



**BOARD OF EDUCATION**

**POLICY DEVELOPMENT COMMITTEE**

**January 26, 2021**

**4:30 p.m.**

Via Zoom Video Conference

**AGENDA**

- |  |           |
|--|-----------|
| 1. Call to Order/Acknowledgement ( <i>this meeting is being recorded</i> ).....          | Chair     |
| 2. Approval of Agenda .....  | Chair     |
| 3. Approval of Minutes – November 24, 2020 ..... Page 1                                  | Chair     |
| 4. Draft Reviewed Policy #1075 – <i>Bursary and Scholarship Trust Funds</i> ..... Page 4 | N Lowe    |
| 5. Draft Reviewed Policy #4045 – <i>Procurement Cards</i> ..... Page 6                   | N Lowe    |
| 6. Draft Reviewed Policy #5030 – <i>Repair of Private Vehicles</i> ..... Page 14         | N Lowe    |
| 7. Draft Reviewed Policy #5050 – <i>Commercial Materials in Schools</i> ..... Page 17    | B Moorthy |
| 8. Draft Revised Policy #6215 – <i>Respectful Workplace</i> ..... Page 18                | B Moorthy |
| 9. Questions/Comments  |           |

Next Meeting:        April 20, 2021  
                             Video Conference

ADJOURNMENT

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

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING  
November 24, 2020**

**PRESENT:**

**Board Representatives:**

Linda Kerr	Trustee	Chair
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**Committee Representatives:**

Greg Lawley	Principal	FCPVPA
Chelsea Cromarty	Teacher	FCTA

**District Staff:**

Balan Moorthy	Superintendent
Natalie Lowe	Secretary-Treasurer
Renge Bailie	Assistant Superintendent
Jenny Veenbaas	Assistant Secretary - Treasurer
Laurie Bjorge	Recording Secretary

**Regrets:**

Wendy Colman-Lawley	Trustee	
Marilyn Warren	Trustee	
Rosalee Floyd	Principal	FCPVPA
Darlene Smith	Support staff	CMAW
Laurie Hansen	Support staff	CMAW
Brook Bobb-Reid	AEC	
Leanne Boycott	AEC	
Crystal Hatzidimitriou	DPAC	

**1. Call to Order**

The meeting was called to order by the Chair at 4:34 p.m. via Zoom conference call. The chair opened by acknowledging that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Seabird Island, Nlaka'pamux and Chawathil people.

**2. Approval of Agenda – November 24, 2020**

**CROMARTY/BAILIE**

THAT the agenda of the Policy Development Committee meeting held on November 24, 2020 be approved as presented.

**Carried**

**3. Approval of Previous Minutes – September 29, 2020**

**KERR/MOORTHY**

THAT the minutes of the Policy Development Committee meeting held on September 29, 2020 be approved as presented.

**Carried**

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**4. Draft Revised Policy #5080 – Unauthorized Visitors in Schools**

The Superintendent noted a few small changes to wording, otherwise no major changes to this policy.

**KERR/LOWE**

THAT draft revised *Policy #5080 – Unauthorized Visitors in Schools* be presented to the Board of Education for first reading, as amended.

**Carried**

**5. Reviewed Policy #6050 – Prevention of Violence in the Workplace for Employees**

The Assistant Superintendent reviewed the policy and noted that there are no changes to this policy. Therefore, there is no need to forward to the Board.

**6. Draft Revised Policy #6235 – In-Service Death Benefits**

The Secretary-Treasurer noted one minor edit to the policy, otherwise no changes to this policy.

**KERR/BAILIE**

THAT draft revised *Policy #6235 – In-Service Death Benefits* be presented to the Board of Education for first reading, as amended.

**Carried**

**7. Draft Revised Policy #6750 – Natural Justice – Process for Resolution of Concerns**

The Superintendent reviewed minor changes made to the policy in order to add another level of reporting whereby complainants will report to the Assistant Superintendent before the complaint reaches the Superintendent or Secretary-Treasurer.

**KERR/LOWE**

THAT draft revised *Policy #6750 – Natural Justice – Process for Resolution of Concerns* be presented to the Board of Education for first reading as amended.

**Carried**

**8. Draft Revised Policy #7325 – Supervision of Students**

The Superintendent reviewed minor edits made to the policy.

**KERR/LAWLEY**

THAT draft revised *Policy #7325 – Supervision of Students* be presented to the Board of Education for first reading as amended.

**Carried**

**9. Draft Revised Policy #7525 – Learning Resources for Classroom Use**

The committee agreed that this policy needs to be reviewed with various educators. The Superintendent will review with a sub-group and will bring back to the committee at a later date.

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**Next Meeting**

January 26, 2021

**Location:** Via Zoom Conference Call

**Adjournment**

The meeting adjourned at 5:15 pm

**/KERR**

THAT the meeting be adjourned.

**Carried**

**BURSARY AND SCHOLARSHIP TRUST FUNDS**

Adopted: 1998-04-28	Reviewed:	Amended:
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SUBJECT: **BURSARY AND SCHOLARSHIP TRUST FUNDS**

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The School District encourages community organizations, companies and individuals to provide both scholarships and bursaries to secondary students.

The School District recognizes from time to time the funding for scholarships and bursaries will be given directly to the School District for disbursement to students to whom the scholarship or bursary has been awarded.

Each donor of a scholarship or bursary will provide the School District and/or Secondary School with the criteria for selecting students and awarding of the scholarship or bursary.

**BURSARY AND SCHOLARSHIP TRUST FUNDS**

Adopted: 1998-04-28	Reviewed:	Amended:
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**REGULATIONS**

SUBJECT: **BURSARY AND SCHOLARSHIP TRUST FUNDS**

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**PROCEDURES:****1. Funds**

- a) Funds received by the School District will be placed in a trust fund by the Secretary-Treasurer and specifically designated for accounting purposes.
- b) Payment of funds to students who are awarded scholarships or bursaries will be done in accordance with the criteria set out by the fund.
- c) Unless otherwise stated in the criteria for the fund, the School District will ensure that the principal amount of the fund will not be eroded in order to provide an ongoing bursary or scholarship. Depending on the interest rate at the time, this may mean that an annual scholarship or bursary will not be awarded or that a reduced scholarship or bursary will be awarded.
- d) The District will credit the fund on a monthly basis, either with the present interest rate that the District receives from their agreement with the bank or the interest rate equal to a one year term deposit, whichever is **greater**.



Policy 4045  
**PROCUREMENT CARDS**

Adopted: 2015-04-30	Reviewed:	Amended:
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**POLICY**

SUBJECT: **PROCUREMENT CARDS**

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The Board of Education believes appropriate use of procurement cards is a customary and economical practice to improve cash management, reduce costs, and increase efficiency.

The Board recognizes the operational needs within school district facilities to conduct daily business purchases for supplies, instructional materials and other small consumables and believes procurement cards permit the quick and efficient procurement of same with supporting documentation necessary for acceptable internal control.

A procurement card account is a separate account established by board authorization for individuals at schools, district offices or departments to provide a more convenient, efficient, cost-effective method of purchase and payment of small dollar transactions and to provide for a simple method for direct payment, all within established board policies and regulations.



Adopted: 2015-04-30	Reviewed:	Amended:
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## **REGULATIONS**

SUBJECT: **PROCUREMENT CARDS**

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### **1. AUTHORITY**

- 1.1 The Board authorizes the Secretary-Treasurer to establish a procurement card system for the school district, supported by regulations. The Secretary-Treasurer is further authorized to revoke the use of any procurement card issued by the school district.

### **2. PRINCIPALS**

- 2.1 The Secretary-Treasurer will issue all procurement cards with appropriate credit limits set for authorized use by approved school district personnel.
- 2.2 The Secretary-Treasurer shall ensure all charges against the procurement cards are appropriately charged to the correct school district budget account, the correct authorization is received for such charges, and the management of the procurement card system meets best business practices.
- 2.3 The Secretary-Treasurer will pursue the correction of any inappropriate use of procurement cards and affect such actions as to prevent further misuse or unauthorized use of procurement cards as required.

The Secretary-Treasurer is further directed to pursue disallowed charges that are not immediately repaid by the cardholder. The school district, through written agreement with the employee prior to issuance of a procurement card, shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to the amount of disallowed charges, and interest at the same rate as charged by the financial institution that issued the card.

### **3. DEFINITIONS**

#### **3.1 Procurement Card (P-Card)**

The P-Card account is a separate entity established by board authorization for use by individuals at schools, district offices or departments in making small or emergency purchases. All procurements are the property of the school district.



The P-Card, although not a credit card, functions in much the same way as a credit card; however, personal charges are strictly prohibited.

### 3.2 Ghost Card

A Ghost card is a banking industry term for a P-Card account number assigned to a specific vendor for high volume purchases with larger spending limits—no actual card exists. The Ghost Card operates in a similar manner to that of a blanket purchase order.

### 3.3 P-Card Program Administrator

P-Card program administration will be managed by the District Education Office Accounting Department. The responsibilities include, but are not limited to:

- all administrative interaction between the school district and the P-Card financial institution
- maintaining a cardholder database
- authorizing the issue of new cards
- arranging for the cancellation of cards
- arranging replacement for lost or stolen cards
- maintaining total and merchant category codes
- establishing and maintaining district-wide communication
- developing and distributing program literature and materials
- assisting in normal card usage procedures
- assisting in problem resolution
- notification of non-compliance to cardholder, and initiating appropriate action if necessary

### 3.4 Account Coordinator

The account coordinator (principal or other management person) is assigned responsibility for budgets directly related to the activities he/she manages. This person is responsible for the authority and use of the P-Card, and ensuring proper reconciliation of each card issued under their authorization. By authorizing an employee for use of the P-Card, the account coordinator has granted this employee authority for purchases to be made and charged to the account coordinator's respective budget(s).

### 3.5 P-Card Cardholder

The P-Card cardholder is the individual who has responsibility for the P-Card and overall management of its use, including:

- authorizing disbursements
- accounting and reconciliation of the procurement account purchases and credits
- maintaining card security to prevent unauthorized charges against the accounts
- ensuring purchases are in accordance with district policies, regulations and best accounting practices
- notifying the P-Card financial institution and the P-Card program administrator of lost or stolen cards
- notifying the P-Card program administrator of disputed charges within fifteen (15)

days of the statement date

- adhering to all conditions and restrictions on card usage
- verifying and reconciling all account activity, prices, authorizations for payment, etc.
- notifying the P-Card program administrator of any changes in assignment (school, department) or in personal information (name, workplace address) or any changes that require an adjustment to the default general ledger account

#### **4. AUTHORIZATION OF PROCUREMENT CARD**

##### **4.1 Use Approval**

The Secretary-Treasurer authorizes the issuance of a P-Card to any employee at a school, district office or department, where appropriate, and within the Board's approval for use.

##### **4.2 P-Card Credit Limits**

Each P-Card is restricted on the number of transactions and dollar amount of purchases per transaction and per month. The default credit limit per card will be \$1,500/transaction and \$10,000/month.

The accounting department will perform periodic reviews of various cardholder groups to determine any necessary change to credit limits. Cardholders may request, through the accounting department, an increase/decrease of the credit limit stating their reason(s) for the request. Requests will be reviewed for appropriateness before approval.

##### **4.3 Total Category and Merchant Category Codes**

Total category codes (TCC) and merchant category codes (MCC) identify grouping of standard industry codes which describe the type of business and commodities of merchants. Certain TCC and MCC codes have been blocked from prohibited items to reduce the risk of potential fraud. Examples of codes blocked are cash advances and liquor purchases. A P-Card cardholder may request a change to the TCC or MCC in writing to the accounting department stating reason(s) for the request.

#### **5. ESTABLISHMENT OF THE PROCUREMENT CARD**

##### **5.1 Application for the Procurement Card**

Only employees of School District No. 78 (Fraser-Cascade) can make application for the P-Card. Each P-Card application must be in the name of the person who will actually use the card. P-Card requests will be filled out on a prescribed Employee P-Card Account Request form (available from the accounting department). This application will include:

- name of employee
- mailing address for the account statement
- default general ledger account code

- signature of employee
- authorization by the account coordinator (principal or manager)

All applications will be forwarded to the accounting department for review and consideration for a P-Card. Incomplete forms will be returned to the applicant. Any denied application will be returned with stated reason.

## 5.2 Establishment of P-Card with Financial Institution

The accounting department will establish with the P-Card financial institution the P-Card account in the name of the applicant (cardholder), the established credit limit, and default general ledger account code. The name embossed on the card is the only person entitled to use the P-Card.

## 5.3 P-Card Issuance

The P-Card financial institution will forward the P-Card to the office of the P-Card program administrator, within the purchasing department.

Before the P-Card is provided, each cardholder is required to sign an Employee Acknowledgement of Responsibilities and Obligations for Use of School District No. 78 (Fraser-Cascade) Procurement Card form.

# 6. **PROCUREMENT CARDHOLDER RESPONSIBILITY**

## 6.1 P-Card Use and Management

The P-Card cardholder accepts full responsibility for the use of the card once activated. The P-Card is strictly for School District No. 78 (Fraser-Cascade) business.

The P-Card can be used to make any purchases within the acceptable limits of the TCC and MCC codes; however, this is not foolproof. P-Cards are prohibited from being used for:

- wages and salaries, as these must be paid directly by the payroll department to facilitate compliance with legislative and contractual requirements
- cash advances
- purchases in excess of \$1500 including taxes and delivery
- orders which have been split into two or more transactions to remain under the \$1,500 limit
- personal purchases

The P-Card cardholder must adhere to all the conditions and restrictions imposed on the card usage.

## 6.2 P-Card Security

P-Cards must be safeguarded and the number must not be given out except to authorized suppliers, i.e. a supplier with whom an order is being placed. The P-Card and the P-Card number are to be kept confidential. The only person authorized to use the P-Card is the person to whom it is issued. Lending or sharing the P-Card is not allowed.

## 6.3 Lost or Stolen P-Cards

The P-Card cardholder must report lost or stolen cards immediately, first to the P-Card Financial Institution (Bank of Montreal @ 1-800-361-3361) and then to the P-Card program administrator (District Education Office accounting department). Once reported to the financial institution, the account will be blocked instantly, minimizing the potential risk exposure. Verbal reports of lost or stolen P-Cards must be followed up in writing to the P-Card program administrator by way of an incident report.

## 6.4 P-Card Cardholder Transfers to Another District Site

In the event a P-Card cardholder transfers from one school to another or between departments, the P-Card need not be surrendered, but the default general ledger code must be changed.

It is the responsibility of the P-Card cardholder to immediately advise the P-Card program administrator of any changes in assignment or personal information such as name or workplace address. Before leaving for their new assignment, the P-Card cardholder should ensure that all purchases made up to the point in change of their assignment are reconciled.

## 6.5 P-Card Cardholder Termination of Employment

The P-Card cardholder must inform the P-Card program administrator of their termination of employment and surrender the card to the P-Card program administrator.

## 6.6 Fraudulent P-Card Use

If the financial institution, P-Card cardholder or P-Card program administrator suspects that the P-Card has been used fraudulently, the P-Card will be cancelled. The financial institution can suspend P-Cards instantly upon notification by the P-Card cardholder or P-Card program administrator. The financial institution may also inform merchants or suppliers that the P-Card has been cancelled. If a P-Card cardholder is asked by a merchant to surrender a revoked P-Card, he or she must do so. Intentional misuse or abuse of the P-Card will result in immediate revocation of privileges, and may be cause for disciplinary action.

## 6.7 P-Card Cancellation

A P-Card can be revoked for the following reasons:

- employment termination of cardholder. Cancellation should be notified prior to termination
- change in P-Card financial institution/program
- suspected misuse or fraudulent use of P-Card
- non-compliance with district policies and regulations
- change in P-Card cardholder's employment assignment, where duties do not necessitate the need for a P-Card
- lost or stolen P-Cards
- account coordinator's request to terminate P-Card(s). Such requests would be in writing to the P-Card program administrator
- Secretary-Treasurer's request to terminate P-Card(s)

#### 6.8 P-Card Statement Reconciliation

The P-Card cardholder must obtain receipts for each transaction to reconcile the purchases made on their P-Card account.

Should the P-Card cardholder have a concern with a transaction, the P-Card cardholder should seek resolution directly with the merchant. If the problem cannot be resolved, the P-Card cardholder must notify the P-Card program administrator. The P-Card program administrator will follow up on the dispute with the financial institution and advise the P-Card cardholder of the outcome.

### 7. **PROCUREMENT CARD ACCOUNTING PROCEDURES**

#### 7.1 Receipt Collection and Submission

The P-Card cardholder must ensure that receipts are submitted to the accounting department for inspection, within twenty (20) days after receipt of P-Card statement. Failure to submit will result in cancellation of the P-Card.

#### 7.2 P-Card Payments

The P-Card financial institution will forward a master statement to the accounting department for payment on a monthly basis. Accounts Payable will proceed to make payment to the P-Card financial institution in accordance with agreement with the financial institution.

#### 7.3 P-Card Journalization of Charges

At time of receipt of the P-Card master statement, Accounts Payable will proceed to journalize the charges to the default general ledger codes associated with each P-Card number.

#### 7.4 P-Card Charge Transfer to Different General Ledger Code

Should the P-Card cardholder wish to change a general ledger account code for a particular charge, such request will be made to Accounts Payable.



**EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS  
FOR USE OF THE SCHOOL DISTRICT #78 (FRASER-CASCADE)  
PROCUREMENT CARD**

I hereby acknowledge receipt of the Bank of Montreal Mastercard Procurement Card (the "Card") issued by the Bank of Montreal Mastercard. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with School District #78 (Fraser-Cascade). I fully understand that purchases made using this Card are to be authorized by a Departmental Manager, Supervisor, or Principal with expenditure officer authority, in accordance with the District's purchasing policies and procedures.

I acknowledge that I have read and understand the Procurement Card procedures, terms and conditions, and I agree to comply with the requirements therein and will not contradict or vary the terms and conditions set out.

I shall undertake to protect the Card and the Card account number and understand that it is for my use only. Should the Card be lost, stolen or compromised in any manner, I shall advise the Bank of Montreal Mastercard and the Card Administrator immediately.

Furthermore, I understand that this Card is the property of the Bank of Montreal Mastercard, assigned to me on behalf of School District #78 (Fraser-Cascade) and that in the event of wilful or negligent default of these obligations, the School District #78 (Fraser-Cascade) shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Card Administrator.

I confirm my agreement to the said terms and conditions by signing below:

Card Number: \_\_\_\_\_

Cardholder Printed Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: 2002-04-23	Reviewed:	Amended: 2011-11-01
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**POLICY**SUBJECT: **REPAIR OF PRIVATE VEHICLES**

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The Board of Education supports the development of viable auto mechanics programs in its schools and recognizes the need for a practical component of “real-world” experience with a variety of automobile repairs. At the same time, the Board recognizes the need to work cooperatively with community businesses to ensure that educational programming is complementary to existing customer service levels.

Further, this program component places students, teachers and the Board at risk due to the possibility of fire, theft or damage to an automobile. This risk obligates both the Board and the vehicle owner to carry sufficient insurance to protect both parties. The comprehensive garage policy protects the Board for its own damage to a customer’s automobile by collision, upset or workmanship for which the Board (school/teacher) is legally liable. In order to be legally liable, the garage operator (Board/teacher/school) must be negligent. Merely having possession of the vehicle does not make the operator liable.

In practice, claims for which the Board bears liability will be paid under the garage policy. All other claims will be paid for under the vehicle owner’s policy.

Adopted: 2002-04-23	Reviewed:	Amended: 2011-11-01
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**REGULATIONS****SUBJECT: REPAIR OF PRIVATE VEHICLES**

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**1. General**

- 1.1 School principals will develop partnerships with community service providers to enhance the school's ability to offer viable automotive mechanics programs;
- 1.2 The Board shall carry a comprehensive garage insurance policy to protect the Board for its own damage to customer's automobiles;
- 1.3 All customers shall carry adequate insurance coverage for loss or damage to their automobiles or they will sign a waiver releasing the Board of liability for damages not covered by the garage policy;
- 1.4 All repairs to private vehicles will be appropriate for the students' skill level and relevant to the prescribed learning outcomes for the course under study.

**2. Administrative Regulations**

- 2.1 Schools will develop and administer their own waiver of liability and work order forms. These forms are to be pre-approved by the Secretary-Treasurer;
- 2.2 The instructor must approve any vehicle repair work being considered;
- 2.3 Customers shall provide the shop instructor with proof of adequate third party liability and comprehensive or specified perils insurance coverage; or
- 2.4 Customers shall sign a liability release form releasing the school of damages not normally covered by the garage policy;
- 2.5 Customers shall sign a work order form approving all work to the customer's vehicle being repaired;
- 2.6 All claims and incidents shall be reported in writing to the principal and to the Secretary-Treasurer;
- 2.7 Claims not covered by the garage policy will be initialed under the customer's policy.



**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)  
INDUSTRIAL TECHNOLOGY LIABILITY RELEASE FORM**

Note: This form must be completed, witnessed and kept on file by the teacher in charge of any Industrial Technology Course BEFORE any motor vehicle or other equipment NOT owned by the School District may be brought into the school for use, servicing or repair, relative to the conduct of any such Course offered by the School.

1. **OWNER** - (Refer to "Autoplan" Registration/Insurance Certificate)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. **AUTOMOBILE** - (Refer to "Autoplan" Registration/Insurance Certificate) or Equipment

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Type of Body: \_\_\_\_\_

License No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

3. **WORK TO BE COMPLETED** \_\_\_\_\_

Engine Details: \_\_\_\_\_ Mileage (if applicable): \_\_\_\_\_

4. **RELEASE** (To be read and signed by the Owner)

It is hereby declared the party signing hereunder as "owner" is the registered legal owner of the above described property and in such capacity agrees that:

- (a) School District No. 78 (Fraser-Cascade) is authorized to use and/or service and/or repair such equipment in connection with the conduct of any Industrial Technology Course by the School District;
- (b) Motor vehicles or equipment may be operated by any School District employee or student who is a duly licensed driver and is authorized to do so by the teacher conducting any course on behalf of the School;
- (c) Inasmuch as the School is not engaged in the business of operating a garage or service station and any servicing and/or repair of the above described property will be effected by students in training, at no charge to the owner (except reimbursement to the school of the cost of any parts supplied), the owner hereby releases the School District and its employees and students from any and all responsibility for improper or faulty servicing and/or repair of the equipment and from any responsibility for damage to it while in the care, custody or control of the District and/or its employee and/or students.

Witness: \_\_\_\_\_  
(Signature of teacher)

\_\_\_\_\_  
(Signature of Owner)

Date: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

(To be completed in Duplicate)  
Form 5030-A

Adopted: 1998-01-27	Reviewed:	Amended: 2012-06-19
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**POLICY**SUBJECT: **COMMERCIAL MATERIALS IN THE SCHOOLS**

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The Board of Education recognizes that sometimes teachers are requested to act as “agents” for commercial ventures which have no direct bearing on the education of children within the School District.

**Publicity**

Specific requests for publicity through the use of school communication systems (e.g. Public Address, newsletters, closed circuit television, and social media), employees and students may be approved by the Principal where there is direct benefit to the students, employees, or the curricular and extra-curricular programs of the school.

Publicity of community recreation programs such as minor sports or fine arts activities specifically designed for students may also be provided. However, no costs related to such involvement, including secretarial time or duplication cost, will be borne by the District or the schools. The District will transport such materials to school sites as part of regular mail delivery where possible.

Schools may designate a specific display space in the schools for the publicity of such activities, at the Principal’s discretion.

**Fundraising**

Fundraising by schools or by Parent Advisory Councils in support of school programs, both curricular and extra-curricular, is supported by the Board and subject to the approval of the school Principal.

In addition, fundraising for worthwhile causes such as poppies or UNICEF lies within the responsibility of the Principal to decide upon involvement and are supported by the Board.



Adopted: 2015-02-10	Reviewed:	Amended:
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**POLICY**

SUBJECT:     **RESPECTFUL WORKPLACE**

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A fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education’s commitment to delivering high quality public education and cultivating a reputation of excellence. Therefore the Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

Adopted: 2015-02-10	Reviewed:	Amended:
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## **REGULATIONS**

SUBJECT: **RESPECTFUL WORKPLACE**

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Everyone is responsible for a respectful workplace.

**1. The Board of Education is responsible for:**

- 1.1 Supporting an environment respectful of human rights and free from bullying and harassment;
- 1.2 Understanding and communicating with members of the community about the *Respectful Workplace* policy; and,
- 1.3 Ensuring that the policy is reviewed annually and updated as required.

**2. The Superintendent and Senior Management Team are responsible for:**

- 2.1 Implementing the *Respectful Workplace* Policy and ensuring that the provisions of this policy are communicated to all stakeholders such that,
  - 2.1.1 A consistent understanding and expectation is developed regarding respectful and appropriate behavior in dealing with others, including the ability to speak or act without offending;
  - 2.1.2 If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
- 2.2 Ensuring appropriate training is provided to all employees on the *Respectful Workplace Policy* and Procedure;
- 2.3 Participating in investigations and the administration of corrective disciplinary action as appropriate; and,
- 2.4 Reviewing annually and recommending updates to the policy as required.

**3. Principals and Managers are responsible for:**

- 3.1 Communicating and reviewing this policy and related procedure with the staff they supervise or manage;

- 3.2 Formulating, communicating and enforcing work requirements and behavioural expectations;
- 3.3 Conducting or arranging for investigations into complaints under the *Respectful Workplace* policy;
- 3.4 Mediating or arranging for mediation for resolution of complaints as appropriate; and,
- 3.5 Administering corrective disciplinary action.

**4. Human Resources is responsible for:**

- 4.1 Providing consultative services to Superintendents, Principals and Managers in managing Respectful Workplace complaints;
- 4.2 Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board or Collective Agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the teacher collective agreement;
- 4.3 Conducting investigations, or assisting in the investigation of complaints; and,
- 4.4 Providing or arranging for training in Respectful Workplace Procedures.

**5. All employees are responsible for:**

- 5.1 Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
- 5.2 Demonstrating professional and positive behaviour consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
- 5.3 Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including in the use of electronic communication;
- 5.4 Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment; and,
- 5.5 Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.

**6. DEFINITIONS**

- 6.1 Bullying and Harassment as per the WorkSafeBC Occupational Health and Safety Regulation.

- 6.1.1 Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated, but
- 6.1.2 Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
- 6.2 Mediation – involves an unbiased third party acting as facilitator in direct communication between the parties who voluntarily agree to this process. It is an opportunity to resolve disputes in a mutually respectful manner at the early/site based resolution phase of a complaint.
- 6.3 Confidentiality – information about a complaint will be shared only with those who need to know in order to facilitate the investigation process. The respondent(s) will be provided with a copy of the complaint and both parties will be provided with a copy of the findings at the end of the investigation. All participants in the investigation process are to keep the information in the process confidential and not disclose it to anyone other than their union representatives.
- 6.4 Standard of Proof – the standard of proof to be applied as to whether the reported event(s) occurred is the balance of probabilities. This means that on the evidence provided, the occurrence of the event was more likely than not. The standard used to determine what is reasonable in the policy is the *Black's Law Dictionary, Ninth Edition* definition of a reasonable person which is as follows:

“...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions...”

## 7. APPLICATION

- 7.1 This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property will strive to maintain the highest level of professional and personal courtesy when interacting with Board employees.
- 7.2 For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
- 7.3 Inappropriate behaviour by an adult toward a student is not covered by this policy. The *School Act*, The Ministry of Education – Teacher Regulation Branch, *Child, Family and Community Service Act* and the District's Collective Agreements will define and govern the standard of behaviour required by adults when dealing with students.

- 7.4 The conduct of the Board is addressed in Board ~~Policy 1080~~Policy 1080 Bylaw 17 (Trustee Code of Ethics Conduct).
- 7.5 This policy is not intended to address issues where the cause of the conflict or behaviour is based on a personal characteristic that is protected under the *BC Human Rights Code*. For example, if the inappropriate behaviour towards another person is based on homophobic or racist views, Board Policy 6205 (Discrimination) is the appropriate area to seek resolution.
- 7.6 This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decisions involving work direction, evaluation, investigations and disciplinary action.
- 7.7 This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
- 7.8 This policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.

## 8. EXPECTED RESPECTFUL BEHAVIOUR

Every employee working with the School District has the right to a respectful workplace and learning community. In order to promote and sustain a workplace and learning community where all employees are treated and treat others with respect and dignity, regardless of their status or position, each employee is expected to abide by the following values and standards of interpersonal behaviour, communication and professionalism:

- 8.1 We respect and value the contributions of all members of our community, regardless of status or role in the organization;
- 8.2 We treat one another with respect, civility and courtesy;
- 8.3 We work honestly, effectively and collegially with employees and others;
- 8.4 We respond promptly, courteously, and appropriately to request from others for assistance or information;
- 8.5 We use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among employees;
- 8.6 We encourage and support all employees in developing their individual conflict management skills and talents;

- 8.7 We have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
- 8.8 We recognize the differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others;
- 8.9 We abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of, these policies and procedures through appropriate channels;
- 8.10 We demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes; and
- 8.11 If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.

#### Related Policies:

~~Bylaw 17 Trustee Code of Ethics Conduct (1080)~~  
Prevention of Violence in the Work-place for Employees (6050)  
Discrimination (6205)  
Maintenance of Order and Protection of Pupils (6225)  
Student Code of Conduct (7007)  
Student Threat Assessment (7009)  
Weapons, Violence, Bullying and Intimidation (7420)

#### Related Legislation:

Workers Compensation Act Guidelines Part 3 Division 3 [G-D3-115(1)-3] Bullying and Harassment  
([www.worksafebc.com](http://www.worksafebc.com))

BC Human Rights [www.bchrt.gov.bc.ca](http://www.bchrt.gov.bc.ca)



Adopted: 2015-02-10	Reviewed:	Amended:
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## **PROCEDURES**

SUBJECT: **RESPECTFUL WORKPLACE RESOLUTION**

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The Board does not tolerate bullying or harassment and encourages all employees, parents, volunteers, contractors or other adults involved in the working or learning environment to speak up if they feel like they are being treated disrespectfully or subjected to bullying or harassment. The intent of the Respectful Workplace Resolution Procedure is to ensure that the problems individuals are facing are accurately identified as early as possible and resolved in a timely, respectful and effective manner.

### **Respectful Workplace Resolution Procedure**

#### **1. Early/Site Based Resolution of Complaint**

- 1.1 Parties to a complaint are encouraged to attempt to resolve concerns at the earliest possible stage. Early/site based resolution is a process that provides an opportunity for parties to resolve a dispute in a respectful manner, without unnecessary escalation. In many cases the person may not have realized their actions or comments were being taken as harassing or bullying and will stop if it is brought to their attention.
- 1.2 Any individual who believes that he/she has been bullied or harassed may, at his/her option if he/she feels comfortable in doing so, may:
  - 1.2.1 Attempt to resolve the issue by directly approaching the person(s) involved, stating clearly that the behaviour or actions are objectionable and must be stopped; and/or
  - 1.2.2 If, having chosen to approach the person(s) involved, the complainant finds that the behaviour does not stop or that the behaviour escalates; OR if the individual does not wish to address the person(s) involved directly, he/she may;
  - 1.2.3 Contact his/her supervisor; school Principal, Human Resources, Superintendent, Secretary-Treasurer, or union representative for advice and possible courses of action including possible mediation.
- 1.3 Where a site based resolution has been found, supervisors, managers or administrators will follow up by monitoring the situation, and as necessary, conducting subsequent meetings to ensure resolution is maintained. No written records of early/site based resolutions will be kept in employee's personnel files.

## 2. Formal Complaint

- 2.1 If the early/site based resolution process was not successful in resolving the complaint or the parties have decided not to make use of them, a formal complaint can be directed to the Supervisor who has responsibility for the area.
- 2.2 If the Supervisor is the cause of the complaint, the complaint would be directed to that person's Manager/Director.
- 2.3 If the Superintendent is the cause of the complaint, the complaint would be directed to the Chair of the Board and the CEO of BCPSEA, subject to the collective agreement provisions.
- 2.4 All parent complaints about an employee of the Board should be directed first to the School Principal. If the complaint is about the School Principal or Vice Principal it should be directed to the Superintendent.
- 2.5 Any behaviour of a violent, threatening or criminal nature will be reported and a formal complaint filed.
- 2.6 Any behaviour which results in an employee filing for a WorkSafeBC claim must be reported to Human Resources and a formal complaint filed. The employee should also be advised to seek medical support.

### Filing a Complaint

- 2.7 Any individual who believes that he/she has been bullied or harassed may file a formal complaint. A formal complaint must:
  - 2.7.1 Explain the nature of the complaint in writing providing as much detail as possible as to the nature of the events and when they occurred and be signed and dated;
  - 2.7.2 Specify the name(s) of the person(s) involved if known;
  - 2.7.3 Where appropriate, indicate the steps taken by the complainant to attempt to resolve the matter, prior to filing a formal complaint.
  - 2.7.4 Formal complaints must be filed no later than six months after the last event which caused the complaint.
  - 2.7.5 Anonymous complaints will not be investigated. The district is committed to safeguarding all employees willing to come forward from retaliation or reprisal.
  - 2.7.6 Frivolous or vexatious complaints will be dealt with in an appropriate manner and could result in a finding of a violation of the policy leading to discipline.

### Investigating the Complaint

- 2.8 The Superintendent or designate will conduct a confidential investigation of the complaint in order to determine the facts and assess whether the *Respectful Workplace Policy* has been breached.
- 2.9 Once a complaint has been received by the district the Superintendent or designate will review the complaint and contact the complainant within two business days.
- 2.10 The Superintendent or designate will determine the appropriate investigator for the complaint which may include an outside investigator. Only those who need to know will be contacted and provided with sensitive information to the extent necessary to resolve the complaint adequately. The investigator will discuss the complaint with the complainant, review details and gather supporting information.
- 2.11 Any individual named as a respondent in a complaint will be provided with a copy of the written complaint prior to their interview and, in addition to being interviewed, is encouraged to reply in writing to the allegations.
- 2.12 The investigation will proceed as quickly as possible and will not normally exceed four (4) weeks from the date of filing of the formal complaint.
- 2.13 The complainant and the respondent(s) will have a right to representation during the investigation process.
- 2.14 Both the complainant and the respondent(s) will receive copies of the findings, not disciplinary or other consequences, of the investigation.
- 2.15 If the complaint involves all employees, any resulting discipline will be retained in accordance with the provisions of the respective collective agreements.
- 2.16 If the finding is that there has been no breach of the policy the record will be expunged unless otherwise requested by the respondent.
- 2.17 Complaints will not be considered under more than one Board policy or procedure.

### 3. RESOLUTION

When a formal complaint of bullying or harassment has been made, subject to the specific situation, the following actions may be taken subsequent to investigation and findings:

- Training for one or both parties
- Counselling for one or both parties including referral to the Employee and Family Assistance Program
- Strategies to restore a positive and respectful workplace and learning environment
- Restorative measures

- Transfer for one or both parties, subject to collective agreement language
- Disciplinary actions
- Exclusion from Board property – in the case of a parent/guardian, visitor, contractor or other third party
- Termination of contract – for contractors
- Civil or criminal proceedings - for members of the public for acts against employees
- Where the complaint is not upheld, no further action and expunging of the record.

#### 4. RETALIATION

It is also considered a breach of this policy to take retaliatory action against a person who raises a concern or files a complaint under the *Respectful Workplace Policy*.

#### 5. EXAMPLES OF BULLYING AND HARASSMENT

All employees of the School District are expected to refrain from any form of bullying or harassment. In order to provide further guidance, some examples of bullying and harassment are included below. While some of these actions, individually, may or may not constitute bullying or harassment, when taken in context of a whole situation they may qualify as a breach of the policy.

- Use of threatening or abusive language, profanity or language that is intended to be, or is perceived by others to be, demeaning, humiliating or offensive towards another person
- Verbal abuse in any form such as swearing at or displaying unnecessary shows of temper or anger towards another person, particularly in front of others;
- Making threats of violence, retribution, litigation, financial or social harm; shouting or engaging in other speech, conduct or mannerisms that are reasonably perceived by others to represent intimidation or harassment
- Throwing tools, office equipment, instruments, or other items as an expression of anger, criticism, or threat, or in an otherwise disrespectful or abusive manner;
- Spreading malicious rumours, gossip or innuendo about a person that is not true
- Making insulting or humiliating comments about the performance of an employee, in public or private, or in an inappropriate manner or venue (i.e. via email or on Facebook)
- Patterns of deliberate exclusion, isolation or alienation of an employee from normal work interaction, such as intentionally excluding him/her from meetings
- Repeatedly undermining an employee, including encouraging others to “gang up” on him/her

- Personal insults and name calling
- Undermining or deliberately impeding a person's work
- Withholding necessary information or purposefully giving wrong information
- Making jokes that a reasonable person would find offensive by spoken word, gestures, on paper or through electronic communication
- Intruding on a person's privacy by spying or stalking
- Criticizing another person persistently
- Tampering with another person's belongings or work equipment
- Persistently excluding or isolating someone socially
- Retaliation
- Addressing individual work performance issues in a public setting where others are present
- Setting unachievable and unrealistic work expectations
- Unfairly assigning unpleasant or undesirable tasks to one person on an ongoing basis.