



POLICY DEVELOPMENT COMMITTEE

September 28, 2021

4:30 p.m.

Via Zoom Video Conference

AGENDA

- | | | |
|--|---------|-----------|
| 1. Call to Order/Acknowledgement | | B Moorthy |
| 2. Nomination of Chair | | B Moorthy |
| 3. Approval of Agenda | | Chair |
| 4. Approval of Minutes – April 20, 2021 | Page 1 | Chair |
| 5. Draft Revised Policy #6000 – <i>Reimbursement for Expenses</i> | Page 5 | K Mackie |
| 6. Draft Revised Policy #6010 - <i>Vandalism</i> | Page 10 | K Mackie |
| 7. Draft Revised Policy #7010 – <i>Student Records - Confidentiality</i> | Page 12 | B Moorthy |
| 8. Draft Revised Policy #7012 – <i>Student Records Procedures</i> | Page 19 | B Moorthy |
| 9. Draft Revised Policy #7320 – <i>Communicable Diseases</i> | Page 21 | R Bailie |
| 10. Draft Revised Policy #7330 – <i>Pupils – Illness or Accident at School</i> | Page 23 | R Bailie |
| 11. Questions/Comments | | |

Next Meeting: November 23, 2021
 Video Conference

ADJOURNMENT

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

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
April 20, 2021
Via Zoom Conference Call**

PRESENT:

Board Representatives:

Linda Kerr	Trustee	Chair
Wendy Colman-Lawley	Trustee	

Committee Representatives:

Greg Lawley	Principal	FCPVPA
Lynne Marvell	Teacher	FCTA
Amy Smith	Teacher	FCTA
Laurie Hansen	Support staff	CMAW
Kim Stanway	Support staff	CMAW

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
Edith Karacsonyi	IEC	
Leanne Boycott	IEC	
Crystal Hatzidimitriou	DPAC	

1. Call to Order

The meeting was called to order by the Chair at 4:30 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 – April 20, 2021

HANSEN/COLMAN-LAWLEY

THAT the agenda of the Policy Development Committee meeting held on April 20, 2021 be approved as presented.

Carried

3. Approval of Previous Minutes – January 26, 2021

COLMAN-LAWLEY/HANSEN

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

Carried

4. Draft Reviewed Policy #5050 – Commercial Materials in the Schools

The Secretary-Treasurer advised no changes were needed to this policy.

COLMAN-LAWLEY/SMITH

THAT draft reviewed *Policy #5050 – Commercial Materials in the Schools* be presented to the Board of Education for first reading, as presented

Carried

5. Draft Revised Policy #5060 – Data Collection, Analysis and Usage

The Superintendent reviewed a couple minor changes to the policy.

COLMAN-LAWLEY/STANWAY

THAT draft revised *Policy #5060 – Data Collection, Analysis and Usage* be presented to the Board of Education for first reading, as amended.

Carried

6. Draft Reviewed Policy #5120 - Surveys

The Superintendent reviewed the policy and noted that there are no changes to this policy.

COLMAN-LAWLEY/KERR

THAT draft reviewed *Policy #5120 - Surveys* be presented to the Board of Education for first reading, as presented.

Carried

7. Draft Revised Policy #5510 – Tuition-Free Adult Basic Education

The Superintendent reviewed the policy and changes made to the policy with help from Margaret Smiley.

COLMAN-LAWLEY/HANSEN

THAT draft revised *Policy #5510 – Tuition-Free Adult Basic Education* be presented to the Board of Education for first reading, as amended.

Carried

8. Draft Reviewed Policy #6010 – Vandalism

The Secretary-Treasurer advised no changes were needed to this policy.

COLMAN-LAWLEY/HANSEN

THAT draft reviewed *Policy #6010 - Vandalism* be presented to the Board of Education for first reading, as presented.

Carried

9. Draft Revised Policy #6255 – Recognition of Long Service

The Secretary-Treasurer advised that an item line was added to this policy to include non-union employee recognition.

COLMAN-LAWLEY/STANWAY

THAT draft revised *Policy #6255 – Recognition of Long Service* be presented to the Board of Education for first reading, as amended.

Carried

10. Draft Revised Policy #6507 – Criminal Record Check

The Secretary-Treasurer reviewed the minor changes to this policy by changing Criminal Record Search to Criminal Record Check throughout the policy and adding parents who also need Criminal Record Checks completed when volunteering.

COLMAN-LAWLEY/SMITH

THAT draft revised *Policy #6507 – Criminal Record Check* be presented to the Board of Education for first reading, as amended.

Carried

11. Draft Revised Policy #6600 – School Bus Drivers

The Secretary-Treasurer noted the addition of further explanation of impairment within the policy.

HANSEN/COLMAN-LAWLEY

THAT draft revised *Policy #6600 – School Bus Drivers* be presented to the Board of Education for first reading, as amended.

Carried

12. Draft Reviewed Policy #6610 – Non-Teaching Professional Development

The Secretary-Treasurer advised no changes were needed to this policy.

COLMAN-LAWLEY/VEENBAAS

THAT draft reviewed *Policy #6610 – Non-Teaching Professional Development* be presented to the Board of Education for first reading, as presented.

Carried

13. Draft Revised Policy #7000 – School Catchment Areas and School Choice

The Superintendent reviewed minor changes to this policy including the deletion of C.E. Barry, and Boston Bar Continuing Ed, and grade changes to some schools.

COLMAN-LAWLEY/HANSEN

THAT draft revised *Policy #7000 – School Catchment Areas and School Choice* be presented to the Board of Education for first reading, as amended.

Carried

Next Meeting

Fall, 2021

Location: District Education Office

Adjournment

The meeting adjourned at 5:05 p.m.

/ COLMAN-LAWLEY

THAT the meeting be adjourned.

Carried



Adopted: 1998-01-27	Reviewed:	Amended: 2002-01-22 2013-11-19 2016-11-15
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POLICY

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

The Board of Education believes that personnel and trustees engaged in duly authorized School District business are entitled to reimbursement for reasonable and necessary expenses incurred.

The Board expects that personnel and trustees travelling on district business will exercise the same economy as a prudent person travelling on personal business and will differentiate between business and personal expenditures.



Adopted: 1998-01-27	Reviewed:	Amended: 2002-01-22 2013-11-19 2016-11-15
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REGULATIONS

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

1. General

- (a) Trustees and personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense claim, together with supporting original receipts as required by the Secretary-Treasurer.
- (b) Registration fees for authorized workshops, conferences, seminars, dinner meetings and conventions, will be met by the School Board.
- (c) All modes of transportation are authorized, consistent with the requirements of the duty and the efficient and economic conduct of official business. Rental cars and taxicabs may be used, but justification must be given.
- (d) Transportation allowance will be paid in accordance with regulations outlined in Article 3 below.
- (e) Original receipts are required for all expenses claimed.

2. Subsistence Allowances

Subsistence allowances and other expenses will be reimbursed by the School Board to trustees and personnel to enable those individuals to carry out authorized duties, as follows:

- (a) Either \$30.00 per night or actual receipted hotel accommodation expenses.
- (b) A daily subsistence allowance ~~of \$ 57.50 or actual receipted expenses. When a part day is involved the daily unreceipted subsistence allowance will be reduced by:~~
~~_____ \$ 11.50 when breakfast is not eaten.~~
~~_____ \$ 17.25 when lunch is not eaten.~~
~~_____ \$ 28.75 when dinner is not eaten as prescribed by BCSTA.~~

- (c) Alcohol will not be reimbursed.
- (d) Ferry and parking charges, toll charges, and any other essential incidental expense will be reimbursed as receipted ~~(or Tree crossing reimbursed at \$3.15 without receipt).~~

3. Transportation

On presentation of a properly completed expense claim, a- kilometer allowance will be paid as follows:

- (a) Trustee- travel to and from home to attend Board and Board Committee meetings, workshops, seminars and conventions; to visit schools in the district, and to attend to general school board business.
- (b) To any employee who, on the written authority of his/her supervisor, uses his/her vehicle to carry out school board business.
- (c) To any employee who, on the written authority of the School Board, Superintendent or Secretary-Treasurer, uses his/her -vehicle -to attend a workshop, seminar or conference.
- (d) To a Board appointed committee representative using his/her vehicle to attend committee meetings.
- (e) To any employee for travel costs incurred during essential transportation of pupils between home and school, school and hospital. For this purpose, "essential" is defined as transportation deemed necessary by the principal, or the Superintendent of Schools, where no other method of transportation is available (parent, school bus).
- (f) The per kilometer rate shall be paid in accordance with the rate prescribed by the ~~Department of Finance~~BCSTA.
- (g) **Carpooling:**
To maximize the efficient use of limited travel budgets and in support of the District's sustainability policy, the Board expects employees travelling to a common destination or to an intermediate point along a common travel route, to travel together when practical to do so.
- (h) **Insurance:**
Employees who are required to insure private vehicles for business use because of the distance travelled in carrying out duties will be refunded the additional insurance cost (calculation will be done assuming full safe driving discount) upon presentation of the car insurance differential form signed by the insurance agent together with an expense claim form.
- (i) Receipts should be submitted monthly.



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.



Adopted: 1998-06-23	Reviewed: n/a	Amended: 2016-11-15
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POLICY

SUBJECT: **STUDENT RECORDS - CONFIDENTIALITY**

The Board of Education believes that the storage, retrieval and appropriate use of student records should ensure the confidentiality of information and privacy for students and their families.



Adopted: 1998-06-23	Reviewed: n/a	Amended: 2016-11-15
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REGULATIONS

SUBJECT: **STUDENT RECORDS – CONFIDENTIALITY**

- 1) The purpose of this policy is to:
 - a) Provide clear and easy to understand guidance to School District Employees about the confidentiality of, and access to, student records, that complies with the School District’s obligations under the *School Act* and other relevant legislation including regulations and ministerial orders.
 - b) Provide clarity to individuals about storage of their student records.
 - c) Provide a clear understanding for relevant agencies about their access to student records.

- 2) Student Records
 - a) A student record means a record of information in written or electronic form pertaining to a student but does not include
 - i) A record prepared by a person if that person is the only person with access to the record, or
 - ii) A record of a report under section 14(1) or 16(3)(b) of the *Child, Family and Community Service Act* or of information that forms the basis for a report under section 14(1) of that *Act*.
 - b) Student Records will include:
 - i) The Permanent Student Record as defined in the [Ministerial Orders](#) in the [School Act](#);
 - ii) The General Student File (the “G4”);
 - iii) grade books, report cards

- 3) Storage
 - a) Student Records are to be stored in such a manner as to be consistent with the standards of protection appropriate to the kind of documents in issue. Greater privacy protections and security measures may be necessary depending on the kind of record and the information it contains and that greater protections may be necessary depending on the confidential or personal nature of the information in issue.
 - b) Generally speaking, Permanent Student Records, G4 files and any confidential file relating to a student should be kept in a locked filing cabinet in a secure location
 - c) Any digital file that contains student information should be password protected and stored in a secure location at the school or district office.

- d) School Administrators are responsible for the establishment, security and maintenance of the Permanent Student Record and student files for each student registered in their school, and for ensuring that these and other student records are appropriately maintained within the context of Board Policy.
- 4) Appropriate Use of Student Records
- a) Student Records shall only be used by the Board or its employees, for the purposes consistent with the Board's obligations and mandate. Any use of Student Records shall be done in a manner consistent with the Board's obligations including those set out in the *School Act* and the [Freedom of Information and Protection of Privacy Act](#).
- 5) Access to Student Records
- a) Student Records are considered confidential. Access to Student Records shall be limited to those individuals who have an appropriate interest in accessing those records for the purposes of carrying out their duties.
 - i) A student, and/or the parent of a student of school age may, on request and while accompanied by the principal or a person designated by the principal to interpret the records, examine student records kept by the Board pertaining to that student as provided for by the *School Act*.
 - ii) Where an issue arises as to the right to access information about a student between parents involved in a custody dispute, access to the information will be determined based on the rights of the respective parties under relevant legislation (such as the *School Act*, the *Divorce Act*) and any court orders provided to the School. Where a School Principal is uncertain as to a person's right to access information, guidance will be sought from the Board Office.
 - b) Upon request, the Board will release student records to the Board's insurer to the extent necessary to comply with the requirements of the Board's insurer.
 - c) Student Records may be disclosed to a person who is planning for the delivery of, or delivering, health services, social services, or other support services to that student.
 - d) Where a student (of age to exercise their own rights), or the parent / guardian of a student requests the School District to provide student records to a third party agency not planning for the delivery of, or delivering such services, the School District may disclose such records to the third party agency, provided that the parent or guardian (or student who is old enough to exercise such rights on their own behalf), has executed the District's Request for Disclosure of Information to Outside Agency form (Appendix A). In such circumstances, a copy of the form will be placed in the student's G4 file.
- 6) Retention of Student Records
- a) The Board will retain the following documents for period of 55 years from the date a student withdraws or graduates from school, unless those records have been transferred to another board of education:
 - i) The most recent Ministry of Education form entitled "Permanent Student Record"
 - ii) The student progress report for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry of Education
 - iii) Where letter grades are not set out in a student progress report for a student in grade 4, 5, 6 or 7, a written record of those letter grades
 - b) The Board will retain the following documents at least until the student's 22nd birthday:
 - i) The G4 file

7) Destruction of Student Records

- a) If student records are destroyed, a list of the student names associated with those files will be provided on a Certificate of Destruction (Appendix B)

Related Policies:

[7012 Student Records Procedure](#)

Appendix A: School District 78 Request for Disclosure of Information Form



School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, BC V0X 1L4
Phone (604) 869-2411 (Hope Residents)
(604)796-2225 (Agassiz Residents)
Fax (604) 869-7400
www.sd78.bc.ca

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I _____ hereby give my
written consent to have

(Name of previous school district or agency)

(Address)

release the student folder, permanent record card and all pertinent medical, psychological, or psychiatric (including social history, all hospital testing and assessments) information which pertains to my child,

Name: _____ D.O.B.: _____

to _____

(Name of receiving school district or agency)

at _____

(Address)

I also give consent to allow the above said agency to share information with:

(Name of receiving school district or agency)

I furthermore release all parties stated here within from any legal liability resulting from the release of this information, with the understanding that all parties involved will exercise sufficient safeguards while using this information.

Signature: _____

Address: _____

Phone No.: _____

Date: _____



Adopted: 2002-03-26	Reviewed: n/a	Amended: 2016-11-15
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POLICY

SUBJECT: **STUDENT RECORDS PROCEDURES**

Reference: *School Act*, sections 79 (3) and 168 (2)
Permanent Student Record Order

A. INTRODUCTION

School District No. 78 (Fraser-Cascade) requires the maintenance of accurate records for all students registered in its schools. A student record is defined as any documentation pertaining to an individual student that is created and/or stored by an employee of the School Board, including data which is stored electronically.

There are four types of records:

- I. permanent student records (PR cards)
- II. general student files (G4 files)
- III. student confidential files
- IV. teacher files

I. Permanent Student Record

The following inclusions **must** be listed on the Permanent Student Record (PSR) form:

- Health services information as indicated by a medical alert.
- Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
- Court orders as indicated by the legal alert.
- Other legal documents, e.g. name change or immigration document.
- Notification that a student is on an Individual Education Plan (IEP).
- Notification that a student is registered as a Home School student.

The following inclusions **may** be listed on the PSR form:

- Records of information which an educator deems relevant to the educational program of the student.
- Award information (Ministry awards information must include year, date and serial number).

II. General Student File (G4)

Each student has a general student file and should be limited to:

- (1) Medical Alert Information
- (2) Copies of Report Cards, including Resource/LA/ESL/Special Education and Summer Session reports (a minimum of the two most recent years).
- (3) The Individual Education Plan (IEP)
- (4) Copy of Standardized Individual Achievement Test Results
- (5) Copy of Transfer Forms
- (6) Copy of Registration Form (may include birth certificate, proof of residence, immigration information)
- (7) Student Learning Plan (SLP) – grade 8 and higher
- (8) Copies of formal letters of suspension
- (9) Custody and restraining order notification
- (10) Legal letters

Retention Period: At least until the student's 22nd birthday.

When there is additional confidential information on file, the individual student's G4 file is "flagged". Confidential information is kept in a separately locked and secured location and may include:

- (1) District Student Services reports, e.g. psycho-educational reports (please do not include test protocols)
- (2) Reports from outside agencies and ministries
- (3) Health department reports
- (4) Medical documentation
- (5) CARE team minutes / plans
- (6) Parent release forms
- (7) *School-based team (SBT) recommendations
- (8) **Copy of the Individual Education Plan (IEP)
- (9) Care Team minutes and plans

* Schools organize SBT minutes so that the student's information can be included in the file without including information regarding any other student. Each piece is dated and initialed by the recorder of the SBT Minutes. A complete set of minutes is also maintained in the school's files.

Retention Period: At least until the student's 22nd birthday.

B. TRANSFER OF FILES

1. Schools Within the Province:

Student files are transferred between public schools within the Province of British Columbia at the request of the receiving principal. The process for transferring student records is as follows:

- (a) between public schools within the Fraser-Cascade School District:
The complete set of files should be forwarded to the receiving school: the Permanent Student Record, the General Student File, and the Student Confidential file, if any.
- (b) between public schools outside the district within the Province of British Columbia:
As above in (a) with the exception of the Student Confidential File, copies of confidential reports originating from Fraser-Cascade School District staff shall be made and forwarded to the receiving school only in the event that the procedure outlined in number 3 below has been followed.

2. Private Schools and Schools Outside the Province of British Columbia:

Where a former student of a Board is enrolled in an independent school or an educational institution outside the Province and the Board receives a request from that independent school or educational institution, the Board must transfer the current Student Learning Plan, the current IEP and a copy of the Permanent Student Record of the student to that independent school or educational institution.

3. Written Permission for the Release of Information:

A *Release of Information* form signed by the parent/guardian, legal representative or student of legal age is required for release of reports originating from Fraser-Cascade School District staff held in the Student Confidential File to schools outside the district.

Note: In accordance with the Freedom of Information and Protection of Privacy Act, records not released include third party information provided specifically to the District. Notes to the file indicate that such records exist, but must be obtained from the originating agency. However, a report may be released where the release of the record is required by statutory declaration or court order. Please contact the District Information and Privacy Coordinator.

4. When a Student Ceases to Attend a Fraser-Cascade School District School and Records from the Student Confidential File are not Requested:

Forward confidential information to Instructional Services at the District Administration Office for long-term storage (55 years). Please ensure that the file contains only items as per A.III above.

C. ACCESS TO STUDENT RECORDS

The results of psycho-educational reports and other standardized test results will be made available to the parent/guardian upon request through the principal. Such information shall be provided in conference with professional staff qualified to interpret the data in its intended context. Copies of test protocols may not be shared.



Adopted: 1998-09-08	Reviewed: n/a	Amended: 2000-03-23
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POLICY

SUBJECT: **COMMUNICABLE DISEASES**

The Board of ~~School Trustees~~Education has the responsibility to protect, where possible, ~~pupils_~~students and employees from the danger of exposure to communicable diseases.

The Board will, pursuant to Sections 91 and 92 respectively of the *School Act*, exercise its authority to restrict the attendance of a ~~pupil~~student, or suspend an employee, where the health of the student or employee is deemed to endanger the health of the ~~pupils_~~students attending the school.

~~The Board specifically requests that, wherever possible, employees~~ As per WorkSafe regulations, ~~employees~~ will wear surgical gloves when providing assistance to ~~pupils_~~students suffering injury/illness involving blood or body fluids.



Adopted: 1998-09-08	Reviewed: n/a	Amended: 2000-03-23
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REGULATIONS

SUBJECT: **COMMUNICABLE DISEASES**

1. General
 - a) The decision as to whether a ~~pupil-student~~ or employee will be removed from a school setting, or shall be refused admission to a school, shall be based on the recommendation of the ~~School~~ Provincial Medical Health Officer.
 - b) Communicable diseases will be routinely handled in conformance with Sections 91 and 92 of the *School Act*. A communicable disease, requiring extraordinary conditions will be dealt with in the Regulations of this policy.
 - c) Principals shall ensure that uncontaminated surgical gloves are available in the school office or medical room.



Adopted: 1999-03-23	Reviewed:	Amended: 2016-04-26
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POLICY

SUBJECT: **PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT SCHOOL**

The Board ~~of Education~~ believes that student health and safety is a matter of vital concern, and it is essential that action be taken promptly and carefully in cases of accident or illness requiring professional medical attention.

It is the policy of the Board of Education that in the case of illness or an accident to ~~pupils~~students, where home or professional medical care is required, the parents or guardians will be notified at the earliest possible moment. Notwithstanding the above statements, it is the Board’s expectation that if, in the opinion of the ~~Principal~~First Aid Attendant, in consultation with the Principal, immediate medical care is required, there will be no unnecessary delay.



Adopted: 1999-03-23	Reviewed:	Amended: 2016-04-26
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REGULATIONS

SUBJECT: **PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT SCHOOL**

General

1. Parents/~~or~~ guardians are to be notified at the earliest possible moment of any illness or accident of a pupil that requires home or professional medical care.
2. Parents/guardian(s) when necessary, will direct further needs with ~~when necessary,~~ the assistance of the teacher or principal.
3. When transportation of an ill or injured pupil-student is required, the mode of transportation is to be decided by the parent or guardian. If the principal is unable to contact the parent or guardian, then the mode of transportation is left to the discretion of the principal.
4. No pupil-student is to be sent home without the school first contacting the parent, guardian or emergency contact person.
5. An appropriate accident report form will be completed as soon as possible and submitted online to the School Protection Program, or forwarded to the ~~Superintendent of Schools~~Secretary-Treasurer or designate.