



POLICY DEVELOPMENT COMMITTEE

January 23, 2024 @ 4:30 p.m.

Via Zoom Video Conference

AGENDA

- | | |
|---|-------------|
| 1. Call to Order and Acknowledgement..... | L. Kerr |
| 2. Approval of Agenda.....Page 1 | L. Kerr |
| 3. Approval of Minutes – November 28, 2023Page 2 | L. Kerr |
| 4. Field Trips (Curricular/Co-Curricular/Extra-Curricular Activities) #5020...Page 4
(Updated version with sub-committee and stakeholder feedback) | B. Moorthy |
| 5. Update on School Closures Policy #4000.....Page 20 | B. Moorthy |
| 6. Next steps on the Discrimination Policy #6205.....Page 25 | B. Moorthy |
| 7. Privacy Policy.....Page 28 | G. Slykhuis |
| 8. Questions/Comments | |

Next Meeting: Tuesday, April 2, 2024
Video Conference

ADJOURNMENT

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

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
November 28, 2023**

PRESENT:

Board Representatives:

Linda Kerr	Trustee	Chair
Wendy Clark	Trustee	
Andrea Hensen	Trustee	

Committee Representatives:

Rosalee Floyd	Principal	FCPVPA
Greg Lawley	Principal	FCPVPA
Misty Dowson	Teacher	FCTA
Frankie Spear-Beauchamp	Student Rep	HSS

District Staff:

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary Treasurer
Renge Bailie	Assistant Superintendent
Crystal Medlock	Executive Secretary

Regrets:

Lynne Marvell	Union President	FCTA
Stacy Ewen	IEC	
Vacant	DPAC	

1. Call to Order and Acknowledgment

The meeting was called to order at 4:32 pm via Zoom conference call. Trustee Kerr acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'ōwhámél, Seabird Island, Nlaka'pamux and Chawathil people.

2. Approval of Agenda (with addition) – November 28, 2023

LAWLEY/CLARK

THAT the agenda of the Policy Development Committee meeting held on November 28, 2023 be approved as presented with the **addition** of item number 5 – **Childcare Policy Discussion.**

Carried

3. Approval of Previous Minutes – September 25, 2023

CLARK/LAWLEY

THAT the minutes of the Policy Development Committee meeting held on September 25, 2023 be approved as presented.

Carried

4. Field Trips (Curricular/Co-Curricular/Extra-Curricular Activities) 5020

Summary of stakeholder feedback:

- More admin authority for provincial field trips
- Move to electronic forms
- 15-passenger bus
- Timelines of process and unpredictability of athletic schedules
- Private drivers vs. buses
- Remove the parent address and witness signature on the field trip form
- Update of forms – Low, Medium, High-Risk – it is confusing as it is written
- Improve Field Trip Approval Process: ie/ Board approval only needed for out-of-province/international trips

Highlights from the feedback discussion:

- 15 passenger vans are not approved by many districts and it is already in our policy to **not** use them – there was no support for 15 passenger vans from the committee
- There was a lot of support for the board to be required to approve less local field trips. If this is amended it would allow admin to have more authority over field trips.

Action item for Policy 5020:

It was decided that Balan would facilitate a subcommittee meeting to work on policy 5020 with a suggested completion deadline of Tuesday, January 23, 2023 (the next meeting). The field trip sub-committee will meet on Tuesday, December 12th from 11-3 pm.

5. Childcare Policy Discussion – SD78 has never had a policy for childcare as childcare services have historically been run by an outside agency in our district. This means that we are out of compliance and this new policy is time-sensitive.

A committee has started to work on the policy – the plan for the policy is for the committee to make edits to the new policy Anne has given them and send it directly to the subcommittee. As there is a very short timeline there is a possibility the policy committee will need to have a very short extra-ordinary meeting so the committee can recommend that the policy be sent to the board for first reading for the December 19th meeting.

6. Questions/Comments

Trustee Clark updated that the Accessibility Committee is still working but wants to ensure accessibility and inclusion are included in our policies.

Adjournment

The meeting adjourned at 5:22 pm

Next Meeting: **Tuesday, January 23, 2024**
Via Zoom conference call



FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)

Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

POLICY

SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

The Board of Education realizes the importance of field trips (curricular/co-curricular and extra-curricular activities) in the total educational program of the school and encourages student participation, provided the activities are well planned, relevant to the BC curriculum and/or have demonstrable educational value, proper advance preparation, informed parent consent, adequate supervision and a high standard of care.

It is understood that students participating will govern their behavior in accordance with school rules and any special rules determined for the occasion by the principal, teacher sponsor and/or chaperone as set out in [Policy 7007 \(District Student Code of Conduct\)](#). Specific reference should be made to District Policy No. [7400 \(Student Involvement with Alcohol, Intoxicants or Illegal Drugs\)](#).

The Board of Education recognizes that safety for all students and staff is a primary requirement. The [YouthSafe Outdoors \(YSO\) Manual](#) is approved for use as a resource for schools to help ensure safe off-site activities for students.

No student will be prevented from taking part in ~~any routine~~ field trips (curricular/co-curricular and ~~extra-curricular~~~~extracurricular~~ activities) for financial reasons.



FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)

Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

REGULATIONS

SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

1. Definitions

a) **Field Trips (Curricular)**

Refers to activities that occur as a direct result of specific educational program goals emphasizing a curriculum instructional focus. Class field trips, physical education class trips, band and drama class trips, and swim programs, are examples of this type of travel.

b) **Field Trips (Co-Curricular)**

Refers to activities that supplement specific programs and objectives of the school, normally involving school time. Activity days, special events and ~~cultural~~ international/cultural travel would be examples of this type of involvement.

c) **Field Trips (Extra-Curricular)**

Refers to activities that are in addition to the school instructional program, and are normally held outside of school time. Inter-school sports activities and club travel would be examples of this type of involvement. Please note that although many of these activities involve travel/participation during school time, the base of the organization for meeting and practice are held outside of the school timetable.

d) **Trips Involving Potential Safety Hazards**

Trips involving potential safety hazards include: ~~school-sanctioned student driving drag racing~~, white water rafting, skiing and snowboarding, backcountry hiking, winter survival trips, flight activities, and any other trips determined by the principal to be of higher risk, as per YSO guidelines.

e) **Informed Consent:**

Parents/guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision and potential inherent risks in order to allow parents/guardians to provide informed consent for the field trip.

f) Inherent Risks

Included in the permission form for all field trips must be a comprehensive list of dangers and risks associated with the specific activity or trip. In order to provide parents with sufficient information to make an informed decision about each trip, this list must be written with the details of each trip in mind.

g) Safety Plan

Prepared by the teacher sponsor and approved by the principal ~~and superintendent or designate~~. The plan outlines adult supervision, general code of conduct and rules students will be required to adhere to, emergency procedures and communication protocols. The safety plan is shared with parents and reviewed with participating students and supervisors.

2. Approval

The Board expects that matters such as loss of formal instructional time, relative value of individual activities, and budget priorities will be considered before approval is sought. Approval shall be obtained as follows:

- a) School-sponsored trips of up to ~~two-five~~ days duration or less, involving lower care activities, shall be approved by the principal in consultation with the superintendent or designate.
- b) School-sponsored trips of more than ~~two-five~~ days shall be approved by the superintendent and referred to the Board of Education for information.
- c) B.C. trips exceeding five days with potential safety hazards and /or involving higher care activities will require Board of Education approval.
- d) For student trips involving out-of-province/country, approval in principle from the Board of Education must be obtained at least four months in advance and prior to holding meetings with parents. This request must be submitted in writing. The following information must be included:
 - a detailed trip itinerary
 - identification and communication of the potential safety hazards and inherent risks to parents and students
 - development of safety plans to minimize risk
 - documentation of safety precautions provided by the tour company
 - documentation of safety and security measures provided for accommodation and work site (if applicable)
 - where a school-sponsored trip requires travel outside Canada, the principal must ensure that each participant, including staff members, has additional medical insurance in the minimum amount of two million dollars (\$2,000,000.00).
 - levels of caution ([Global Affairs Canada](#) website); trips will not be approved if a high degree of caution is suggested

- the principal or designate will ensure that the Field Trip Approval Form (Curricular, Co-Curricular, Extra-Curricular Activities) (Appendix A) and all supporting documentation (inherent risks, parent consent form, itinerary) is provided to the superintendent and executive assistant at least 30 days prior to the departure date (see Appendix B: Sample Parent Consent Forms) for final approval by the Board.

3. Planning (see Checklist: Responsibilities)

- a) Field Trips (curricular/co-curricular/ extra-curricular activities) must be well planned.
- b) The principal must ensure that the parent/guardian gives written consent for the student's involvement.

The information notice to parents/guardians must clearly list the method of travel; any special activities the student will be expected to undertake; request any pertinent information regarding student medical issues; and disclose all known inherent risks.

- c) Routine activities of less than three hours in the general vicinity of the school and not involving any method of mechanical transportation require less formal parental notification. A form of notice (i.e. classroom newsletter, letter home to parents, email or app notification) indicating intended trips is required.

d) Coaches/teachers are encouraged to package together field trip forms for a specific season of the same sport or activity. This will help reduce paperwork, and give parents a clearer list of games and activities that will be happening over the course of an entire season. Schools should consider including a list of approved parent/guardian drivers with their packages of field trip forms.

~~d)e)~~ An itinerary of each activity, a time schedule and a list of participants must be available in the school office.

~~e)f)~~ The Board must be adequately indemnified against all liability concerned with the trips undertaken for out-of-province/country.

~~f)g)~~ All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.

~~g)h)~~ As regulations can change, it is required that the teacher sponsor check with the borders or customs to determine what specific travel documents may be required for all students travelling to foreign countries, including the USA (see link for sample consent letter from Global Affairs Canada) : <https://travel.gc.ca/travelling/children/consent-letter>.

Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada, shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

4. Supervision

- a) Supervision of all field trips (curricular/co-curricular/extra-curricular) will be determined according to [YSO guidelines](#).

- b) All field trips (curricular/co-curricular/extra-curricular) must be supervised by at least one teacher or by an approved community volunteer. Principals will screen volunteers for appropriate knowledge, skill and attitudes to ensure student safety.

- c) Activities involving potential safety hazards require a higher ratio of supervisors to students with relevant training and experience, and appropriate certification where necessary (as per [YSO guidelines](#)).
- d) The following factors will be taken into consideration:
 - the age of the students
 - the number of students with disabilities
 - the nature of the trip (skiing vs. instruction in formal setting)
 - the duration (partial day, overnight, several days)
- e) Principals shall ensure the provision for safety, competent instruction, and supervision of students. All volunteer activities fall within the responsibility of the principal and vice principal(s) to ensure consistency and compliance with all Board policies and procedures. All adult supervisors are required to provide a satisfactory Criminal Record Check in accordance with [Policy #6507 \(Criminal Record Search\)](#)
- f) Field trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the **Field Trip Approval Form** (Curricular/Co-Curricular/Extra Curricular Activities) (Appendix A) included in this policy.

5. Transportation

- a) Parents/guardians must be informed of the method of transportation involved in any field trip (curricular/co-curricular/extra-curricular activity). The school principal or designate will pre-approve all drivers and vehicles according to [District Policy #5025 \(Use of Private Vehicles\)](#).
- b) Travel safety precautions must include reasonable consideration of:
 - i) number of adult drivers
 - ii) storage of baggage
 - iii) provision of seating
 - iv) vehicle condition
 - v) weather and road conditions
 - vi) other local concerns

Where a private vehicle is used, in addition to considerations listed in b) above, minimum requirements must also include two million dollars (\$2,000,000.00) liability insurance, a valid driver's license, and seat belts for all passengers carried. A passenger list must be left with the school office.

Every student who is transported in a private vehicle or school bus equipped with seatbelts, must wear a seat belt or restraining device which shall be properly adjusted and securely fastened. The provision of booster seats is the responsibility of the child's parent/guardian, as per the requirement of the [Motor Vehicle Act](#).

- c) No 15-seat passenger vans are to be used to transport students.

- d) Approval forms for Field Trip (Curricular/Co-Curricular/Extra-Curricular Activities) requesting school bus transportation must be submitted to the director of facilities and transportation at least two weeks prior to the event.

6. Specialized Equipment

Students, staff and volunteers will be expected to wear and/or utilize standard specialized equipment for activities involving potential safety hazards. This includes mandatory wearing of CSA approved helmets for skating, skiing, snowboarding, curling, rock-wall climbing, and other high-risk activities as per [YSO guidelines](#).

In the case of curling, helmets will be worn during instructional time. Helmets are not required during competitive curling events.



Adopted: 1998-02-24	Reviewed:	Amended: 2008-08-26 2015-05-12 2020-10-20
---------------------	-----------	---

PROCEDURES

SUBJECT: **FIELD TRIPS (CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES)**

Checklist (Responsibilities)

The Principal or Principal Designate will be responsible for:

- reviewing and approving submitted field trip proposals/forms
- forwarding approved field trip approval forms to the superintendent or designate for final approval as required.
- submitting field trip approval forms (Appendix A) to the director of facilities and transportation within at least 2 weeks prior to the event
- supporting teachers in their communication about field trips with parents
- ensuring that planned field trips align with Board policy
 - approving driver authorization as per [Policy 5025 \(Use of Private Vehicles\)](#)
 - approving supervisors and volunteers as per [Policy 6507 \(Criminal Record Search\)](#)
- ensuring that parents/guardians have been notified of details of the field trip and have given approval for their children's participation.

Notification to parents/guardians should include the following information:

- class(es) or group(s) involved (including grade level)
- purpose and objectives of the trip, including curricular learning outcomes where relevant
- teacher(s) name(s) and supervision arrangements (e.g. ratio or number of supervisors anticipated)
- key activity(ies) involved
- potential known inherent risks
- existence of a safety plan
- existence of an emergency plan in the event of injury, illness or other problem
- securing emergency transport to medical services
- costs associated with medical transportation
- student conduct expectations and consequences
- what to bring (e.g. types of clothing, water, food)
- financial arrangements (i.e. cost to the students, when fee is due)
- an alternative activity will be provided for students unable to attend the trip
- school contact name and number for more information
- transportation/travel arrangements
- destination, including address or nearest locatable center
- date(s) and times of departure and return

Teacher Sponsors of the Field Trip will be responsible for:

- planning, leading, organizing and evaluating all aspects of the field trip including: educational benefits, safety and risk management, instruction, transportation, supervision and communication to parents and students
- submitting the field trip proposal/form to the principal or principal designate for approval within appropriate time lines
- reviewing the District [Student Code of Conduct \(Policy 7007\)](#), School Code of Conduct and expectations of students prior to departure
- carrying appropriate documents on the field trip
- providing the principal or principal designate with the departure plans, contacts and detailed trip information before trip departure

Supervisors are responsible for:

- leading and supervising students
- serving as role models to students
- acting as ambassadors of the School District
- abiding by all School District expectations while travelling with students

Parents are responsible for:

- determining whether their child may participate in the field trip
- reviewing, completing, signing and returning the Parent Consent Form (Appendix B)
- discussing any concerns with the teacher sponsor or principal
- reporting to the teacher sponsor or principal any safety, medical or health issue(s) for their child
- supporting their child in following the behaviors outlined in the District [Student Code of Conduct \(Policy 7007\)](#) and School Code of Conduct.

Students are responsible for:

- following the behaviors outlined in the District [Student Code of Conduct \(Policy 7007\)](#), School Code of Conduct, as well as expectations of the teacher sponsor and supervisors
- participating in the field trip to the best of their abilities
- behaving safely, wearing appropriate clothing, and using appropriate equipment on the field trip
- reporting any safety, medical or health issues to the teacher sponsor/supervisors

More information:

[YouthSafe Outdoor Guidelines](#)

Related Policies:

[5025 – Use of Private Vehicles](#)

[6507 – Criminal Record Search](#)

[7007 – District Student Code of Conduct](#)

[7400 – Student Involvement With Alcohol, Intoxicants, or Illegal Drugs](#)

APPENDIX A

FIELD TRIP APPROVAL FORM (curricular/co-curricular/Extra-Curricular Activities)

NOTE:

- This form is to be completed in full by the teacher/supervisor and submitted to the Principal for approval.
- Trips that require Superintendent or Board approval must be submitted to the Superintendent in sufficient time for approval.

TO BE COMPLETED BY SCHOOL:

School:	Teacher Sponsor:
Grade/Team/Group:	Destination:
Purpose of Trip:	
Departure Date:	Departure Time from School:
Return Date:	Pick up Time from Destination:
Travel itinerary must be attached	Requested Return Time to School:

Supervisors	1. School: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO Criminal Record Check: 2. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Other: 1. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO Criminal Record Check: 2. _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Ratios: Adult supervisors to students as per YouthSafe Outdoors Guidelines	
Transportation	<input type="checkbox"/> School Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Private Car <input type="checkbox"/> Other _____ Number of students: _____ Number of Adults: _____ Total Participants: _____	
Parental Consent	• The designated teacher/supervisor is required to distribute, collect and file all parental consent forms. • A signed parental consent form is required before a student will be permitted to go on a trip. • Parental consent forms have been distributed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process • Parental permission has been received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In process	
Costs	Admission & Transportation Costs: _____ How are these costs covered? (i.e. Student funded, school-raised funds, etc.)	

Approval, Principal _____ Date _____
 Approval, Board Office _____ Date _____

Schedule Confirmed, Transp. Superv. _____ Date _____

TO BE COMPLETED BY TRANSPORTATION DEPARTMENT:

Driver:	Passengers (Total No.)
DISTANCE: Start: _____ Finish: _____	TOTAL KILOMETRES
TIME: Start: _____ Finish: _____	TOTAL TIME

Spare Driver: _____	Account Number: _____
COSTS: Driver: _____ Kilometres: _____ Meals: _____ TOTAL: _____	! Trip No. _____

Appendix B – ~~Sample Parent Consent Form – Low Risk~~ High Risk Proposal Form

(to be completed by organizer of high risk field trip)



SCHOOL DISTRICT 78
FRASER-CASCADE
Name/Logo
BRINGING TOGETHER

~~PROPOSAL FOR LOCAL LOW RISK ACTIVITIES~~

DESTINATION:			
DATE:	DEPARTURE TIME:		RETURN TIME:
LEAD TEACHER:			
PHONE:	FAX:	EMAIL:	
AREA OF STUDY:	PURPOSE OF TRIP:		
GRADE/HOME ROOM:	# OF STUDENTS:	# OF MALE:	# OF FEMALE:

NAMES OF SUPERVISORS (Please print; add rows if needed):	Staff (S)/Volunteer (V)/Other (O)	GENDER: M/F
Lead teacher:		
Other Supervisor:		
Other Supervisor:		
Other Supervisor:		
TOTAL NUMBER OF SUPERVISORS:	/ /	
NAME OF SERVICE PROVIDER (SP) (If applicable):	SP CONTACT PERSON:	SP PHONE:

TRANSPORTATION (check all that apply)		ESTIMATED COST OF TRIP:
METHOD	DRIVER	SOURCES OF FUNDING (i.e., cost/student, other sources)
<input type="checkbox"/> Walking <input type="checkbox"/> Board-owned bus/van <input type="checkbox"/> Public transport <input type="checkbox"/> Charter bus <input type="checkbox"/> 15 passenger van <input type="checkbox"/> Multifunction activity bus <input type="checkbox"/> Rental van <input type="checkbox"/> By service provider <input type="checkbox"/> Transport not provided; participants responsible for own Other (specify): _____	<input type="checkbox"/> Professional driver <input type="checkbox"/> Volunteer driver (staff/other supervisor) <input type="checkbox"/> Volunteer driver (student) Other (specify): _____	EQUAL ACCESS FOR ALL STUDENTS: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attached SPECIAL NEEDS ADDRESSED: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> See attached ALTERNATIVE ACTIVITY FOR NON-PARTICIPANTS: <input type="checkbox"/> Yes <input type="checkbox"/> No CONTINGENCY PLAN:

EDUCATIONAL VALUE Rationale

Goals and/or Student Learning Outcomes:

SAFETY GUIDELINES

~~I am familiar with relevant board policies, district procedures and the Youth Safe Outdoors: Safety First! Guidelines for BC School Off-site Experiences:~~

☒ Yes ☐ No

SAFETY PLAN

Briefly describe (or attach in Trip Plan) the risk assessment and safety planning process to address any key known risks related to the site/area, weather, activity and/or group:

PROPOSAL FOR ~~LOCAL~~ LOW HIGH-RISK ACTIVITIES

SUPERVISION PLAN

Briefly describe the supervision processes to be used: e.g., large or small group setting(s); lead/sweep; head counts; buddy system; level of supervision (constant visual, on-site, in the area); other elements of supervision plan as relevant:

VOLUNTEER PLAN (if relevant)

Process to identify, screen if/as appropriate, and brief re: roles and responsibilities (e.g., briefing to be conducted when, where, how, by whom):

EMERGENCY PLAN

First Aid kit(s) (stocked and carried/accessable):

☐ Yes ☐ No

Emergency communications equipment carried and/or accessible (check any and all that apply):

☐ Cell phone ☐ Telephone ☐ Service Provider Responsibility ☐ None ☐ Other (specify):

Contacts and numbers, if relevant:

Name of Primary First Aider, if relevant: _____ Certification Held:

ATTACHMENTS CHECKLIST (check all that apply and attach to this form):

- ☐ Program/Activity/Trip Plan ☐ Volunteer Driver Authorization Application Form
- ☐ Parent/Guardian Correspondence ☐ Service Provider Proposal, Agreement and/or Contract
- ☐ Parental Consent and Acknowledgement of Risk Form ☐ Passenger List Form
- ☐ Volunteer Screening Form ☐ Other (specify):
- ☐ Completed Off-Site Experience Checklist attached

EVALUATION

Criteria for success of off-site experience:

Process to determine success:

Name of Lead Teacher (please print):	Date (year/month/day) / /	Signature
Name of Administrator (please print):	Date (year/month/day) / /	Signature

APPENDIX B – Sample Parent Consent Form – High Risk



PROPOSAL FOR LOCAL HIGH RISK ACTIVITIES

To the Parent(s)/Guardian(s) of: _____ Grade _____
 Homeroom: _____

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the Lead Teacher BEFORE signing it.

If this form is not signed and returned to the school by _____, your child WILL NOT BE ALLOWED TO ATTEND.

PROGRAM/ACTIVITY INFORMATION

DESTINATION/ACTIVITY: _____ DATE(S): _____

_____ OR
 SERIES OF OFF-SITE ACTIVITIES (Specify program): _____

PURPOSE OR EDUCATIONAL GOAL(S): _____

ITINERARY/ACTIVITIES: _____

METHOD OF TRANSPORTATION: _____ BY: _____

LEAD TEACHER: _____ TOTAL NO. OF SUPERVISORS PLANNED: _____

SUPERVISORY ARRANGEMENTS: _____

COST TO THE STUDENT: _____ WHAT TO BRING: _____

OTHER CONSIDERATIONS: _____

BOARD RESPONSIBILITIES

The board will make every reasonable effort to ensure or ascertain that:

- a. ~~The staff, volunteers and/or service providers involved are suitably trained and qualified.~~
- b. ~~The students are adequately supervised over the program/activity.~~
- c. ~~The location(s) used are appropriate and safe for the activity(ies) and group.~~
- d. ~~Equipment used has been inspected and deemed appropriate and safe.~~
- e. ~~A Safety Plan is in place to identify and manage known potential risks.~~
- f. ~~An Emergency Plan is in place to deal with an injury or illness to any of the students.~~

POTENTIAL KNOWN RISKS

Potential known risks include the following: _____

Additional comments/requirements: _____



CONSENT AND ACKNOWLEDGEMENT OF RISK

APPENDIX B – Sample Parent Consent Form – High Risk

PARENT/GUARDIAN FIELD TRIP CONSENT AND ACKNOWLEDGEMENT OF RISK



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

Dear Parent/Guardian:

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the Lead Teacher or Coach BEFORE signing it. If this form is not signed and returned to the school by _____, your child WILL NOT BE ALLOWED TO PARTICIPATE.

PROGRAM/ACTIVITY INFORMATION

DESTINATION/ACTIVITY: _____ **DATE(S):** _____

SERIES OF OFF-SITE ACTIVITIES (Specify program):

PURPOSE OR EDUCATIONAL GOAL(S):

ITINERARY/ACTIVITIES:

DEPARTURE TIME: _____ ARRIVAL BACK TO SCHOOL: _____

METHOD OF TRANSPORTATION: _____ LEAD TEACHER/COACH: _____ ADDITIONAL SUPERVISORS: _____

COST TO THE STUDENT:

WHAT TO BRING:

INSURANCE: Please note parents are able to purchase additional insurance, for their student, as noted on the school website

OTHER CONSIDERATIONS:

BOARD RESPONSIBILITIES

The board will make every reasonable effort to ensure or ascertain that:

- The staff, volunteers and/or service providers involved are suitably trained and qualified.
- The students are adequately supervised over the program/activity.
- The location(s) used are appropriate for the activity(ies) and group.
- Equipment used has been inspected and deemed appropriate and safe.
- A Safety Plan is in place to identify and manage known potential risks.
- An Emergency Plan is in place to deal with an injury or illness to any of the students.

POTENTIAL KNOWN RISKS

Potential known risks include the following:

- Injuries related to motor vehicle crashes en route to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to slips, trips, and falls in the program area or en-route to/from it;
- Injuries related to colliding with another person or with a fixed object;
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Foot, knee or other leg injuries (e.g., blisters, sprains, strains);
- Overuse injuries/conditions;
- Injury related to equipment (e.g., improper fit, improper adjustment, malfunction, improper use);
- Weather changes creating adverse conditions;
- Hypothermia due to insufficient clothing;
- Loss of manual dexterity in hands during cold and wet weather;
- Hyperthermia (e.g., heat exhaustion, heat stroke) due to insufficient hydration, overdressing, and/or overexertion in a hot environment;
- Allergic reactions to natural substances (e.g., bee or wasp stings);
- Psychological injury due to anxiety or embarrassment (e.g., re: body size or shape, lack of fitness or skill);
- Illness related to poor hygiene; and
- Other risks normally associated with the activity and environment

PARENT/GUARDIAN FIELD TRIP CONSENT AND ACKNOWLEDGEMENT OF RISK



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

Safety Plan

1. Supervision:
2. Injury – in the event of an injury first aid will be administered
3. In the event of a serious injury, and a student must be transported to the hospital, parents will be contacted.

Itinerary:

PARENT/GUARDIAN FIELD TRIP CONSENT AND ACKNOWLEDGEMENT OF RISK



**SCHOOL DISTRICT 78
FRASER-CASCADE**
EVERYONE PULLING TOGETHER

CONSENT AND ACKNOWLEDGEMENT OF RISK

DESTINATION/ACTIVITY:

DATE(S):

1. I acknowledge my right to obtain as much information as I require about this program or activity(ies) and associated risks and hazards, including information beyond that provided to me by the school or board.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity(ies) and understand and acknowledge that my child/ward may suffer personal and potentially serious injury arising from his/her participation.
3. My child/ward has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity(ies).
4. In the event my child/ward fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements. I assume all related costs.
5. I acknowledge that it is my responsibility to advise the Lead Teacher of any medical and/or health concerns of my child/ward that may affect his/her participation in the stated program or activity(ies).
6. I consent that the board, through its employees, agents and officers, may secure such emergency medical advice and services as they deem necessary for my child/ward's health and safety, and that I shall be financially responsible for any costs related to such advice and services.
7. I grant permission for School District 78 to use, without payment of any fee or charge and without limitation on time or frequency, for nonprofit education and/or promotional purposes only, any photographs, video footage, audiotape or digital images of my child/ward. Yes ☐ No ☐ My child/ward's identity May be revealed ☐ May not be revealed ☐
8. Based on my understanding, acknowledgement, and consents as described herein,

(Name of Student) _____ (Date of Birth) _____ has my permission to participate with _____

* MEDICAL ISSUES/ALLERGIES/NECESSARY MEDICATION? (please make a note):

Date signed: _____

Parent Name (Please print): _____ Signature: _____

Parent Email: _____

Emergency Contact Numbers: Home _____ Cell _____

Alternate Contact Numbers: Home _____ Cell _____

*** Return this signed form to the school. The first two pages are for parent records.

**SCHOOL CLOSURES – EMERGENCY SITUATIONS**

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05 2023-09-19
---------------------	----------------------	---

SUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS**

The Board of Education states that the immediate safety of all pupils and employees is of prime consideration. In extraordinary circumstances, safety will take precedence over any, and all other considerations.

The decision to close schools shall be made only by the Superintendent or designate. Principals are expected to contact the Superintendent or designate before any decision to dismiss students due to extreme and unusual circumstances including but not limited to power or water outages.

School District Leadership will address the community, but their first priority will be student safety.

In the event of an emergency, critical incident, disaster, or potentially dangerous situation, the board chair or designate will be contacted and the following policy shall apply:

SCHOOL CLOSURES – EMERGENCY SITUATIONS

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05 2023-09-19
---------------------	----------------------	---

REGULATIONS

SUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS**

1. Inclement Weather Conditions

In the event of inclement weather conditions:

- (a) The Transportation Supervisor will contact the Department of Highways to determine what roads are open, and the likelihood of future road closures.
- (b) The Transportation Supervisor will contact the Superintendent or designate to advise what roads are open or closed and the possibility of future closures.
- (c) The Director of Facilities and Transportation will review weather and facility conditions with the Superintendent.
- (d) The Transportation Supervisor will consult with and advise bus carriers of any decisions involving their routes.
- (e) The Superintendent or designate will communicate the following information to the community prior to 0630 h on local radio stations, district website, social media, IEC Chair and/or First Nation Band Representative depending on geographical locations impacted:
 - i) full closure of schools
 - ii) partial closure of school
 - iii) late busing and/or late opening of schools.
- (f) When busses are not running, the schools in the geographic area (Hope, Boston Bar, Agassiz-Harrison) may be closed or partially closed at the discretion of the Superintendent
- (g) In the event of a full school closure, School Principals or a designate will report to their site to assist students who do arrive at school and will supervise the students until parents are contacted and can pick the students up or make alternate arrangements for them.
- (h) The Superintendent o will advise the Board Chair of action taken.
- (i) School Principals will ensure the staff are informed of closures as early as possible. Staff will also be notified if they should report to work at an alternate location.

(j) In the event of an individual site or District closure, staff will be directed by the Principal after consulting with the Superintendent. , Staff members who must drive to work will make personal decisions regarding safety and driving to work.

(k) Staff will not be subject to loss of pay because of inclement conditions or school closures.

The Superintendent or designate will inform Principals of the following circumstances:

- Bus run cancellation due to weather: schools will encourage parents to have pre-arranged billets and/or shelter in place plans at the beginning of each school-year;
- In the event of a road closure or if drop- off times are altered, parents of affected students will be contacted by schools;
- Road closure, no pilot and no alternate route; schools will ensure student billets are activated for all students affected by the road closure;
- The decision to keep a student at home for the day because of inclement weather conditions shall be made by the parent and/or guardian; and
- Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

Unusable Facilities

1. The Principal shall immediately report any event that renders facilities unusable, to the Superintendent, such as power outages and water problems.
2. If authorization to close the school is given by the Superintendent, parents shall be notified of the closure using the school website, social media and other forms of communication used by the school.
3. Schools should make every effort to obtain emergency contact information from the parents/guardians in the case of an unexpected school closure during the school day. Emergency evacuation locations will be communicated annually to parents.

2. **Violent Forces**

Violent forces (either sudden or without advanced warning) include, but may not be limited to, natural, mechanical, chemical or human.

Principals will follow district health and safety guidelines in co-operation with the appropriate authorities, to develop procedures to ensure the safety of students and staff in the event of unforeseeable violent forces or disasters.

3. **Bomb Threats**

If a bomb threat is received during school hours or during school sponsored activities:

- (a) The Principal, or individual in charge, will immediately evacuate all students and staff to a safe distance from the school. Normal fire drill procedures will be used.
- (b) When the evacuation is in progress, the Principal or individual in charge, will contact the police and the Superintendent of Schools.
- (c) Students and staff are not permitted to re-enter the school until police officers have determined that it is safe to do so.

4. **Facilities Breakdown**

- (a) In the event that conditions render the building to be unsafe or unhealthy for students/staff to attend for reasons such as inadequate water supply, electrical outage, heating system breakdown, inoperative washrooms, the school may be designated as in a condition of plant failure.
- (b) The school-based Principal will contact the Superintendent, who will consult with the Director of Facilities and Transportation regarding the necessity of school closure relating to a facility malfunction or breakdown.

5. **Emergencies**

- (a) In the event of an emergency that threatens the safety of students /staff, the Principal will follow district health and safety guidelines.
- (b) As soon as possible, the Principal will advise the Superintendent.



Policy 6205
DISCRIMINATION

Adopted: 1999-01-12	Reviewed:	Amended: 2008-01-22 2011-11-01 2013-04-23
---------------------	-----------	---

POLICY

SUBJECT: **DISCRIMINATION**

The Board of Education will not tolerate any form of discrimination by, or against, any officer, employee, or pupil of School District No. 78 (Fraser-Cascade).

Adopted: 1999-01-12	Reviewed:	Amended: 2008-01-22 2011-11-01 2013-04-23
---------------------	-----------	---

REGULATIONS

SUBJECT: **DISCRIMINATION**

1. **Definition**

Discrimination for the purposes of this regulation shall have the meaning ascribed to it under the B.C. Human Rights Code.

Equality Rights

From the Canadian Charter of Rights, [15.\(1\)](#) states:

“Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.”

In addition to the above, the Board of Education will promote a safe environment, free from harassment and discrimination, by encouraging pro-active strategies and guidelines to ensure that lesbian, gay, bisexual, transgender, questioning (LGBTQ), and intersex students, employees and families are welcomed and included in all aspects of education and school life and treated with respect and dignity.

2. **Procedure**

- a) Parents and students who become aware of any discrimination are expected and encouraged to bring the issue or concern to the attention of their school principal. If the concern is not satisfactorily resolved they are encouraged to advise the Superintendent of Schools of the concern.
- b) The Superintendent will be responsible for ensuring that appropriate action is taken to respond to any formal or written allegation of discrimination.
- c) All investigated cases of alleged discrimination will be reported to the Board of Education by the Superintendent.
- d) If the allegation warrants, the Superintendent will recommend a course of action to the Board of Education.

- e) The Board will ensure that all teaching and support staff receive necessary training to assist them to acquire a greater understanding related to:
 - i) Information and issues surrounding sexual minorities and protected Charter categories (see Definition section above);
 - ii) The scope and impact of discrimination related to sexual orientation and gender identity as well as protected Charter categories.
- f) Social responsibility, including information and attitudes related to sexual minorities is not assigned to a particular grade, but within each school. Staff will take action to ensure the school is more welcoming for all and safe for sexual minority students. The School Code of Conduct will include language that prohibits discriminating language, and behaviors toward students, employees, and others on their real or perceived sexual orientation, gender or other differences including protected Charter categories.

POLICY ??? PRIVACY

The Board, District and all staff shall uphold the privacy, confidentiality, and appropriate use of personal information it collects, uses, discloses and maintains in connection with its programs and activities. The Board complies with the *British Columbia School Act* ("School Act") and the *British Columbia Freedom of Information and Protection of Privacy Act* ("FIPPA") in relation to the protection of privacy. This Policy sets out the Board's commitment, standards and expectations regarding the appropriate practices for the collection, use and protection of personal information.

PRINCIPLES

- being open and transparent about the purposes for which personal information may be collected and used by the District.
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- sharing personal information internally with staff, only on a need to know basis, as outlined in the District's administrative procedures.
- sharing personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the *School Act* or other applicable laws.
- ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- complying with FIPPA and District procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.

The Secretary Treasurer has been designated by the Board of Education as the Privacy Officer for the District and may designate this responsibility to other School District personnel. As the Privacy Officer, the Secretary Treasurer has overarching responsibility for ensuring compliance with FIPPA and the requirements of the *School Act* pertaining to student records and the Privacy Policy and Administrative Procedures.

The District will respond to and, where appropriate, investigate, all complaints that it receives under this policy.

Definitions:

- a) **"Personal Information"** – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- b) **"Staff"** – the employees, contractors, and volunteers of the District.
- c) **"Records"** – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

Related Legislation: School District and Institute Act, Freedom of Information and Protection of Privacy Act (FIPPA)

ADMINISTRATIVE PROCEDURE ??? PRIVACY IMPACT ASSESSMENTS

The *Freedom of Information and Protection of Privacy Act (FIPPA)* requires that Privacy Impact Assessments (PIAs) are conducted on any new or significantly revised initiative in order to identify and mitigate privacy risks that may arise and ensure that the privacy of individuals are appropriately protected.

Definitions

- **“Initiative”** – any enactment, system, project, program or activity of the District.
- **“Personal Information”** – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual’s business contact information.
- **“Privacy Impact Assessment (PIA)”** – an in-depth review of any new or significantly revised initiative to ensure that the collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- **“Privacy Officer”** – the Secretary Treasurer or designate.
- **“Staff”** – the employees, contractors and volunteers of the District.
- **“Supplemental Review”** – an enhanced process for reviewing the privacy and data security measures in place when an initiative involves the storage of personal information outside of Canada.

Scope & Responsibility

This procedure applies to all new and significantly revised initiatives of the District. Departments and management employees are responsible for planning and implementing new or significantly revised initiatives in accordance with the requirements of this procedure.

Responsibilities of the Privacy Officer

The Privacy Officer is responsible for ensuring that all PIAs and supplemental reviews are completed in accordance with the requirements of *FIPPA* and this procedure.

Responsibilities of All School District Staff

Any staff responsible for developing or introducing a new or significantly revised initiative that involves or may involve the collection, use, disclosure, or processing of personal information by the District must report that initiative to the Privacy Officer at an early stage of its development. All staff will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA and Supplementary Review, if deemed necessary.

The Role of the Responsible Employee

The Responsible Employee is the employee who is responsible for overseeing an initiative and will be indicated as such in the PIA. The Responsible Employee will:

- Ensure that new and significantly revised initiatives for which they are the responsible for are referred to the Privacy Officer for completion of a PIA.
- Support all required work necessary for the completion and approval of the PIA.

Related Legislation: School District and Institute Act, Freedom of Information and Protection of Privacy Act (FIPPA)

- Be familiar with and ensure that the initiative is carried out in compliance with the PIA.
- Request that the Privacy Officer make amendments to the PIA when required.

Initiatives involving the Storage of Personal Information outside of Canada

Employees may not engage in, or enter into a binding commitment to participate in, any new or significantly revised initiative that involves the storage of personal information outside of Canada until the Privacy Officer has completed and approved a PIA and supplemental review.

The Privacy Officer is responsible for determining whether a supplemental review is required in relation to any initiative.

The Privacy Officer is responsible for reviewing and approving all supplemental reviews and will consider the following risk factors:

- the likelihood that the initiative will give rise to an unauthorized, collection, use, disclosure or storage of personal information.
- the impact to an individual of an unauthorized collection, use, disclosure or storage of personal information.
- whether the personal information is stored by a service provider.
- where the personal information is stored.
- whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the initiative.

Approval of a supplemental review by the Privacy Officer shall be documented in writing.

Contact Information

Questions or comments about this procedure may be addressed to the Privacy Officer.

ADMINISTRATIVE PROCEDURE ??? PERSONAL INFORMATION MANAGEMENT PROGRAM

The District expects all staff to follow information management practices that ensure compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and other applicable laws.

District staff are responsible for:

- making reasonable efforts to familiarize themselves with *FIPPA* and the District's privacy policies and administrative procedures, which includes participating in privacy training offered by the District.
- following responsible information management practices to ensure that the District collects, uses, and discloses personal information in compliance with *FIPPA* and other applicable laws.
- protecting personal information against unauthorized collection, use, and disclosure, including limiting the sharing of sensitive personal information on a need-to-know basis.
- cooperating with District procedures to facilitate the appropriate release of records within the District's custody or control in response to access requests received from members of the community under *FIPPA*.
- cooperating with District procedures for the completion of Privacy Impact Assessments (PIAs).
- reporting privacy breaches in accordance with District procedures.

Definitions

- **"Consent"** – express written consent to the collection, use or disclosure of personal information.
- **"Personal Information"** – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- **"Privacy Breach"** – the theft or loss of, or the collection, use or disclosure of personal information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
- **"Privacy Impact Assessments"** - an in-depth review of any new or significantly revised initiative to ensure that all collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- **"Privacy Officer"** – the Secretary Treasurer or designate.
- **"Records"** – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.
- **"Staff"** – the employees, contractors, and volunteers of the District.

Purposes for Collecting Personal Information

Related Legislation: School District and Institute Act, Freedom of Information and Protection of Privacy Act (FIPPA)

The purpose for which personal information is collected will be communicated at or before the time the information is collected, unless otherwise permitted or required by *FIPPA*.

In the ordinary course of carrying out its programs and activities, the School District collects Personal Information of its students for purposes including:

- Registration, enrollment, and transfer of students.
- Providing and delivering educational programs and services.
- Accommodating students with disabilities and diverse abilities.
- Communicating with students and responding to inquiries or complaints.
- Preparing and providing assessments of student performance.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct and similar incidents.
- Ensuring compliance with applicable District bylaws, policies, administrative procedures and other laws.
- Completing all required reports and filings to the Ministry of Education and Child Care.

Personal information of prospective, current, and former staff may be collected for purposes of managing and administering the employment relationship. These purposes include:

- Hiring and recruitment.
- Managing and administering the employment relationship.
- Communicating with authorized union representatives.
- Administering employment compensation and benefits.
- Evaluating performance and managing disciplinary incidents.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct, and similar incidents.
- Ensuring compliance with applicable school District policies and procedures, and other applicable laws.

Collection, Use and Disclosure of Personal Information

Personal information that is collected, utilized and disclosed will be limited to the following principles:

- The personal information is related to and necessary in order to carry out the District's programs and activities or for other purposes authorized by *FIPPA*.
- The personal information is collected by fair, lawful and transparent means, including collecting the personal information directly from the individual, except where otherwise authorized by *FIPPA*.
- Individuals are informed of the purposes for which their personal information is being collected, the legal authority for collecting it, and the name and contact information of someone at the District who can answer questions about the collection and use of the information.
- Internal and external use and sharing of personal information is limited to what is required and authorized by *FIPPA* or consented to by the individual.

- Personal information is used or disclosed only for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws.

Securing Personal Information

Personal information is protected by ensuring there are reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.

All staff have a duty to protect the privacy and security of personal information collected and used by the District as part of their ongoing employment responsibilities, including complying with the District's privacy policy and procedures.

Training will be provided to all staff to ensure they have the requisite knowledge and to ensure compliance with this procedure and *FIPPA*.

Retention of Personal Information

Personal information will be retained for as long as necessary to satisfy its applicable operational, instructional, financial, and legal needs. Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with District policies and approved record retention procedures.

Accuracy and Correction

Reasonable efforts shall be made to ensure the accuracy of the personal information that the District collects and uses in the course of performing their duties. Individuals have the right to request the correction of their personal information, and the District will receive and respond to such requests in accordance with *FIPPA* and the District's policies and procedures.

Access to Information

The District will make information available to the public as permitted or required under *FIPPA*. The Privacy Officer shall designate records that will be made available to the public without the need to make a formal request in accordance with *FIPPA*.

FIPPA provides all individuals with the right to request access to records in the District's custody or control by making a written request to the Privacy Officer. Requests must provide sufficient detail to allow the District to identify the records being requested. Individuals unable to make written requests should contact the Privacy Officer for assistance. Requests seeking access to information on behalf of another individual must be accompanied by an express written consent signed by the person whose information has been requested.

The Privacy Officer will then:

1. Acknowledge receipt of the request.
2. Determine whether information is routinely accessible.
3. Log the request, create a file and track records.
4. Determine whether fees are applicable or whether there will be a delay in responding and will proceed to notify the applicant of same.

Related Legislation: School District and Institute Act, Freedom of Information and Protection of Privacy Act (FIPPA)

5. Refer the request to the area responsible for the information to conduct a search for responsive records.
6. Determine whether information in the records falls under any exceptions in FIPPA.
7. Prepare a letter of response and records for disclosure to the applicant.

The District reserves the right to assess fees for processing access requests where permitted under *FIPPA*. No fees will be assessed for staff time in processing if it takes less than 3 hours of staff time to process a request, nor will fees be assessed when individuals make a request that is limited to records containing their own personal information.

The fees applicable to the processing of access requests are set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Regulation*:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#Schedule1

Complaints and Inquiries

Questions or complaints about the District's privacy information management practices should be directed to the Privacy Officer at privacy@sd78.bc.ca. Response to all complaints will be in writing.