

BOARD OF EDUCATION

POLICY COMMITTEE

November 4, 2025 @ 4:30pm

Via Zoom Video Conference

AGENDA

	Agenda Item	Reference	Presenter
	Part 1 – Policy Committee Administration (10 mins)		
1.	Call to Order and Acknowledgement		Chair
2.	Approval of Agenda		Chair
3.	Approval of Minutes from October 7, 2025 , Policy Committee Meeting		Chair
4.	Part 2 – Draft Financial Policies for Initial Review: (20 mins) 6.10 Financial Planning & Reporting 6.11 Accumulated Operating Surplus The above policies would replace existing Bylaw 19 and Policy 1090 – Accumulative Operating Reserve		Gerry Slykhuis
	Part 3 – Policy Renovation Project with Anne Cooper, Consultant (60 mins) – Please refer to the November 4, 2025 meeting binder		A. Cooper
5.	Policy 2.80 Social Media Placement	Page 1	
6.	Organization of Section 4.00 Human Resources	Page 1	
7.	Review Draft Policies: 2.80 - Social Media Policy	Page 2 -13	A. Cooper

BOARD OF EDUCATION

	Agenda Item	Reference	Presenter
	4.40 – Employee Recognition 4.30 - Protection of Employees from Violence		
8.	Questions & Comments		
9.	New Business		

ZOOM LINK:

Antigone Snider is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://ca01web.zoom.us/j/67985314120?pwd=ySZcelADbBW7hPaHzVFqPv13WbRKal.1&from=addon>

Meeting ID: 679 8531 4120

Passcode: 596558

One tap mobile

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Join instructions

<https://ca01web.zoom.us/join/67985314120/invitations?signature=KJzpz9Dpq1EDq37VMLCqF8ZzSSJ30ljoBCGNSZFkb9Q>

Next Meeting: **December 2, 2025**
4:30pm to 6:00pm
Via Zoom Video Conference

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

**DRAFT MINUTES OF THE POLICY COMMITTEE MEETING
October 7, 2025**

PRESENT:

Board Representatives:

Pattie Desjardins	Trustee	Chair
Wendy Colman-Lawley	Trustee	Committee Member
Linda Kerr	Trustee	Committee Alternate
Wendy Clark	Trustee	Non-Voting Observer
Andrea Hensen	Trustee	Non-Voting Observer

Special Guest:

Anne Cooper	Consultant
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Committee Representatives:

Greg Lawley	Representative	FCPVPA
Lynne Marvell	Representative	FCTA

District Staff:

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary-Treasurer
Renge Bailie	Assistant Superintendent
Deb McKinney	Executive Secretary
Antigone Snider	Executive Secretary

Regrets:

<i>Vacant</i>	Representative	FCTA
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	Student Rep
<i>Vacant</i>	Representative	Student
Bernard Klop	Representative	FCPVPA

1. Call to Order and Acknowledgment

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

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2. Introductions & Welcome New Members – The Chair confirmed there were no new members present for the meeting.
 3. **Election of Chair:** The Secretary Treasurer called for nominations for the position of Chair of the Policy Committee for the 2025-2026 year.

Trustee Wendy Colman-Lawley nominated Trustee Pattie Desjardins (nomination accepted).

Hearing no further nominations, the Secretary Treasurer declared Trustee Pattie Desjardins elected by acclamation as Committee chair for the 2025-2026 year.

4. **Approval of Agenda – October 7, 2025**

COLMAN-LAWLEY/MARVELL

THAT the agenda of the Policy Committee meeting held on October 7, 2025, be approved as presented.

Carried

5. **Approval of Minutes – September 9, 2025**

COLMAN-LAWLEY/MARVELL

THAT the minutes of the Policy Committee meeting held on September 9, 2025, be approved as presented.

Carried

6. **Further Revisions to policies previously considered 1.1 Policy 2.20 – Commitment to Diversity, Equity, Inclusion and Accessibility**

An update on the status of this policy was provided. The Committee reviewed the proposed changes to the Policy. As requested by the Committee, the consultant agreed to review all current policies to ensure the word “stakeholder” is updated.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Committee recommend to the Board of Education that Policy 2.20 – Commitment to Diversity, Equity, Inclusion and Accessibility be approved by the Board with the changes recommended

Carried

7. Discussion regarding Section 3.0 Policy recommended for repeal, with content established as an Administrative Procedure(s) Discussion needed regarding key components of a potential policy:

- 2.1 **Policy #5070 - Social Media**

The Committee and the Consultant agreed the optimal approach is to review the existing policy with the aim of building an inventory of items which should be retained in a new draft Policy which the Consultant would table at the next Committee meeting. With a new draft policy in place, the Consultant would then refer items for the District to develop as an Administrative Procedure.

The Committee reviewed the existing policy and determined it would be optimal to include existing statements which outline the benefits of Social Media. The Superintendent agreed to find out what social media platforms the schools are using overall and report back. The Committee agreed that the new policy should focus on the students. Staff related language would be included in the staff HR policies going forward.

The Committee agreed the bullying website referenced was outdated and should be removed in the new policy. The Committee agreed that procedures in terms of parental sign off and student permissions at the beginning of each school year would need to be clarified in the new administrative procedures. The Committee agreed the focus of the new policy should be less procedural, cover concepts around acceptable use and risks and how to seek assistance if an issue arises. There was no motion made with regard to the agenda item. Next steps would be for the Consultant to bring a new draft policy to the Committee for their next meeting November 4, 2025.

8. Ministry Policy Requirement:

3.1 Policy - 5.40 Unexpected Health Emergencies.

The Consultant provided an update on what the Ministry is requiring the provincial school districts to do. The Ministry has clarified that they would accept either a policy or an administrative procedure. The Consultant advised it is up to the Committee to determine the best approach. The Consultant's preference is to have a short policy and then an administrative procedure which covers the specifics. The Superintendent provided an update on their conversation with Fraser Health who were unable to provide specific guidance on how to develop the policy and administrative procedures.

The Assistant Superintendent advised the Committee how the "Good Samaritan Act" provided protections to bystanders to assist in a medical emergency. The Committee agreed that in order to meet the timelines prescribed by the Province to have an approved policy in place by December 31, 2025, we would circulate a revised draft policy to the Committee for feedback prior to the upcoming October 21 Boarding meeting. Once the Board reviews and approves the draft, it would go to public consultation for 30 days and be brought back to the Board for their December 16, 2025 Board meeting for final approval.

9. Organization of Section 4 Human Resources

The Consultant provided an overview of how the overall policy manual will be structured and how the HR policies would be organized.

Suggested Policy Number and Name	Previous Policy
4.10 Staff Expectations (to include confidentiality, conflict of interest, social media, personal boundaries)	NEW 6233 Substance Dependence/Impairment <i>BCPSEA-Impairing Substances Toolkit</i> Policy 6540 Absenteeism - Reporting by Staff
4.20 Respectful Working Environments	6215 Respectful Workplace
4.30 Protection of Employees from Violence	6050 Prevention of Violence in the Work-place for Employees
4.40 Employee Recognition	6255 Recognition of Long Service
4.50 Recruitment of Senior District Staff	6400 Recruitment & Appointment of Administrative Personnel

Current policy [6235 In-Service Death Benefits](#) is being reviewed carefully to determine its status.

10. Section 4 Policies that are recommended for repeal, to be replaced with an Administrative Procedure:

The consultant provided the following overview of the 6 existing policies that will be replaced with an Administrative Procedure:

Policy 6060 Employees Working Alone

Policy 6507 Criminal Record Search

Policy 6600 School Bus Drivers

Policy 6610 Non-Teaching Professional Development

Policy 6710 Reporting Employee Accidents

Policy 6542 On-Call Staff (TTOCs and Support) - Travel [can be incorporated into a subsequent section - Finances]

The District's Administrative Procedures are published on the website unless publishing adversely impacts the District's safety and security. It was confirmed that cross referencing of new policies, and administrative procedures with existing policies is happening.

COLMAN-LAWLEY/DESJARDINS

THAT the above six (6) policies be repealed and established as an administrative procedure

Carried

11. Section 4 Policies that are recommended to be repealed outright:

6.1 Policy 6530 Staff Participation – Student Activities

COLMAN-LAWLEY/DEJARDINS

THAT the Policy Committee recommended to the Board that Policy 6530 Staff Participation be repealed outright.

Carried

12. Draft Financial Policies for Initial Review

This item was deferred to the next meeting November 4, 2025.

13. Questions & Comments

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14. New Business

Next Meeting: Tuesday, November 4, 2025 4:30-6:00 pm
Via Zoom conference call

ADJOURNMENT

DESJARDINS/

THAT the meeting be adjourned at 6:02 pm

POLICY 6.10 – FINANCIAL PLANNING AND REPORTING

The Board recognizes its responsibility for the effective use of funds received from the Ministry of Education and Child Care (the “Ministry”) and other sources. The Board of Education (the “Board”) has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan.

Governance over financial planning and reporting encompasses setting strategic objectives, and then providing resources to achieve those objectives. The Board of Education represents the community and should be open and transparent on the resource allocations along with seeking community input on those allocations. The Board cannot transfer its fiduciary responsibility to management, community, or partners, and must retain responsibility for the final approval and monitoring of the budget plan. Management is responsible to the Board for outlining performance measures to evaluate achievement of the objectives, identifying risks inherent in the budget plan, establishing internal controls over spending, and providing regular financial reporting.

The Board believes that establishing strategic objectives and associated operational plans will enhance student educational outcomes. The Board also believes that aligning funding and resources to those strategic objectives and engaging in multiyear financial planning is crucial for the effective and sustainable operation of the school district.

Guiding Principles:

- The Board will establish a financial plan that allocates resources and reserves to the core operational needs of the district, and to support strategic and long-range plans of the district.
- Financial planning and reporting administrative procedures will reflect the guiding principles of the Financial Planning and Reporting policy and will be updated on a regular basis.
- In developing its financial plan, the Board will establish a consultation process to receive input from students, parents/guardians/caregivers, staff, First Nations and Métis Nation BC, community members and organizations on the strategic objectives and resource priorities.
- Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.
- The Board will amend the budget plan as conditions change and will formally approve an annual budget plan by June 30 and amended budget plan by February 28.

- The Board will review the budget planning processes on an annual basis.
- Management will produce a Financial Statement Discussion and Analysis report to assist readers in understanding the financial position, financial performance and cash flows presented in the financial statements. This report is one element of the annual school district financial reporting framework established by the Ministry of Education and Childcare to address the reporting requirements, as specified in the School Act and to align with the Budget Transparency and Accountability Act

Engagement Opportunities for Financial Planning and Reporting

In order to provide opportunities for input and feedback on financial planning and reporting, the Board has created a Finance and Facilities Committee. This committee has a broad based membership, including Rightsholders, staff, and employee and partner groups.

It will meet at least four (4) times per school year with additional meetings scheduled at the direction of the chair of the committee as circumstances require. This committee will review interim financial reports, major changes to financial plans, annual budget assumptions, and discussion on Annual and Amended Budgets.

Roles in Budget Development: Board / Secretary Treasurer / Superintendent

This chart overleaf describes the complementary roles of the Board, Secretary Treasurer, and Superintendent in the budget development process.

Policy 6.1 Financial Planning and Reporting

Board (Governance)	Secretary Treasurer (Finance Lead)	Superintendent (Educational Lead)
Sets policy direction and approves strategic priorities, approves budget engagement process	Designs budget process, framework, and calendar	Identifies strategic, educational and operational priorities
Represents public/community interests	Ensures compliance with laws and funding rules	Consults with principals, staff, and partners
Reviews major budget proposals and decisions based on the strategic priorities	Prepares financial projections and analyses	Recommends programs and staffing to meet goals
Approves/adopts the final budget	Advises Board and Superintendent on risks and constraints	Balances needs with available resources (with Secretary Treasurer)
Holds administration accountable for stewardship	Drafts and produces official budget documents	Presents recommendations to the Board for approval

POLICY 6.11 – ACCUMULATED OPERATING SURPLUS

The Board of Education is responsible for ensuring the district is protected financially from forecasting risk and unforeseen circumstances that could negatively impact resources available for the education of students. The Board is required by legislation to prepare a balanced annual budget. As stipulated within the School Act, boards of education are not permitted to incur a deficit of any kind and therefore must plan appropriately. Estimated spending in the annual budget must not exceed estimated revenue plus any allocation of accumulated operating surplus.

An accumulated surplus represents the extent to which revenue from all previous years exceeds expenditures from all previous years. The use of an operating surplus enables the Board to mitigate financial risk and support programs and services for students. Surplus balances provide flexibility to absorb future year one-time costs, unforeseen expenditures or reduced revenue due to declining enrolment. To support long-term financial planning the Board can restrict operating surplus for use in future years.

To demonstrate accountability and transparency, spending and reporting of operating surpluses will be included in financial planning and reporting. This policy aligns with and ensures compliance with the Ministry of Education and Child Care's Accumulated Operating Surplus Policy and Financial Planning and Reporting Policy.

The Board of Education is responsible for ensuring the District is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board will maintain an unrestricted surplus of 2% to 5% of annual revenue, which shall be used to mitigate any negative impact such circumstances might cause.

In addition, the Board may also internally restrict funds for projects and programs related to the strategic plan within Ministry specified guidelines that will be spent in the next three years and will disclose the internally restricted funds in the notes to the Financial Statements.

To increase transparency, surplus allocations or appropriations will be specifically identified and approved as part of the budget approval process. Allocations and appropriations not contained in the budget will require a Board motion in a public meeting, save for motions that are appropriately made in a closed Board meeting such as matters related to land, legal or personnel matters.

The reporting of surpluses and inter-fund transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting processes will outline the initial plan for surpluses and transfers and the financial statements will report on the actual surpluses and transfers in any given budget year.

Adopted #24: 1998-10-27	Reviewed: n/a	Amended #24: 2005-06-14 Amended #19: 2018-04-10
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1. The Board of Education Office for School District No. 78 (Fraser-Cascade) recognizes that all stakeholders of the education system should be involved and provide input to the **Annual District Budget**. The Board also recognizes that expertise that its managers have and the role they provide to the development of the **Annual District Budget**. The budget process therefore provides appropriate input and consultation with all groups.
2. In the development of the annual budget, the Board shall provide an opportunity for input from vested interest groups through the Budget Advisory Committee prior to submitting the final budget to the Ministry of Education.
3. The Board establishes goals and objectives for the District and has the final authority for the approval of the annual budget.
4. The Board approves the budget process in accordance with the *School Act* [[SA s.66](#)] and in accordance with time-lines as set out by the Ministry of Education.
5. The Annual Budget procedure is as follows:
 - a) Administration prepares a draft annual budget to include projected enrollment, projected revenue, existing programs, staffing and any new initiatives. The draft budget will include increased costs in services and benefits. This budget is prepared following Provincial block finding announcement and School District revenue announcement March 15.
 - b) This draft budget will be presented to the Budget Advisory Committee for discussion and consideration.
 - c) Preliminary School resource funding allocation will be provided electronically to School Principals prior to April 15.
 - d) The draft annual budget will be presented to the Board for first reading in May and circulated to partner groups.
 - e) The annual budget will be approved, receive final reading and be submitted to the Ministry of Education prior to June 30.
 - f) Amended annual budget based on actual enrollment, actual revenue and updated expenditures will be prepared and brought to the Budget Advisory Committee by January 30.
 - g) The Board will approve a final annual budget by February 28.

**ACCUMULATED OPERATING RESERVE**

Adopted: 2019-02-05	Reviewed:	Amended:
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SUBJECT: **ACCUMULATED OPERATING RESERVE**

The Board of Education is responsible for ensuring the district is protected financially from forecasting risk and unforeseen circumstances that could negatively impact resources available for the education of students.

Fraser Cascade School District's accumulated operating reserve will serve as a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues related to emergent operating issues, one-time costs and intermittent projects.

**ACCUMULATED OPERATING RESERVE**

Adopted: 2019-02-05	Reviewed:	Amended:
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REGULATIONS

SUBJECT: **ACCUMULATED OPERATING RESERVE**

The Board will attempt to maintain a contingency reserve of four (4) percent of annual operating expenses. Excess funds above the desired target may be considered for allocation through the budget process.

When use of the contingency reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the contingency reserve within an appropriate timeframe.

Accumulated operating reserve should not be transferred to Local Capital without supporting detail of what capital projects these Local Capital funds will be spent on. This will normally occur during the budget process, or through approval by Board motion.

Operating reserve funds may be internally restricted. Amounts should not be internally restricted that will not likely be spent within three years. The Board will provide information in the Notes to the Financial Statements identifying internally restricted reserves.

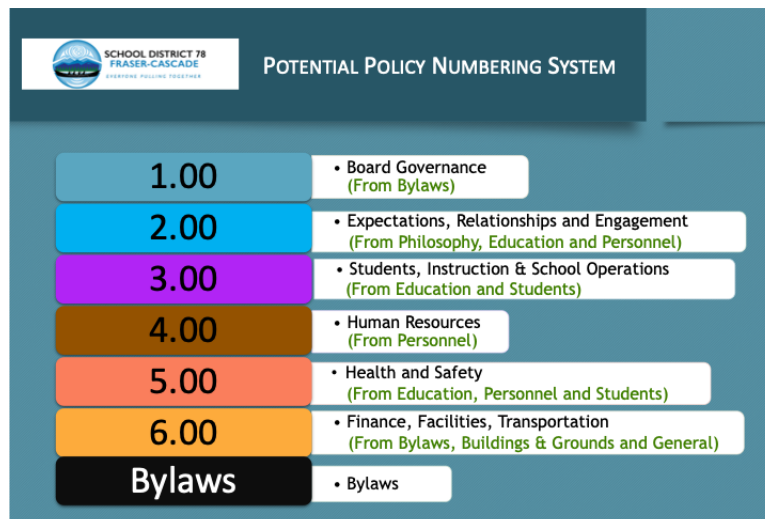
The projected Operating Reserve balance should be reported to the Board when presenting the annual budget.

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – NOVEMBER 4, 2025

1. Policy 2.80 Social Media Placement

Having now drafted this policy, I believe it suits Section 2 rather than Section 3, hence the numbering reference on the draft.



2. Organization of Section 4.00 Human Resources

The suggested organization of those policies recommended to be maintained is outlined in the table below, with [hyperlinks](#) to current policies for ease of reference. Drafts have been prepared for those policies highlighted in blue.

Suggested Policy Number and Name	Previous Policy
4.10 Staff Expectations (to include confidentiality, conflict of interest, social media, personal boundaries)	NEW 6233 Substance Dependence/Impairment <i>BCPSEA-Impairing Substances Toolkit</i> 6540 Absenteeism - Reporting by Staff
4.20 Respectful Working Environments	6215 Respectful Workplace
4.30 Protection of Employees from Violence	6050 Prevention of Violence in the Work-place for Employees
4.40 Employee Recognition	6255 Recognition of Long Service
4.50 Recruitment of Senior District Staff	6400 Recruitment & Appointment of Administrative Personnel

3. Drafts to be discussed at this meeting

- 3.1. 2.80 Social Media
- 3.2. 4.40 Employee Recognition
- 3.3. 4.30 Protection of Employees from Violence

POLICY 2.80 SOCIAL MEDIA

The Board of Education recognizes the benefits of social media as a valuable communication tool. Social media plays an important role in distributing and sharing information with our partners and the public at large.

The Board remains committed to responsible digital citizenship and to minimizing the risks associated with social media.

When using social media all employees have a responsibility to protect the privacy of students, to maintain professional boundaries and to model respectful conduct in communications with students, families, and the community.

For purposes of this policy, social media refers to any online platform or technology that provides for the creation, exchange and sharing of information, opinions, commentary, personal messages and other user generated content, including but not limited to social networks, blogs, instant messages, podcasts, video casts, and postings on video or picture-sharing sites.

GUIDELINES

1. All use of social media within the District related to students or school must be of an educational rather than a personal nature.
2. Use of social media must adhere to the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA)
3. All employees are encouraged to model an appropriate online presence and to exercise good judgment to ensure that social media posts do not reflect negatively on the employee's professional reputation or that of the District.
4. Only approved District platforms/tools are to be used for online communication with students and parents/guardians/caregivers.
5. Employees must be mindful that anything posted in an official capacity will be perceived by others to be representative of the District and therefore employees are to act with integrity, maintaining the dignity and credibility of the District. Employees should not speak on behalf of the District or use District or school logos on private social media sites unless specifically authorized to do so. All content must be professional, respectful and relevant to school related matters.
6. Student's online activities are an extension of the classroom and subject to all school and district expectations. What is inappropriate in the classroom is also inappropriate online.
 - 6.1. Students must not intentionally misrepresent themselves or use someone else's identity.

7. Parents/guardians/caregivers also have a responsibility to engage appropriately with social media that is connected to the District. We encourage parents to set and maintain high ethical standards in their use of social networking to ensure that posts and comments help build and support our community. Online behaviour should reflect the same standards of integrity, dignity and respect that are used in personal interactions.

POLICY 4.30 PROTECTION OF EMPLOYEES FROM VIOLENCE

The Board of Education is committed to providing and maintaining a safe environment for its employees. In doing so, the Board also recognizes the potential for violence which exists in the workplace, the importance of having policies and Administrative Procedures in place to address this risk and the need for the instruction of employees who may be exposed to this risk.

The Board recognizes its responsibility to provide appropriate services and support to those individuals whose behaviours may threaten injury or cause injury to employees of the District. It is the responsibility of all District employees to work together to identify, report, investigate, document and control incidents of violence towards the minimization or elimination of the risk to employees of violence.

Where elimination of the risk to workers is not possible, procedures and work arrangements will be established to minimize the risk to workers

The Superintendent will establish Administrative Procedures to identify the potential sources of violence, for reporting, investigating and documenting incidents of violence and work to eliminate or minimize the risks to employees.

Employees are to follow the procedures implemented for their protection and immediately report all incidents of violence.

ALL REGULATIONS MOVE INTACT TO AN ADMINISTRATIVE PROCEDURE



~~POLICY 6050-4.30 PROTECTION OF EMPLOYEES FROM VIOLENCE~~ PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES

The Board of Education is committed to providing and maintaining a safe environment for its employees. In doing so, the Board also recognizes the potential for violence which exists in the workplace, the importance of having policies and Administrative Procedures in place to address this risk and the need for the instruction of employees who may be exposed to this risk.

The Board ~~also~~ recognizes its responsibility to provide appropriate services and support to those individuals whose behaviours may threaten injury or cause injury to employees of the District. ~~The Board believes that it~~ It is the responsibility of all District ~~personnel employees~~ to work together to identify, report, investigate, document and control incidents of violence towards the minimization or elimination of the risk to employees of violence.

~~The Board of Education believes that it is the responsibility of all District personnel to work together towards providing a safe workplace for all employees. Towards this end, the Board of Education shall follow the WorkSafeBC Regulations on Violence in the Workplace. The Board will establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence (4.29). Where elimination of the risk to workers is not possible, procedures, policies and work arrangements will be established to minimize the risk to workers [4.29(b)]. Procedures for reporting, investigating and documenting incidents of violence, in accordance with the requirements of WorkSafeBC Regulations, will be established.~~

The Superintendent will establish Administrative Procedures to identify the potential sources of violence, for reporting, investigating and documenting incidents of violence and work to eliminate or minimize the risks to employees.

Employees are to follow the procedures implemented for their protection and immediately report all incidents of violence.

ALL REGULATIONS MOVE INTACT TO AN ADMINISTRATIVE PROCEDURE **SUBJECT: PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES**

~~1. The Board of Education believes that it is the responsibility of all personnel to identify~~

situations of risk so that appropriate planning for prevention, intervention and follow-up can be put in place.

2. Workers shall follow the procedures implemented for their protection and immediately report all incidents of violence.

3. The District's Health and Safety Committee will monitor health and safety hazards and make recommendations to the Board regarding changes to policy and procedures.

4. Definition of Violence

"... the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury".

(As defined in WorkSafeBC regulations)

5. Risks Identification

5.1 Identification of situations of risk of violence is the responsibility of all School District employees.

5.2 Situations involving risk of violence identified are to be reported immediately to the site Supervisor/Principal, the Secretary-Treasurer, and Superintendent of the Board.

5.3 Copies of reports outlined in 5.2, along with a summary of action taken, are to be forwarded to the District Health & Safety Committee and the Secretary-Treasurer of the Board.

6. Action Plan: Situation of Risk of Violence

6.1 Once a risk has been identified, an action plan will be developed by a Committee under the direction of the site Supervisor/Principal. Committee members will include:

- site Supervisor/Principal (Chair)
- employee at risk
- support person for employee
- appropriate resource personnel, as required

~~6.2 The Committee should reference WorkSafe BC (Workers' Compensation Board) Regulations on Violence in the Workplace. The Committee will:~~

~~6.2.1 establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence;~~

~~6.2.2 where elimination of the risk to workers is not possible, establish procedures, policies and work arrangements to minimize the risk to workers and;~~

~~6.2.3 establish procedures for reporting, investigating and documenting incidents of violence in accordance with the requirements of WorkSafe BC Regulations.~~

~~6.3 The Action Plan will include, but is not limited to, the following:~~

~~6.3.1 name(s) of person(s) creating the risk;~~

~~6.3.2 name(s) of person(s) directly at risk;~~

~~6.3.3 a description of the demonstrated behaviour which is creating a risk;~~

~~6.3.4 a description of the expected appropriate behaviour, including the rationale;~~

~~6.3.5 efforts in the past, if any, to change behaviour;~~

~~6.3.6 circumstances which tend to cause at-risk behaviour, or an escalation of behaviour;~~

~~6.3.7 procedure/strategies to affect desired behaviour;~~

~~6.3.8 consequence for violent misbehaviour, if appropriate.~~

~~6.4 Principals/Supervisors are responsible for filing all Action Plans at the work site with a copy forwarded to the District Health & Safety Committee.~~

~~7. Orientation of staff with respect to identified risks~~

~~7.1 Where persons are known who may display violent behaviours, the Principal/Supervisor will include the following in orienting staff to the risk of violence and to the nature and extent of the risk:~~

~~7.1.1 review of this policy;~~

~~7.1.2 philosophy of the District;~~

~~7.1.3 current action plans at work site file;~~

~~7.1.4 emergency procedures in the event of a problem;~~

~~7.1.5 reporting procedures~~



~~7.2 Supervisors/Principals are to review this policy with staff at least at the beginning of each school year.~~

~~7.3 The identity of persons who may display violent behaviour or have a history of violent behaviour should be made known, in confidence, to all staff who may reasonably be required to have contact with that person.~~

8. Intervention

8.1 When an incident involving violence or the threat of violence occurs, the first action of all personnel will be to secure the safety of students, themselves and other staff.

8.2 Employees will then call for assistance, using their best judgment, balancing the severity of the incident with the most appropriate response. Assistance may be obtained from:

- immediate supervisor,
- school-based team,
- community agencies, such as:
 - R.C.M.P.
 - Ambulance
 - Fire Department

8.3 As soon as practical, after an incident of violence or threat of violence, the Principal/Supervisor and employee(s) involved will complete a report of the incident (Threat Assessment) for filing with the District Health & Safety Committee.

8.4 The Board, through the Principal/Supervisor, shall ensure that the corrective actions are taken in response to incidents of violence.

8.5 The Board shall ensure that an employee reporting an injury or adverse symptom as a result of an incident of violence be advised to consult a physician for treatment or referral.

9. Role of Safety Committee

9.1 Receive and file copies of all violence reports (Violent Incident Report Form from School Protection).

9.2 Review monthly, any new violence reports received.

9.3 Forward, to the District Health & Safety Committee, violence reports and associated documents that have raised concerns with the school Safety Committee. Along with the reports, the Committee will make recommendations towards the modification and refinement of policy, procedures and work environment arrangements to eliminate or minimize the risks to employees of violence in the workplace.

10. Other

10.1 The Superintendent of Schools and the Secretary-Treasurer are ex-officio members of



~~the District Health and Safety Committee.~~

~~Related Policies:~~

- ~~• Maintenance of Order and Protection of Pupils (#6225)~~
- ~~• Student Code of Conduct (#7007)~~
- ~~• Student Threat Assessment (#7008)~~
- ~~• Weapons, Violence, Bullying and Intimidation (#7420)~~

POLICY 4.40 EMPLOYEE RECOGNITION

The Board of Education believes that employee recognition, both formal and informal, is an important consideration to support, value and retain staff. In particular, the Board wishes to honour the the dedication and commitment of all employees.

The Board will recognize an employee's long service and the employee's retirement.

GUIDELINES

1. The Board will formally recognize length of service for employees with 10, 25 and 35 years of service to the district determined by the anniversary date of the employee's appointment to the district.
 - 1.1. Service is defined as all service with the Board – including interrupted service.
2. Employees will be recognized within the calendar year in which they formally retire.



POLICY ~~6255~~ 4.40 EMPLOYEE RECOGNITION ~~OF LONG SERVICE~~

The Board of Education believes that employee recognition, both formal and informal, is an important consideration to support, value and retain staff. In particular, the Board wishes to honour the ~~values~~ the dedication and commitment of all employees.

The Board ~~believes will recognize that~~ an employee's long service ~~to the Board~~ and the employee's retirement. ~~should be recognized.~~

REGULATIONS

GUIDELINES

1. The Board will formally recognize length of service for employees with 10, 25 and 35 years of service to the district determined by the anniversary date of the employee's appointment to the district. ~~calendar year~~
 - 1.1. Service is defined as all service with the Board – including interrupted service.
- ~~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. —~~
- ~~3. Non-union employees will be recognized using their start date to determine their eligibility.~~
- ~~4.2.~~ Employees will be recognized within the calendar year in which they formally retire.