

## BOARD OF EDUCATION

### POLICY COMMITTEE

**February 10, 2026 @ 4:30pm**

Via Zoom Video Conference

#### AGENDA

	Agenda Item	Reference	Presenter
	<b>Part 1 – Policy Committee Administration (10 mins)</b>		
1.	Call to Order and Acknowledgement		Chair
2.	Approval of Agenda		Chair
3.	Approval of Minutes from January 6, 2026 Policy Committee Meeting		Chair
	<b>Part 2 – Policy Renovation Project with Anne Cooper, Consultant (80 mins) – Please refer to the February 10, 2026 meeting binder</b>		A. Cooper
4.	Drafts within Section 4.00 Human Resources	Page 1	A. Cooper
5.	Drafts within Section 5.00 Health and Safety	Page 1	A. Cooper
6.	Drafts for Discussion at this meeting: 5.20 Provision of Menstrual Products 5.30 Severe Allergic Reaction 4.50 Recruitment of Executive, Exempt & Educational Leadership Staff 4.10 Expectations of Employees	Page 3	A. Cooper
7.	For Further Discussion: 5080 Unauthorized Visitors in Schools	Page 2	A. Cooper
9.	Questions & Comments		

## BOARD OF EDUCATION

	Agenda Item	Reference	Presenter
10.	New Business		

### ZOOM LINK:

Antigone Snider is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://ca01web.zoom.us/j/66432842607?pwd=D4XZxN2Qfc2chXDhW5uSa6xEirtU6O.1&from=addon>

Meeting ID: 664 3284 2607

Passcode: 845934

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One tap mobile

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Join instructions

<https://ca01web.zoom.us/join/66432842607/invitations?signature=D8Vax5hJK9oWEJbFPIPWryQ7CuqwSCVKUwdJOQnIOeo>

**Next Meeting:**      **March 3, 2026**  
                              **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  
January 6, 2026**

**PRESENT:**

**Board Representatives:**

Pattie Desjardins	Trustee	Chair
Wendy Colman-Lawley	Trustee	Committee Member
Linda Kerr	Trustee	Non-Voting Observer
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
Bernard Klop	Representative	FCPVPA
Belle Peters-Lepitre	Representative	Student
Coira Norwood	Representative	Student

**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	FCTA
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	CMAW
Jacqueline Harper	Representative	DPAC
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	IEC

**1. Call to Order and Acknowledgment**

The meeting was called to order at 4:35 pm via Zoom conference call. The 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.

**2. Approval of Agenda – January 6, 2026**

**KLOP/COLMAN-LAWLEY**

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**THAT the agenda of the Policy Committee meeting for January 6, 2026, be approved as presented.**

**Carried**

**3. Approval of Minutes – December 2, 2025**

**COLMAN-LAWLEY/DESJARDINS**

**THAT the minutes of the Policy Committee meeting held on December 2, 2025, be approved as presented.**

**Carried**

**4. Drafts within Section 4.00 Human Resources**

**4.50 Recruitment of Executive, Exempt & Educational Leadership Staff**

The Consultant provided a summary of their approach to updating the policy including the policy's scope to focus on recruiting and selecting candidates by way of a hiring committee and selection criteria. The Consultant provided a line by line review and recommended removing language focused on transfers. With respect to the policy guidelines, the language is intended to view each position uniquely. The Committee discussed the role of the Board with respect to the recruitment and selection of Principals and how best to reflect their role in the policy. The Consultant recommended this policy be refined and brought back to the February meeting.

**5. Overview of Section 5 – Health & Safety**

The Consultant provided an update on Section 5 – Health and Safety. The consultant confirmed drafts for the following two (2) Ministry required policies would be provided at a future meeting: 5.20 Provision of Menstrual Products and 5.30 Severe Allergic Reactions. These 2 policies would replace existing policies: 7315 Provision of Menstrual Products and 7340 Allergies and Life-threatening Allergies in Schools.

The following policies were recommended for repeal to be replaced with Administrative Procedures:

**7008 – Student Threat Assessment**

**7300 – Treatment of Students with Medical Conditions**

**7330 – Pupils – Illness or Accident at School**

**7400 – Student Involvement with Alcohol, Intoxicants & Illegal Drugs**

**5500 – Head Lice**

**Policy 5080 – Unauthorized Visitors in Schools** is held for further discussion to determine the optimal approach to addressing school safety and communicating with the staff, students and parents so all are well informed on the District's approach to managing unauthorized visitors.

**KLOP/COLMAN-LAWLEY**

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**THAT the Policy Committee recommend to the Board of Education that Policies 7008, 7300, 7330, 7400 and 5500 be repealed and replaced with Administrative Procedures.**

**Carried**

**6. Section 5 Policies that are recommended to be repealed outright**

The Consultant recommended that the following policies be repealed outright:

**4010 – Emergency Plan**

**4033 – Smoking, Tobacco, and the Use of Vapor Products**

**6225 – Maintenance of Order and Protection of Pupils**

**6700 – District Health and Safety Practices**

**7320 – Communicable Diseases**

**7350 – Nutrition in Schools**

The Consultant advised the information in the above policies is well covered in current Provincial Legislation, existing Education and Childcare Policy, current Provincial Guidelines, Fraser Health guidance, Collective Agreements and WorkSafe BC resources. The Committee discussed the benefits of making hyperlinks available to the external resources on the District's website so that the topics and any associated health risks are easily searchable for parents, staff and students.

**COLMAN-LAWLEY/KLOP**

**THAT the Policy Committee recommend to the Board of Education that Policies 4010, 4033, 6225, 6700, 7320, 7350 be repealed outright.**

**Carried**

**7. Questions & Comments - Nil**

**8. New Business - Nil**

**Next Meeting:** Tuesday, February 3, 2026 4:30-6:00 pm  
Via Zoom conference call

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**ADJOURNMENT**

**DESJARDINS**

THAT the meeting be adjourned at 6:05 pm

DRAFT

## BYLAW AND POLICY REVISION PROJECT

### POLICY COMMITTEE – FEBRUARY 10, 2026

#### 1. Drafts within Section 4.00 Human Resources

Drafts have been prepared for the remaining policies within this section and are highlighted in blue. The policy highlighted in orange will be addressed by the Board as it involves an employee benefit. Policies highlighted in green have been recommended to the Board for the approval process.

Suggested Policy Number and Name	Previous Policy
4.10 Expectations of Employees (NEW)	<a href="#">6233 Substance Dependence/Impairment</a> <i><a href="#">BCPSEA-Impairing Substances Toolkit</a></i> <a href="#">6540 Absenteeism - Reporting by Staff</a>
4.20 Respectful Working Environments	<a href="#">6215 Respectful Workplace</a>
4.30 Protection of Employees from Violence	<a href="#">6050 Prevention of Violence in the Work-place for Employees</a>
4.40 Employee Recognition	<a href="#">6255 Recognition of Long Service</a>
4.50 Recruitment of Executive, Exempt & Educational Leadership Staff	<a href="#">6400 Recruitment &amp; Appointment of Administrative Personnel</a>
4.60 Employee Death Benefit	<a href="#">6235 In-Service Death Benefits</a>

#### 2. Drafts within Section 5.00 – Health and Safety

Drafts have been prepared for those policies highlighted in blue. Policies highlighted in green have been recommended to the board for the approval process.

Suggested Policy Number and Name	Previous Policy
5.20 Provision of Menstrual Products	<a href="#">7315 Provision of Menstrual Products</a>
5.30 Severe Allergic Reaction	<a href="#">7340 Allergies and Life-threatening Allergies in Schools</a>
5.40 Unexpected Health Emergencies (NEW)	

### 3. Drafts for discussion at this meeting:

- 3.1. 5.20 Provision of Menstrual Products
- 3.2. 5.30 Severe Allergic Reaction
- 3.3. 4.50 Recruitment of Executive, Exempt & Educational Leadership Staff
- 3.4. 4.10 Staff Expectations (NEW)

### 4. Further discussion

- 3.5. Need for policy [5080 Unauthorized Visitors in Schools](#); in light of guidance needed, a detailed Administrative Procedure is recommended.

*Provincial Guidelines: Maintenance of Order under section 177 of the School Act*





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## **POLICY 5.20 PROVISION OF MENSTRUAL-PRODUCTS**

The Board of Education believes that students in British Columbia should have access to healthy and effective learning environments. The Board is committed to making menstrual products available to students of all gender identities or expressions who may require them, in a manner that protects student privacy.

Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

The Board will provide for barrier free, easily accessible menstrual products at no cost to students in school washrooms and will consider student feedback with respect to the provision of menstrual products.



## POLICY 5.20 ~~7315~~-PROVISION OF MENSTRUAL-PRODUCTS

The Board of Education believes that students in British Columbia should have access to healthy and effective learning environments. The Board is committed to making menstrual products available to students of all gender identities or expressions who may require them, in a manner that protects student privacy.

~~The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students' school attendance and their social-emotional well-being.~~ Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

The Board will provide for barrier free, easily accessible menstrual products at no cost to students in school washrooms and will consider student feedback with respect to the provision of menstrual products.

~~The Board of Education, in keeping with Ministry of Education Policy, will ensure that schools, on or before September 2019 begin providing menstrual products to students of all gender identities and expressions using delivery methods that:~~

- ~~•Are free of charge;~~
- ~~•Protect privacy;~~
- ~~•Are barrier free, consistent in delivery, and easily accessible in washrooms;~~
- ~~•Are non-stigmatizing;~~
- ~~•And that take into account the developmental levels of the student population.~~

## **POLICY 5.30 SEVERE ALLERGIC REACTION**

The Board of Education believes that students and staffs who have anaphylaxis or any life-threatening allergy have a right to a safe, healthy learning environment. As a result, the Board will take steps to alter the environment to accommodate students and staff who are susceptible to anaphylaxis in the school setting.

While it is impossible for the Board to ensure an allergen-free environment, the Board is committed to making schools as safe as possible for children and staff.

### GUIDELINES

1. Administrative Procedures to support student safety this policy will include:
  - 1.1. A process for identifying anaphylactic students.
  - 1.2. A process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record.
  - 1.3. A process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's student record.
  - 1.4. An education for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic-Alert identification.
  - 1.5. Procedures for storage and administering medications, including procedures for obtaining preauthorization from both the student's physician and the student's parents, for employees to administer medication to an anaphylactic student; and,
    - 1.5.1. For students who have not been identified as anaphylactic, the standard emergency procedure is to call emergency; school staff should not administer medication to unidentified students.
  - 1.6. A process for principals to monitor and report information about anaphylactic incidents to the board in aggregate form.

**And all the balance of the current policy, to be updated and published as an Administrative Procedure**



## **POLICY 5.30 SEVERE ALLERGIC REACTION ~~A7340 ALLERGIES AND LIFE-THREATENING ALLERGIES IN SCHOOLS~~**

The Board of Education ~~for School District #78~~ believes that ~~children~~ students and staffs who have anaphylaxis or any life-threatening allergy have a right to a safe, healthy learning environment. As a result, the Board will take steps to alter the environment to accommodate students and staff who are susceptible to anaphylaxis in the school setting.

While it is impossible for the Board to ensure an allergen-free environment, the Board is committed to making schools as safe as possible for children and staff. ~~In accordance with this policy and its regulations, the safety, health and well-being of students is a shared responsibility of parents, school and district personnel and the Board.~~

### **REGULATIONS**

#### **Definition:**

~~Anaphylaxis is a sudden, severe, and potentially fatal allergic reaction that requires immediate medical emergency intervention.~~

#### **Signs and Symptoms:**

~~The signs and symptoms of a severe allergic reaction can occur anywhere from within minutes to hours of exposure to an offending substance. Warning signs include but are not limited to:~~

- ~~•Hives, swelling rash or itching of the skin.~~
- ~~•Wheezing, shortness of breath, throat tightness, coughing, chest pain, problems swallowing, and nasal congestion.~~
- ~~•Nausea, pain/cramps, vomiting, and diarrhea.~~
- ~~•Pale/blue color, weak pulse, passing out, dizziness, and shock.~~
- ~~•Anxiety, feeling of impending doom, headache, and uterine cramps.~~

#### **Responsibility:**

#### **GUIDELINES**

- ~~1. Board~~ Administrative Procedures to support student safety this policy will include:

## Policy 7025 – Student Fees and Deposits – School Level

- 1.1. A process for identifying anaphylactic students.
- 1.2. A process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record.
- 1.3. A process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's student record.
- 1.4. An education for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic-Alert identification.
- 1.5. Procedures for storage and administering medications, including procedures for obtaining preauthorization from both the student's physician and the student's parents, for employees to administer medication to an anaphylactic student; and,
  - 1.5.1. For students who have not been identified as anaphylactic, the standard emergency procedure is to call emergency; school staff should not administer medication to unidentified students.
- 1.6. A process for principals to monitor and report information about anaphylactic incidents to the board in aggregate form.

~~The Board will ensure through policy that all employees receive the necessary training and instruction regarding preventative and emergency response to anaphylactic and other allergic reactions.~~

~~The district will ensure that all school leaders receive the necessary training and instruction in mitigating and responding to anaphylactic and other allergic reactions. The principal of each school will ensure that all staff are trained and informed regarding their responsibility in dealing with anaphylactic and other allergic reactions, and that the school's policies and procedures are in place for both preventing and responding to such reactions.~~

~~General Procedures:~~

~~Each school will have an anaphylactic policy that identifies:~~

~~•Staff training commitments.~~



•~~Staff's responsibility to respond.~~

And all the balance of the current policy, to be updated and published as an Administrative Procedure



POLICY 7340  
**ALLERGIES AND LIFE-THREATENING  
ALLERGIES IN SCHOOLS**

Adopted: 2008-06-24	Reviewed: n/a	Amended: 2010-04-13 2018-10-09
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**REGULATIONS**

SUBJECT: **ALLERGIES AND LIFE-THREATENING ALLERGIES IN SCHOOLS**

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**Definition:**

Anaphylaxis is a sudden, severe, and potentially fatal allergic reaction that requires immediate medical emergency intervention.

**Signs and Symptoms:**

The signs and symptoms of a severe allergic reaction can occur anywhere from within minutes to hours of exposure to an offending substance. Warning signs include but are not limited to:

- Hives, swelling rash or itching of the skin.
- Wheezing, shortness of breath, throat tightness, coughing, chest pain, problems swallowing, and nasal congestion.
- Nausea, pain/cramps, vomiting, and diarrhea.
- Pale/blue color, weak pulse, passing out, dizziness, and shock.
- Anxiety, feeling of impending doom, headache, and uterine cramps.

**Responsibility:**

The Board will ensure through policy that all employees receive the necessary training and instruction regarding preventative and emergency response to anaphylactic and other allergic reactions.

The district will ensure that all school leaders receive the necessary training and instruction in mitigating and responding to anaphylactic and other allergic reactions.

The principal of each school will ensure that all staff are trained and informed regarding their responsibility in dealing with anaphylactic and other allergic reactions, and that the school's policies and procedures are in place for both preventing and responding to such reactions.

**General Procedures:**

Each school will have an anaphylactic policy that identifies:

- Staff training commitments.
- Staff's responsibility to respond.

- The development and implementation of individual student emergency response plans.
- Procedures for informing TTOCs and volunteers.
- The location of and quick access to necessary medications.
- The meaningful involvement of parents in developing and implementing the emergency response plan.

#### **Identifying Students/Monitoring and Reporting:**

- At the beginning of each school year, using the district registration form, parents will be asked to report on their child's medical conditions, including whether the child has a medical diagnosis of anaphylaxis. Information on a student's life threatening conditions will be recorded and updated on the student's Permanent Student Record annually.
- Parents and students will provide schools with all the necessary information and details regarding any medical conditions and/or allergies. (Appendix A). This form will be revisited annually to ensure the information is updated regularly.

Principals will report information on each anaphylactic incident to the Board of Education via the superintendent in aggregate form using the Schools Protection Program Incident Form.

#### **Emergency Procedure Plans:**

- For anaphylaxis and all other significant medical concerns, schools will work cooperatively with the health nurse, parents, students and pertinent staff to develop and implement an emergency response plan that adequately addresses:
  - Pertinent medical information and symptoms.
  - Parent and student's responsibility.
  - Mitigating factors.
  - Necessary emergency responses in the event of a reaction.
  - Staff awareness and training needs.
  - Location and access to necessary medications.
  - Necessary preparations for off-site activities.
- Parents will provide all necessary equipment and medical resources so the school can respond to emergency situations as per the emergency medical plan.
- Students with identified medical conditions will wear a Medic Alert bracelet for all significant medical conditions that require particular responses in the case of an emergency.
- Information on all students with medical conditions will be posted in an agreed to visible area of the school so all volunteers, TTOCs and staff have access to this information as needed. Medical information and picture (Appendix B) will also be included in the Teacher's day planner for TTOCs and volunteers.



- When deemed necessary by the team developing the student's emergency response plan, the parents of all students or of a particular group of students will be notified of a particular student's medical condition and of their needed cooperation in ensuring that the school environment remains a safe place.(Appendix C)
- **Student's medical conditions will be considered when planning field trips and off-site activities, with all the necessary preparations as per the student's emergency response plan.**
- Each school will have a medical emergency protocol in place that will include:
  - Administering an auto-injector at first sign of reaction (Appendix D).
  - Calling emergency medical assistance, 911, (Appendix E).
  - Calling parents.
  - Administering a second dose.
  - One person remains with the student at all times
  - One person goes for help or calls for help
  - Student is transported to hospital by ambulance (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction)
- On or before October 30th of each year, schools will submit to the Superintendent or designate, an annual inventory of student emergency response plans. This inventory will provide the student's name, medical condition, date the response plan was developed or reviewed, and the date of expiration of all necessary medications.

**Procedures for Permitting School Staff to Administer an Epinephrine Auto-Injector: No Preauthorization from parents:**

- Schools will keep records of communication with parents/guardians regarding the Parental Consent Form (Appendix B). Documentation will be made of each date of communication or when communication was initiated. If there was no verbal contact, documentation will be made that a message was left on the answering machine or email.
- **NOTE:** After three attempts to obtain the Parent Consent Form (Appendix B) from the parents/guardians (communication documented) and the form is not returned, the parents/guardians must be notified that the Standard Procedure of Care for an anaphylactic or diabetes episode is:
  1. Call 911; and
  2. Contact the child's parents/guardians

**Procedures: No Confirmed Diagnosis:**

- Schools will **not** administer epinephrine auto-injector to a student with a suspected anaphylactic reaction where there is no confirmed diagnosis. Should this situation arise the emergency protocol is to call 911 and request a "Life Support Ambulance".

**Provision and Storage of Medication:**

- Parents/Guardians will provide a minimum of two epinephrine auto injectors available for staff access and use in the case of an emergency involving any persons in the facility with a need for the immediate administration of such medication.
- Schools will provide parents with MedicAlert application brochure and inform parents of the MedicAlert “No Child Without” program which provides free MedicAlert bracelets for children up to 14 years of age.
- Children at risk of anaphylaxis who have demonstrated maturity (as determined by the child’s parents/guardians) should carry one auto-injector with them at all times and have a back-up auto-injector at the school in a central, easily accessible, unlocked location. For children who have not demonstrated maturity, their auto-injectors will be stored in a designated school location.

Parents will be informed that it is the parent’s responsibility to:

- Provide the appropriate medication
- Inform the school where the anaphylactic child’s medication will be kept (i.e. with the student, in the student’s classroom, and/or other locations)
- Inform the school when they deem the child competent to carry their own medication(s). Children who have demonstrated maturity, usually Grade 1 or Grade 2, should carry their own auto-injector, and it is their duty to ensure their child understands they must carry their medication on their person at all times
- Provide a second auto-injector to be stored in a central, accessible safe but unlocked location
- Ensure anaphylaxis medications have not expired
- Ensure they replace expired medications

**Allergy Awareness, Prevention and Avoidance Strategies:**

The school principal will ensure that the necessary training and information is provided in order to support an allergy-aware environment and support prevention and avoidance; as outlined in the *Responsibilities of the School Principal*.

**Training Strategy:**

All staff members reasonably expected to have supervisory responsibility of school-age and pre-school students will be formally trained in administering an epinephrine auto-injection device such as EpiPen by a Public Health Nurse or other qualified trainer in September with an update at the end of January annually. Depending on maturity, best practice suggests training should include student peers.

Efforts will be made to include the parents, and students (where appropriate), in the training. The provision of training will be provided by individuals trained to teach anaphylaxis management.

The training sessions will include:

- signs and symptoms of anaphylaxis;
- common allergens

- avoidance strategies
- emergency protocols
- use of single dose epinephrine auto-injectors
- identification of at-risk students (as outlined in the individual student emergency procedure plan)
- emergency plans
- method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis

Related Policies, Procedures, Resources:

[Policy 7300 \(Treatment of Pupils with Medical Problems\)](#)

[Policy 7330 \(Pupils – Illness or Accident at School\)](#)

[Anaphylaxis Protection Order \(BC Ministry of Education\)](#)

[British Columbia Anaphylactic and Child Safety Framework](#)

Materials for an AP

**Responsibilities of the Parents of an Anaphylactic Child**

- ☐ Inform the school of their child's allergies
- ☐ Provide a MedicAlert® bracelet for their child
- ☐ Provide the school with current medical instructions from their physician
- ☐ Provide the school with up-to-date auto-injectors, and keep them current
- ☐ Inform the school where the anaphylactic child's medication will be kept (i.e. with the student, in the student's classroom, and/or other locations)
- ☐ Inform the school when they deem the student competent to carry his/her own medication(s) and to ensure that the student
  - ☐ understands that he/she must carry the medication on their person at all times
- ☐ Provide the school with an auto-injector trainer if necessary
- ☐ Provide support to school and teachers as requested
- ☐ Provide in-service for staff if requested
- ☐ Participate in parent advisory/support groups
- ☐ Assist in school communication plans
- ☐ Assist in developing policies and procedures for reducing risk to their child
- ☐ Participate in the development of an emergency response plan for their child
- ☐ Review both the emergency protocol and the procedures for reducing risk with school personnel annually
- ☐ Provide transportation for their child until emergency procedures are in place for busing or when, for any reason, the bus company cannot provide a trained driver
- ☐ In cooperation with the principal and classroom teacher, implement a "buddy" system to identify unusual behaviour
- ☐ Supply information for school publications:
  - recipes
  - foods to avoid
  - alternate snack suggestions
  - resources
- ☐ Be willing to provide safe food/food ideas for special occasions
- ☐ Teach their child:
  - to recognize the first symptoms of an anaphylactic reaction
  - to know where medication is kept, and who can get it
  - to communicate clearly when he or she feels a reaction starting
  - to carry his/her own auto-injector in a fanny-pack
  - not to share snacks, lunches, or drinks

- the importance of hand-washing
  - to cope with teasing and being left out
  - to report bullying and threats to an adult in authority
  - to take as much responsibility as possible for his/her own safety
- ☐ Welcome other parents' questions (communicated through the Principal or school official) regarding safe foods.

### **Responsibilities of the School Principal**

- ☐ Work as closely as possible with the parents of an anaphylactic child
- ☐ Ensure that the parents have completed all necessary forms
- ☐ Develop a school policy or procedure (or implement the board policy or procedure) for reducing risk in classrooms and common areas
- ☐ Ensure that the parents of anaphylactic child are aware of all relevant board and school policies and procedures and have the opportunity to review them
- ☐ Ensure that an emergency response plan, based on physician's instructions, is developed and reviewed annually for each child with a life-threatening allergy
- ☐ Ensure that instructions from the child's physician are on file
- ☐ Notify the school community of the anaphylactic child, allergens, treatment
- ☐ Post allergy-alert forms in staff room and office
- ☐ Maintain up-to-date emergency contacts and telephone numbers
- ☐ Ensure that all staff and volunteers have received information on anaphylaxis, and that those in positions of responsibility for the anaphylactic child receive training in the use of an auto-injector
- ☐ Maintain an up-to-date list of school personnel who have received in-service and training in the use of an auto-injector
- ☐ Advise the bus driver of the presence of a child with life-threatening allergies on his/her bus, and ensure that he/she receives appropriate information and training in emergency response procedures
- ☐ Advise the parents of other students on the school bus, explaining anaphylaxis and the need for their cooperation
- ☐ In cooperation with the parents and classroom teacher, implement a "buddy" system to identify unusual behaviour
- ☐ Ensure that all substitute teachers are informed of the presence of an anaphylactic child and have been adequately trained to deal with an emergency.
- ☐ Inform all parents that a child with life-threatening allergies is attending the school and ask for their support
- ☐ Work with the school council to increase community awareness of anaphylaxis and the role of the school in protecting students with life-threatening allergies

- ☐ Arrange for in-service
- ☐ Store auto-injectors in easily accessible locations and ensure location is known to staff
- ☐ Establish safe procedures for field trips and extra-curricular activities
- ☐ Establish a disciplinary procedure for dealing with bullying and threats
- ☐ Understand expectations for staff who eat an unsafe food - must be in staff room only (vigilant hand and surface washing prior to exiting staff room to help maintain reducing the risk).

### **Responsibilities of the Classroom Teacher**

- ☐ Participate in the review of the individual plan for children in his/her classroom with life-threatening allergies
- ☐ Display photo poster, with parental approval and regard to the privacy needs of older children
- ☐ Discuss anaphylaxis with the class, in age-appropriate terms
- ☐ Encourage students not to share lunches or trade snacks
- ☐ Choose allergy-free foods for classroom events
- ☐ Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home
- ☐ Reinforce hand washing with class before and after eating (please let us know if/when out of soap)
- ☐ Facilitate communication with other parents
- ☐ In cooperation with the parents and the principal, implement a "buddy" system to identify unusual behaviour
- ☐ Understand expectations for staff who eat an unsafe food - must be in staff room only (vigilant hand and surface washing prior to exiting staff room to help maintain reducing the risk)
- ☐ Enforce school rules about bullying and threats
- ☐ Leave information in an organized, prominent, and accessible format for substitute teachers, parent volunteers, or others who may have occasional contact
- ☐ Follow the school policies for reducing risk in classrooms and common areas
- ☐ Plan appropriately for field trips:
  - ensure that emergency response plans are considered
  - ensure that auto-injectors are taken
  - take a cell phone in case of emergency
- ☐ Participate in on-going Epinephrine training and awareness of anaphylaxis symptoms as required. Follow Student Emergency Plan if they think a student is having an anaphylactic reaction or says they feel like they have symptoms.

**Responsibilities of Bus Operators and Bus Drivers**

- ☐ Once a student has been identified as anaphylactic, ensure that drivers trained in emergency response procedures are assigned to the student's bus
- ☐ Attend in-service and auto-injector training
- ☐ Carry a copy of the emergency alert form on the school bus
- ☐ Ensure that the principal and/or parents are informed if a trained driver is unavailable
- ☐ Assist in developing procedures to minimize risk while travelling on the school bus
- ☐ Assist in developing an emergency action plan that relates directly to busing
- ☐ Carry out emergency action plan as necessary
- ☐ Ensure that an auto-injector is stored in a safe and accessible place on the bus or that the child carries an auto-injector in an identified location while on the school bus

**Responsibilities of Public Health/School Nurse**

- ☐ Consult with and provide information to parents, students and school personnel
- ☐ Participate in planning school policy
- ☐ Participate in in-service and auto-injector training
- ☐ Assist in developing emergency response plans
- ☐ Refer known cases of anaphylaxis to the school principal

**Responsibilities of Anaphylactic Students**

- ☐ Take as much responsibility as possible for avoiding allergens
- ☐ Eat only foods brought from home or approved for consumption
- ☐ Take responsibility for checking labels and monitoring intake (as developmentally appropriate)
- ☐ Wash hands before eating
- ☐ Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate)
- ☐ Promptly inform an adult as soon as accidental exposure occurs or symptoms appear
- ☐ Keep an auto-injector handy at all times
- ☐ Know how to use the auto-injector (as developmentally appropriate).

**Responsibilities of all Parents**

- ☐ Respond cooperatively to requests from school to eliminate allergens from packed lunches and snacks
- ☐ Participate in parent information sessions
- ☐ Encourage children to respect anaphylactic child and school policies
- ☐ Inform the teacher prior to distribution of food products to any children in the school

**Responsibilities of All Students  
(as developmentally appropriate)**

- ☐ Learn to recognize symptoms of anaphylactic reaction
- ☐ Avoid sharing food, especially with anaphylactic children
- ☐ Follow school rules about keeping allergens out of the classroom and washing hands
- ☐ Refrain from “bullying” or “teasing” a child with a food allergy

Materials for an AP



## SEVERE ALLERGY ALERT FORM

The personal information on this form is collected under the authority of the *School Act*, the Student Record Regulation and the *Freedom of Information and Protection of Privacy Act*. The purpose of this collection is to respond to potential emergency situations involving your student whom you have identified as subject to a potentially life-threatening allergy. If you have any questions concerning the collection, use or disclosure of this information please contact your school principal either in writing or by telephone.

<b>STUDENT INFORMATION (To be completed by Parent/s)</b>		
Name of Student: _____		Date of Birth: _____
Address: _____		
Home Telephone: _____		Medic Alert I.D.: _____
Name of Parent: _____		Business #: _____
Name of Guardian: _____		Business #: _____
Emergency Contact Person(s): _____		Telephone #: _____
<b>PHYSICIAN INFORMATION (To be completed by Physician)</b>		
Nature of Allergy/Allergens: _____		
Symptoms of Reaction: _____		
Recommended Response to Reaction: _____		
<b>Medication</b>	<b>Dosage</b>	<b><u>Expiration</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Additional Instructions or Information: _____		
Name of Physician: _____		Telephone: _____
Signature of Physician: _____		Date: _____

**TO BE COMPLETED BY PARENT**

**[TO BE POSTED, FOLLOWING PARENTAL CONSENT]**

Student's Name \_\_\_\_\_

• **ALLERGY – DESCRIPTION**

This student has a **DANGEROUS**, life-threatening allergy to the following:

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and all substances containing them in any form or amount  
including the following kinds of items:

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• **AVOIDANCE**

The key to preventing an emergency is **ABSOLUTE AVOIDANCE** of these allergens at all times.

• **GENERAL PRECAUTIONS**

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**SYMPTOMS FOLLOWING EXPOSURE TO A PARTICULAR MATERIAL CAN INCLUDE:**

- hives and itchiness on any part of the body;
- nausea, vomiting, diarrhea;
- difficulty breathing or swallowing;
- panic or sense of doom;
- throat tightness or closing;
- swelling of any body parts, especially eyelids, lips, face or tongue;
- coughing, wheezing or change of voice;
- fainting or loss of consciousness;
- other, please specify \_\_\_\_\_

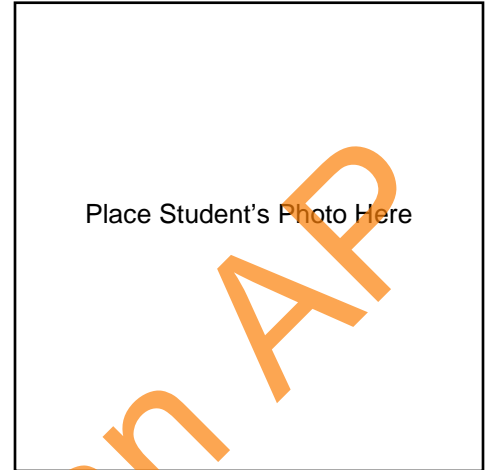
**EMERGENCY MEASURES**

- Get **EpiPen® (epinephrine)** or other Medication and administer immediately.
- **HAVE SOMEONE CALL AN AMBULANCE** and advise of need for an **EpiPen® (epinephrine)**.
- Unless student is resisting, lay student down, tilt head back and elevate legs.
- Cover and reassure student.
- Record the time at which **EpiPen® (epinephrine)** was administered.
- Have someone call the parent.
- If the ambulance has not arrived in 10-15 minutes, and breathing difficulties are present, administer a second **EpiPen® (epinephrine)**.
- Even if symptoms subside, students require medical attention because there may be a delayed reaction, take the student to hospital immediately in the ambulance.
- If possible, have a school staff member accompany the student to the hospital.
- Provide ambulance and/or hospital personnel with a copy of the **Severe Allergy Alert Form** for the student and the time at which the **EpiPen® (epinephrine)** or **Medication** was administered.

I agree that the school may post my student's picture, take the Emergency measures and that this information will be shared, as necessary, with the staff of the school and health care providers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature





### Sample Letter to Parents

Dear Parents:

**Re: Medical Danger**

One of our [state grade level] students has a life-threatening allergy to all nuts. The only way to ensure a safe environment for this child is to try to make our classroom *nut-free*. To do this we need everyone's co-operation.

Please check the ingredients of all foods your children bring to school. Coconut is not a risk for nut allergies only for students with specific coconut allergies.

In a classroom setting, cross-contamination is the greatest risk from this type of allergy. Cross-contamination is when a few crumbs from one child's snack are dropped and then picked up by and allergic child. ***Even a small amount can kill.***

It is difficult at the best of times to get children to eat healthy snacks; however, I hope you will appreciate the seriousness of this condition and that you will assist us at the school in our efforts to create as safe an environment as possible. With your co-operation we can minimize the risk of an allergic reaction.

Anyone wishing further information about this type of allergy may contact the child's parents. There is also an information pack available at the school.

Yours sincerely,

Teacher



**Please return this lower portion to the Homeroom teacher**

We, the parents/guardians of: \_\_\_\_\_

\_\_\_\_\_  
Name of Student

have received and read the letter regarding the student with the life-threatening allergy.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## How to use the EpiPen® Auto- Injector... Three simple steps:



## Comment utiliser l'auto-injecteur d'adrénaline EpiPen® en trois étapes simples.



1. Pull off grey safety cap.

1. Enlever le couvercle gris de sécurité.



2. Jab black tip into outer thigh until unit activates.

2. D'un coup sec, placer le bout noir sur la cuisse jusqu'au déclenchement du mécanisme d'auto-injection.



3. Hold EpiPen® in place several seconds. Then discard unit.

3. Laisser en place pour plusieurs secondes. L'unité EpiPen® doit ensuite être enlevée et jetée.



Canadian School Boards Association

Canadian School Boards Association

## To Be Posted by Telephone

## 9-1-1 Protocol: Anaphylaxis

1. **Emergency Phone Number** \_\_\_\_\_
2. **Hello, my name is** \_\_\_\_\_
3. **We are located at :**  
**Address:** \_\_\_\_\_  
**Nearest major intersection:** \_\_\_\_\_
4. **Tell them:**  
“We need an ambulance immediately. We have a child going into anaphylactic shock. An EpiPen® is being given now.”
5. **Give the following information about the child:**
  - level of consciousness
  - breathing
  - bleeding
  - age
6. **My phone number is** \_\_\_\_\_
7. **The closest entrance for the ambulance is on:**  
\_\_\_\_\_
8. **Do you need any more information?**
9. **How long will it take you to get here?**
10. **Tell them:** “A staff member will meet you at the entrance to provide further information.”
11. **Call the parents/guardians/emergency contact.**

## **POLICY 4.50 RECRUITMENT AND SELECTION OF EXECUTIVE, EXEMPT AND EDUCATIONAL LEADERSHIP STAFF**

The Board of Education believes that the recruitment and selection of qualified and suitable staff is essential for the provision of leadership and support for the district.

The recruitment, selection and appointment of **the executive** position of Superintendent shall be at the sole discretion of the Board.

The Superintendent will collaborate with the Board regarding the recruitment, selection and appointment of the **executive positions** of Secretary-Treasurer and Assistant Superintendent.

The recruitment and selection of all other **exempt and educational leadership** staff is the responsibility of the Superintendent.

### GUIDELINES

1. Prior to commencing recruitment for an executive position, the following shall be determined:
  - 1.1. Selection criteria, considering the role description; and
  - 1.2. A selection committee to conduct the hiring process.
2. Input will be sought from representatives of the: Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423; District Parent Advisory Council; Fraser-Cascade Principals/Vice-Principals Association;; and Fraser-Cascade Teachers' Association and the Indigenous Education Council.
3. Prior to commencing recruitment for exempt or educational leadership positions, the Superintendent shall consult with the Board regarding:
  - 3.1. Newly created positions that expand administrative capacity, alter the district's organizational structure or positions where the assignment or reallocation of staff may significantly affect school operations or district-wide programming; and
    - 3.1.1. the intended recruitment approach, including position specifications, candidate qualifications being sought, and the anticipated selection process.
  - 3.2. The purpose of this consultation is to ensure alignment between administrative appointments and the Board's strategic priorities and to provide the Board with appropriate awareness of significant organizational decisions, while respecting the Superintendent's operational authority in personnel matters.

## Policy 4.50 Recruitment of Senior District Staff

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- 3.3. The Superintendent shall report to the Board regarding educational leadership appointments prior to their announcement to the system.
4. The Board Chair shall present formal job offers to the successful candidate for Superintendent. All other formal job offers shall be presented by the Superintendent.



## **POLICY 4.50 RECRUITMENT AND SELECTION AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL OF SENIOR DISTRICT EXECUTIVE, EXEMPT AND EDUCATIONAL LEADERSHIP STAFF**

The Board of Education believes that ~~in order to achieve and maintain an outstanding educational program,~~ the recruitment and, appointment selection and retention of highly qualified, ~~well trained and committed suitable~~ administrative personnel is essential staff is essential for the provision of leadership and support for the district.

The recruitment, selection and appointment of the executive position of Superintendent shall be at the sole discretion of the Board.

The Superintendent will collaborate with the Board regarding the recruitment, selection and appointment of the executive positions of Secretary-Treasurer and Assistant Superintendent.

The recruitment and selection of all other exempt and educational leadership staff is the responsibility of the Superintendent.

### **TRANSFER**

~~THE BOARD OF EDUCATION SUPPORTS THE CONCEPT THAT A PERIODIC CHANGE OF ASSIGNMENTS OF PRINCIPALS AND VICE-PRINCIPALS FROM THEIR PRESENT SCHOOLS TO ANOTHER MAY BE BENEFICIAL TO THE PRINCIPALS/VICE-PRINCIPALS AS WELL AS TO THE SCHOOL DISTRICT AS A WHOLE, BUT THAT TOO FREQUENT A CHANGE OF THE ADMINISTRATION OF A SCHOOL MAY BE DETRIMENTAL TO THE SCHOOL OR THE INDIVIDUAL.~~

~~THE BOARD FURTHER BELIEVES THAT EACH PRINCIPAL/VICE-PRINCIPAL HAS SOME EXCEPTIONAL QUALITIES AND ADMINISTRATIVE/SUPERVISORY STRENGTHS. A TRANSFER OR REASSIGNMENT OF THE PRINCIPAL/VICE-PRINCIPAL ENABLES MANY SCHOOLS TO BENEFIT FROM THESE QUALITIES AND STRENGTHS.~~

~~THE BOARD THEREFORE DIRECTS THAT THE SUPERINTENDENT PERIODICALLY REVIEW PRINCIPAL/VICE-PRINCIPAL ASSIGNMENTS AND BRING FORWARD TO THE BOARD RECOMMENDATIONS REGARDING POSSIBLE TRANSFERS OF SCHOOL-BASED PRINCIPAL/VICE-PRINCIPALS.~~

### **REGULATIONS**

### **GUIDELINES**



## Policy 4.50 Recruitment of Senior District Staff

1. Prior to commencing recruitment for an executive position, the following shall be determined:
  - 1.1. Selection criteria, considering the role description; and
  - 1.2. A selection committee to conduct the hiring process.
2. Input will be sought from representatives of the: Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423; District Parent Advisory Council; Fraser-Cascade Principals/Vice-Principals Association;; and Fraser-Cascade Teachers' Association and the Indigenous Education Council.  
~~recruitment, selection and appointment a) The recruitment, selection and appointment of the Superintendent of Schools, the Secretary-Treasurer and the Assistant Superintendent shall be at the sole discretion of the Board of Education.~~  
~~The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.~~  
~~b) The recruitment and selection of Directors of Instruction, Supervisors, Principals and Vice-Principals, Coordinators and Head Teachers is the responsibility of the Superintendent of Schools in consultation with the Board of Education.~~  
~~c) All appointments shall be pursuant to the School Act and its Regulations.~~  
2. Administrative Procedures  
~~1. a) The interview committee shall consider the following criteria for all candidates short-listed for administrative positions:~~
  - ~~i) academic preparation~~
  - ~~ii) professional preparation~~
  - ~~iii) perception of position~~
  - ~~iv) working relationships~~
  - ~~v) experience~~
  - ~~vi) knowledge of system~~
  - ~~vii) personal qualities~~  
~~2. The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.~~

## Policy 4.50 Recruitment of Senior District Staff

- b) For the positions of Superintendent of Schools or Secretary-Treasurer, the interviewing committee shall be comprised of:
  - i) all Trustees
  - ii) the Superintendent and/or the Secretary-Treasurer
  - iii) the Assistant Superintendent
  - iv) a representative from the Fraser-Cascade Administrators' Association
- Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423 and the Fraser-Cascade Teachers' Association.
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- c) For the positions of Assistant Superintendent of Schools, Personnel Relations Officer or Director of Instruction, the interviewing committee shall be comprised of:
  - i) all Trustees
  - ii) the Superintendent
  - iii) the Secretary-Treasurer
  - iv) a representative from the Fraser-Cascade Administrators' Association
- Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council Local 2423 and the Fraser-Cascade Teachers' Association.
- Advised) For Principal and Vice-Principal positions, the Superintendent of Schools, in consultation with the Board, shall decide if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
- 3. Prior to commencing recruitment for exempt or educational leadership positions, the Superintendent shall consult with the Board regarding:
  - 3.1. Newly created positions that expand administrative capacity, alter the district's organizational structure or positions where the assignment or reallocation of staff may significantly affect school operations or district-wide programming; and
    - 3.1.1. the intended recruitment approach, including position specifications, candidate qualifications being sought, and the anticipated selection process.
  - 3.2. The purpose of this consultation is to ensure alignment between administrative appointments and the Board's strategic priorities and to provide the Board with appropriate awareness of significant organizational decisions, while respecting the Superintendent's operational authority in personnel matters.
  - 3.3. The Superintendent shall report to the Board regarding educational leadership appointments prior to their announcement to the system.

## Policy 4.50 Recruitment of Senior District Staff

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4. The Board Chair shall present formal job offers to the successful candidate for Superintendent. All other formal job offers shall be presented by the Superintendent.

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## **POLICY 4.10 EXPECTATIONS OF EMPLOYEES**

The Board of Education has established expectations for employees, aligned with the district's core values, to guide the behaviors and actions of employees.

### **Definitions**

- Professional Boundaries – The physical, emotional, communication, time and social distances employees maintain to ensure structure, security, and predictability in educational settings.
- Drug - For the purpose of policy, the term “drug” includes, but is not limited to, cannabis or any substance which affects a person’s physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body. A drug includes both legal and illegal forms of such substances, or medications taken pursuant to a valid prescription and in accordance with a physician’s directions.

Employees are expected to:

### **General Conduct**

- ensure the safety, well-being, and educational needs of students are a paramount priority.
- treat all individuals with respect and dignity.
- create and maintain a supportive and nurturing environment.
- foster equity, empathy, and inclusion through all interactions with colleagues, students, parents, and community members.
- practice factual, courteous, and respectful, communication at all times, using appropriate language and tone, in verbal, written and electronic exchanges.
- never make comments or engage in conduct which they know or ought to know is intimidating, humiliating, hostile, offensive, discriminatory, or violent.
- refrain from any comments or behaviours which are known or ought to be known to discriminate on the basis of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, and/or any other personal characteristic.

### **Relationships with Students and Parents/Guardians/Caregivers**

- respect and maintain appropriate professional boundaries between themselves and students, acting at all times in a manner consistent with their obligations under any applicable professional codes of conduct.
- never abuse the privileged position of authority, trust, and influence they hold.

## Policy 4.10 Employee Expectations

- respond to parent/ guardian/caregiver concerns in a timely, attentive, and respectful manner.

### Use of Confidential Information:

- treat student records, personal information, and sensitive data with the utmost care and confidentiality.
- safeguard confidential information and never share with unauthorized individuals, except as required by law or authorized by the district.

### Off-Duty Conduct and Social Media

- maintain a positive and professional image outside working hours so as to not negatively affect the District's operations, reputation and work environment
- use social media responsibly, ensuring that content shared does not compromise professional integrity or violate the rights and privacy of students, colleagues, or parents/guardians/caregivers.

### Conflict of Interest

- disclose potential conflicts by promptly reporting any personal, financial, or professional relationships that could interfere with objective decision-making or create perceived favoritism.
- avoid dual relationships by refraining from tutoring, coaching, or providing paid services to students they teach or supervise; decline personal business transactions with students or families.
- maintain impartiality by ensuring that personal relationships (family members, friends' children) do not influence grading, discipline, opportunities, or professional judgment
- decline inappropriate gifts by refusing gifts, favors, or benefits from students or families that could create obligation or appear to influence professional decisions
- separate personal interests from professional duties by avoiding using their position for personal gain, such as promoting personal businesses, soliciting donations for personal causes, or directing school resources to benefit themselves
- notify administration when they observe potential conflicts of interest that could compromise student welfare or district integrity
- consult with administration whenever uncertain whether a situation constitutes a conflict of interest.

### Drug and Alcohol Use

- never perform duties while impaired by the effects of alcohol, drugs or prescription or non-prescription medication, ensuring the safety and well-being of colleagues and students.
- take reasonable action to prevent another employee from working under the influence of drugs or alcohol, and report it to their direct Supervisor immediately if they believe

## Policy 4.10 Employee Expectations

that a worker is impaired by alcohol, drugs or prescription or non-prescription medication, or observes what appears to be an unsafe or harmful condition or act.

### Attendance FROM POLICY 6540 ABSENTEEISM REPORTING BY STAFF

- be regularly available for their scheduled work, including arriving on time
- follow district procedures for absences, lates and requesting leaves
- respond positively to interventions to assist with attendance and punctuality issues.

### Workplace Attire

- exercise good judgement and reasonableness when selecting work attire that is appropriate for the intended work, and when required, in accordance with WorkSafe BC and other safety considerations.

### Political Participation

- when participating in the democratic process at any level, including being a member of a political party, supporting a candidate for elected office, campaigning in elections, and running for or holding public office, this must be done on their own time, and with care to ensure separation between their private activities and their association with the District.
- never use school district facilities, equipment or resources in the support of these activities.

### Post-Employment Obligations

When employees leave the employ of the district they have an ongoing responsibilities to the District to:

- protect confidential information – the confidentiality of sensitive and/or personal information, as realized through their employment with the District, must be maintained. Confidential information must not be disclosed. It must not be used for personal gain or shared with future employers.
- return district property – any property, materials, or documents, must be returned on or before an employee's last working day, including but not limited to, files, records, keys, security passes, and any electronic equipment or mobile devices.

Employees must immediately notify the Assistant Superintendent Human Resources if they are charged with a criminal offence which may be relevant to their employment, including but not limited to, a relevant or specified offence under the BC *Criminal Records Review Act*. When uncertain whether to disclose a particular charge, employees should consult Human Resources for guidance.

Employees are to report any concerns or violations of this policy to their immediate supervisor.

## Policy 4.10 Employee Expectations

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A breach of these expectations may result in disciplinary action, up to and including dismissal.



## **POLICY 4.10 ~~STAFF~~ EXPECTATIONS OF EMPLOYEES**

The Board of Education has established expectations for employees, aligned with the district's core values, to guide the behaviors and actions of employees.

### Definitions

- Professional Boundaries – The physical, emotional, communication, time and social distances employees maintain to ensure structure, security, and predictability in educational settings.
- Drug - For the purpose of policy, the term “drug” includes, but is not limited to, cannabis or any substance which affects a person’s physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body. A drug includes both legal and illegal forms of such substances, or medications taken pursuant to a valid prescription and in accordance with a physician’s directions.

Employees are expected to:

### General Conduct

- ensure the safety, well-being, and educational needs of students are a paramount priority.
- treat all individuals with respect and dignity.
- create and maintain a supportive and nurturing environment.
- foster equity, empathy, and inclusion through all interactions with colleagues, students, parents, and community members.
- practice factual, courteous, and respectful, communication at all times, using appropriate language and tone, in verbal, written and electronic exchanges.
- never make comments or engage in conduct which they know or ought to know is intimidating, humiliating, hostile, offensive, discriminatory, or violent.
- refrain from any comments or behaviours which are known or ought to be known to discriminate on the basis of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, and/or any other personal characteristic.

### Relationships with Students and Parents/Guardians/Caregivers

- respect and maintain appropriate professional boundaries between themselves and students, acting at all times in a manner consistent with their obligations under any applicable professional codes of conduct.



## Policy 4.10 Employee Expectations

- never abuse the privileged position of authority, trust, and influence they hold.
- respond to parent/ guardian/caregiver concerns in a timely, attentive, and respectful manner.

### Use of Confidential Information:

- treat student records, personal information, and sensitive data with the utmost care and confidentiality.
- safeguard confidential information and never share with unauthorized individuals, except as required by law or authorized by the district.

### Off-Duty Conduct and Social Media

- maintain a positive and professional image outside working hours so as to not negatively affect the District's operations, reputation and work environment
- use social media responsibly, ensuring that content shared does not compromise professional integrity or violate the rights and privacy of students, colleagues, or parents/guardians/caregivers.

### Conflict of Interest

- disclose potential conflicts by promptly reporting any personal, financial, or professional relationships that could interfere with objective decision-making or create perceived favoritism.
- avoid dual relationships by refraining from tutoring, coaching, or providing paid services to students they teach or supervise; decline personal business transactions with students or families.
- maintain impartiality by ensuring that personal relationships (family members, friends' children) do not influence grading, discipline, opportunities, or professional judgment
- decline inappropriate gifts by refusing gifts, favors, or benefits from students or families that could create obligation or appear to influence professional decisions
- separate personal interests from professional duties by avoiding using their position for personal gain, such as promoting personal businesses, soliciting donations for personal causes, or directing school resources to benefit themselves
- notify administration when they observe potential conflicts of interest that could compromise student welfare or district integrity
- consult with administration whenever uncertain whether a situation constitutes a conflict of interest.

### Drug and Alcohol Use

- never perform duties while impaired by the effects of alcohol, drugs or prescription or non-prescription medication, ensuring the safety and well-being of colleagues and students.

## Policy 4.10 Employee Expectations

- take reasonable action to prevent another employee from working under the influence of drugs or alcohol, and report it to their direct Supervisor immediately if they believe that a worker is impaired by alcohol, drugs or prescription or non-prescription medication, or observes what appears to be an unsafe or harmful condition or act.

### Attendance FROM POLICY 6540 ABSENTEEISM REPORTING BY STAFF

- be regularly available for their scheduled work, including arriving on time
- follow district procedures for absences, lates and requesting leaves
- ~~The Board of Education recognizes the contribution each employee makes to the achievement of students and encourages initiatives and measures that support a healthy lifestyle for staff. This includes promoting~~respond positively to early interventions to assist ~~employees demonstrating~~with attendance and punctuality issues., and supporting programs and practices that aid in returning employees safely to the workplace.

~~All members of staff absent from duty or absent from their regular site for any cause shall report the fact on the prescribed report form, giving the reasons in full for such absences.~~

- ~~2. All staff members will complete the district "Request for Leave" form prior to absences (or upon return in the case of emergencies or illness) with the exception of the Superintendent, Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, and Principals/Vice-Principals who will use the Monthly Leave form.~~

~~3. To facilitate District processing, completed leave forms will be sent to the Board Office each week.~~

### Workplace Attire

- exercise good judgement and reasonableness when selecting work attire that is appropriate for the intended work, and when required, in accordance with WorkSafe BC and other safety considerations.

### Political Participation

- when participating in the democratic process at any level, including being a member of a political party, supporting a candidate for elected office, campaigning in elections, and running for or holding public office, this must be done on their own time, and with care to ensure separation between their private activities and their association with the District.
- ~~must not~~never use school district facilities, equipment, or resources in the support of these activities.

### Post-Employment Obligations

When employees leave the employ of the district they have an ongoing responsibilities to the District to:

- protect confidential information – the confidentiality of sensitive and/or personal information, as realized through their employment with the District, must be maintained. Confidential information must not be disclosed. It must not be used for personal gain or shared with future employers.
- return district property – any property, materials, or documents, must be returned on or before an employee's last working day, including but not limited to, files, records, keys, security passes, and any electronic equipment or mobile devices.

### Political Participation

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-Employees must immediately notify the Assistant Superintendent Human Resources if they are charged with a criminal offence which may be relevant to their employment, including but not limited to, a relevant or specified offence under the BC *Criminal Records Review Act*. When uncertain whether to disclose a particular charge, employees should consult Human Resources for guidance.

Employees are to report any concerns or violations of this policy to their immediate supervisor.

A breach of these expectations may result in disciplinary action, up to and including dismissal.