



BOARD OF EDUCATION

POLICY DEVELOPMENT COMMITTEE

April 20, 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 – January 26, 2021 | Page 1
Chair |
| 4. Draft Reviewed Policy #5050 – <i>Commercial Materials in the Schools</i> | Page 3
N Lowe |
| 5. Draft Revised Policy #5060 – <i>Data Collection, Analysis and Usage</i> | Page 4
B Moorthy |
| 6. Draft Reviewed Policy #5120 – <i>Surveys</i> | Page 7
B Moorthy |
| 7. Draft Revised Policy #5510 – <i>Tuition-Free Adult Basic Education</i> | Page 9
B Moorthy |
| 8. Draft Reviewed Policy #6010 – <i>Vandalism</i> | Page 12
N Lowe |
| 9. Draft Revised Policy #6255 – <i>Recognition of Long Service</i> | Page 14
N Lowe |
| 10. Draft Revised Policy #6507 – <i>Criminal Record Check</i> | Page 16
N Lowe |
| 11. Draft Revised Policy #6600 – <i>School Bus Drivers</i> | Page 22
N Lowe |
| 12. Draft Reviewed Policy #6610 – <i>Non-Teaching Professional Development</i> | Page 25
N Lowe |
| 13. Draft Revised Policy #7000 – <i>School Catchment Areas and School Choice</i> | Page 27
B Moorthy |
| 14. Questions/Comments | |

Next Meeting: Fall, 2021
 District Education Office

ADJOURNMENT

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

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
January 26, 2021**

PRESENT:

Board Representatives:

Linda Kerr	Trustee	Chair
Wendy Colman-Lawley	Trustee	

Committee Representatives:

Greg Lawley	Principal	FCPVPA
Lynne Marvell	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:

Marilyn Warren	Trustee	
Rosalee Floyd	Principal	FCPVPA
Chelsea Cromarty	Teacher	FCTA
Darlene Smith	Support staff	CMAW
Laurie Hansen	Support staff	CMAW
Brook Bobb-Reid	IEC	
Leanne Boycott	IEC	
Crystal Hatzidimitriou	DPAC	

1. Call to Order

The meeting was called to order by the Chair at 4:31 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 – January 26, 2021

MOORTHY/BAILIE

THAT the agenda of the Policy Development Committee meeting held on January 26, 2021 be approved as presented.

Carried

3. Approval of Previous Minutes – November 24, 2020

MARVELL/MOORTHY

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

Carried

4. Draft Revised Policy #1075 – Bursary and Scholarship Trust Funds

The Secretary-Treasurer noted a few small changes to wording, otherwise no major changes to this policy.

MARVELL/COLMAN-LAWLEY

THAT draft revised *Policy #1075 – Bursary and Scholarship Trust Funds* be presented to the Board of Education for first reading, as amended.

Carried

5. Reviewed Policy #4045 – Procurement Cards

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

6. Reviewed Policy #5030 – Repair of Private Vehicles

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

7. Reviewed Policy #5050 – Commercial Materials in the Schools

The committee reviewed the policy and agreed it needed to be sent back to administration for further review.

8. Draft Reviewed Policy #6215 – Respectful Workplace

The committee reviewed the policy and agreed it needed to be sent back to administration for further review.

9. Questions/Comments

The Assistant Superintendent noted a concern about *Policy #6542 – On Call Staff (TTOCs and Support) – Travel*, that it is not clear it only pertains to travel to Boston Bar. Considering Policy #6542 just passed third reading by the Board, it was agreed to reference it when reviewing *Policy #6000 – Reimbursement of Expenses*.

Next Meeting

April 20, 2021

Location: Via Zoom Conference Call

Adjournment

The meeting adjourned at 5:45 pm

/MARVELL

THAT the meeting be adjourned.

Carried

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

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.

**DATA COLLECTION, ANALYSIS AND USAGE**

Adopted: 2003-03-25	Reviewed:	Amended: 2011-11-01
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POLICY

SUBJECT: **DATA COLLECTION, ANALYSIS AND USAGE**

The Board of Education is committed to improving student learning. To this end, it recognizes that data-based decision making is an effective process that supports the District's planning, improvement, and supervision functions. The Board encourages the acquisition and maintenance of an efficient data collection system, and it supports the development of staff in analyzing and using data. The Board recognizes the need to use data responsibly and encourages the analysis of multiple data sources and of trends over time where appropriate. A variety of criterion-referenced and performance-based data are to be used as basic improvement tools. The Board of Education expects that data will be collected, shared, and used within its appropriate context and for its intended purposes. The Board recognizes that data collection and analysis is but one aspect of the total teaching and learning context.

Adopted: 2003-03-25	Reviewed:	Amended: 2011-11-01
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REGULATIONS

SUBJECT: **DATA COLLECTION, ANALYSIS AND USAGE**

Definition: *Disaggregate:* to break apart into subgroups

1. Data Collection

- 1.1 The collection of data will be a shared responsibility of the Ministry of Education, District Office, local schools, operations, facilities and maintenance sites.
- 1.2 Data will be collected from multiple sources and at various times by each site as required by the Board and the Ministry or for site planning, improvement and supervision purposes.
- 1.3 The Board requires the District Office to collect multiple data points for district planning and supervision purposes.
- 1.4 The Board requires that all sites collect multiple data points for site planning and supervision purposes. Sites include schools, programs within a school, divisions, and classrooms.

2. Data Analysis

- 2.1 Each site is to responsibly and collaboratively analyze the data that it collects. Collected data is to be shared and analyzed with appropriate educational partners and/or personnel for planning, improvement, and supervision purposes.
- 2.2 Data analysis is to be informed by current practice, and is to be supported by appropriate professional development and inservice.
- 2.3 Data analysis should identify anomalies and point to areas of strength and growth by identifying trends over time.
- 2.4 Data is to be disaggregated to identify group-specific achievement results.

3. Data Usage

- 3.1 Each site will use analyzed data to plan for improvement and to ensure quality of service.

3.2 Each site will collect, analyze and share its site-specific data with its educational partners as appropriate and with supervisors and the Board as required.

3.3 Data will be used to check perceptions.

3.4 Each site is to be involved in the use of data to support relevant planning, improvement and supervision activities.

4. Data Sources

4.1 Relevant data sources will be specified provincially, district-wide or at the site level as appropriate.

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|-------------------------------------------------------------------------------------------------------------------|--------|
| • Grad Rates (Dogwoods and school leaving certificates) | P |
| • Grade to Grade Transitions (<u>6-7, or</u> 7-8) | P |
| • School Completion (as measured by 6-yr Dogwood) | P |
| • FSA results disaggregated (Special Ed, male/female, aboriginal) | P |
| • Provincial examination results disaggregated as per FSA | P |
| • Student attainment of IEP <u>and AIP</u> Goals | _____S |
| • Promotion rates (meets expectations in core subjects) | S |
| • Assignment rates (fails to meet expectations in one or more core) | S |
| • Retention rates | S |
| • Parent/Student/Staff satisfaction survey results | S |
| • Attendance Rates (excused/unexcused/late) | S |
| • Suspension Rates (Truancy; substance abuse; defiance/disrespect; theft/vandalism; violence/safety; harassment.) | D/S |
| • Office Referrals (other than those resulting in out-of-school suspensions.) | S |
| • Report Card Data (Exceeds—A & B; Fully Meets—C+,C; Minimally Meets C-; Not Yet Meeting Expectations—I & F) | S |
| • Other Goal-Specific Data | P/D/S |

LEGEND:

P = Provincially

S = Site Level

D = District-wide

5. Freedom of Information and Privacy

Freedom of Information and Privacy will be adhered to in the distribution and use of data.



Policy 5120
SURVEYS

Adopted: 2003-03-25	Reviewed:	Amended: 2012-06-19
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POLICY

SUBJECT: **SURVEYS**

The Board of Education authorizes the Superintendent or designate to approve research surveys and questionnaires to be administered to staff and students in accordance with regulations.



Adopted: 2003-03-25	Reviewed:	Amended: 2012-06-19
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REGULATIONS

SUBJECT: **SURVEYS**

The questionnaire or survey must be relevant to the mandate of the public schools.

If the subject of the questionnaire or survey concerns sensitive or controversial matters, the Board must be advised and asked for direction. The final version requires approval of the Superintendent.

Participation in surveys or completion of questionnaires shall be voluntary and in the case of students, informed parent/guardian consent is required (reversed informed consent).

Due care shall be taken with respect to privacy, use of data gathered, and infringement on instructional time.

**TUITION-FREE ADULT BASIC EDUCATION**

Adopted: 2009-01-27	Reviewed:	Amended: 2015-10-27
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POLICYSUBJECT: **TUITION-FREE ADULT BASIC EDUCATION**

The Board of Education for School District No. 78 (Fraser-Cascade) provides tuition-free foundation courses through its Alternate and Continuing Education programs as per regulations of this policy.

Additionally, continuing education courses are offered for a fee to enable adults to continue their education as per their individual career goals, and as per an agreed upon course plan and program schedule.

TUITION-FREE ADULT BASIC EDUCATION

Adopted: 2009-01-27	Reviewed:	Amended: 2015-10-27
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REGULATIONS

SUBJECT: **TUITION-FREE ADULT BASIC EDUCATION**

Adults on the Adult Dogwood program or those on the 2018 Grad Program can now take any course in the Ministry course registry, as long as it satisfies the requirements for graduation. The exceptions are Directed Studies and Board Authorized/Locally Developed courses which do not satisfy Adult Dogwood requirements. More information may be found on the Ministry website at <https://www2.gov.bc.ca/gov/content/education-training/adult-education/adult-upgrading#:~:text=Adult%20Basic%20Education%20and%20English,secondary%20institutions%20in%20British%20Columbia>.

Qualified Adult students will not be charged tuition for the following courses if available:e.

Tuition Free Foundations Courses ~~(May /2015)~~

<https://www2.gov.bc.ca/gov/content/education-training/adult-education/adult-upgrading/already-graduated>

- English Level 1/2: Companion-Reading
- LF English Level 1/2: Companion-Speaking & Listening
- English Level 1: Core
- English Level 2: Core
- English Level 3/4: Companion -Reading
- English Level 3/4: Companion -Writing
- English Level 3: Core
- English Level 4: Core
- English Level 5/6/7: Companion -Writing
- English Level 5: Core
- English Level 6: Core
- English Level 7: Core
- Information & Communications Technology
- Math Level 1
- Math Level 2
- Math Level 3
- Math Level 4
- Math Level 5
- Math Level 6: Apprenticeship & Workplace
- Math Level 6: Math Foundations
- Math Level 7: Apprenticeship & Workplace
- Math Level 7: Math Foundations
- Science: Biology
- Science: Chemistry



TUITION-FREE ADULT BASIC EDUCATION

Adopted: 2009-01-27	Reviewed:	Amended: 2015-10-27
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- Science: Physics
- Social Studies



Adopted: 1997-11-25	Reviewed:	Amended: 2014-05-06
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POLICY

SUBJECT: **VANDALISM**

It is the policy of the Board of Education that when a trustee's or an employee's property has been damaged by vandalism related to the District or a school, the Board will reimburse the trustee or employee in an amount equal to the deductible portion of his/her insurance or the cost of repairing the damage, whichever is less (up to a maximum of \$500.00).

Adopted: 1997-11-25	Reviewed:	Amended: 2014-05-06
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REGULATIONS

SUBJECT: **VANDALISM**

DEFINITION:

For the purpose of these regulations, vandalism shall be defined as “damage or destruction of property resulting from malicious acts or acts of misbehavior”.

GENERAL:

Reimbursement is subject to the following conditions:

- a) The property was within the confines of School District No. 78 (Fraser-Cascade) or accompanying the trustee or employee outside the District on any authorized district or school related activity.
- b) The circumstances indicate that the vandalism was district or school related. The Board may require proof of such relationship.
- c) Proof is provided that the damaged item has been repaired or replaced.



Policy 6255
RECOGNITION OF LONG SERVICE

Adopted: 1998-06-23	Reviewed:	Amended: 2015-02-10
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POLICY

SUBJECT: **RECOGNITION OF LONG SERVICE**

The Board of Education values the dedication and commitment of all employees. The Board believes that an employee's long service to the Board and the employee's retirement should be recognized.



Policy 6255
RECOGNITION OF LONG SERVICE

Adopted: 1998-06-23	Reviewed:	Amended: 2015-02-10
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REGULATIONS

SUBJECT: **RECOGNITION OF LONG SERVICE**

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- ~~1.~~ 1. —An employee who is in the 25th year of employment with the Board will be recognized in that calendar year. Long service recognition will be determined by the official seniority list.
 - ~~2.~~ Non-union employees will be recognized as well, using their start date to determine their eligibility.
 - ~~32.~~ Employees will be recognized within the calendar year in which they retire.



Adopted: 1997-10-28	Reviewed:	Amended: 1999-04-13 2008-05-13 2015-10-27
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POLICYSUBJECT: **CRIMINAL RECORD CHECK SEARCH**

~~As per Bill 16, 2007 — Public Safety Statutes Amendment Act, and to~~ To assist the Board of Education in ensuring the safety and well being of students, all prospective employees will be required to provide authorization for a vulnerable sector criminal record check which will be conducted in accordance with the *Criminal Records Review Act*. In addition, student teachers and exchange teachers will also be asked to provide a vulnerable sector criminal record check authorization. Volunteers and independent contractors may be asked to provide a vulnerable sector criminal record check.

The Regulation accompanying this Policy provides the specific requirements for the criminal record ~~search~~check.

Adopted: 1997-10-28	Reviewed:	Amended: 1999-04-13 2008-05-13 2015-10-27
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REGULATIONS

SUBJECT: **CRIMINAL RECORD SEARCHCHECK**

This Regulation provides the specific requirements for a criminal record check.

1. Offer of Employment

An offer of employment with the School District shall initially be a preliminary offer which shall be conditional on the applicant undergoing a criminal record search-check and the information received being considered by the Superintendent or designate. Information from this search-check may result in the offer of employment being withdrawn.

2. Scope of the Regulation

- a) This Regulation applies to all School District personnel. However, School District No. 78 (Fraser-Cascade) employees who apply for inclusion on the Teacher on Call list within 30 teaching days of retirement will be excluded from this requirement.
- b) This Regulation applies to all personnel who are temporarily employed, including independent contractors, student teachers, exchange teachers, and persons on work experience assignments who may work with children directly or have or potentially have unsupervised access to children.
- c) This Regulation may also apply to volunteers who have unsupervised access or regular contact with students or who volunteer on overnight trips.
- d) Criminal Record Checks will be repeated at least once every five years for School District employees.

3. Categories of Persons with Respect to this Regulation

- a) Teachers, Principals, Vice-Principals, Superintendents and any other employees who are required to have a teaching certificate from the Ministry of Education issued through the Teacher Regulation Branch (TRB). The -TRB is responsible for obtaining completed Criminal Record Check Authorization forms from all members including teachers, principals, vice-principals, and superintendents and any other employees who are required to be members of TRB and all new applicants for certification, and for completing the Criminal Record Check.

b) CMAWBC Members

The Board will obtain completed Criminal Record Check Authorization Forms from all CMAWBC members and complete the Criminal Record Check.

c) Exempt Staff and Other Staff not within the categories above

The Board will obtain completed Criminal Record Check Authorization Forms from all exempt staff employees and complete the Criminal Record Check.

d) Volunteers

Although the *Act* does not apply to most School District volunteers, the Board requires all volunteers, including parents who volunteer, potentially having unsupervised access and/or regular contact with students or those who volunteer on overnight trips to authorize the local RCMP office to conduct a criminal record check. The result of this criminal record check must be satisfactory to the Board.

e) Independent Contractors

The Board may request completed Criminal Record Check Authorization Forms from independent contractors who may work with children directly or have, or potentially have, unsupervised access to children, and complete the Criminal Record Check.

Adopted: 1997-10-28	Reviewed:	Amended: 1999-04-13 2008-05-13 2015-10-27
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PROCEDURES

SUBJECT: **CRIMINAL RECORD SEARCHCHECKS**

1. These PProcedures provide specific direction for Criminal Record Checks by group:
 - a) CMAWBC and Exempt Employees and any other staff who are not members of the College of Teachers
 - i) The Criminal Record Check Authorization Form will be completed by the prospective employee and returned to the School Board Office for processing through the Ministry of Public Safety and Solicitor General Dept. The cost for the initial Criminal Record Check will be borne by the prospective employee .
 - ii) A record of the submission of the Criminal Record Check Authorization Form to the employee, to the Criminal Records Review agency and the results of the Criminal Records Check will be recorded.
 - iii) Where a Criminal Record Check indicates anything other than “no record found”, the prospective employee ~~will~~may be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
 - iv) Where a Criminal Records Check indicates that an employee presents a risk to children, the Board will ensure that the employee is removed from or never placed in a position where they work with children as defined in the Criminal Records Review Act.
 - v) Further Criminal Record Checks for employees will be required at least every five years. The cost for the Criminal Record Check for non-teaching employees will be covered by the District.
 - b) Volunteers

Volunteers who will have regular contact, or who will have unsupervised access, or who will be accompanying students on an overnight trip will be required to undergo a Criminal Record Check.

 - i) The school will provide volunteers with a Criminal Record Check Authorization Form.

- ii) The volunteer presents the completed Criminal Record Check Authorization Form in person to the local RCMP.
 - iii) The RCMP will conduct the Criminal Record Check. Volunteers will be required to pick up the completed Criminal Record Check from the RCMP and return it to the School.
 - iv) Where the Criminal Records Check indicates that a criminal record may exist, the Principal will speak with the volunteer to discuss the results. The Principal, in consultation with the Superintendent will determine whether the volunteer is approved for volunteer work, or whether they will be required to undergo fingerprinting to determine whether or not a relevant Criminal Record exists.
 - v) When the Criminal Records Check indicates that there is a criminal record for a relevant offence, and that the volunteer may be a risk to children the Principal will ensure that the volunteer is not permitted to work with children.
 - vi) The school will provide a copy of all Criminal Record Checks for Volunteers to the School Board Office.
 - vii) A new Criminal Record Check for volunteers will be required every two (2) years.
- c) Independent Contractors
- When the Criminal Records Check indicates that there is a criminal record for a relevant offence, and that the contractor may be a risk to children, the Board will ensure that the contractor is not placed in a position where they work with, or have unsupervised access to children.
- d) Members of the TRB
- The TRB is responsible for obtaining Criminal Record Checks for all members including Teachers, Principals, Vice-Principals, Superintendents, and any other staff who are required to be members of the TRB.
- e) Student Teachers
- The student teachers' post secondary educational institution is responsible for providing the District with a Criminal Record Checks for student teachers.

2. Employees, volunteers, and contractors will be responsible for the cost of fingerprinting, if required.

3. Advisement of Criminal Record Check:

All advertisements for vacancies will bear the following statement:

"All applicants not currently employed by this School Board must sign a release to permit a criminal record review prior to confirmation of hiring."



Policy 6600
SCHOOL BUS DRIVERS

Adopted: 1999-05-25	Reviewed:	Amended: 2015-02-10
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POLICY

SUBJECT: **SCHOOL BUS DRIVERS**

The Board of Education recognizes the important contribution to student transportation and safety made by school bus drivers.

In order to support the best transportation service, the Board has developed the accompanying regulation:

Adopted: 1999-05-25	Reviewed:	Amended: 2015-02-10
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REGULATION

SUBJECT: **SCHOOL BUS DRIVERS**

In order to support the best transportation service for students, the Board requires the following:

1. Physical Examinations:

All bus drivers employed by School District No. 78 (Fraser-Cascade) will submit to an annual medical certifying as to their fitness to drive a school bus; the cost to be borne by the Board. A written report from the physician shall be submitted to the Board before the driver commences work in September each year.

2. Class 2 Driver's License and Abstract:

Each school bus driver shall submit a copy of their driver's abstract to the Board before the driver commences work in September of each year. If a driver's license expires during the year, the driver is responsible for providing evidence of renewal prior to the expiry date.

3. Traffic Infractions:

All fines and penalties for traffic infractions are the responsibility of the driver and must be reported to the Transportation Supervisor. The Transportation Supervisor will in turn notify senior management who will take the necessary action depending on the severity of the infraction.

4. Use of Medications and Alcohol:

A driver must not consume alcohol or non-prescription medications, including illegal substances, within eight hours preceding the commencement of their shift. If the driver is required to consume prescription medications within eight hours of the shift, the ability to operate the bus must not be impaired. Being impaired means being mentally or physically unable to perform assigned work functions safely due to the use or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, or over-the-counter medications, or any other issue that may impair judgment or performance.

5. Routes and Schedules:

Bus routes and schedules established by the Transportation Supervisor must be adhered to by drivers. Drivers must report any difficulties with routes or schedules to the Transportation Supervisor.

Speed must be adjusted to suit weather and road conditions. If this requires additional time for the route, it must be reported to the Transportation Supervisor.

6. Propane Filling Ticket

Drivers operating a propane fuelled bus must obtain a Propane Filling Ticket authorizing them to fuel the vehicle.



Policy 6610
**NON-TEACHING PROFESSIONAL
DEVELOPMENT**

Adopted: 2003-03-25	Reviewed:	Amended: 2015-02-10
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POLICY

SUBJECT: **NON-TEACHING PROFESSIONAL DEVELOPMENT**

The Board of Education believes that it is important for all employees of the School District to have the opportunity for professional growth and advancement. Therefore, the Board encourages non-teaching staff to improve knowledge and skills by attending conferences, workshops and evening courses. The Board will assist by authorizing time off and reimbursement of expenditures for approved conferences.

Adopted: 2003-03-25	Reviewed:	Amended: 2015-02-10
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REGULATIONS

SUBJECT: **NON-TEACHING PROFESSIONAL DEVELOPMENT**

1. Approval

Attendance is subject to the prior approval of the Superintendent, Assistant Superintendent, or the Secretary-Treasurer. Applications must indicate the estimated cost.

2. Expenses

The sum of \$10,000.00 will be budgeted annually, to be claimed on a first come-first served basis, on the understanding that employees can claim up to a maximum of \$450.00 in any school year, following Bylaw 9 Reimbursement for Expenses.

3. Provisions and Limitations

- a) Professional development requests must be recommended by immediate supervisor.
- b) No wages will be paid, or time off in lieu, when the function extends into evenings or weekends.
- c) Professional development must be job related. The courses are expected to improve the employee's effectiveness in their current position.
- d) Employees will be limited to a maximum of three days in any school year. The number of days may be extended by approval of the Superintendent, Assistant Superintendent, Secretary-Treasurer, or designate.



POLICY 7000
**SCHOOL CATCHMENT AREAS AND SCHOOL
CHOICE**

Adopted: 1999-05-25	Reviewed: n/a	Amended: 2004-04-27 2010-08-24
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POLICY

SUBJECT: **SCHOOL CATCHMENT AREAS AND SCHOOL CHOICE**

Pursuant to [Section 75.1 of the School Act](#), the Board of Education has established a catchment area for each school in the district.

Catchment areas are determined after due consideration of all relevant factors, including the space available in the schools, the accessibility of the schools to the students, and the safety of the students in going to and from school. The Board may periodically amend the catchment area of a school if the need is warranted.

The *School Act* provides that students can attend the school of their choice if the Board determines that space and facilities are available. Space and facilities are deemed to be available if there is expected, based on reasonable enrolment projects, to be capacity to provide the student with an educational program appropriate to his or her needs, taking into account physical and educational resources. The Board delegates the decision on whether space and facilities is available in schools and in educational programs to the Superintendent of Schools or his or her designate, in accordance with the Regulations. Where all applicants cannot be accommodated in their educational program in their school of choice, applications will be approved in accordance with the priorities mandated by the *School Act*, with priorities for siblings and for continuing non-catchment area students as permitted by the *School Act*.

Because of the distances between schools in the Fraser-Cascade School District, the Board, in accordance with its regulations, endeavours to ensure that students who move into a catchment area during the school year can be accommodated; recognizing that placement in a different school can be a hardship.

Application to attend a school other than the student's catchment area school is made to the principal of the receiving school. Parents will be responsible for transportation to and from school if a transfer to a non-catchment school is approved.

Adopted: 1999-05-25	Reviewed: n/a	Amended: 2004-04-27 2010-08-24
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REGULATIONS

References: *School Act* sections 74.1 and 75.1 (see attached)

SUBJECT: **SCHOOL CATCHMENT AREAS AND SCHOOL CHOICE**

Section A: Determination of Space and Facilities

1. For purposes of granting applications to enrol or transfer, and to determine priorities for enrolment, space and facilities are available in a school to enrol a student or applicant if based on reasonable enrolment projections, there is expected capacity of both physical space and instructional resources to provide the student or applicant with an educational program. Enrolment projections shall allow for accommodation of continuing students in any district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area children.
2. The Board of Education delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of enrolling students in educational programs or schools.
3. Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
 - ~~3.1~~(a) the operating capacity of the school as defined by the Ministry of Education
 - ~~3.2~~(b) staff assigned to a school by the district
 - ~~3.3~~(c) the physical space in which instructional programs operate in the school
 - ~~3.4~~(d) the ability of the school to provide appropriate educational programs for the applicant and other students
 - ~~3.5~~(e) legal requirements for class size and composition
 - ~~3.6~~(f) organization of classes within the school; and
 - ~~3.7~~(g) the needs of other programs located in the school.
4. Decisions on whether space and facilities are available may be reviewed and re-evaluated from time to time.

Section B: Enrolment and Transfer Process

Enrolment of Continuing Students

1. No application for enrolment or transfer is required from a school district student who attended the school or its designated feeder school in the prior year and was not withdrawn or transferred

from that school. Such students are automatically enrolled in the school unless a transfer application is approved. In the event that space or facilities are not available to accommodate these students, their enrolment is subject to priorities established under this policy.

2. Non-school district students must submit an application to enrol each year.

Application Dates and Process

3. Except for those students covered by the enrolment procedure for continuing students, applications to transfer or to enrol for an educational program at a school commencing in September must be received at the desired school as follows:
 - (a) Catchment area students who did not attend the school in the previous year may apply for enrolment in the school from January 1 in the previous school year to the start of classes. If space and facilities are available, a catchment area child who did not attend the school in the previous year and who completes a transfer/enrolment application (see Appendix A); between January 1 and no later than April 30 will be enrolled in that school for the next school year.
 - (b) A catchment area child who is applying after April 30 and up to the start of classes, to enroll in the school for the next school year must complete a transfer/enrolment application (Appendix A) and will be placed on a wait list in order of receipt of application.
 - (c) Non-school district and non-catchment area students may apply up to the start of classes in September. A non-catchment area child or non-school district child who applies to attend a particular school for the next school year must complete a transfer application (Appendix A – no earlier than January 1) and will be placed on a wait list in order of receipt of application. Separate wait lists will be maintained for non-catchment and non-school district applicants. A non-catchment or non-school district student who applies no later than April 30 in the previous school year will have priority over a catchment area student who applies after the start of classes.
4. Assignment of non-catchment students and non-school district children to a new school will only be approved prior to the start of classes in September where the Superintendent or designate is satisfied that adequate allowance has been made for students who may move into the catchment area over the summer.
5. At the conclusion of the first week of school, students on the waiting lists will be assigned to the school requested based on the priorities outlined in this policy and then in order of receipt of application.
6. Transfers and assignments of non-catchment students and non-school district children will be considered until class size reaches one below the “maximum class size” described in the *School Act*.
7. An application for transfer or enrolment may be denied if this would require reconfiguration of the designated school.
8. If a student’s residence, as defined in the policy, changes from one catchment area to another after the commencement of school, the student has the option of continuing to attend the original

school or attend the school that services the new catchment area provided that space and facilities are available.

9. The Board will endeavour to place new catchment area students who arrive during the school year, subject to the class size and composition requirements of the *School Act*.

Section C: Enrolment Priorities and Rules

1. Where space and facilities are not sufficient at a school to accommodate all who seek to enrol there, space in educational programs shall be allocated in accordance with priorities and rules in the order set out in this section.

a) _____ *Priority A: Continuing Catchment Area Students*

b) _____

- e)a)** Catchment area students who attended a designated feeder school in the previous year have the same priority as other continuing catchment area students.

Priority B: Catchment Area Students

- d)a)** Catchment area students who, in the previous year, were placed by the district in a different school because of insufficient space or facilities at the catchment area school.

- e)** Siblings of catchment area students who attended the school in the previous school year and will be attending in the year for which application is made.

b) _____

- f)c)** Other new catchment area students.

Priority C: Non-Catchment Area Child

- g)a)** Non-catchment area students who attended the school in the previous school year.

- h)b)** Siblings of non-catchment area students who attended the school in the previous school year and will be attending in the year for which application is made.

- i)c)** Other non-catchment area students.

Priority D: Non-School District Area Students

Residence

2. For purposes of this policy, a student's residence is considered to be that of his/her parents or legal guardian. Place of residence is determined as of the date of the application to enrol or transfer.

Section D: Catchment Areas

1. Agassiz Elementary-Secondary School

- All grade 7-12 students living within the District of Kent and the Village of Harrison Hot Springs and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

2. Agassiz Centre for Education

- All grade ~~10~~8-12 alternate students residing within the District of Kent and the Village of Harrison Hot Springs and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

3. Boston Bar Elementary-Secondary School

- All Kindergarten to grade 12 students living in the Boston Bar and North Bend areas.

~~4. Boston Bar Continuing Education Centre~~

- ~~• All adult students living or working in the Yale, Boston Bar and North Bend areas.~~

~~5. C.E. Barry Intermediate School~~

- ~~• All grade 5, 6, and 7 students living within the old Town of Hope, east to Sumallo Lodge, Kawkawa Lake and Othello Tunnels, west to Ruby Creek and North to the west end of Texas Lake.~~
- ~~• All grade 7 students from Spuzzum and Yale.~~

~~6.4. Coquihalla Elementary School~~

- All Kindergarten to grade ~~4~~6 students living within the old Town of Hope, east to Sumallo Lodge, Kawkawa Lake and Othello Tunnels, west to Ruby Creek and North to the west end of Texas Lake.
- All K to grade ~~4~~6 students from Spuzzum and Yale.

~~7.5. Two Rivers Education Center (TREC) Junior~~

- All grade 8 ~~and 9 - 12~~ alternate students residing within the Hope Secondary School catchment area.

~~8. Two Rivers Education Center (TREC) Senior~~

- ~~• All grade 10, 11 and 12 alternate students residing within the Hope Secondary School catchment area.~~

9.6. Harrison Hot Springs Elementary School

- All Kindergarten to grade 6 students in the Harrison Hot Springs and District of Kent area north of McCallum Road.

10.7. Hope Secondary School

- All grade ~~8~~7-12 students bounded by the area west of the China Bar tunnel, west to Ruby Creek on Highway #7, west to Popkum on Highway #1, east to Allison Pass on Highway #3 and east to the location of the former toll booth on Highway #5.

11.8. Kent Elementary School

- All Kindergarten to grade 6 students south of McCallum Road living within the District of Kent and any students living east of the westerly boundary of the watershed of the Chehalis River, west of Ruby Creek on Highway #7 and south to the Fraser River.

12.9. Silver Creek Elementary School

- All Kindergarten to grade 7 students residing between the boundaries of the junction of the old Hope Princeton Highway and Highway #1 west to Popkum on Highway #1.

Section E: Designated Feeder Schools*Feeder Schools*

Coquihalla

~~C.E. Barry~~

Silver Creek

Kent Elementary

Harrison Hot Springs Elementary

Receiving Schools~~C.E. Barry~~Hope Secondary~~Hope Secondary~~

Hope Secondary

Agassiz Elementary-Secondary

Agassiz Elementary-Secondary

Section F: Definitions*

Pursuant to Section 74.1 of the *School Act* and this policy:

"**catchment area child**" means a person

- of school age, and
- resident in the catchment area of the school;

"**Feeder schools**" and their related "**receiving schools**" are described by the Board's catchment areas, where the class from the highest grade offered by the feeder school would be automatically enroled the next year in a designated receiving school unless an application for transfer/enrolment elsewhere is accepted in accordance with this policy.

"**non-catchment area child**" means a person

- of school age,
- resident in the school district, and
- not resident in the catchment area of the school;

"non-school district child" means a person

- (a) of school age,
- (b) resident in British Columbia, and
- (c) not resident in the school district;

"previous school year" means the school year previous to the school year for which the person is applying to enrol in an educational program;

"school district child" means a catchment area child or a non-catchment area child.

"parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.

"continuing student" means a student in attendance at the school or a designated feeder school during the previous school year who was not transferred or withdrawn from that school during the year.

**Appendix A
Policy #7000**

**CROSS-BOUNDARY APPLICATION FOR TRANSFER PERMIT
(for students resident in School District No. 78)**

This form is to be completed by those parents who wish to register their children in a school, which does not service the normal attendance area where they reside.

In order that requests for transfer, to be effective in September and be given full consideration, applications will only be accepted between January 1 and April 30.

Before this application is presented for consideration, it must be completed and signed by the parent. It is then to be presented to the principal of the school to which transfer is sought.

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Student: _____ Date of Birth: _____

Street Address: _____ Telephone: _____

Mailing Address: _____

Present Grade: _____ Grade next September: _____ Present School: _____

School which serves your neighbourhood: _____

School in which attendance is desired: _____

Have you applied for another school in the district? _____

If yes, list school by priority 1. _____

2. _____

3. _____

Reason for Request to Transfer: _____

Parent's signature _____ Date: _____

I fully understand that final approval for this request may not be granted until the conclusion of the first week of school and that the Board will not assume responsibility for transportation.

Copy to be provided for the principal of the school the student presently attends or would normally attend.