 5.1 Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The Superintendent of Schools, or his/her designate, will conduct a review at least annually to ensure that this policy and regulations are being followed. The Superintendent will make a report to the Board on the use of video surveillance in the School District.

Date Agreed: June 27, 2001

and Protection of Privacy Act

Date Reviewed/Amended: November 13, 2002 Date Amended: December 8, 2004, November 28, 2007; November 10, 2010; February 12, 2014; June 22, 2016; October 11, 2017 Related Documents: Freedom of Information



# SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

670 - School Bus Video Taping

#### 1.0 General

- 1.1 The Board recognizes that the videotaping of students and drivers on-board school buses can be useful in promoting safety and minimizing disputes. The Board also recognizes that the videotaping of students and drivers is a matter of sensitivity. Therefore, the Board believes the use of video cameras on-board school buses should be governed by strict policy guidelines and should only be carried out where circumstances have shown that it is necessary to ensure safety, order and discipline, including prevention of vandalism.
- 1.2 On-board videotaping is to be conducted only for the purpose of promoting bus safety and discipline. Videotaping is not to be conducted for any other purpose.

#### 2.0 Guidelines for Viewing Recordings

- 2.1 Videotaping and viewing will occur when:
  - 2.1.1 A Driver's concerns about Discipline or Vandalism cannot be settled in any other manner than viewing the recording.
  - 2.1.2 Complaints that are accompanied by signed letters or bus discipline slips that cannot be settled in any other manner than viewing the recording.
- 2.2 The viewing of the recordings is restricted to school and district administration and the Manager of Operations and Transportation.
- 2.3 That any other person or persons that are found to have contributed to the discipline or vandalism problem while viewing the recording are to be included in subsequent discipline actions.
- 2.4 That, at the time of viewing of any recordings of events on any bus, the driver be present during the viewing and, if the complaint is about the driver, their Union Rep. be present as well.



Video Surveillance

Policy No. 903.4R

#### **REGULATIONS**

Consideration and subsequent approval of the use of video surveillance equipment may only be granted when there is evidence that human supervision is either impractical or has been shown to be ineffective and that video surveillance is likely to be effective for its stated purpose.

Video surveillance procedures must be respectful of issues of protection of privacy and security for all students, staff and visitors in the building. Subsequent use of any video images that have been captured must occur in accordance with the Freedom of Information and Protection of Privacy Act.

#### 1. Procedures:

- 1.1. Any request to install, expand or maintain video surveillance technology on School District property will be reviewed by the Board's management team to ensure that guiding principles and procedures have been followed. A Privacy Impact Assessment will be undertaken. Details of the request shall include:
  - Background and rationale for the request;
  - Description of other less intrusive alternatives already tried;
  - Evidence of consultation, if appropriate, with stakeholder groups as well as evidence of a sufficient level of support;
  - Intended location, hours of operation and area under surveillance;
  - Procedures and timelines for storing and retrieving recordings;
  - Procedures for taking action based on video images related to incidents;
  - Location of notices advising that video surveillance is in place; and,
  - Impact on students and personnel.
- 1.2. Once the request is granted, appropriate notice shall be given to parents, students and/or employees. Notices will be posted and should include contact information for the person who can answer questions about the surveillance system. Notices can be sent home to parents in school newsletters, and signs should be placed on buses where video cameras are installed.
- 1.3. Only supervisory staff and designated staff shall have access to the cameras or the recordings.
- 1.4. Recording media shall be stored in a secured manner within the appropriate department office.
- 1.5. Recordings will be kept intact until totally erased or destroyed.
- 1.6. Recordings will only be reviewed as part of a follow-up to a specific incident by designated school or district administration.

First adopted: December 12, 2016



- 1.7. A clear record of the purpose for retaining any specific recordings will be written and kept on file in the department and will include who is allowed to view the file and the purpose for which it is to be used.
- 1.8. All recordings shall be erased within (30 days) except:
  - Where an incident raises the prospect of a legal claim by or against the School District, the recording, or a copy of it, shall be sent to the Secretary-Treasurer's office upon request.
  - Where the Superintendent of Schools, Principal/Vice Principal, other supervisory staff, student, parent/guardian or teacher has requested that the recording be held relating to a specific incident that has not yet been resolved.
  - Where the recording has been used in the making of a decision about an individual, in
    which case the recording must be kept for a minimum of one year as required by the
    Freedom of Information and Protection of Privacy Act, unless earlier erasure is
    authorized by or on behalf of the individual.
- 1.9. At least one week prior to the scheduled erasure of a recording, a request for extension can be made to the management team through the Superintendent of Schools. This request should include:
  - The reason for the extension;
  - The impact and success of the action to date;
  - Stakeholder support for the extension where appropriate;
  - Other actions being contemplated; and,
  - Length of time extension is being requested.

#### 2. Access

- 2.1. Pursuant to the rules and restrictions of the *Freedom of Information and Protection of Privacy Act*, parents/guardians may request to view a segment of a recording that includes their child(ren). This must occur in the presence of a Principal/Vice Principal or supervisory staff.
- 2.2. Students may view segments of a recording relating to themselves, if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. This must occur in the presence of a Principal/Vice Principal or supervisory staff.
- 2.3. Viewing may be refused or limited where it would be an unreasonable invasion of a third party's personal privacy, where it would give rise to concern for a third party's safety, or where there is any other ground recognized under the *Freedom of Information and Protection of Privacy Act*.

# **SCHOOL DISTRICT NO. 36 (SURREY)**

No. 7282.1

**REGULATION:** 

**SURVEILLANCE** 

### 1. <u>USE OF SURVEILLANCE</u>

- a) Prior to introduction of surveillance methods or equipment, a report shall be provided to the Superintendent and Secretary-Treasurer documenting the reasons surveillance is being considered, identifying less intrusive alternatives that have been considered, and why such alternatives are not sufficient or effective. The report shall document the reasons and justification for the proposed surveillance such as incidents of property loss, safety concerns, security breaches or other compelling circumstances. Where appropriate, the report shall also address consultation discussions with affected individuals such as students, parents, staff or members of the public.
- b) Prior to the initiation of a permanent video surveillance system at a school, Parent Advisory Council approval will be required in accordance with the School Act.
- c) The District will make reasonable efforts to limit the collection of information through surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.
- d) Video surveillance equipment may be utilized in situations where alternatives are considered to be substantially less effective in achieving the intended purpose
- Absent of compelling circumstances, surveillance will not be conducted in areas where individuals may have a reasonable expectation of privacy, such as washrooms or change rooms.

# 2. INSTALLATION & OPERATION OF SURVEILLANCE EQUIPMENT

- a) Video cameras, when used, will be installed only by a designated employee or agent of the School District.
- b) Only authorized persons will have access to the system's controls and to its reception equipment.
- c) Receiving equipment (such as video monitors or audio playback speakers) will be in a controlled access area. Only the controlling personnel, or those properly authorized by those personnel according to policy, will have access to the receiving equipment.

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d) Video monitors will not be located in a position that will enable public viewing.

## 3. **SECURITY & RETENTION**

- Videotapes or digital video files shall be stored in a locked filing cabinet or in a secure manner in an area to which only authorized persons have access.
- b) Videotapes or digital video files may never be sold, publicly viewed or distributed except as provided under this policy or in accordance with appropriate legislation.
- c) The School Board, reserves the right to use or share video tape for the purposes of investigation into any incident occurring on School Board property, in connection with legal claims or the possible violation of laws. Video footage may, where appropriate, be shared with the School Board's insurers or legal advisors or used as evidence in legal proceedings.
- d) Videotapes or digital videos shall generally be erased within one month except as required by law or unless they are being retained for documentation related to a specific incident, or are being transferred to the Board's insurers or the RCMP.
- e) Logs shall be kept of all instances of access to, and use of, recorded material.
- f) Video footage that is retained by the School Board after one month, will be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the *Freedom of Information and Protection of Privacy Act*, and other applicable laws.

# 4. ACCESS BY PARENTS, GUARDIANS, STUDENTS OR EMPLOYEES

- a) Subject to Section 4(f), parents or guardians requesting to view a segment of tape or digital video file that includes their child/children may do so to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act*.
- Subject to Section 4(f), employees requesting to view a segment of tape or digital video file that includes that individual employee may do so subject to

REGULATION: SURVEILLANCE

the privacy rights of other individuals whose actions may be depicted in the footage.

- c) Students may view segments of tape or digital video file relating to them subject to the privacy rights of other individuals whose actions may be depicted in the footage. The School District may consult with parents or guardians regarding such access for young students or those not legally capable of exercising their own access rights.
- d) Viewing of videotapes and/or digital videos by students, parents, guardians and/or employees will be in the presence of an administrator or other designated individual.
- e) A student or parent/guardian may request that a support person be present at any viewing under Section 4(a), 4(c), or 4(d).
- f) Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the *Freedom of Information and Protection of Privacy Act*.

# 5. NOTIFICATION OF USE OF SURVEILLANCE EQUIPMENT

- a) Where a decision to implement surveillance systems has been authorized, the District will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.
- b) Covert surveillance without notice will only be used in exceptional circumstances where compelling reasons for its use exist, such as significant property loss, safety or security issues. Covert surveillance may be authorized by the Superintendent of Schools or Secretary-Treasurer after a detailed and comprehensive assessment of alternatives and must be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective. Covert surveillance may not be authorized on an ongoing basis.

**REGULATION:** 

SURVEILLANCE

### 6. ANNUAL REVIEW

The Superintendent of Schools or his designate, shall conduct an annual review of use of surveillance in the School District. A report will be provided to the Board following the Superintendent's review.

Revised: Adopted:

2016-06-03 2007-06-28

#### 608 Video Surveillance

Adopted: March 29, 2011 Revised: February 16, 2016

#### **Policy**

For reasons of enhancing the safety of students, staff and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

The Board recognizes both its legal obligations to provide appropriate levels of supervision in the interests of student safety and the fact that students and staff have privacy rights that are reduced, but not eliminated, while at school. Thus video surveillance must be carried out in a way that respects student and staff privacy rights.

A recording is recognized to be subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

#### **Administrative Procedures**

#### **Routine Use**

Video cameras may be used to monitor and/or record.

Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. The Parents' Advisory Council (PAC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If a Parents' Advisory Council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator.

Video surveillance may be used at times and places where vandalism, safety or security issues are likely to occur.

Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system.

Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).

#### Investigative Use

The Superintendent of Schools (or designate) may authorize video surveillance for a time-limited specific investigation into criminal conduct on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

Policy 608 Page 1 of 3 Temporary installations of video surveillance for specific investigative purposes do not require the approval of the Parents' Advisory Council (PAC).

#### Security

Video cameras will be installed by a designated employee or agent of the School District. Only designated School District employees or agents and the building administrator shall handle the camera or recordings.

Only the building administrator or designated School District employee shall have access to the computer or media on which video surveillance records are stored. The computer and/or recording media shall be password protected, encrypted and stored in a secure area away from public viewing to which only the building administrator or designated School District employee has access.

Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by the policy and appropriate legislation.

#### **Real Time Monitoring**

Real time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools. Parents' Advisory Council (PAC) approval will be required.

Real time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal) and will not require Parents' Advisory Council (PAC) approval.

#### Viewing Recordings

Monitors used to view video recording will not be located in a position that enables public viewing.

Recordings may only be viewed by the building administrator, School District staff with a direct involvement with the recorded contents of the specific recording, parents and students (see below) or designated School District employees or agents responsible for the technical operations of the system (for technical purposes only).

Parents and or guardians may review a segment of a recording if the segment relates to a specific incident (e.g., accident or misconduct) involving their child/children, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy officer. Students may view a segment of a recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent/guardian viewing must be done in the presence of an administrator.

Records may be disclosed to police to assist in police investigations as authorized by the Freedom of Information and Protection of Privacy Act.

#### Retention of Recordings

Where an incident raises a prospect of a legal claim against the School District, the digital video file, or a copy of it, shall be sent to the School District's insurers.

The system will be configured to loop at least monthly thereby automatically erasing the previous month's video recording.

Video recordings will be retained for one year if the recording has been used in making a decision about an individual as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Policy 608 Page 2 of 3

#### Review

Each building administrator is responsible for the proper implementation and control of the video surveillance system. The building administrator should involve the maintenance department to repair, install or maintain these systems to a District standard.

The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the Board on the use of video surveillance in the School District.

Video monitoring is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.

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

Adopted: 2015-02-10

# **POLICY**

## VIDEO SURVEILLANCE

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

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

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

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



# POLICY 7015 CONSULTATION RE: PLACEMENT OF SPECIAL NEEDS STUDENTS

Adopted: 1999-04-27	Reviewed: n/a	Amended: 2004-04-27
		2011-11-01

**POLICY** 

SUBJECT: CONSULTATION RE: PLACEMENT OF SPECIAL NEEDS STUDENTS

The Board of Education believes not only that the education of the young all students should be a shared responsibility involving close cooperation among the home, community and school, but also that it is particularly important for parents or guardians of special needs students:

- to be consulted regarding any special placements and/or programmes considered by the school;
- to be informed about the details of identification, assessment and program planning; and
- to be encouraged to become involved in appropriate and constructive ways in individual education plans of their children.

The parent(s) or guardian(s) shall be invited to meet with the appropriate school staff at the time special placements and/or programmes are being considered. Students shall not be given special assessments, placement and/or programmes unless the parent(s) or guardian(s) have been consulted in advance and had the opportunity to participate in the making of the placement decision. Parental/Guardian permission shall be secured in writing for special assessments (psycho-educational, speech and language, and assessments performed by outside agencies.

<u>Services and supports for students are based on the principle of early identification and early intervention.</u>

As per <u>Bylaw No. 21 Student Appeals</u>, parents have the right to appeal any decision of the school or district, which significantly affects the education, health, or safety of the student.

Related Policies:
Policy 7020 – Inclusion of Special Needs Students

Policy 7018 - Classroom Based Early Assessment

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# SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

#### **POLICY 700.1**

Effective Date, February 29, 2016

# SPECIAL EDUCATION: STUDENT SUPPORT SERVICES

The Board of Education recognizes that all students should have the opportunity to develop to their individual potential.

The Board supports the provision of the most enabling learning environment for all students.

#### REGULATIONS

#### School Based

Procedures shall be in place at each school to ensure identification, function, assessment and program planning for students having special educational needs. A school based team should be established to include the principal, learning assistance teacher, classroom teachers, parents/guardians and such support personnel as required to expedite this function.

#### District

Procedures shall be in place to facilitate decisions on referrals from school based teams to a screening committee. Parents of students as well as representatives from other support agencies are to be part of the referral process.

#### 3. Individual Education Plans

Such plans shall be developed for students assigned to special programs. These plans shall include details of integration, program modifications and/or program adaptations.

## 4. Program Review

Student placements in special programs shall be reviewed on a regular basis. It is understood that, for most students, re-integration to the regular classroom is a primary goal.



# Revelstoke Board of Education

# Policy Manual

## 3.5 Student Support Services

The Board of Education believes that every child has a fundamental right to a quality education, and that all students must be afforded opportunities to develop to their full potential in the most inclusive environment possible. An inclusive education program is one where all students are fully participating members in a community of learning. Educational programs are to be developed based upon individual students' strengths and needs.

Student support services are a continuum, designed on an individual basis to allow students with a range of abilities and challenges to thrive.

The Board acknowledges the need for meaningful parental consultation and the important role that parents play in a child's education.

Consultation and collaboration with community service providers is essential to ensure student success in and out of school.

Services and supports for students are based on the principle of early identification and early intervention.

Page 1

Amended: May 34, 2017 Amended: May 34, 2017 Printed: May 34, 2017

# SPECIALIZED SERVICES FOR STUDENTS

#### Background

Increasing number of students require specialized services during school hours. Therefore, the District will work together with members of the community and community agencies to serve the needs of students who are "at risk" or who have special needs.

#### **Procedures**

- 1. In order to minimize duplication of effort and improve access for, and responsiveness to, children and families in need, the District is committed to working together with other community agencies, organizations and associations; other local education authorities within and across school districts; and regional authorities, including Health Services and Child and Family Development authorities. Examples of "working together" include information-sharing procedures, sharing of staff facilities, and joint service planning and delivery agreements (informal and formal).
- To serve the needs of students and children in each school community, principals, counsellors and, where appropriate, other staff members, will take an active role to initiate or participate in working together with other members of the community and community agencies to improve services.
- In cases where efficiencies can be realized through the provision of centralized services available to all school communities within the District, the Superintendent or designate, will initiate, develop and/or participate in partnerships designed to improve services to students and children.
- 4. Procedures in working together with members of the community will be consistent with provincial policies and procedures.

Reference: Sections 9, 17, 20, 22, 65, 79, 85 School Act Child, Family and Community Service Act

No. E.23

#### SPECIAL EDUCATION SERVICES

Adopted 90-05-14 Amended 99-02-18 Reviewed 02-05-13 Reviewed 03-10-20 Amended 06-03-20 Amended 10-04-13 Amended 12-04-10 Reviewed 13-03-12 Reviewed 15-04-13 Reviewed 16-02-09 Reviewed 17-01-09

#### **Policy**

The Board of Education recognizes and accepts the unique needs of each individual within our community of learners and is committed to providing quality education for all students.

The Board acknowledges the need for meaningful parental consultation and the important role that parents play in a child's education and will provide information and opportunities for ongoing consultation regarding their child's educational program.

To enable students who have special needs to develop to their full potential, the Board believes in the delivery of special education services that value the practice of inclusion and provide opportunities for all students to pursue District and personal goals in all aspects of their education.

The Board supports early identification and intervention, promotes equitable access to appropriate educational assessments, programs and resources, and recognizes that some students benefit from differentiated, adapted and modified programs.

REGULATION

S) No. 84 (Vancouver Island West)

No. E.23

## SPECIAL EDUCATION SERVICES

Adopted 99-02-08 Reviewed 02-05-13 Amended 06-03-20 Amended 10-04-13 Amended 12-04-10 Reviewed 13-03-12 Reviewed 14-05-12 Reviewed 16-02-09 Reviewed 16-02-09 Reviewed 178-01-08 Reviewed 178-10-08

#### Regulation

#### 1. Definitions

Students with special needs have disabilities of an intellectual, physical, sensory, emotional, or behavioural nature, or have a learning disability or have exceptional gifts or talents.

The practice of inclusion goes beyond the idea of physical location and incorporates basic values that promote participation, friendship and interactions in the least restrictive environment.

#### 2. Services/Supports

All program decisions will be made according to the Ministry of Education's *Special Education Services: A Manual of Policies, Procedures and Guidelines*, Vancouver Island West School District 84 policies and within the resources available.

Within the limitations of each school's facilities and supplemental funding provided by the Ministry of Education, all students with special needs will have equitable access to support services and programs.

Special education services are primarily delivered at the school level. Schools can access specialized support services and programs coordinated by the District level when necessary and as resources permit.

#### 3. Assessment

The purpose of an assessment, conducted by school or District personnel, is to determine the student's strengths and needs and to assist in the development of an educational program.

Schools shall carry out assessment for the purpose of screening students whose achievement and/or performance may suggest the need for special services. Assessment will only be completed with the consent of the parents/guardians. Results of the assessments will be communicated and interpreted to the parents/guardians and the findings will be outlined in a written report. It is the responsibility of the District to determine whether the student meets Ministry of Education criteria in order to be formally identified as having a special need.

# REGULATION

#### 4. Reporting Student Progress

Parents/guardians of students with special needs will receive progress reports in accordance with the regularly scheduled reporting periods. For students who are expected to achieve or surpass the learning outcomes set out in the Provincial curriculum, regular letter-grading and report procedures will be followed. Adaptations must be documented and included in the progress report. Students who are working on modified goals may receive structured written comments or letter grades reflecting achievement of their individual goals in their Individual Education Plan. The most appropriate form of reporting (comments, grades or combination) is determined by the School Based Team.

#### 5. Placement in Special Programs

Students with special needs may receive instruction and/or support beyond the regular classroom. Appropriateness of placement in a program or class will be determined by the school and District personnel in consultation with parents and, where appropriate, the student.

The placement of students in special programs or classes shall be made with the knowledge and understanding of parents/guardians.

#### 6. Transition Planning

Schools will develop transition plans for students with special needs moving from preschool to elementary school, elementary to secondary school and secondary to post secondary programs. Transition plans will also be developed for students with special needs transferring between programs, schools or districts.

#### 7. Collaboration with Other Ministries and Community Agencies

Where appropriate, schools will consult and collaborate with other ministries and/or community agencies to develop a cohesive, consistent plan that supports the student and the family.

#### 8. Accountability

The School District is accountable for providing opportunities for student achievement and success. The School District will monitor and review expenditures, services and programs which support students with special needs.

#### Appeal Process

A student or a parent/guardian of the student has a right of appeal as per School District 84 Appeal Bylaw No. 2.

The Ministry of Education's Special Education Services:

A Manual of Policies, Procedures and Guidelines can be viewed at:

www.bced.gov.bc.ca/specialed/ppandg/toc.htm.



# POLICY 7020 INCLUSION OF SPECIAL NEEDS STUDENTS

Adopted: 2001-12-11	Reviewed: n/a	Amended: 2004-04-27 2011-11-01

#### **POLICY**

SUBJECT: INCLUSION OF SPECIAL NEEDS STUDENTS

The School Act states "a board shall make available an educational program to all persons of school age resident in its district." School District No. 78 (Fraser Cascade) is therefore committed to providing an educational program for all school age students in the district and recognizes that many students have special learning needs. School District No. 78 is also committed to equitable access to appropriate educational programs for all students and believes in the inclusion of all learners.

The Board of Education believes that every child has a fundamental right to a quality education, and that all students must be afforded opportunities to develop to their full potential in the most inclusive environment possible. An inclusive education program is one where all students are fully participating members in a community of learninging. Educational programs are to be developed based upon individual students' strengths and needs.



# POLICY 7020 INCLUSION OF SPECIAL NEEDS STUDENTS

Adopted: 2001-12-11	Reviewed: n/a	Amended: 2004-04-27
		2011-11-01

#### **REGULATIONS**

SUBJECT: INCLUSION OF SPECIAL NEEDS STUDENTS

The goal of special education in School District No. 78 (Fraser-Cascade) is to provide a continuum of programs and services designed to meet the unique needs and abilities of all students with special needs. Accordingly, all students will be offered opportunities appropriate to their individual learning needs, consistent with the Ministry of Education's Policy, Procedures and Guidelines for Special Education (20160).

The Board supports the provision of the most enabling learning environment for all students as per the following procedures and planning:

- 1. All program decisions are made according to the Support Services Handbook, School District No. 78 (Fraser-Cascade) policy and within the limits of resources available.
- 2. Schools are expected to utilize a school based Special Education Team to identify, assess, place and review the programs of special needs students. The composition of the team may vary, but should include the principal, classroom teacher, learning assistance teacher, special education staff, and other school or district staff who have information about the special needs student. Representatives of other Ministries or helping professions will also be asked to attend where appropriate. Parents/Guardians are invited to meet with team members and to participate in the identification, assessment, placement and review process.
- Included in this process are the following steps:
  - accumulation of information on the student's educational history, including evidence of classroom-based strategies and assessment, as well as evidence of criterion-referenced assessment;
  - additional educational or psychological testing if required;
  - consultation between school personnel and parents/guardians to determine educational programming and/or placement;
  - development of a formal individual education plan (IEP) will be developed on an annual basis with the opportunity for parental/guardian input; and
  - a periodic review of student progress to ensure the continued effectiveness of the placement, to recommend program modification or termination of the placement, or to monitor student

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#### progress following termination.

3. Though planning occurs collaboratively, principals should ensure that all students with special needs who work with a number of personnel are assigned case managers to coordinate the development, documentation and implementation of their IEP's.

#### **Procedures and Planning:**

#### 1. School Based

Procedures shall be in place at each school to ensure identification, function, assessment and program planning for students having special educational needs. A school based team should be established, including the principal, learning assistance teacher, classroom teachers, parents/guardians, support personnel as required, and student when appropriate.

#### 2. District

Procedures shall be in place to facilitate decisions on referrals and support from school based teams to the appropriate district staff. Parents/guardians of students are to be part of the referral process.

#### 3. Individual Education Plans

Individual Plans (IEPs) shall be devloped for students assigned to special programs. These plans+shall include details of inclusion, program modifications and/or program adaptions.

#### 4. Reporting Student Progress

Parents/guardians of students with special needs will receive progress reports in accordance with the regularly scheduled reporting periods. For students who are expected to achieve or surpass the learning outcomes set out in the BC curriculum, regular letter-grading and report procedures will be followed. Adaptions must be documented and included in the progress report. Students who are working on modified goals may receive structured written comments or letter grades reflecting achievement of their individual goals in their Individual Education Plan. The most appropriate form of reporting (comments, grades or combination) is determined by the School-Based Team.

#### 5. Transition Planning

Transition plans will be developed for students with special needs who are moving from preschool-to elementary school, elementary to secondary school and secondary to post-secondary programs; as well as for students with special needs transferring between programs, schools or districts.

#### 6. Collaboration with Other Ministries and Community Agencies

Where appropriate, consultation and collaboration will take place with other ministries and/or-community agencies to develop a cohesive, consistent plan that supports the student and family.

#### 7. Placement in Special Programs

Parental/guardian notification and consultation must occur prior to the in-school placement of a student on a program that is modified within the classroom or that occurs in an alternate setting outside his or her regular class placement.

4. Parental/Guardian notification and consultation must occur prior to the in-school placement of a student on a program that is modified within the classroom or that occurs in an alternate setting

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#### outside his or her regular class placement.

- 5. Placement of students in in alternateive educational programs (TRECTwo Rivers Education Centre\*
  (TREC), Agassiz Centre for Education (ACE), and Homebound) should shall be made with the knowledge and understanding of parents/guardians by a district placement committee, consisting of appropriate outside agencies and district staff, and should occur only:
  - after all reasonable efforts to integrate the student have been made and it is clear that his or her educational or social goals cannot be met; or
  - when there is clear evidence that partial or full placement in another setting is the only option after considering the student's educational needs or the educational needs of others;
- 5. As per <u>Bylaw No. 21 Student Appeals</u>, parents/guardians have the right to appeal any decision of the school or district that significantly affects the education, health, or safety of the student.

The Ministry of Education's Special Education Services: A Manual of Policies, Procedures and Guidelines can be viewed at:

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/inclusive/special\_ed\_policy\_manual.pdf

#### Related Policies:

Policy 7015 - Consultation: Placement of Special Needs Students

6. Policy 7018 – Classroom Based Early Assessment

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# POLICY 7022 SCHOOL COMPLETION (EVERGREEN) CERTIFICATES

Adopted: 2016-11-15	Reviewed:	Amended:

#### **POLICY**

SUBJECT: School Completion (Evergreen) Certificates

The School Completion "Evergreen" Certificate recognizes the achievement for students with special needs who have succeeded in meeting the goals and objectives of their individual educational program.

Before a student is placed on a School Completion Program, the school will conduct a robust and comprehensive process that includes parent(s) / guardian(s) consultation to ensure the appropriateness of the program. Through this process, parents/guardians will be made aware that the student will earn a School Completion (Evergreen) Certificate rather than receiving a Certificate of Graduation (Dogwood Diploma).



# POLICY 7022 SCHOOL COMPLETION (EVERGREEN) CERTIFICATES

Adopted: 2016-11-15	Reviewed:	Amended:

#### **REGULATIONS**

SUBJECT: School Completion (Evergreen) Certificates

- Any student who is on a program, other than one that leads to graduation, must have an Individual Education Plan (IEP). The IEP will clearly indicate that the program of studies will lead to an Evergreen School Completion Certificate and will not lead to a Certificate of Graduation (Dogwood Diploma).
- 2) When a student is being considered for a School Completion Certificate the process will include:
  - a) A meeting with participation from, at minimum, the appropriate teachers, school administrator, district Coordinator of Student Support Services, and the parent(s) / guardian(s) of the student.
  - b) If the student is in the care of the Ministry of Children and Families the appropriate Ministry guardian will also attend the care team meeting.
  - Placement of a student on a School Completion Certificate will be confirmed by the completion of the School District form "School Completion Certificate Program". (Appendix A)
- 3) To be eligible to receive a Ministry of Education issued Evergreen Certificate, students must meet the following criteria:
  - a) Individual Education Plan
    - i) Completion of the goals and objectives of their Individual Education Plan, as outlined in their School Completion Portfolio that includes goals in all of the following areas:
      - (a) Individualized / functional academics
      - (b) Life skills
      - (c) Employability skills
      - (d) Personal health
  - b) Transition Plan
    - i) Completion of a transition plan modeled on the Ministry defined <u>Transition Plan</u> including:
      - (a) An outline of options that have been considered for post-secondary and
      - (b) A description of the role of work, leisure, health family and support networks in building the transition plan

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- c) Work Experience / Community Service
  - i) Completion of up to thirty hours of work or volunteer experience
    - (a) The experience could be in school supported work experience in the community or independent work experience
    - (b) The experience is to be documented with letters of reference and other documents and evidence as appropriate.

#### Related policies:

<u>Policy 7015 – Consultation – Placement of Special Needs Students</u>

Policy 7018 – Classroom Based Early Assessment

Policy 7020 – Inclusion of Special Needs Students

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School District 78 (Fraser-Cascade) 650 Kawkawa Lake Road, Hope, BC VOX 1L4 Phone 604-869-2411 Fax 604-869-7400

	Learning Support Services						
	Parent Acknowledgement of Designation (Ministry of Education Classifications)						
To:	Assistant Superintendent of Schools School District 78 (Fraser-Cascade)						
Dat	e:						
Re:	(student name) Grade: D.O.B						
	derstand from the principal (or designate) of the attended school that my child been given the Ministry Classification of:						
	I understand that all documentation supporting this classification is located in the student file.						
	derstand that the School Based Team, will involve parent(s) and, where possibl child, in the development of an Individual Education Plan (IEP).						
l ur	derstand that my child's program of studies is:						
	AdaptedModified						
I ha	I have had explained and understand that my child is scheduled to receive a(n).						
	Dogwood Diploma School Completion Certificate						
Sign	nature of Parent or Guardian						
Sign	natures of School Principal District Coordinator of Student Services						



# School District No. 19 (Revelstoke)

# Policy Manual

### 3.9 School Completion (Evergreen) Certificates

The Revelstoke Board of Education is responsible for providing educational programs to students with special needs who are on an individualized education program.

The Board may request the Ministry of Education to issue a School Completion Certificate for those students who have met the goals and objectives of their individual educational program.

The principal must offer to consult with parents prior to putting a student on a School Completion Certificate pathway, and must advise the parents that a student on this pathway will not meet the criteria for a Dogwood Diploma.

### Guidelines

To be eligible to receive a School Completion (Evergreen) Certificate, students must, in addition to completing the goals and objectives in their Individual Education Plan (IEP), meet the following criteria:

- 1. Show the evidence of participating in physical activity in school, home or the community;
- Show evidence of completing work experience or volunteer experience, which could be in school, supported work experience in the community or independent work experience; and
- 3. Complete a transition plan that outlines the post-secondary options considered and that describe the roles of work, leisure, family and support networks in building the transition plan.

Page 1

### **SCHOOL COMPLETION CERTIFICATE**

The Board of School Trustees, through the provisions of the Guidelines for Awarding School Board School Completion Certificates, supports the awarding of a School Board School Completion Certificate. This Certificate is intended to support secondary school students with special needs or other students who have succeeded in meeting goals of their educational program other than graduation.

#### Administrative Guidelines for Awarding School Board School Completion Certificates

- 1. The student must achieve the goals of the educational program established by the school.
- 2. The Principal will consult with the student's teachers in order to determine whether the student has met the criteria for being awarded the certificate.
- 3. The criteria that must be considered by the Principal for awarding the certificate are one or both of the following:
  - The student meets the goals and objectives of the Individual Education Plan as outlined in the Ministerial Order,
  - The student meets the Graduation Portfolio Assessment standards.
- 4. The Principal, in consultation with the Superintendent or designate, may create the School Completion Certificate in a way that reflects the Bulkley Valley School District as well as conveys the information set out in the provincial template.

Adopted: April 19, 2005 9.910

# SCHOOL COMPLETION (EVERGREEN) CERTIFICATE

### **Background**

All students deserve recognition for their educational accomplishments. The Evergreen Certificate recognizes the accomplishments of school completion for students with special needs or other students who have succeeded in meeting the goals and objectives of their individual educational program.

The District sets criteria for students to receive a Ministry of Education Evergreen Certificate. Some students will receive a Evergreen Certificate instead of a graduation certificate.

#### **Procedures**

To be eligible to receive a Ministry of Education issued Evergreen Certificate, students must meet the following criteria:

- 1. Individual Education Plan
  - 1.1 Completion of the goals and objectives of their Individual Education Plan that includes goals in all of the following areas:
    - 1.1.1 Individualized/Functional Academics.
    - 1.1.2 Life Skills.
    - 1.1.3 Employability Skills.
    - 1.1.4 Transition.
    - 1.1.5 Personal Health.

### 2. Transition Plan

- 2.1 Completion of a transition plan modeled on the Ministry defined Transition Plan including:
  - 2.1.1 An outline of options that have been considered for post-secondary and career.
  - 2.1.2 A description of the role of work, leisure, health, family and support networks in building the transition plan.
- 3. Work Experience/Community Service
  - 3.1 Completion of up to thirty (30) hours of work or volunteer experience.
    - 3.1.1 The experience could be in school, supported work experience in the community or independent work experience.
    - 3.1.2 The experience is to be documented with letters of reference as appropriate.

### 4. Physical Activity

- 4.1 Completion of up to eighty (80) hours of physical activity in school, home or community:
- 4.2 The physical activity may be defined as participation in one (1) or more physical activities which could include physiotherapy, community based activities, Special Olympics, adapted or regular Physical Education courses.
- 5. Enrollment in Grade 12 in a District school.

Reference: Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act

# **POLICY**

No. E.50

# **EVERGREEN CERTIFICATE**

Adopted: 11-07-12 Reviewed: 12-04-10 Reviewed: 13-03-12 Reviewed: 14-05-12 Reviewed: 15-04-13

# **Policy**

A student who successfully completes an educational program other than the graduation program will be eligible for an Evergreen Certificate. The Evergreen Certificate recognizes the accomplishments of students, including students with special needs, who have succeeded in meeting the goals of their individual education programs other than graduation. Parents or guardians of the students must be consulted on all decisions.

# REGULATION

No. E.50

### **EVERGREEN CERTIFICATE**

Adopted: 11-07-12 Reviewed: 12-04-10 Reviewed: 13-03-12 Reviewed: 14-05-12 Reviewed: 15-04-13

### Regulation

- 1. Any student who is on a program other than one that leads to graduation must have an Individual Education Plan (IEP). The IEP must clearly indicate that the program of studies will not lead to a Certificate of Graduation (Dogwood Certificate).
- 2. To be eligible for an Evergreen Certificate, a student must meet the following criteria:
  - 1. Completion of the goals of an Individual Education Plan (IEP)
  - 2. Completion of a Transition Plan
  - 3. Completion of Work Experience Requirements
  - 4. Completion of Physical Activity Requirements
- 3. Evidence of the criteria being met will be recorded in an Employability Skills Portfolio.
- 4. Schools will establish processes to ensure that student progress is reported to the Ministry of Education according to Ministerial Reporting Orders, and in such a way as to enable the Ministry to issue the Evergreen Certificate and transcript to students who are not on a graduation program. Transcripts should reflect both Ministry Authorized and Locally Developed courses.



# Policy 6710 REPORTING EMPLOYEE ACCIDENTS

Adopted: 2005-04-26	Reviewed:	Amended: 2015-02-10

**POLICY** 

SUBJECT: REPORTING EMPLOYEE ACCIDENTS

The Board of Education recognizes the right of all employees to work in a safe environment. When accidents do occur, reporting procedures will be followed. Accident reports will be reviewed by the school/location Health and Safety Committee as a proactive measure to avoid re-occurrence.



# Policy 6710 **REPORTING EMPLOYEE ACCIDENTS**

Adopted: 2005-04-26	Reviewed:	Amended: 2015-02-10

### **REGULATIONS**

SUBJECT: REPORTING EMPLOYEE ACCIDENTS

### **Accident Reporting Procedures**

The following are required procedures for employees when an accident occurs at work.

#### **Employee**

### **Accident Reporting Procedure**

- 1. The employee must report the accident directly to his/her supervisor as soon as possible following the accident. The accident must be reported either by the first aid attendant and/or the injured employee (or by the first aid attendant if the employee is unable to make a report) to the supervisor and to the school/location Health and Safety Committee as soon as possible
- 2. If a first aid attendant is called to assist the injured employee, a "First Aid Report" (Form 7A) is to be completed and filed with the school/location Health and Safety Committee and submitted to the District Education Office.
- 3. If required, the employee should seek medical attention from a medical practitioner.
- 4. The employee must complete a "Workers Report of Injury or Occupational Disease to Employer" form (Form 6A) with details of the injury and send the form to District Education Office for processing within three (3) days. As soon as possible, the supervisor receiving the report must complete the SD78 Employee Injury Report form available at each school and on the School Administrator's Sharepoint site.
- <del>5. \_\_\_\_</del>
- 6. If the employee does not require medical attention, the supervisor will file the report in the designated secure site file.
- 7. If the employee requires medical attention, the supervisor will email a copy of the SD78 Employee Injury Report from to the district office using <a href="mailto:mysafety@sd78.bc.ca">mysafety@sd78.bc.ca</a>. Once the report is received the Supervisor will be issues an investigation form to complete.
- 8. If an incident takes place where there is a "near miss" of a substantial injury, the "near miss" will be reported in the same way as an injury requiring medical attention.

### **Employer/Supervisor**

- 1. The supervisor must be advised of the accident and take any appropriate action to ensure the safety of workers, volunteers, and students.
- 2. The supervisor may assign a first aid attendant or call for an ambulance depending on the severity of the accident.
- 3. The supervisor must report the accident to the school/location Health and Safety Committee as soon as possible.
- 4. The supervisor must report the accident to the District Health and Safety Officer.
- 5. The supervisor must complete the "Employers' Report of Injury or Occupational Disease" form (Form 7) and send it to the District Education Office for completion and processing for WorkSafeBC within three (3) days of the accident.
- 6. Serious accidents that may require follow-up or result in liability issues for the School District must be reported to the Secretary-Treasurer as soon as practical.

### **School/Location Health and Safety Committee**

- 1. The school/location Health and Safety Committee or at the employee's work location must investigate any accident that occurs when there is an injury that requires medical attention or a "near miss" that could have caused a serious injury.
- 2. The school/location Health and Safety Committee may include the District Health and Safety Officer in the investigation of the accident.
- 3. This investigation shall use the required <u>WorkSafeBC process</u> and <u>Form 52E40</u> (Employer Incident Investigation Report). should establish the cause of the accident (if possible) and provide a summary of the details of the accident in a formal accident report.
- 4. The school/location Health and Safety Committee should interview witnesses to the accident whose statement should be included as part of the accident report.
- 5. The accident report may include recommendations to assist the school/location in the elimination or prevention of future such accidents.
- 6. The school/location Health and Safety Committee should assist the employee and supervisor in the filing of the necessary WorkSafeBC forms.
- 7. A copy of the accident report should be filed with the school/location Health and Safety Committee minutes.
- 8. A final copy of the accident report must be sent to the District Health and Safety Committee.

#### **District Health and Safety Committee**

1. The District Health and Safety Committee will review all accident reports sent from the school/location Health and Safety Committees.

- 2. The District Health and Safety Committee and the District Health and Safety Officer may further investigate an accident and will be directly involved in the investigation of a serious accident.
- 3. The District Health and Safety Committee can make recommendations to specific schools, locations or the entire district in the elimination or prevention of future accidents.

Employees failing to follow this procedure may be ineligible for WorkSafeBC benefits.

# **School District 71: Comox Valley**

Policy Subject: ACCIDENT OR INCIDENT REPORTING AND

**INVESTIGATION** 

Date Passed: February 28, 2006

**Date Amended:** NA

**Policy:** ACCIDENT OR INCIDENT REPORTING AND INVESTIGATION

Regulation No. 3041MR2

Date Approved: February 28, 2006

Date Amended:

1. Accident Reporting - All Employees

- 1.1 As soon as possible after occurrence, staff will report verbally to the appropriate supervisor any accident involving a student, and will follow up with the completion of a copy of the attached Incident Report and Investigation form.
- 1.2 All staff shall report any work-related injury to their supervisor as soon as possible after occurrence. Pursuant to Part 3 (Occupational Health and Safety), Division 10 (Accident Reporting and Investigation) of the Workers Compensation Act, the report must be in writing on Workers' Compensation Board Form 6A (Worker's Report of Injury or Occupational Disease to Employer), available at all work locations. They will also follow the reporting procedure in Section 2 of this management regulation.
- 1.3 Staff will also report, as soon as possible after occurrence, any accident or incident that does not involve injury but which involves theft, property damage, a chemical spill, or a release of a hazardous substance. They will also follow the reporting procedure in Section 2 of this management regulation.
- 1.4 All accidents or incidents involving district-owned or leased vehicles or personal vehicles used on approved district business must be verbally reported as soon as possible to the appropriate supervisor by the staff person involved. In

addition, they must complete a Motor Vehicle Accident Report form, available from the health and safety officer, and submit it to the appropriate supervisor. They will also follow the reporting procedure in Section 2 of this management regulation.

- 1.5 All health and safety committees will review the incident investigation reports at their monthly meetings.
- 2. Incident Report and Investigation Form Supervisory Staff
- 2.1 After receiving notification of any accident or incident involving a staff member, the supervisor and a worker representative should immediately conduct an investigation of the incident.
- 2.2 The incident investigation for an employee shall determine:
- -the place, date, and time of the incident;
- -the names and job titles of persons injured;
- -the names of any witnesses;
- -a brief description of the incident;
- -a statement of the sequence of events which preceded the incident;
- -identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
- -recommended corrective actions to prevent similar incidents, and
- -the names of the persons who investigated the incident.

# 2.3 Debriefing of Incident

The supervisor and the worker representative who undertook the incident investigation will follow up with the first aid representative and the injured individual to ensure the wee-being of the injured worker, and will review the incident collectively in a constructive way, recommending corrective actions and/or procedures to prevent similar incidents from occurring.

2.4 Based on the investigation, the supervisor will submit a written incident report to the health and safety officer who will review all incident reports and ensure any

necessary follow-up action in initiated. All incident reports will be kept on file at the school board office with copies sent to the Workers' Compensation Board.

- 2.5 If a staff member is injured and they need to see a physician, chiropractor, dentist, podiatrist, or naturopath, and/or the injury is severe enough that the staff member is disabled beyond the day of injury, the investigating supervisor must, within 24 hours of the incident, submit to the health and safety officer a completed Workers' Compensation Board Form 7(Employer's Report of Injury or Occupational Disease).
- 2.6 Any supervisor who requires assistance or advice in conducting an accident/incident investigation should contact the health and safety officer.
- 2.7 As soon as possible, the supervisor must report any serious incident to the superintendent of schools or secretary-treasurer and the health and safety officer.
- 2.8 The supervisor must report immediately to the health and safety officer any incident that involves one of the following circumstances:
- -any incident causing serious injury (e.g., resulting in hospitalization);
- -any incident involving a district-owned or leased vehicle or personal vehicle used on approved district business resulting in damage of \$1,000.00 or more;
- -any incident causing property damage or \$1,000.00 or more;
- -any spill of 25 litres (5 gallons) or more of any hazardous material;
- -any incident that has the potential to cause critical injury or damage.

Please see attached document for Incident Report and Investigation.

# School District 70: Alberni

**Policy Subject:** EMPLOYEE ACCIDENT-INJURY PROCEDURES

Date Passed: October 6, 1992

**Date Amended:** February 12, 2008

**Policy: EMPLOYEE ACCIDENT/INJURY PROCEDURES** 

Policy No. 4600

Date Approved: October 6, 1992

Date Amended: February 12, 2008

## **POLICY**

The Board of Education wishes to comply with the WorkSafe BC regulations and keep appropriate records of employee accidents and injuries.

The Regulations to this Policy direct supervisors and employees to report injuries and to complete the appropriate forms.

All accidents/injuries will be referred to the Joint Site Safety Committee for review and possible recommendation.

## **REGULATIONS**

## 1.0 REPORTING ACCIDENTS/INJURIES TO EMPLOYER

- 1.1 Employees involved in reportable injury are to report the occurrence as soon as practical to their supervisor.
- 1.2 WorkSafe BC defines a reportable injury as follows:
- 1.2.1 The worker loses consciousness following the injury, or
- 1.2.2 The worker is transported or directed by a first aid attendant or other representative of the employer to the hospital or other place of medical treatment, or is recommended by such person to go to such place, or

- 1.2.3 The injury is one that obviously requires medical treatment, or
- 1.2.4 The worker states that he intends to seek medical treatment, or
- 1.2.5 The worker has received medical treatment for the injury, or
- 1.2.6 The worker is unable or claims that he is unable to reason of the injury to return to his usual job function on any working day subsequent to the day of injury, or
- 1.2.7 The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or a hearing aid, or
- 1.2.8 The worker or the Board has requested that an employer's report be sent to the Board.
- 1.3 Supervisors are to make notes of the employer related injury as appropriate.

## 2.0 REPORTING INJURIES TO WORKSAFE BC

- 2.1 The Board is required to report an injury to WorkSafe BC when a supervisor, first aid attendant or other representative of the employer first becomes aware of any one of the conditions listed in 1.2 above, or when notification of such conditions received at an office of the Board.
- 2.2 The Board is required to report the injury to WorkSafe BC within 3 days of the occurrence of the injury.

### 3.0 REPORTING FORMS

# 3.1 Employee Report

The employee shall complete the "Employee's Report of Injury or Industrial Disease to Employer"• form 6A, illustrated by Appendix I attached.

# 3.2 Employer's Report (Form 7)

The Board shall complete the "Employer's Report of Injury or Industrial Disease"• form as illustrated by Appendix II attached. This form is usually completed by the Payroll Clerks in the Board Office based on the Employee Report and other data.

# 3.3 First Aid Report

When a qualified First Aid Attendant is designated by the Board, the First Aid Attendant is to complete the "First Aid Report"• illustrated by Appendix III where the employee has reported the injury to the First Aid Attendant.

# 3.4 Accident Investigation Report

The supervisor, accompanied by a representative of the Joint Site Safety Committee, must thoroughly investigate the accident or injury with the purpose of preventing such accidents from occurring in the future. The Accident Investigation Report, illustrated by Appendix IV is to be completed as soon as practical following the accident/injury and forwarded to the Board Office.

## 4.0 ROLE OF JOINT SITE SAFETY COMMITTEE

4.1 All accidents/injuries, in particular the Accident Investigation Reports, shall be reviewed by the Safety Committee for possible recommendations to rectify unsafe equipment, work procedures or work practices.

### 5.0 STUDENT INJURIES

5.1 Policy 5140 Accident/Injury Procedures is applicable to Student Accidents or Injuries.

The School/College/Institute Incident Report Form as provided by Marsh McLennan are not to be completed for employee accidents or injuries.

# **School District 36: Surrey**

Policy Subject: EMPLOYMENT-RELATED INJURIES (WORKERS-

**COMPENSATION BOARD)** 

**Date Passed:** NA

**Date Amended:** October 12, 2000

Policy: EMPLOYMENT-RELATED INJURIES (WORKERS' COMPENSATION

BOARD)

Regulation No. 7211.1

Date Approved:

Date Amended: October 12, 2000

### I. STANDARD

Surrey School District will comply with the Workers' Compensation Board requirements for reporting and investigating accidents. Reports must be made of all accidents and serious near miss incidents.

### II. ACCIDENT REPORTING

- 1. Employees must report all accidents and injuries to their supervisor immediately.
- 2. If required, employees must obtain first aid from a designated first aid attendant.
- 3. All employee injuries or accidents shall be recorded in the accident record book. All workplaces must have an accident record book located in the first aid room. Facilities personnel and janitors must ensure that their injuries are recorded in the Facilities Department accident record book.
- 4. All employees must complete a Surrey School District Employee Injury/Incident Report form and submit it to their supervisor. The supervisor and worker representative shall conduct an accident investigation if required and then sign the district Employee Injury/Incident Report Form.

5. The supervisor shall fax the completed Employee Injury/Incident Report Form to Health & Safety, Human Resources for recordkeeping purposes and for generation of the Workers' Compensation Form 7 (if required).

Designated Supervisor/Principal may delegate another person to process Employee Injury/Incident Report Forms, but the responsibility for ensuring that forms are completed as required remains with the Supervisor/Principal.

- 6. Distribute Employee Injury/Incident Report Form as follows:
- i. White copy Employee report submitted to Health & Safety, Human Resources
  ii. Yellow copy Accident investigation completed by
  Supervisor/Principal and submitted to Health & Safety, Human Resources.
  iii. Pink copy Retained at work location for their records.
- 7. Any additional information that comes to light on receipt of the employee's submission should be forwarded to Human Resources.

# III. TIME SHEETS AND PAY DURING INJURY TIME LOSS

Supervisors/Principals are to ensure that payroll information is submitted for employees who are absent due to employment-related injury. Payroll information should indicate "off work-WCB".



### INCIDENT INVESTIGATION INSTRUCTIONS

#### WHEN IS AN INCIDENT INVESTIGATION REPORT REQUIRED?

An incident investigation, as defined by WorkSafeBC and required by the School District of New Westminster, is required following an incident that meets one or more of the requirements listed below:

- Serious injury to a worker or a worker's death,
- o Injury requiring medical treatment,
- o Minor injury, or no injury, but had the potential for causing serious injury,
- Major structural failure or collapse,
- Major release of hazardous substances,
- o Diving incident, as defined by the Occupational Health and Safety Regulation (OHSR),
- o Dangerous incident involving explosive materials, or
- Blasting incident causing personal injury.

#### **PROCEDURES FOR REPORTING**

After an incident that meets the above mentioned criteria occurs, ensure that:

#### **ADMINISTRATORS**

- Are informed of the events of the incident,
- Remediate the hazard(s) without delay in order to avoid future or further incidences,
- o Inform employees of their roles and responsibilities relating to Incident Reporting and Incident Investigations,
- Investigate the incident by completing the Preliminary and Full investigations (page 3-4),
- Submit a copy of the full investigation to the District OHS department by emailing <a href="mailto:ohs@sd40.bc.ca">ohs@sd40.bc.ca</a>,
   the JHSC for their site and
- Carry out recommendations from the investigation.

#### **EMPLOYEES**

- o Attend First Aid for assessment or obtain further medical attention as needed,
- Remediate the hazard(s) without delay in order to avoid future or further incidences,
- Are knowledgeable of their roles and responsibilities relating to Incident Reporting and Incident Investigations,
- Report all hazards, incidents and injuries (including hazardous situations which may result in a future incident or injury) to an immediate supervisor,
- o Complete the Employee Incident Report (page 1) and
- Cooperating with the investigation.

#### FIRST AID ATTENDANTS

- Treating all injuries as per their training, and
- o Filling out the First Aid report (page 2).

NOTE: An incident is Immediately Reportable to WorkSafeBC without delay when a serious injury, death, structural collapse (including heavy machinery or excavations), major hazardous substance release, fire or an explosion occurs (WCA 172).



# EMPLOYEE INCIDENT INVESTIGATION REPORT

EMPLOYEE INCIDENT REPORT / WORKER'S REPORT OF INJURY FORM 6									
Last Name:			First N	ame:			Site:		
Occupation:			Status	:	Part Time 🗆 Ca	sual 🗆 TOC	Contact Number:		
Incident Date:		Time:	•	□am	OR exposure			То:	
(yyyy-mm-dd) Date Reported:		Time:		□ pm □ am	(yyyy-mm-de	y incident to:	☐ Supervisor	Name:	
(yyyy-mm-dd)				□ pm		,	☐ First Aid	Name:	
Any witnesses? If yes, name:							☐ Office ☐ Other	Name: Name:	
•				_	<u> </u>				
Did your injury result fro	m a specific inc	ident?		□ yes □ no	Prior to this your reporte Please expla	d injury?	nave any recent pain in	the area of	□ yes □ no
I will or have missed time	from work:			□ yes □ no	·		/clinic/doctor/qualified	I practitioner: □ yes	Ппо
If yes, what dates?	Z ITOTTI WOLK.			_ yes _ 110	If yes, what		renne, doctor, quanned	practitioner. — — yes	<u> </u>
Describe the work incide	nt location (add	dress and specific a	area):		ii yes, wilat i	iates:			
				sident Nete if this is	r a student inle	aca uca initiale ar	alu.		
Describe the sequence of	r events leading	g up to and includi	ng the ir	icident. <b>Note if this is</b>	s a student, pie	ase use initials or	niy.		
INCIDENT CONTRIE	LITING FAC	TORS – Check	all tha	t annly					
☐ Lifting, weight?		☐ Slip or Trip			Fire or explosi	on 🗆 As	ssault	☐ Unsure/Other, plea	ase explain:
□ Overexertion		☐ Twist			Harmful Subst	ance $\square$ M	otor vehicle accident		
☐ Repetitive Motion  Describe all apparent inj		☐ Fall any body parts:		Sharp edge	Animal Bite	Side	of body injured 🛚 Lef	t □ Right □ Both □ No	t applicable
Describe an apparent inj	arres merading (	any body parts.				0.00			саррисале
Employee Signature:						Completion Da	te of Report (yyyy-mm	-dd):	
Employee Signature.						Completion Da	te or keport (yyyy-iiiii	-uu).	
FOR VIOLENT INCI	DENTS OR A	CTS OF FORCE	– If th		dent, please	use initials o			Т.
Last Name of Person:				First Name:			☐ Student ☐ Pa☐ Other, specify		Age:
Height:		Weight:		Gender: ☐ female	□ male			contact the police?	□ no
Other inferred 11 /	dantas I 9111	aintenati i i		and allering to the	binds on 1		1:	·	
Other information (comp	nexion, build, h	air iength, hair col	our, glas	ses, clotning, tattoo,	pirth marks, ca	r make/model/ye	ar, iicence plate etc):		

FIRST AID REPORT		
Patient's Name:	Date of Injury:	
Date Reported to First Aid:	Time Reported to First Aid:	□ am □ pm
(yyyy-mm-dd)  Describe how the injury, exposure, or illness occurred	od.	
Describe now the many, exposure, or minest access	u.	
Describe the specific mechanism of injury (i.e. emplo	oyee fell off a 6ft ladder vs. employee fell off a chair):	
Describe all apparent injuries including any body part	rts: Side of body injured:	
Description of the nature of the injury, exposure, or i	illness (What you see – signs and symptoms):	
Description of the treatment given (what did you do?	?):	
	<u>.                                    </u>	
Describe arrangements for the employee.	☐ Read "Worker Handouts" to care for injury ☐ Return to First Aid Attendant ☐ Return to work ☐ Seek further medical aid/go to	
		7 400.0.
		_
Describe any allergies/medication if applicable:		
Other Comments:		
Other Commence.		
First Aid Attendant's Name:	First Aid Attendant's Signature: OFA Level 🗆 1 🗆 2 Patient's Signature:	

SUPERVISOR'S INVESTIGATION - TYPE OF OCCURRENCE - Select all that apply:					
☐ Minor Injury, First Aid					
□ Serious injury to or the death or a worker     □ Major structural failure/collapse     □ Major release of hazardous substances     □ Blasting accident causing personal injury	serious injury  Dangerous incident involving explusion blasting incident Injury requiring medical treatment Minor injury/no injury but had the serious injury	nt/doctor	Complete P Full Report a. WorkSafe Terminal, V	Preliminary Report within 48 hours and a which must be sent to:  BEC within 30 days. PO Box 5350 Stn //ancouver, BC V6B 5L5 40.bc.ca or fax 604.517.6384	
PRELIMINARY REPORT	<del>-</del>				
Investigation Team	Full Name	Job Title/Occupa	ation	Contact # / Email	
Employer Representative Investigator:	I dii Name	JOD HOO, COOL,	ation	Contact # / Linus	
Worker Representative Investigator:	+				
Other Investigator:					
Other Investigator:					
Injured Person 1:					
Injured Person 2:					
Witness 1:					
Witness 2:					
On the day of the injury, how many hours did t	the employee complete?	Will the employee be away from If yes, for how long?	m work after the day	of injury?	
Address of the		City/Province:		Postal Code:	
incident: Specific Area of the Incident (e.g. rm 8):		<u> </u>			
Describe the sequence of events preceding the	o incident including the incident:				
Describe the sequence of events provide	s illument moraumy the morae				
				_	
				_	
List all unsafe conditions, acts or procedures the	hat significantly contributed to this incident:				
List an ansars control of	int significantly comments				
CORRECTIVE ACTION REPORT - Describe unsafe conditions, acts or procedures iden		Interim/Full Corrective Action	Assigned to:	Action Date: (yyyy-mm-dd):	
		□ Interim			
		□ Full □ Interim			
		☐ Full ☐ Interim			
		☐ Full ☐ Interim			
		□ Full			
Name of Supervisor – Print	Signature		Completion Date of	of Preliminary Report (yyyy-mm-dd):	

FULL REPORT – Employee's Name:				
<b>DETERMINATION OF CAUSE(S) OF THE INCIDENT</b> - From the sequence of events, identify what events may be these events and all other relevant information will assist in determining the underlying or causal factors in the occurrence.	ave been significant in the incider	nt occurring. An analysis of		
☐ Check if there is no further update from the Preliminary Report				
CONTRIBUTING FACTORS - List any additional underlying factors for all unsafe conditions, acts, and procedures as w	vell as other safety deficiencies.			
Check if there is no further update from the Preliminary Report				
CORRECTIVE ACTION REPORT- Describe in detail all corrective actions taken to address the unsafe conditions,	Assigned to:	Action Date		
acts or procedures identified in order to prevent similar incidents.  Check if there is no further update from the Preliminary Report	Addigned to:	(yyyy-mm-dd):		
Supervisor's Signature: Completion Date of Full Report (yyyy-mm-dd):				
Supervisor's Signature: Completion Date of Full Report (yyyy-mm-dd):	Date sent to WorkSafeBC (yyy			

WITNESS STATEMENT	
Witness STATEMENT Witness First and Last Name:	Occupation:
Please provide a statement of what you witnessed:	•
Please provide a statement of what you witnessed:	
Witness Signature:	Completion Date of Report (yyyy-mm-dd):



# Policy 5075 MEDIA CONSENT

Adopted: 2015-10-27	Reviewed:	Amended:

### **POLICY**

SUBJECT: MEDIA CONSENT

The Board of Education in accordance with the BC <u>Freedom of Information and Protection of Privacy Act</u>, 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:

### **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. (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 parent/guardian authorization 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



# 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.

Page 1

Printed: May 9th, 2018

# 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 <u>Notice to Parents and Students:</u>

  <u>Outside Media in Schools Form</u> and the <u>Notice to School District re: Outside Media</u>.
- b) Distribution of the two consent forms is required annually. If the <u>Notice to Parents</u> and <u>Students: Outside Media in Schools Form</u> 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 <u>Notice to School District re: Outside Media</u> 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 in 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.