



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BOARD MEETING AGENDA

Date: Tuesday, January 22, 2019
Time: 6:00 p.m.
Venue: **A.L. Fortune Secondary, Enderby**

A copy of the Agenda with attachments is available on the School District website at:
<https://sd83.bc.ca/board-meetings/> Board Meeting Agendas.
Alternatively, copies are available on request from the Executive Assistant to the Secretary-Treasurer.

Item	Description
MUSICAL PERFORMANCE – A.L. FORTUNE DRUMLINE	
1.	CALL TO ORDER
2.	WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY We open the meeting with the acknowledgement that the Board holds its meeting on the traditional territory of the Secwepemc people.
3.	AGENDA – CHANGES / ADDITIONS
4.	ADOPTION OF BOARD MEETING MINUTES A. Regular Board Meeting Minutes – December 18, 2018 Pg. 5 <u>Recommendation:</u> <i>That the Board of Education adopt the Regular Board Meeting Minutes of December 18, 2018 as presented.</i>
5.	ANNOUNCEMENTS A. Peter Jory, Superintendent B. Trustees
6.	DELEGATIONS
7.	EDUCATION COMPONENT A. Renewed Curriculum Approach at A.L. Fortune – Presentation Assistant Superintendent (Instruction): Carl Cooper Teachers: Annette Toop & Sherri Field Students: Tristan Godwin, Joey Flodin & Liam Rasmussen

Item	Description	
B.	Guarding Minds Survey Assistant Superintendent (HR): Ryan Brennan Director of Instruction: Carol-Ann Leidloff	Pg. 10
	Board Information	
C.	Education Plan Superintendent/CEO: Peter Jory	Pg. 114
	<u>Recommendation:</u> <i>That the Board of Education approve, in principle, the Education Plan as presented.</i>	
D.	Program Reviews – Indigenous Education, Music Program & Instructional Support Program (ISP) Superintendent/CEO: Peter Jory	
	Verbal Update	
E.	Risk Committee Trustee: Marty Gibbons	
	Verbal Update	
F.	Membership in BCPSEA Trustee: Marty Gibbons	
	Verbal Update	
8.	BUSINESS ARISING NONE	
9.	DISCUSSION ITEMS	
A.	Field Trip Request – Salmon Arm Secondary (Jackson) – Paris, France Superintendent/CEO: Peter Jory	Pg. 116
	<u>Recommendation:</u> <i>That the Board of Education approve, in principle, the Salmon Arm Secondary (Jackson) field trip to Paris, France in March 2020.</i>	
B.	Field Trip Request – Pleasant Valley Secondary – Italy & Greece Superintendent/CEO: Peter Jory	Pg. 118
	<u>Recommendation:</u> <i>That the Board of Education approve, in principle, the Pleasant Valley Secondary field trip to Italy and Greece in March 2020.</i>	

Item	Description	
C.	International Student Program Superintendent/CEO: Peter Jory	Pg. 120
	<u>Recommendation:</u> <i>That the Board of Education approve, in principle, the creation of an International Student Program that will enroll students in School District No. 83 for September 2019, within the suggested guidelines.</i>	
D.	South Canoe Elementary – Consideration of K-7 for 2019/2020 Assistant Superintendent (Instruction): Carl Cooper	Pg. 126
	<u>Recommendation:</u> <i>That the Board of Education approve the transition of South Canoe Elementary to a Kindergarten to Grade 7 school with an Outdoor Learning Program for September 2019.</i>	
10.	COMMITTEE REPORTS	
A.	Education Directions Committee Chair: Trustee Marianne VanBuskirk	
B.	Finance & Facilities / Audit Committee Chair: Trustee Amanda Krebs	
C.	Labour Relations Committee Chair: Trustee Quentin Bruns	
D.	Partner Group Liaison Committee Chair: Trustee Marty Gibbons	
E.	Policy Committee Committee Chair: Trustee Tennile Lachmuth	Pg. 131
	i. Policy Initiation - Policy 110 – Mission and Values Statement	
	<u>Recommendation:</u> <i>That the Board of Education approve the initiation of Policy 110 – Mission and Values Statement.</i>	
	ii. Policy 120 – District Code of Conduct – First Reading	
	<u>Recommendation:</u> <i>That the Board of Education approve the first reading of Policy 120 – District Code of Conduct.</i>	
	iii. Policy 121 – Sexual Orientation and Gender Identity – First Reading	
	<u>Recommendation:</u> <i>That the Board of Education approve the first reading of Policy 121 – Sexual Orientation and Gender Identity.</i>	

Item	Description
	<p>iv. Policy 122 – Digital Citizenship – First Reading</p> <p><u>Recommendation:</u> <i>That the Board of Education approve the first reading of Policy 122 – Digital Citizenship.</i></p>
11.	<p>BCSTA UPDATE Verbal Update – Trustee Tennile Lachmuth</p>
12.	<p>INFORMATION ITEMS A. School Building Security Superintendent/CEO: Peter Jory</p> <p>Verbal Update</p>
13.	<p>QUESTION PERIOD</p> <p><i>The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations. Question Period is not a platform for presentations or personal statements.</i></p>
14.	<p>UPCOMING DATES / EVENTS Regular Board Meeting – February 19, 2019 – 6:00pm (Pleasant Valley Secondary, Armstrong)</p>
15.	<p>ADJOURNMENT</p> <p><u>Recommendation:</u> <i>That the January 22, 2019 Regular Board Meeting be adjourned.</i></p>

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Minutes of the Regular Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held at the District Education Support Centre on Tuesday, December 18, 2018.

Present:

M. VanBuskirk	Board Chair	P. Jory	Superintendent
Q. Bruns	Vice-Chair	B. Hunt	Acting Secretary-Treasurer
M. Gibbons	Trustee	C. Cooper	Assistant Superintendent (Instruction)
A. Krebs	Trustee	R. Brennan	Assistant Superintendent (HR)
T. Lachmuth	Trustee	C. Leidloff	Director of Instruction – Student Learning

1. CALL TO ORDER

The Meeting was called to order at 6:00 p.m. by Board Chair Marianne VanBuskirk.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Chair VanBuskirk opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. AGENDA ADDITIONS / CHANGES

None

4. ADOPTION OF BOARD MEETING MINUTES

A. Regular Board Meeting Minutes - November 20, 2018

113/2018 *"That the Board of Education adopt the Regular Board Meeting Minutes of November 20, 2018 as presented."*
CARRIED

5. ANNOUNCEMENTS

- A.** Peter Jory, Superintendent
- B.** Trustees
- C.** Bus Safety Initiative

6. DELEGATION

- A. District of Sicamous – Biomass Heating Project**
Joe McCulloch – District of Sicamous

114/2018 *"That the Board of Education write a letter to the District of Sicamous in Support of its grant application to Natural Resources Canada's Clean Energy for Rural and Remote Communities: BioHeat, Demonstration and Deployment Program Stream for advancement of a biomass heating project for the District of Sicamous."*
CARRIED

"That the Board of Education express interest in understanding how the bio-energy program could benefit the local schools and reduce both its carbon use and save money on its fuel and heating bills."

7. EDUCATION COMPONENT

- A. WE School Impact Report – Me to We District Student Team Presentation**
Assistant Superintendent (Instruction): Carl Cooper

Presentation by the Me to We District Student Team regarding the projects they do within the District as well as globally and on their trip to Vancouver for We Day in November.

8. BUSINESS ARISING

None

9. DISCUSSION ITEMS

- A. Field Trip Request – Shuswap Middle School – Montreal, Quebec & Ottawa**
Superintendent/CEO: Peter Jory

115/2018 CARRIED *“That the Board of Education approve, in principle, Shuswap Middle School field trip to Montreal, Quebec and Ottawa in May 2019.”*

- B. Field Trip Request – Salmon Arm Secondary Jazz Combo – Ottawa**
Superintendent/CEO: Peter Jory

116/2018 CARRIED *“That the Board of Education approve, in principle, the Salmon Arm Secondary Jazz Combo field trip to Ottawa in May 2019.”*

- C. District ‘App’ Project – Student Timetable Lookup**
PVSS Principal: Abbas El Gazzar
PVSS Student: Aidan Eglin

117/2018 CARRIED *“That the Board of Education approve, in principle, the request from PVSS student Aidan Eglin to transfer student timetable data from the School District server to his personal server on the following conditions:*
a) 2018/19 trial and may be extended to 2019/20 if project is successful;
b) parent consent given, which may be revoked at anytime (CIMS electronic form);
c) approval by the Manager of Information Services;
d) transferred student data to be deleted July of each year.”

- D. MyEducation BC**
Superintendent/CEO: Peter Jory
District Principal: Reid Findlay

118/2018 CARRIED *“That the Board of Education approve the implementation of the Provincial Student Information System “MyEducation BC” for the 2019/20 school year.”*

E. Community Child Care Space Creation Program

Acting Secretary-Treasurer: Bruce Hunt

**119/2018
CARRIED**

"That the Board of Education write a letter to the City of Salmon Arm in support of its application of a Community Child Care Planning Grant, and further that, the Board of Education advise the City of Salmon Arm that, if requested, we would be pleased to participate in the assessment process for site locations."

F. District Music Program

Trustee: Marty Gibbons

Verbal discussion and update regarding District Music. Superintendent/CEO Peter Jory indicated a program review was being planned.

G. Seatbelts on School Busses

Trustee: Marty Gibbons

Verbal discussion and update regarding safety and seatbelts on school busses. Transportation Department to bring back information on this matter.

H. Christmas Concerts

Trustee: Quentin Bruns

Verbal discussion and update regarding Christmas concerts and cultural diversity.

I. Occupational Health & Safety

Trustee: Marty Gibbons

Verbal discussion and update regarding the Board and the District's responsibility in regard to Occupational Health & Safety.

J. Special Advisors Report

Trustee: Marty Gibbons

Verbal discussion and update regarding the Special Advisors Report, additional information on completed tasks requested.

10. POLICY

None

11. COMMITTEE REPORTS**A. Education Directions**

Committee Chair: Trustee Marianne VanBuskirk

Committee Chair Marianne VanBuskirk provided a brief verbal update.

B. Finance & Facilities / Audit

Committee Chair: Trustee Amanda Krebs

Committee Chair Amanda Krebs provided a brief verbal update.

C. Labour Relations

Committee Chair: Trustee Quentin Bruns

Committee Chair Quentin Bruns provided a brief verbal update.

D. Partner Group Liaison

Committee Chair: Trustee Marty Gibbons

Committee Chair Marty Gibbons provided a brief verbal update.

E. Policy Committee

Committee Chair: Tennile Lachmuth

Committee Chair Tennile Lachmuth and Superintendent/CEO Peter Jory provided a brief verbal update.

12. BCSTA UPDATE**A. 2018 BCSTA Trustee Academy & Provincial Council**

Trustee: Tennile Lachmuth

Trustee Tennile Lachmuth gave a verbal summary for Board information.

13. INFORMATION ITEMS**A. Statement of Financial Information (SOFI) Report**

Acting Secretary-Treasurer: Bruce Hunt

Acting Secretary-Treasurer Bruce Hunt spoke to the report.

B. Financial Statements to November 31, 2018

Acting Secretary-Treasurer: Bruce Hunt

Acting Secretary-Treasurer Bruce Hunt spoke to the report he provided for information.

14. QUESTION PERIOD

The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations.

Question Period is not a platform for presentations or personal statements.

Question received regarding Occupational Health & Safety committees and training for new committee members. Staff to review and provide a response.

15. UPCOMING DATES / EVENTS

Regular Board Meeting – January 22, 2019 – 6:00 p.m. (A.L Fortune Secondary, Enderby)

16. ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Certified Correct:

Marianne VanBuskirk
Board Chair

Bruce Hunt, CPA, CGA
Acting Secretary-Treasurer



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: Board of Education **DATE:** 22 January 2019
FROM: Ryan Brennan, Assistant Superintendent, Human Resources and
 Carol-Ann Leidloff, Director of Instruction, Inclusive Education
RE: **Guarding Minds at Work Survey**

Purpose

The purpose of this briefing note is to familiarize the Board with the results of the Guarding Minds at Work survey.

Background

The District is in the second year of a two-year project with the Mental Well Being Coaching Initiative through the Well Ahead Foundation. Laura Paiement, Marie Seibel and Carol-Ann Leidloff are leading this initiative. This led to the creation of our Wellness Committee and a focused effort to address the mental wellbeing of our students and staff.

Senior Staff had heard from our unions about their concerns regarding the wellness of our employees. In September 2018 the Wellness Committee decided to administer the Guarding Minds at Work Survey in an effort to collect data to help us clearly understand areas of strengths and concerns around the mental wellbeing of staff in our district.

The Guarding Minds Survey is an online tool and summary reports that compare an employer's results against a 2016 nationally representative sample of worker in industries and geographical regions across Canada. The survey assesses 13 domains.

The Survey was launched on November 5 and closed on December 12, 2018. 511 employees completed the survey (40.1% of total staff, including TTOCs and Casual Support Staff). Of these 511 employees, 37.4% (191) identified as CUPE, 54.2% (277) identified as NOSTA, and 8.4% (43) identified as PVP/Exempt.

The Wellness Committee met on December 14, 2018 to review the data and identify broad themes. Overall our results were consistent with organizations throughout the country. Themes which emerged from the data include a strength in the area of employee engagement. Our employees love their jobs and are committed to providing the best possible service to students. Areas of concern include work-life balance, workload, and to a lesser extent a feeling of being unrecognized for contributions. Additional areas to pay attention to include organizational culture and clear leadership and expectations.

Status

This data will be shared with District staff after this Board Meeting. The Wellness Committee will be

meeting again on February 6, 2019 to determine next steps based on this data. These next steps will be form the basis for the creation of a District Wellness Plan as it pertains to staff.

Recommendation

It is recommended that this briefing note be received by the Board for information.

Respectfully submitted,

Ryan Brennan
Assistant Superintendent, Human Resources

Carol-Ann Leidloff
Director of Instruction, Inclusive Education

ORGANIZATION: School District No. 83 (North Okanagan-Shuswap)

ORGANIZATIONAL REPRESENTATIVE: Ryan Brennan

SURVEY NAME: SD83 Employee Health & Wellness Survey - 2018

SURVEY CLOSE DATE: 2018-12-17 00:00:00

NUMBER OF EMPLOYEES WHO COMPLETED THIS SURVEY (TOTAL NUMBER OF EMPLOYEE RESPONDENTS): 511

REPORT GENERATION DATE: 2018-10-31 12:41:17

Table of Contents

- 1 Organization Information
- 2 Employee Demographic Information
- 3 Survey Results
 - Mean Score Report
 - Specific Areas of Concern
 - Employee Responses by Psychosocial Factor
 - Next Steps

1 Organization Information

Total number of employees, company-wide	500+
Number of employees who completed this survey (total number of employee respondents)	511
Type of organization	Not-for-profit
Industry sector	Public

2 Employee Demographic Information

Department / Branch

Percentage of total employee respondents (n=511)

CUPE	37.4%
NOSTA	54.2%
PVP/Exempt	8.4%

3 Survey Results

Overview

This Report provides an overview of your organization (or work unit) in relation to its performance across the Guarding Minds at Work psychosocial factors, across two data sets:

A. Mean Score Report

This report shows the organization's average score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison.

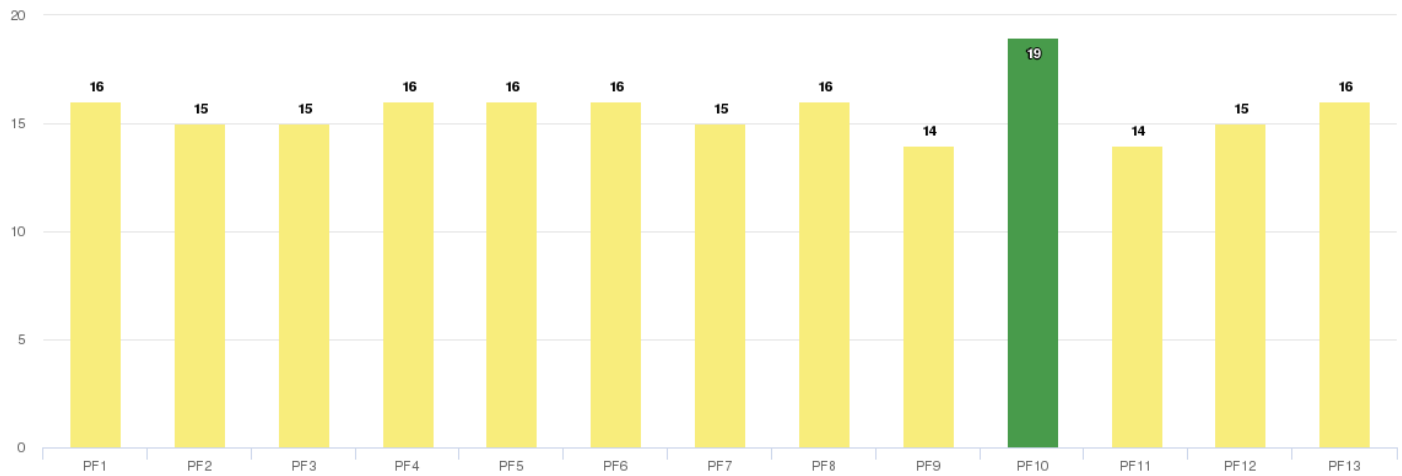
B. Employee Responses by Psychosocial Factor

These graphs display the percentage of employee responses that fall into each of the categories of concerns.

1. Review your results and identify any areas of concern or relative strength.
2. Take action with these resources from the Resources tab of the website:
 - a. Selection of Suggested Actions
 - b. Selection of Effective Actions: Applying a Quality Framework
 - c. Suggested Responses Documents
 - d. Action Planning Worksheets
3. Evaluate your actions with these resources from the Resources tab of the website:
 - a. Evaluation Worksheets: Getting Started
 - b. Evaluation Worksheets

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns
= 5 to 9

Significant Concerns
= 10 to 13

Minimal Concerns *
= 14 to 16

Relative Strengths **
= 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
PF2: Organizational Culture
PF3: Clear Leadership & Expectations
PF4: Civility & Respect
PF5: Psychological Competencies & Requirements
PF6: Growth & Development
PF7: Recognition & Reward

PF8: Involvement & Influence
PF9: Workload Management
PF10: Engagement
PF11: Balance
PF12: Psychological Protection
PF13: Protection of Physical Safety

Specific Areas of Concern

Here are the results for the Specific Areas of Concern questions from the Survey for your organization. The corresponding results of the 2016 national Ipsos Reid survey are presented below for comparison.

Results from your organization

n = 511 number of employees who completed this Survey (total number of employee respondents)

5.3% (n = 27) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

5.5% (n = 28) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

1.2% (n = 6) of respondents reported being treated unfairly in the workplace because they have a mental illness.

Results from Ipsos

n = 5010 number of employees who completed this Survey (total number of employee respondents)

8.7% (n = 435) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

10.1% (n = 507) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

3.5% (n = 176) of respondents reported being treated unfairly in the workplace because they have a mental illness.

In 2016, Ipsos was commissioned by Guarding Minds at Work to conduct a public opinion survey on psychosocial risks in Canadian workplaces using the Survey. In total, 5010 working Canadians across a nationally representative sample of industries and geographical regions completed the Survey.

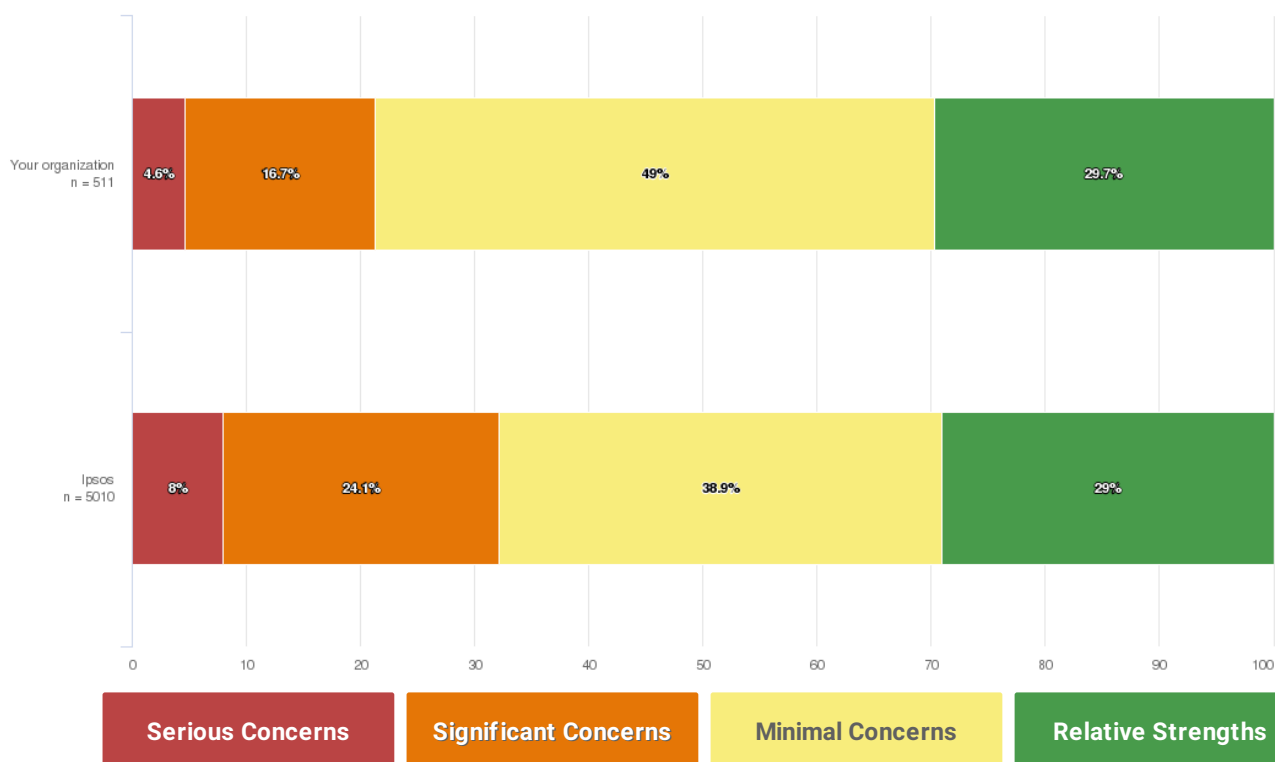
Employee Responses by Psychosocial Factor

The graphs in this section display the percentage of responses falling into each of the four areas of concern or relative strength, for each of the psychosocial factors. The corresponding results of the 2016 Ipsos Reid survey are presented immediately below each graph for comparison.

PSR1: Psychological Support

A work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer offers services or benefits that adequately address my psychological and mental health.
2. My supervisor would say or do something helpful if I looked distressed while at work.
3. I feel supported in my workplace when I am dealing with personal or family issues.
4. My workplace supports employees who are returning to work after time off due to a mental health condition.
5. People in my workplace have a good understanding of the importance of employee mental health.

PSR2: Organizational Culture

A work environment characterized by trust, honesty and fairness.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

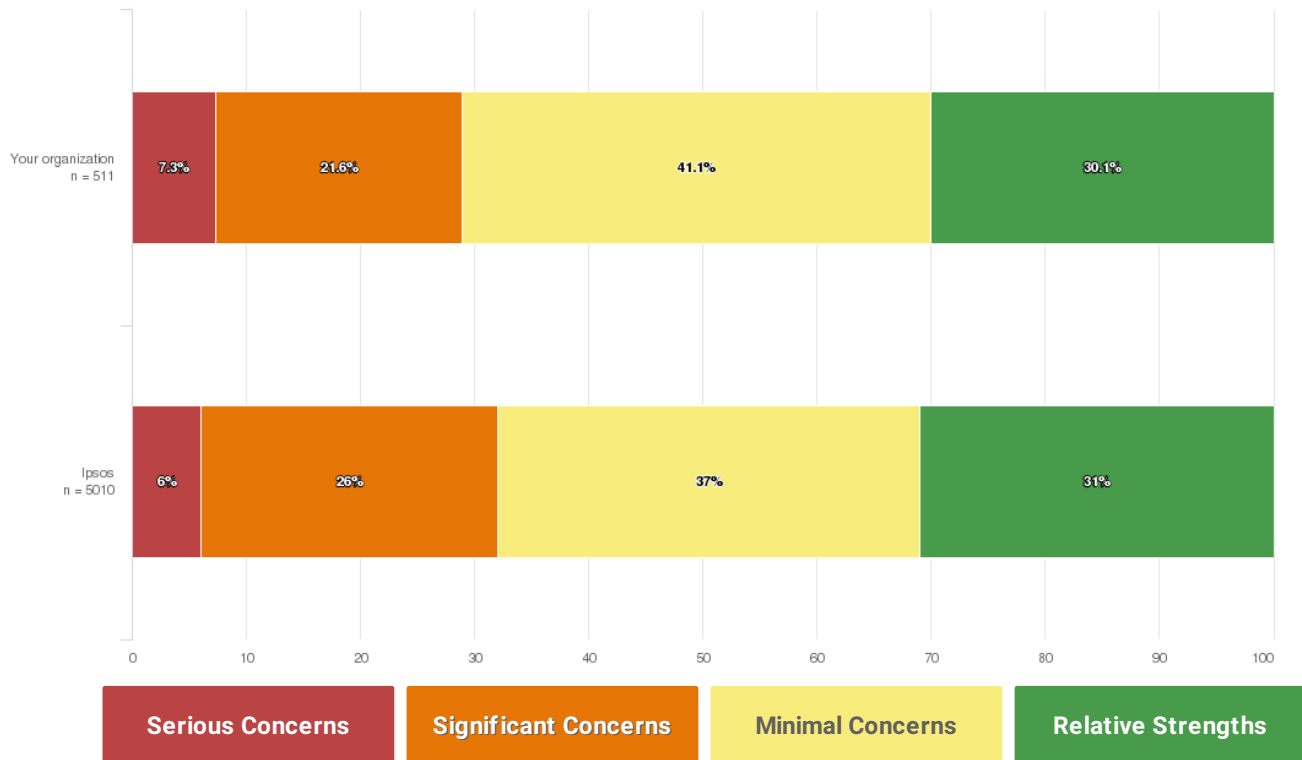
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. All people in our workplace are held accountable for their actions.
2. People at work show sincere respect for others' ideas, values and beliefs.
3. Difficult situations at work are addressed effectively.
4. I feel that I am part of a community at work.
5. Employees and management trust one another.

PSR3: Clear Leadership & Expectations

A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. In my job, I know what I am expected to do.
2. Leadership in my workplace is effective.
3. I am informed about important changes at work in a timely manner.
4. My supervisor provides helpful feedback on my performance.
5. My organization provides clear, effective communication.

PSR4: Civility & Respect

A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

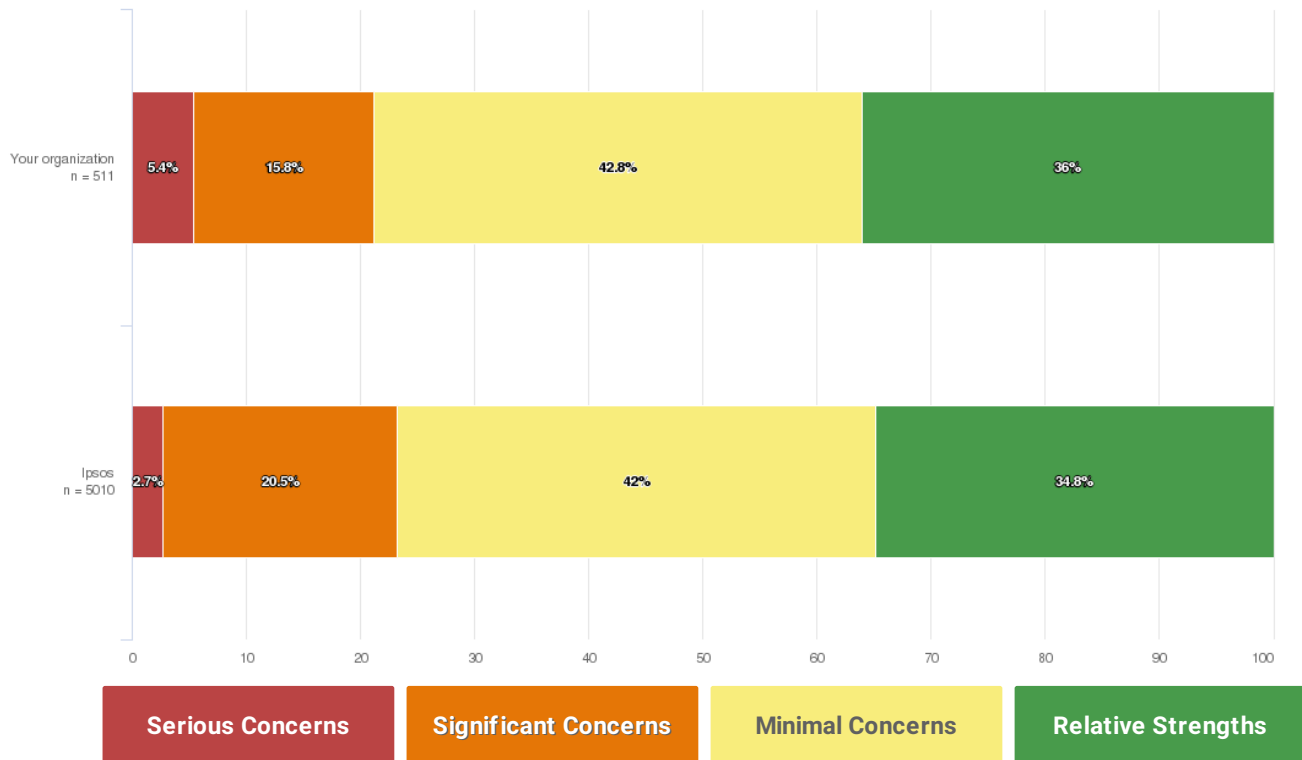
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. People treat each other with respect and consideration in our workplace.
2. Our workplace effectively handles "people problems" that exist between staff.
3. People from all backgrounds are treated fairly in our workplace.
4. Unnecessary conflict is kept to a minimum in our workplace.
5. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.

PSR5: Psychological Job Fit

A work environment where there is a good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

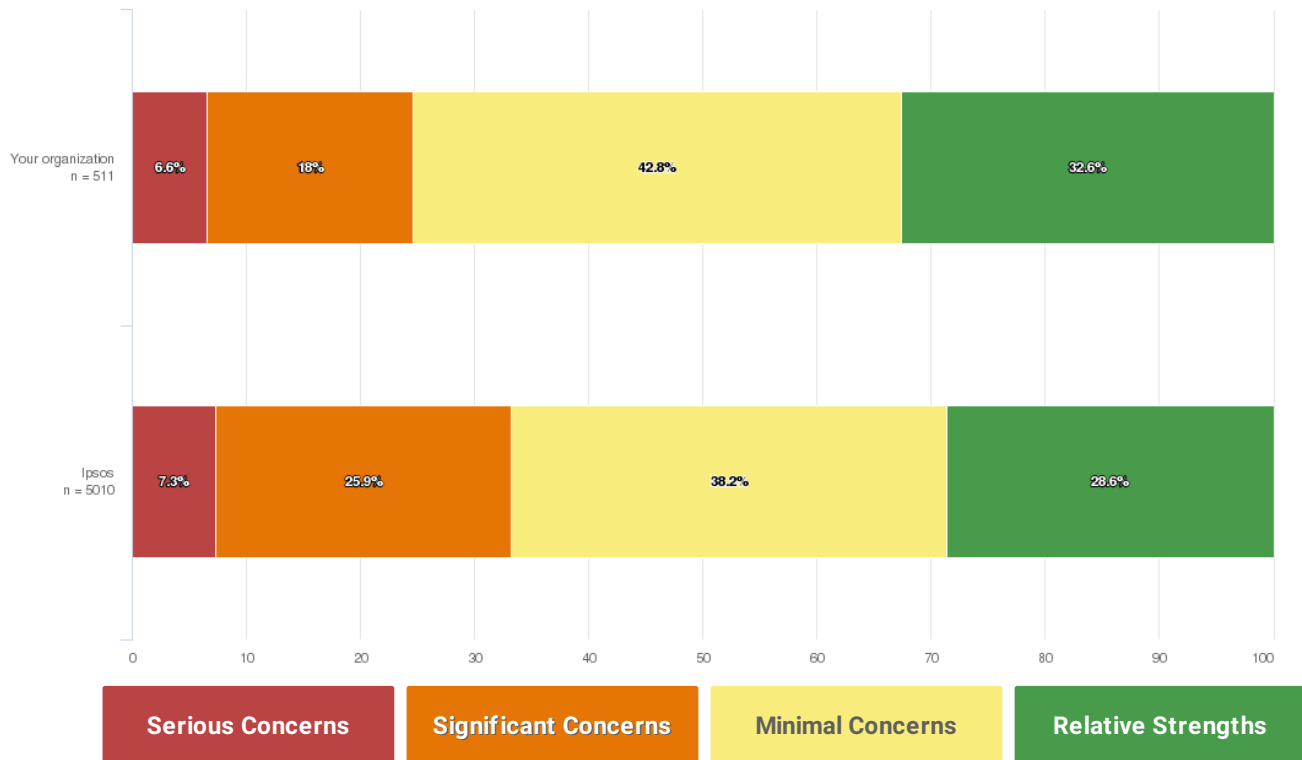
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.
2. My company hires people who fit well within the organization.
3. I have the social and emotional skills needed to do my job well.
4. My supervisor believes that social skills are as valuable as other skills.
5. My position makes good use of my personal strengths.

PSR6: Growth & Development

A work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

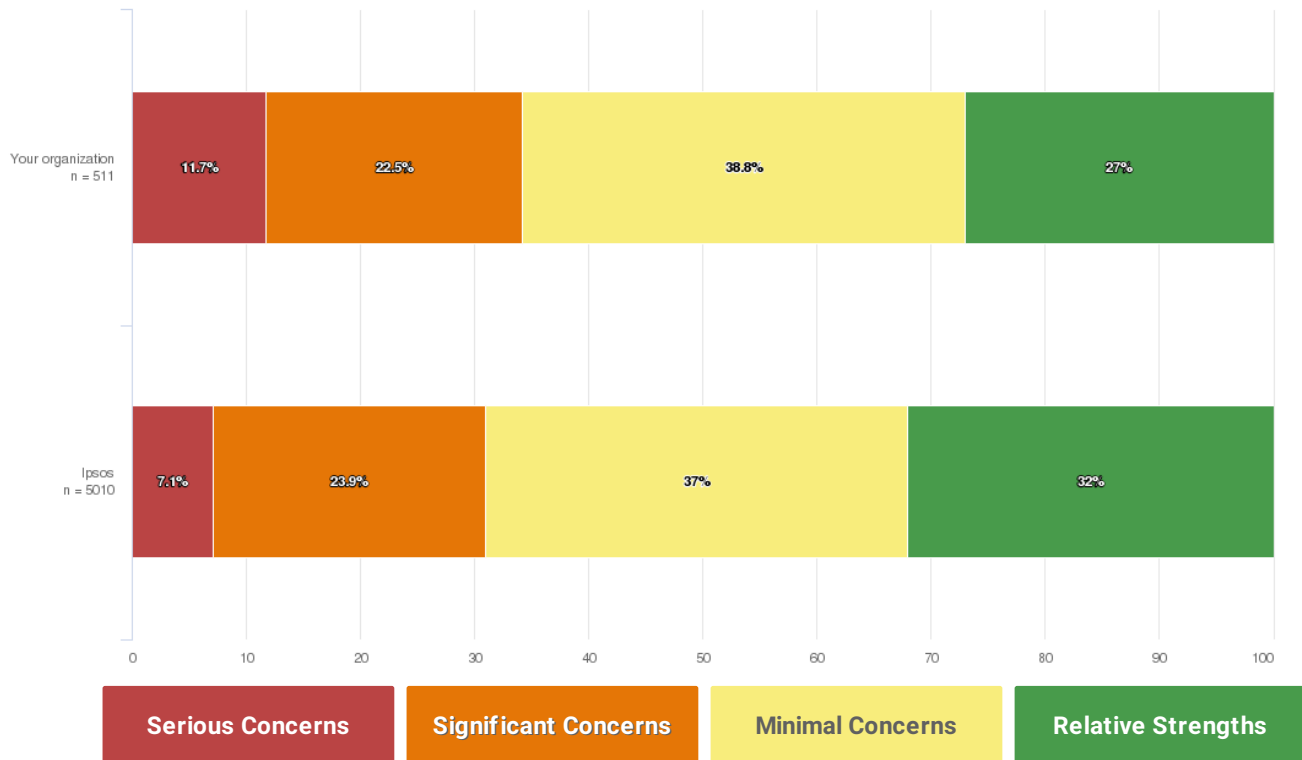
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I receive feedback at work that helps me grow and develop.
2. My supervisor is open to my ideas for taking on new opportunities and challenges.
3. I have the opportunity to advance within my organization.
4. My company values employees' ongoing growth and development.
5. I have the opportunity to develop my "people skills" at work.

PSR7: Recognition & Reward

A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

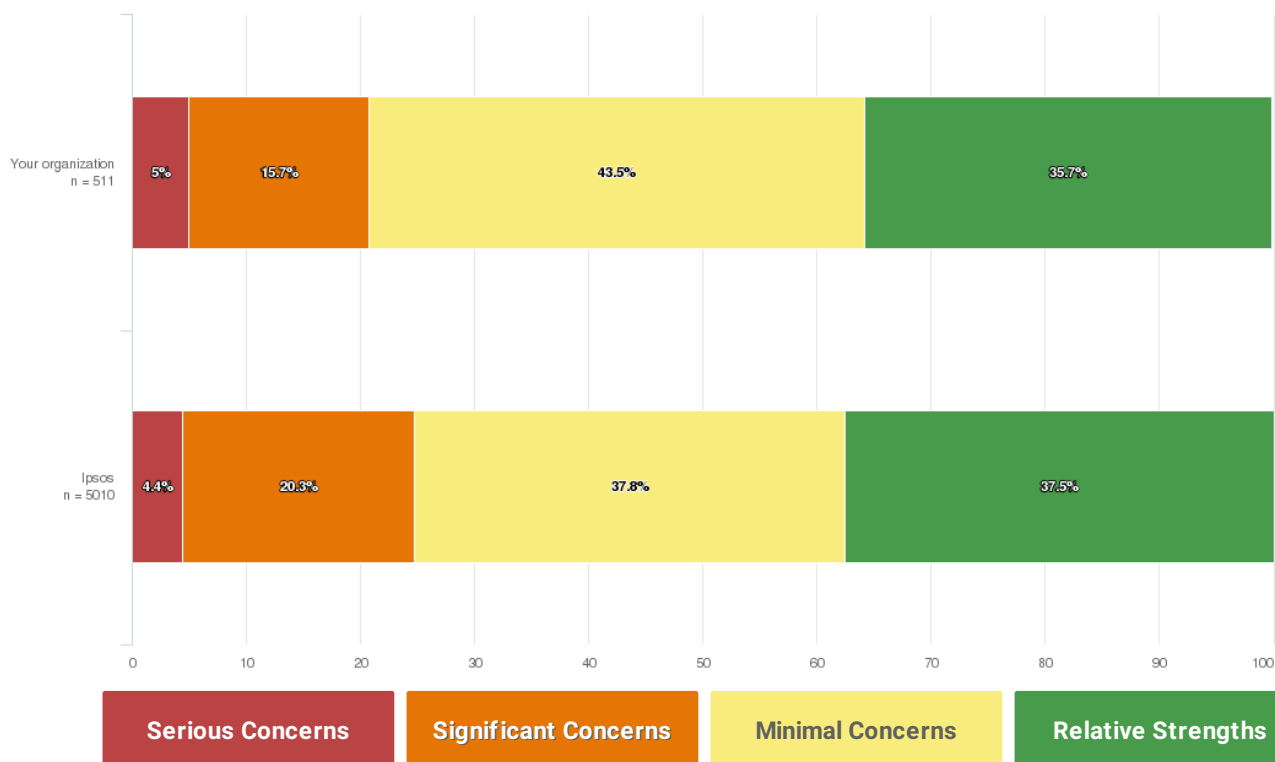
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My immediate supervisor appreciates my work.
2. I am paid fairly for the work I do.
3. My company appreciates extra effort made by employees.
4. Our organization celebrates our shared accomplishments.
5. My employer values my commitment and passion for my work.

PSR8: Involvement & Influence

A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

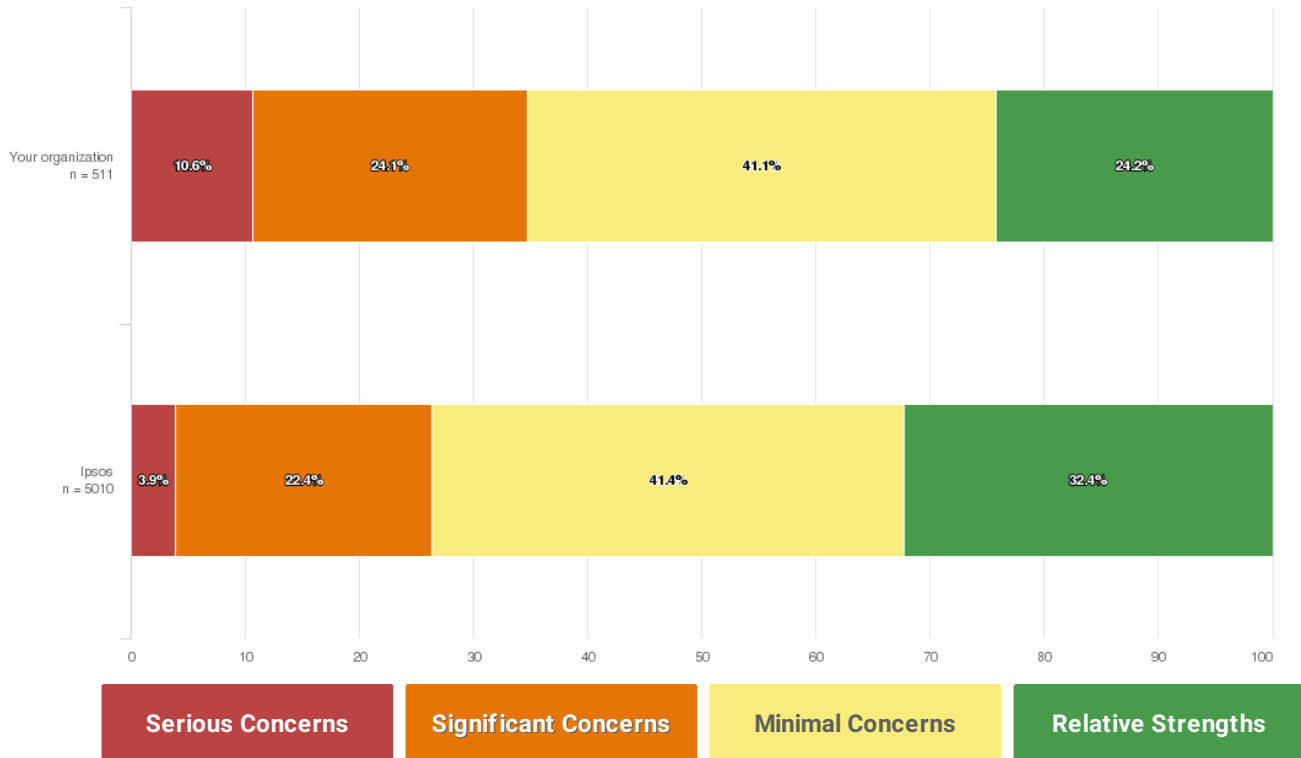
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I am able to talk to my immediate supervisor about how I do my work.
2. I have some control over how I organize my work.
3. My opinions and suggestions are considered at work.
4. I am informed of important changes that may impact how my work is done.
5. My employer encourages input from all staff on important issues related to their work.

PSR9: Workload Management

A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

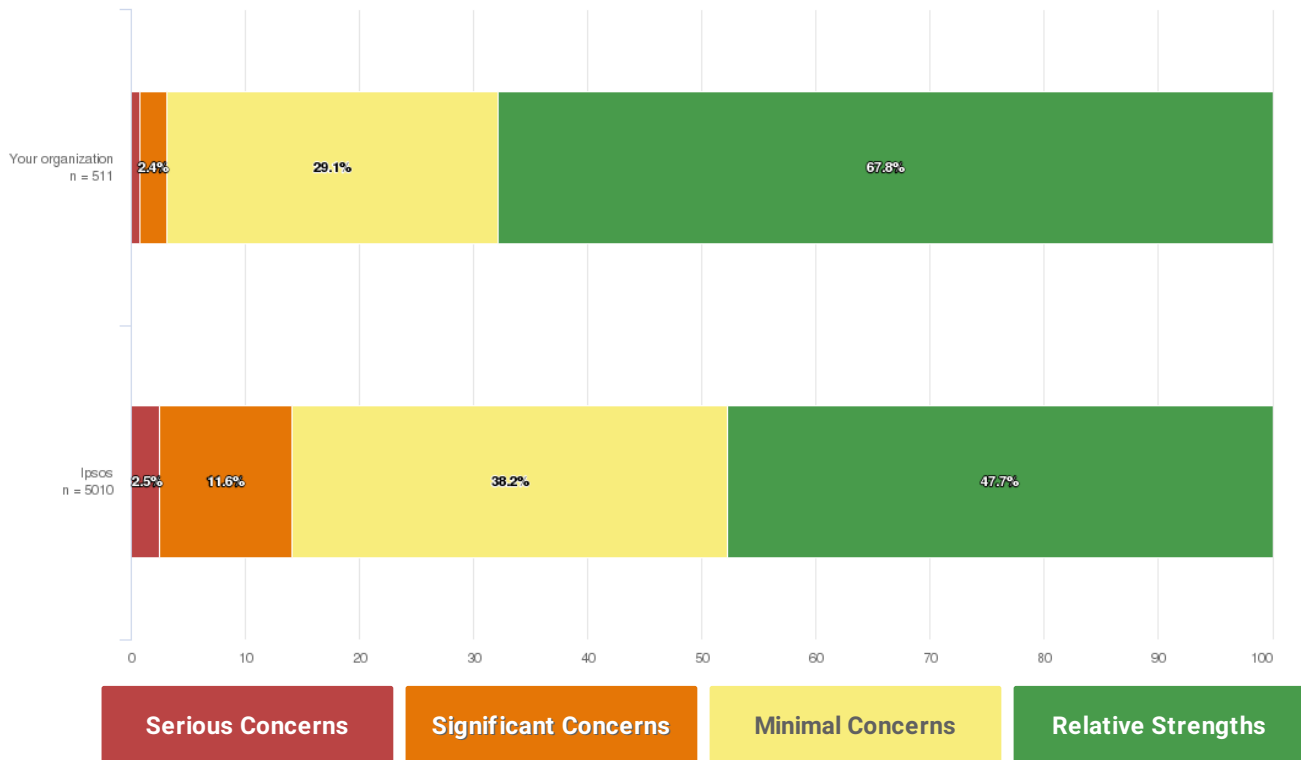
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. The amount of work I am expected to do is reasonable for my position.
2. I can talk to my supervisor about the amount of work I have to do.
3. I have the equipment and resources needed to do my job well.
4. My work is free from unnecessary interruptions and disruptions.
5. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.

PSR10: Engagement

A work environment where employees enjoy and feel connected to their work, and where they feel motivated to do their job well.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

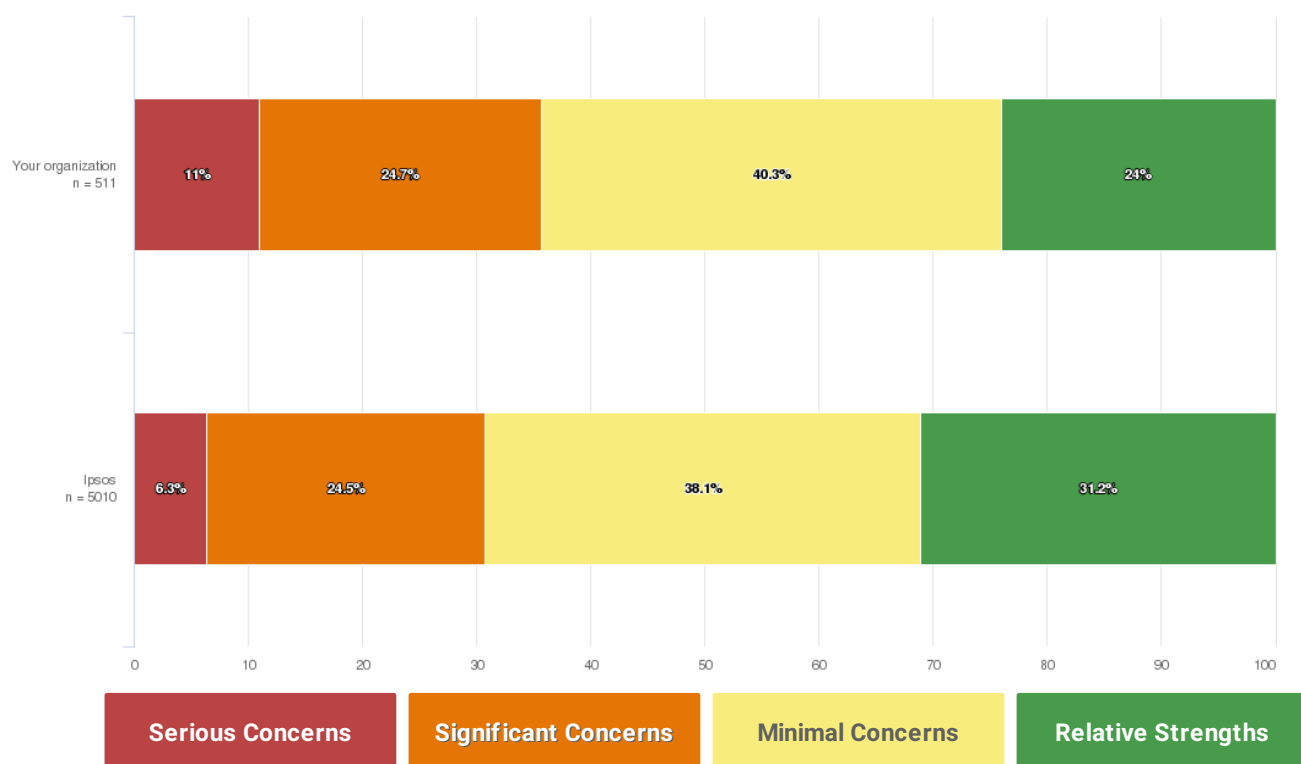
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I enjoy my work.
2. I am willing to give extra effort at work if needed.
3. My work is an important part of who I am.
4. I am committed to the success of my organization.
5. I am proud of the work I do.

PSR11: Balance

A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

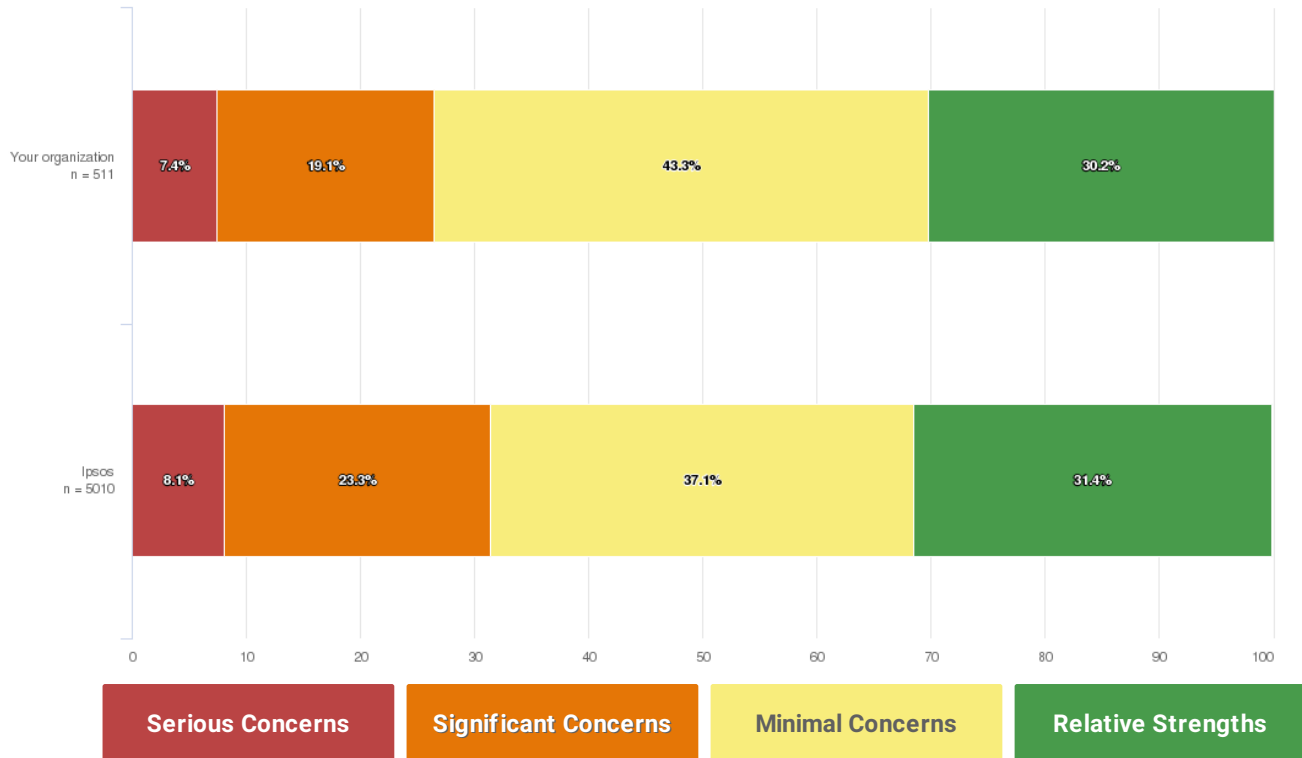
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).
2. I am able to reasonably balance the demands of work and personal life.
3. My employer promotes work-life balance.
4. I can talk to my supervisor when I am having trouble maintaining work-life balance.
5. I have energy left at the end of most workdays for my personal life.

PSR12: Psychological Protection

A work environment where employees' psychological safety is ensured.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

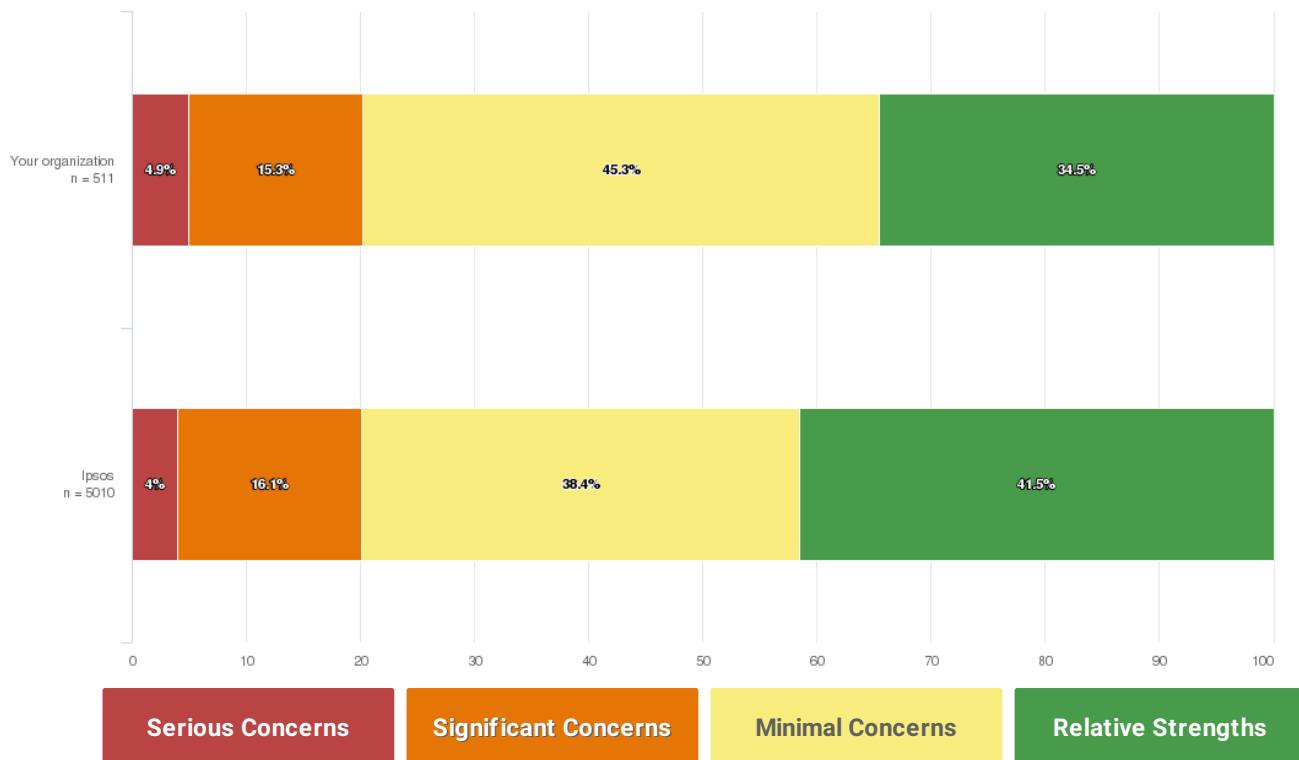
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer is committed to minimizing unnecessary stress at work.
2. My immediate supervisor cares about my emotional well-being.
3. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.
4. I would describe my workplace as being psychologically healthy.
5. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).

PSR13: Protection of Physical Safety

A work environment where management takes appropriate action to protect the

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Management takes appropriate action to protect my physical safety at work.
2. My employer offers sufficient training to help protect my physical safety at work (emergency preparedness, safe lifting, violence prevention).
3. When physical accidents occur or physical risks are identified, my employer responds effectively.
4. I have the equipment and tools I need to do my job in a physically safe way (protective clothing, adequate lighting, ergonomic seating).
5. My employer responds appropriately when workers raise concerns about physical safety.

Next Steps

Congratulations! You now have a profile of your organization (or work unit) and have the information needed to act. Refer to the Resources tab of the Guarding Minds at Work website for practical strategy and evidence-based suggested actions on how to improve the psychological health and safety in your workplace. It is also important to discuss the findings with employees to gain a better understanding of the results and to obtain input into possible interventions. Furthermore, it is important to evaluate these interventions taken over time to ensure they are effective and to take corrective action where needed. Refer to the Evaluation tools on the Resources tab of the Guarding Minds at Work website for help with this.

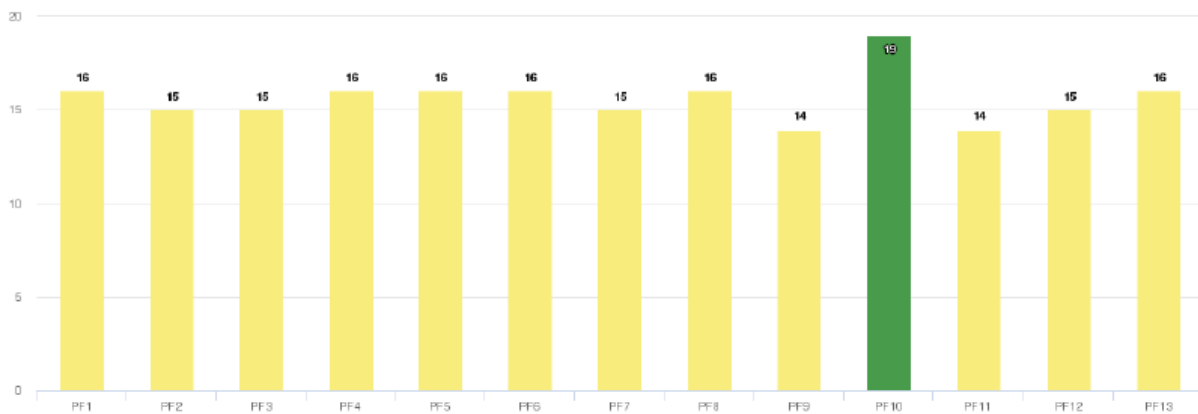
Remember that the psychosocial factors in your workplace are not going to change without action. Doing nothing is costly - commit to acting on these results. The results are of little value, and the survey process may actually have an adverse effect on employees if no meaningful and visible action follows. Keep in mind that efforts to address the psychological health and safety of a workplace are most likely to succeed when employers and employees work together.

DISTRICT

Department / Branch	
Percentage of total employee respondents (n=511)	
CUPE	37.4%
NOSTA	54.2%
PVP/Exempt	8.4%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns = 5 to 9	Significant Concerns = 10 to 13	Minimal Concerns * = 14 to 16	Relative Strengths ** = 17 to 20
-------------------------------------	---	---	--

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
 PF2: Organizational Culture
 PF3: Clear Leadership & Expectations
 PF4: Civility & Respect
 PF5: Psychological Competencies & Requirements
 PF6: Growth & Development
 PF7: Recognition & Reward

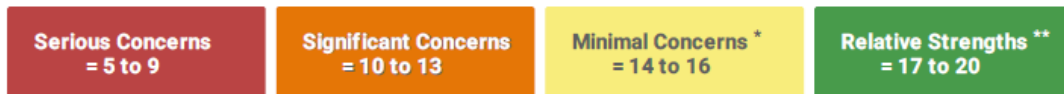
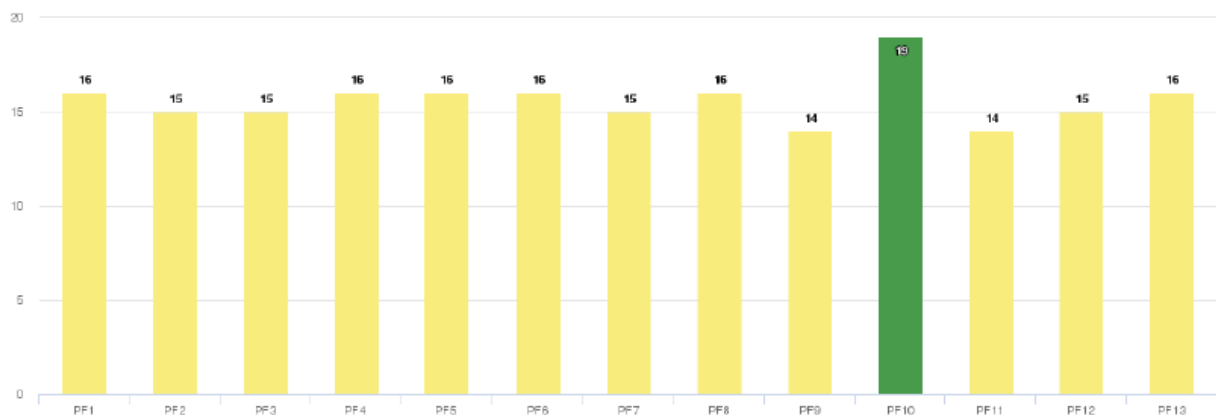
PF8: Involvement & Influence
 PF9: Workload Management
 PF10: Engagement
 PF11: Balance
 PF12: Psychological Protection
 PF13: Protection of Physical Safety

NOSTA

Department / Branch	
Percentage of total employee respondents (n=277)	
NOSTA	100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
 PF2: Organizational Culture
 PF3: Clear Leadership & Expectations
 PF4: Civility & Respect
 PF5: Psychological Competencies & Requirements
 PF6: Growth & Development
 PF7: Recognition & Reward

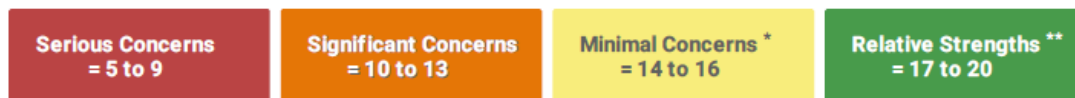
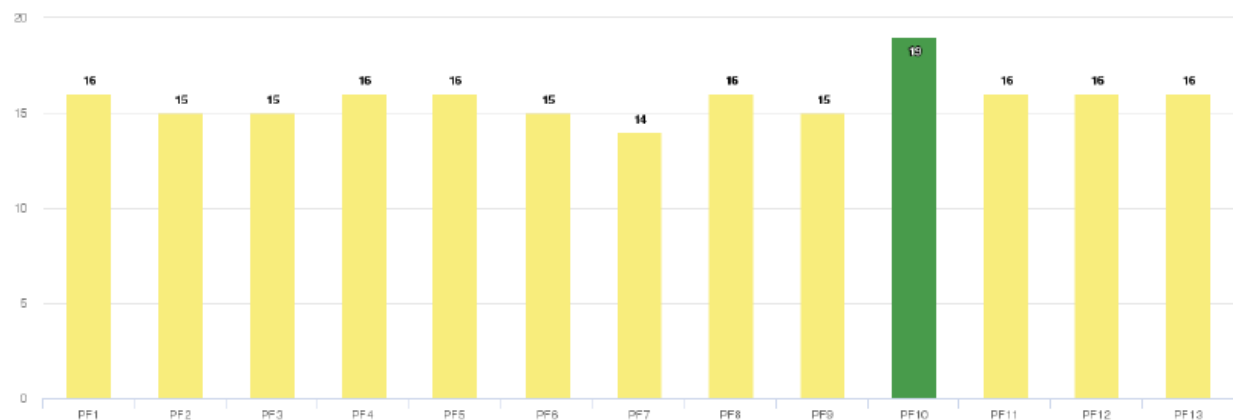
PF8: Involvement & Influence
 PF9: Workload Management
 PF10: Engagement
 PF11: Balance
 PF12: Psychological Protection
 PF13: Protection of Physical Safety

CUPE

Department / Branch
CUPE
Percentage of total employee respondents (n=191)
100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
 PF2: Organizational Culture
 PF3: Clear Leadership & Expectations
 PF4: Civility & Respect
 PF5: Psychological Competencies & Requirements
 PF6: Growth & Development
 PF7: Recognition & Reward

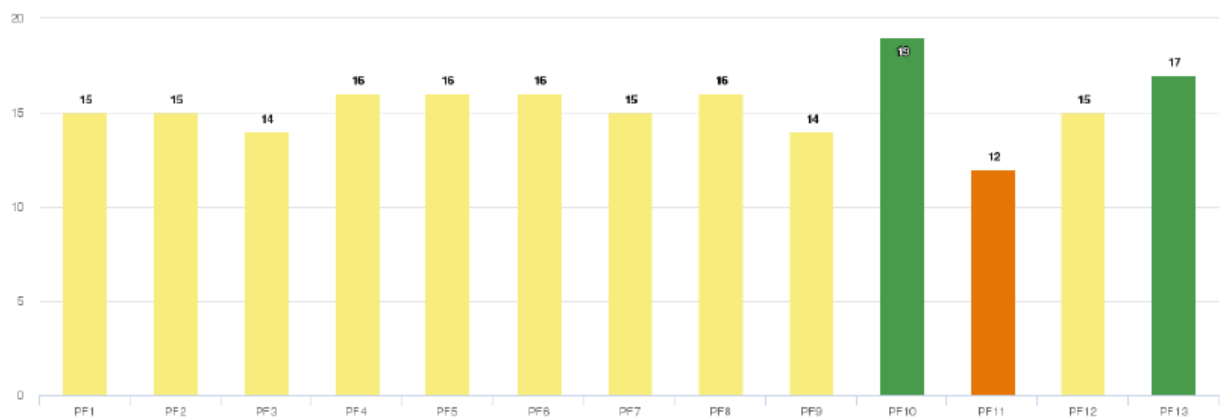
PF8: Involvement & Influence
 PF9: Workload Management
 PF10: Engagement
 PF11: Balance
 PF12: Psychological Protection
 PF13: Protection of Physical Safety

PVP/Exempt

Department / Branch	
Percentage of total employee respondents (n=43)	
PVP/Exempt	100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns
= 5 to 9

Significant Concerns
= 10 to 13

Minimal Concerns *
= 14 to 16

Relative Strengths **
= 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
 PF2: Organizational Culture
 PF3: Clear Leadership & Expectations
 PF4: Civility & Respect
 PF5: Psychological Competencies & Requirements
 PF6: Growth & Development
 PF7: Recognition & Reward

PF8: Involvement & Influence
 PF9: Workload Management
 PF10: Engagement
 PF11: Balance
 PF12: Psychological Protection
 PF13: Protection of Physical Safety

ORGANIZATION: School District No. 83 (North Okanagan-Shuswap)

ORGANIZATIONAL REPRESENTATIVE: Ryan Brennan

SURVEY NAME: SD83 Employee Health & Wellness Survey - 2018

SURVEY CLOSE DATE: 2018-12-17 00:00:00

NUMBER OF EMPLOYEES WHO COMPLETED THIS SURVEY (TOTAL NUMBER OF EMPLOYEE RESPONDENTS): 511

REPORT GENERATION DATE: 2018-10-31 12:41:17

Table of Contents

- 1 Organization Information
- 2 Employee Demographic Information
- 3 Survey Results
 - Next Steps

Please note that individual Guarding Minds at Work survey items need to be considered in the context of the Psychosocial Factor to which they belong. Each item was carefully selected to reflect specific and complementary aspects of that particular factor. Individual questions are much less valid if taken out of context, thus increasing the likelihood of misinterpretation and inappropriate action. Please note that the individual question report is not available for the Initial Scan Survey.

1 Organization Information

Total number of employees, company-wide	500+
Number of employees who completed this survey (total number of employee respondents)	511
Type of organization	Not-for-profit
Industry sector	Public

2 Percentage of Total Employees Respondents

Department / Branch

Percentage of total employee respondents (n=511)

CUPE	37.4%
NOSTA	54.2%
PVP/Exempt	8.4%

3 Survey Results

Overview

This report displays the percentage of respondents that selected each of the four responses options - Strongly Disagree, Somewhat Disagree, Somewhat Agree, and Strongly Agree. There is a graph for each question. The report is organized by factor, with each of the 5 questions referenced. This data is not being compared to the Ipsos Reid data set. These graphs are not related to degree of concern, but simply the distribution of each response option.

Each of these items should be viewed in the context of its associated psychosocial factor. Individual questions are much less valid if taken out of context, thus increasing the likelihood of misinterpretation and inappropriate action.

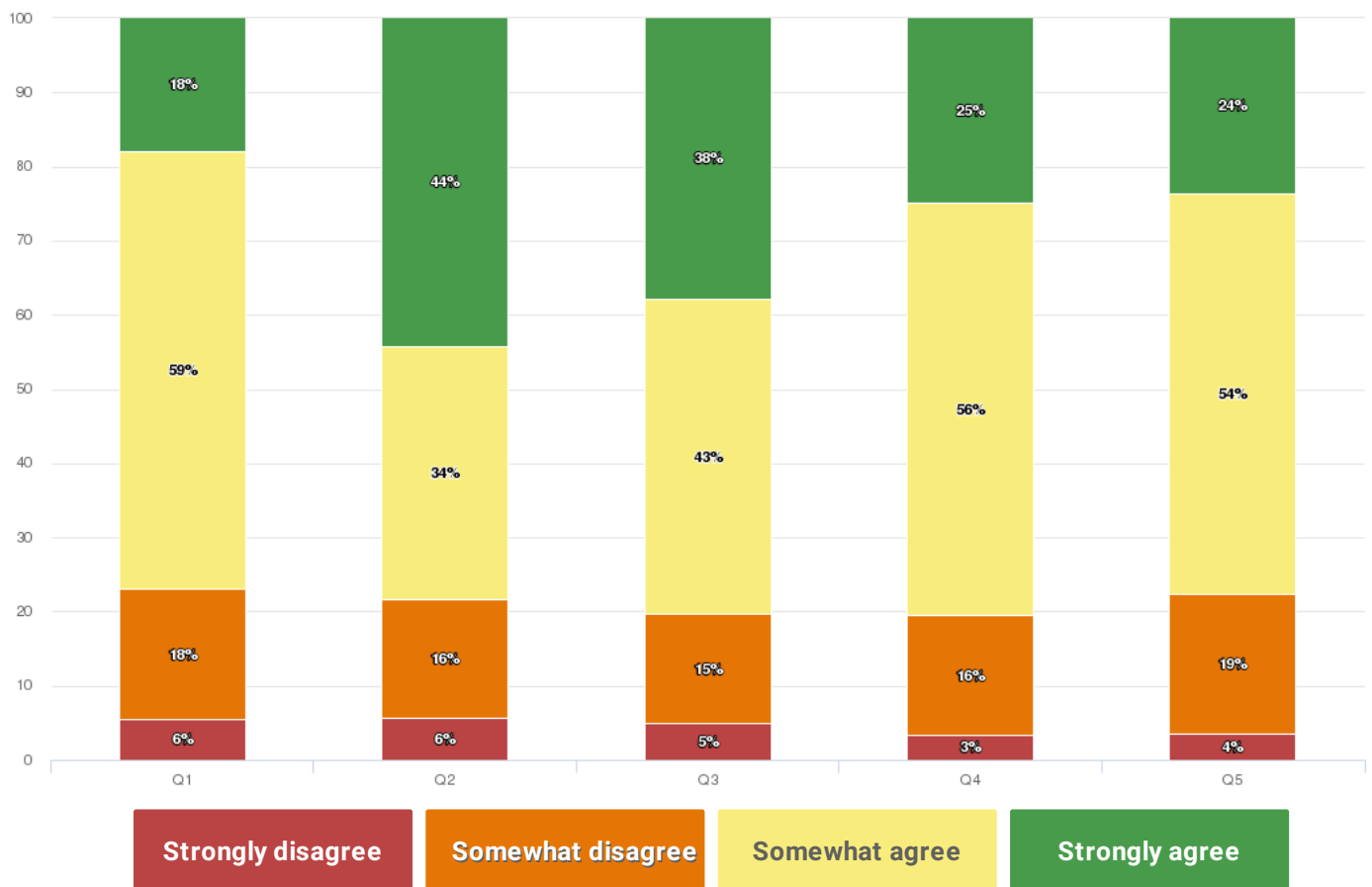
PSR1: Psychological Support

A work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer offers services or benefits that adequately address my psychological and mental health.
2. My supervisor would say or do something helpful if I looked distressed while at work.
3. I feel supported in my workplace when I am dealing with personal or family issues.
4. My workplace supports employees who are returning to work after time off due to a mental health condition.
5. People in my workplace have a good understanding of the importance of employee mental health.

Employee Responses: % by Area of Concern or Relative Strength



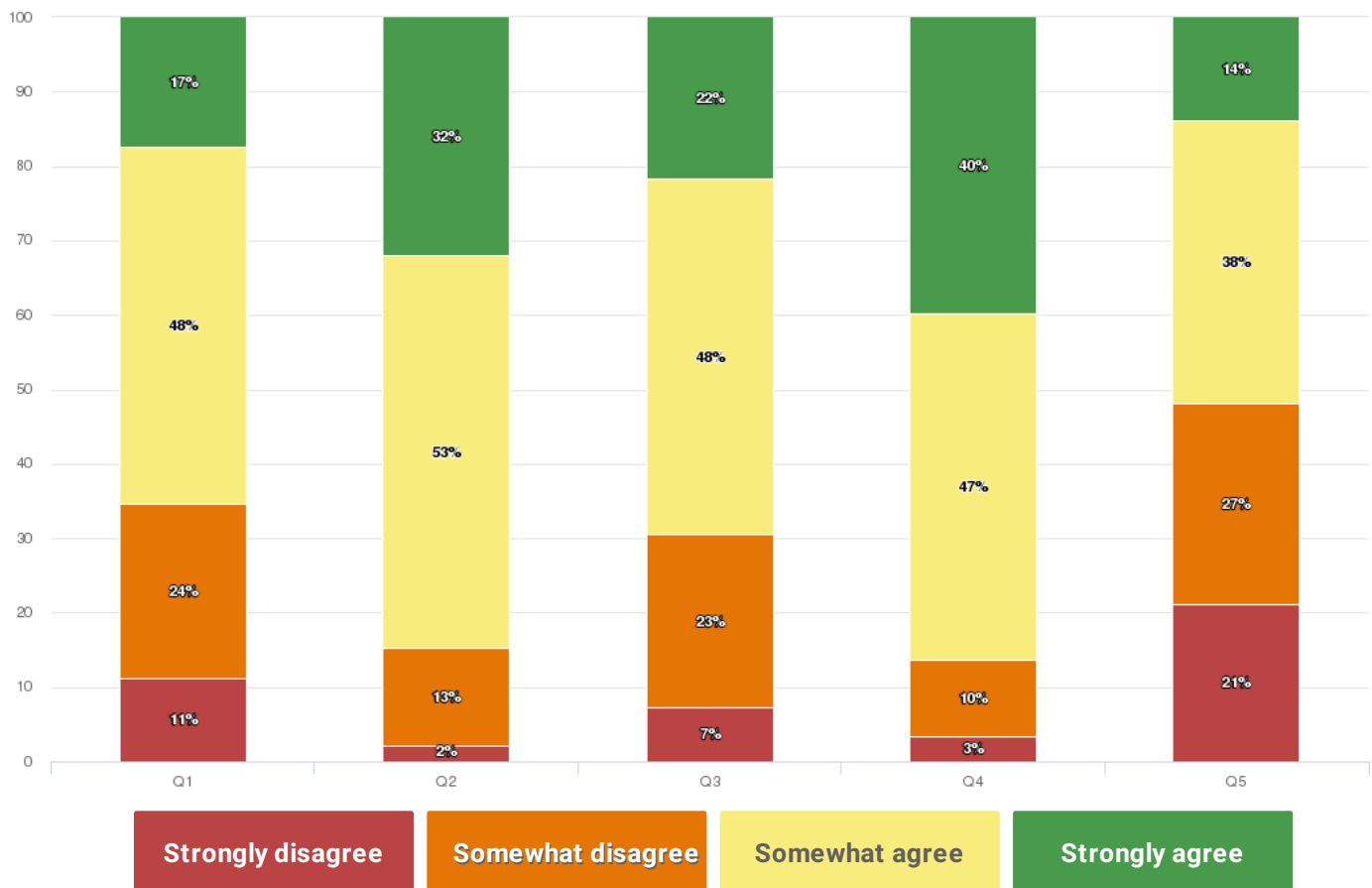
PSR2: Organizational Culture

A work environment characterized by trust, honesty and fairness.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. All people in our workplace are held accountable for their actions.
2. People at work show sincere respect for others' ideas, values and beliefs.
3. Difficult situations at work are addressed effectively.
4. I feel that I am part of a community at work.
5. Employees and management trust one another.

Employee Responses: % by Area of Concern or Relative Strength



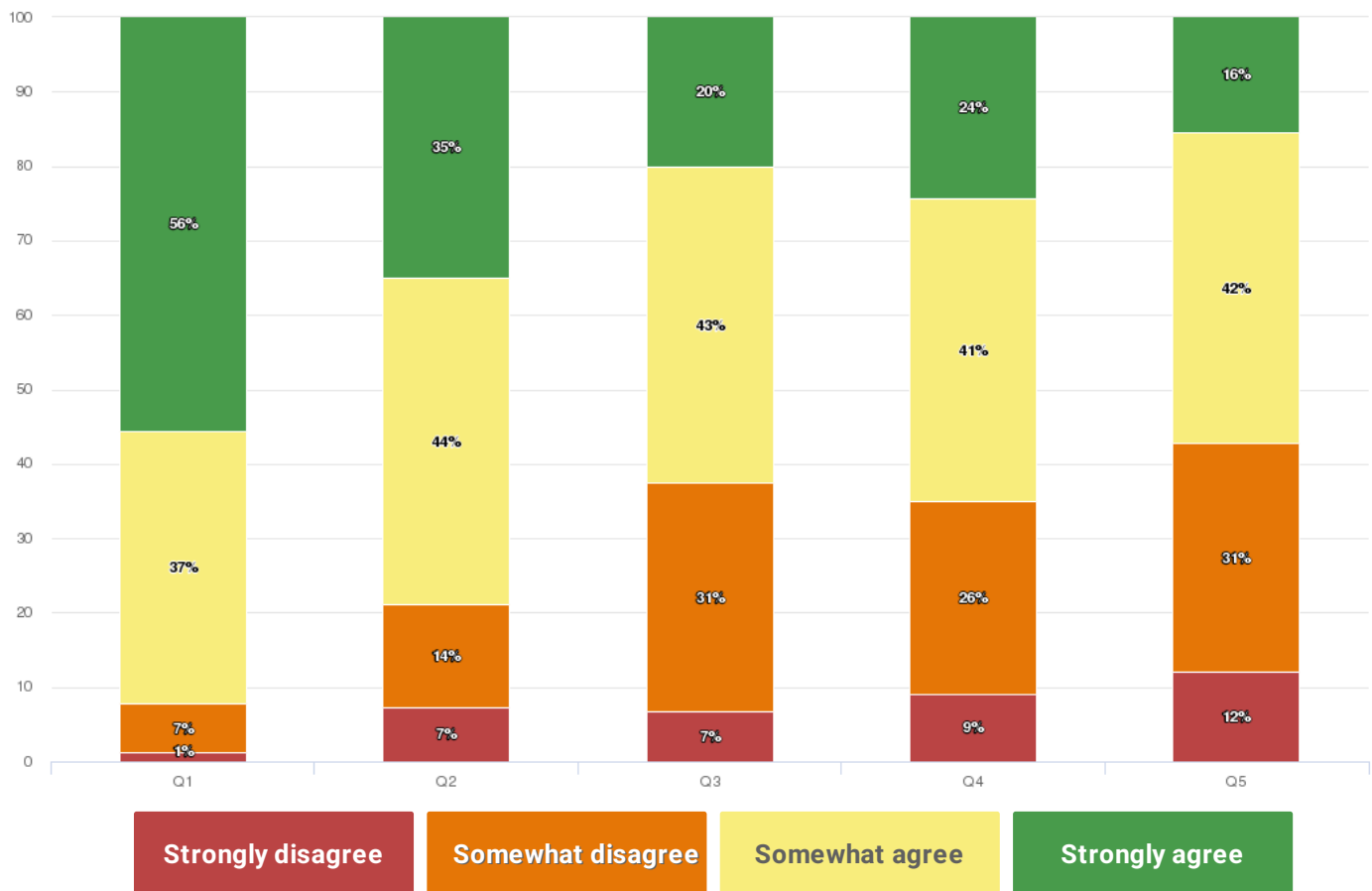
PSR3: Clear Leadership & Expectations

A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. In my job, I know what I am expected to do.
2. Leadership in my workplace is effective.
3. I am informed about important changes at work in a timely manner.
4. My supervisor provides helpful feedback on my performance.
5. My organization provides clear, effective communication.

Employee Responses: % by Area of Concern or Relative Strength



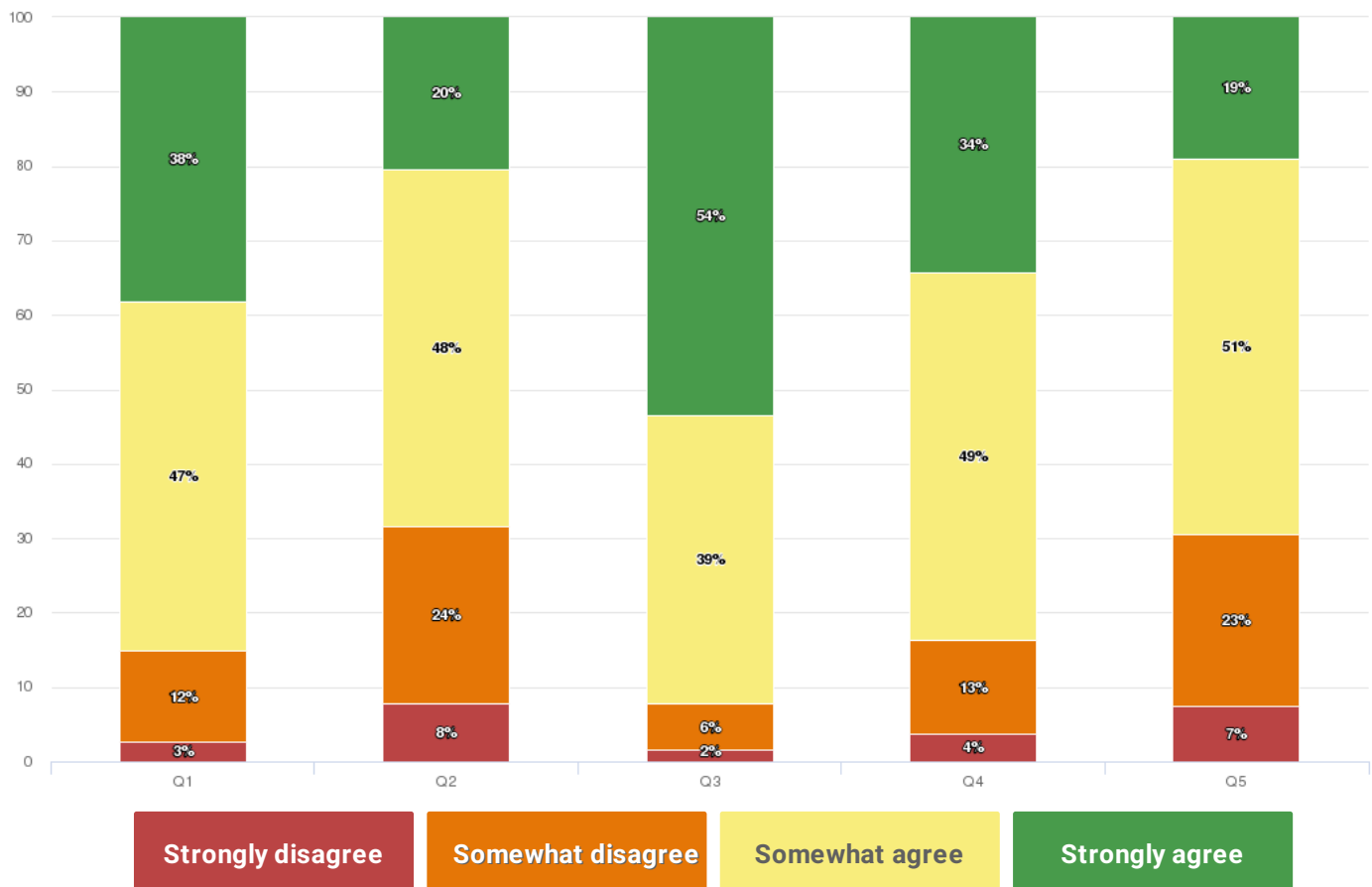
PSR4: Civility & Respect

A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. People treat each other with respect and consideration in our workplace.
2. Our workplace effectively handles "people problems" that exist between staff.
3. People from all backgrounds are treated fairly in our workplace.
4. Unnecessary conflict is kept to a minimum in our workplace.
5. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.

Employee Responses: % by Area of Concern or Relative Strength



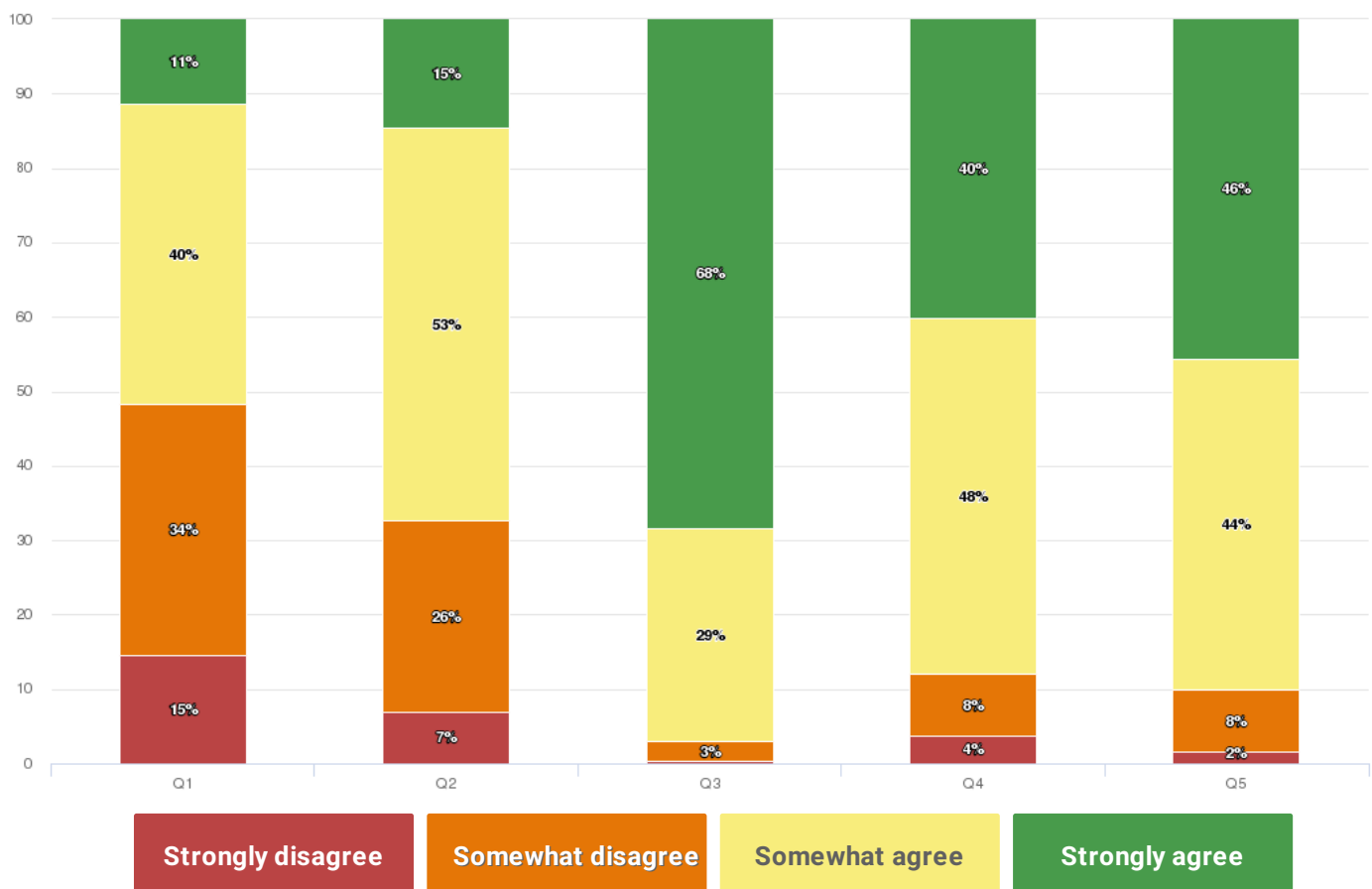
PSR5: Psychological Job Fit

A work environment where there is a good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.
2. My company hires people who fit well within the organization.
3. I have the social and emotional skills needed to do my job well.
4. My supervisor believes that social skills are as valuable as other skills.
5. My position makes good use of my personal strengths.

Employee Responses: % by Area of Concern or Relative Strength



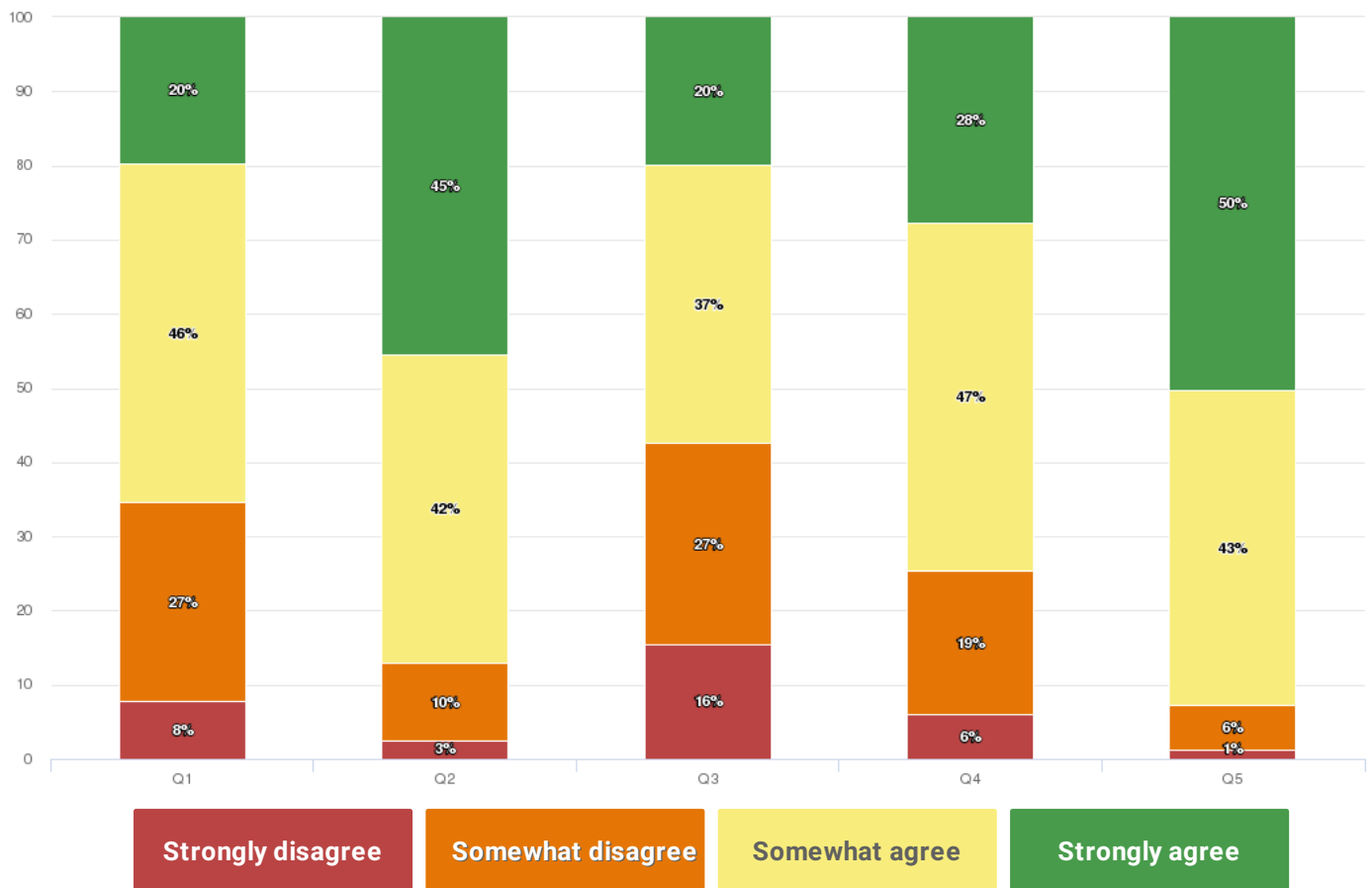
PSR6: Growth & Development

A work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I receive feedback at work that helps me grow and develop.
2. My supervisor is open to my ideas for taking on new opportunities and challenges.
3. I have the opportunity to advance within my organization.
4. My company values employees' ongoing growth and development.
5. I have the opportunity to develop my "people skills" at work.

Employee Responses: % by Area of Concern or Relative Strength



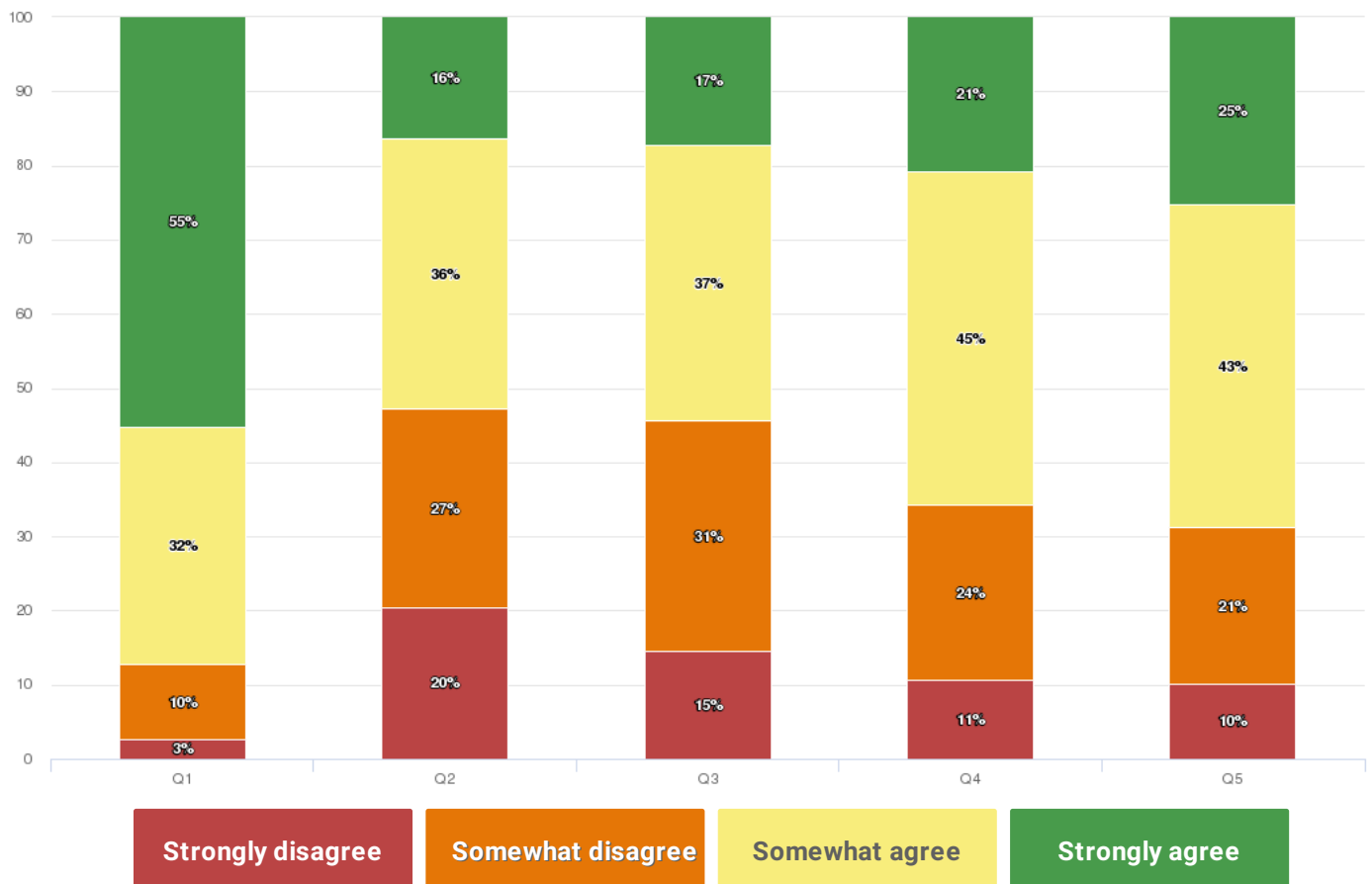
PSR7: Recognition & Reward

A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My immediate supervisor appreciates my work.
2. I am paid fairly for the work I do.
3. My company appreciates extra effort made by employees.
4. Our organization celebrates our shared accomplishments.
5. My employer values my commitment and passion for my work.

Employee Responses: % by Area of Concern or Relative Strength



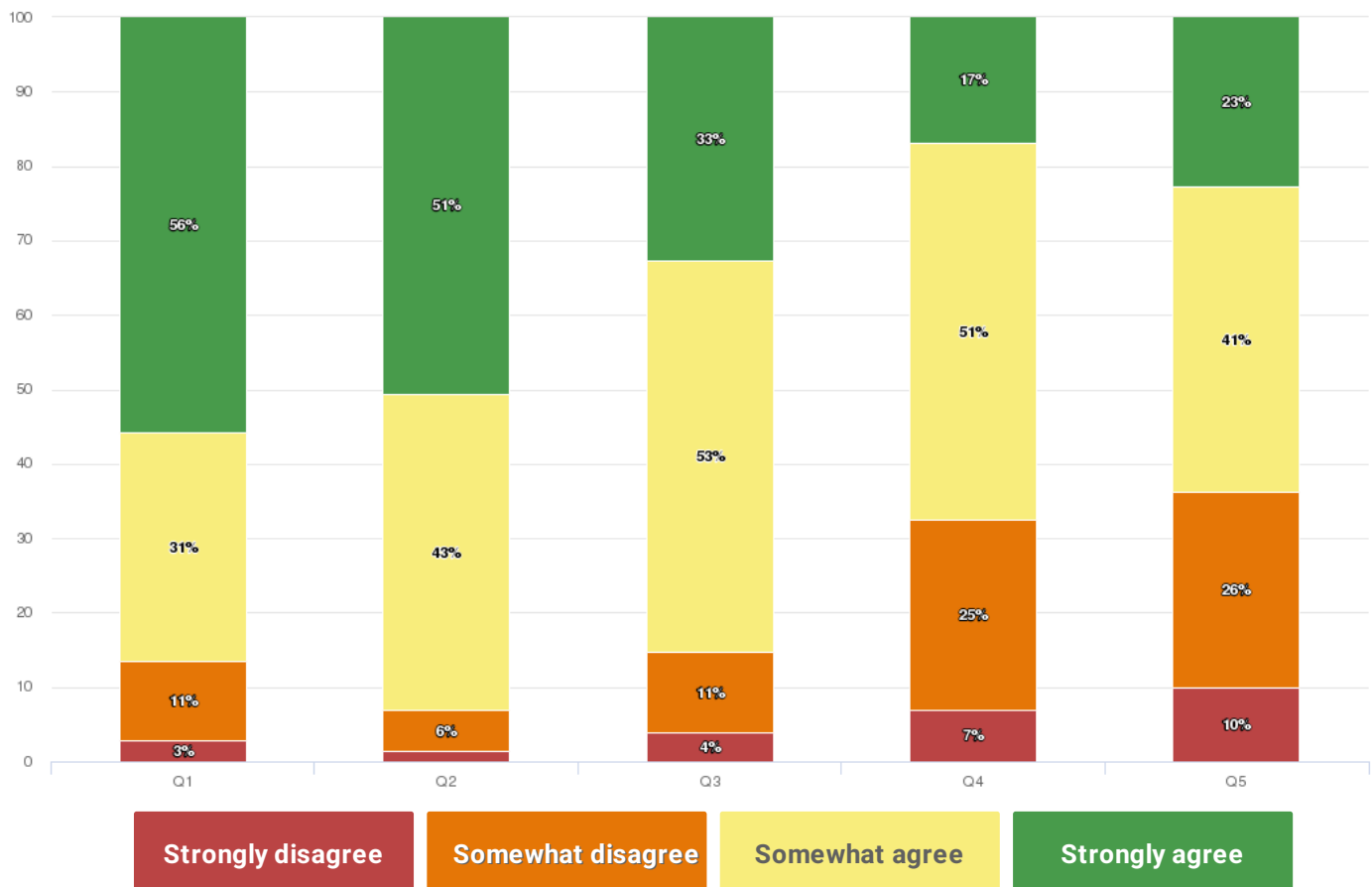
PSR8: Involvement & Influence

A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I am able to talk to my immediate supervisor about how I do my work.
2. I have some control over how I organize my work.
3. My opinions and suggestions are considered at work.
4. I am informed of important changes that may impact how my work is done.
5. My employer encourages input from all staff on important issues related to their work.

Employee Responses: % by Area of Concern or Relative Strength



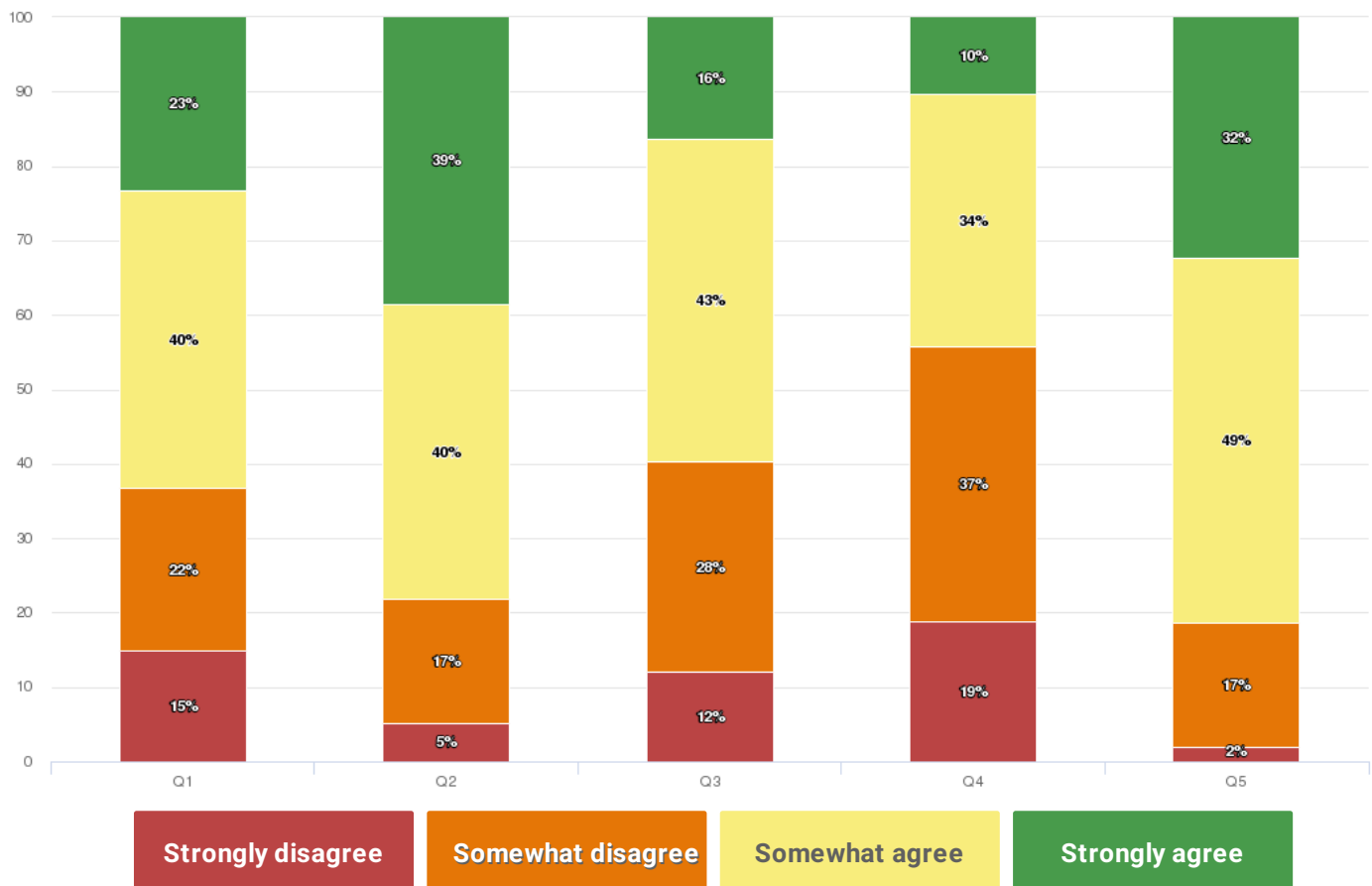
PSR9: Workload Management

A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. The amount of work I am expected to do is reasonable for my position.
2. I can talk to my supervisor about the amount of work I have to do.
3. I have the equipment and resources needed to do my job well.
4. My work is free from unnecessary interruptions and disruptions.
5. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.

Employee Responses: % by Area of Concern or Relative Strength



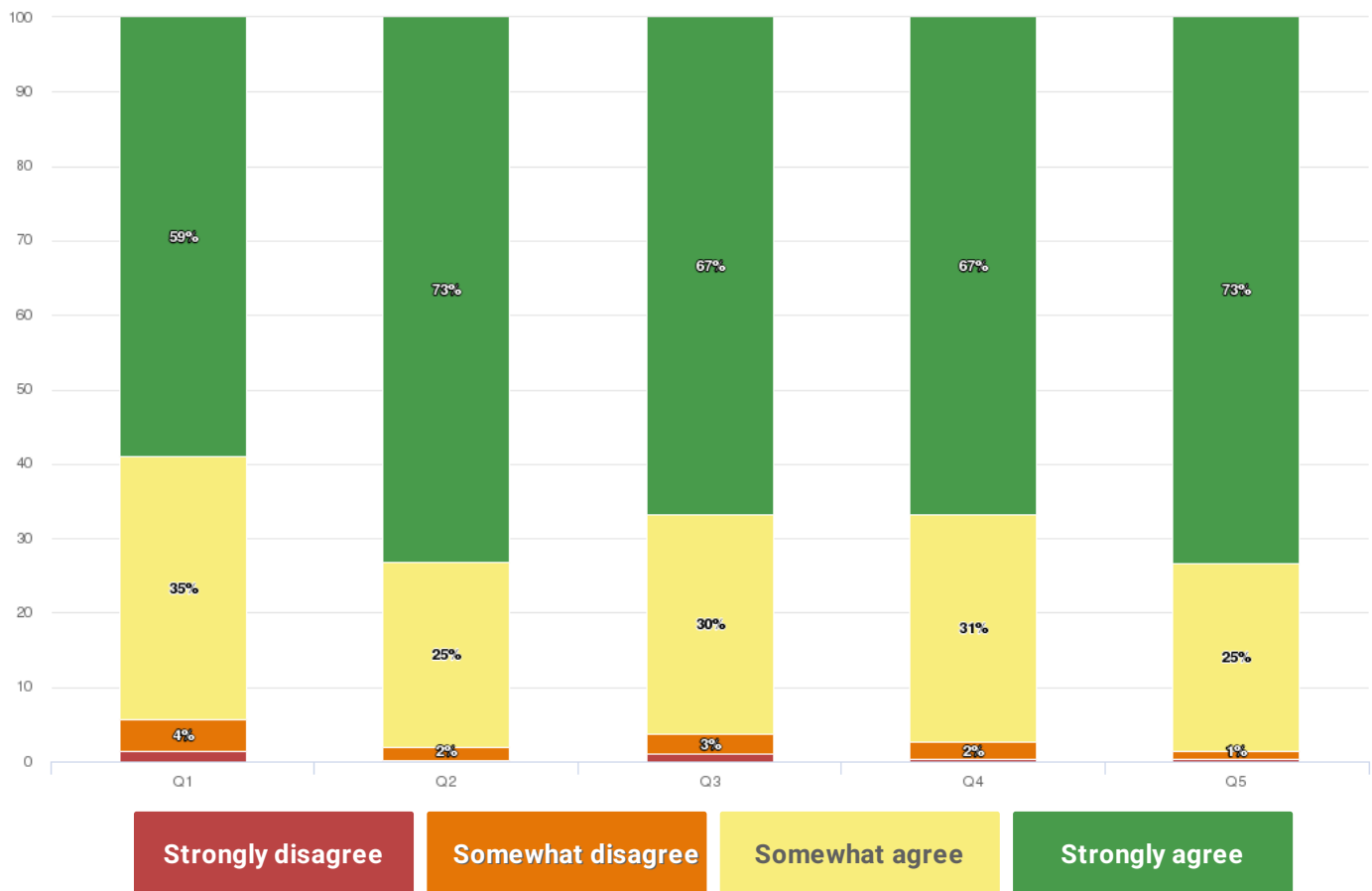
PSR10: Engagement

A work environment where employees enjoy and feel connected to their work, and where they feel motivated to do their job well.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I enjoy my work.
2. I am willing to give extra effort at work if needed.
3. My work is an important part of who I am.
4. I am committed to the success of my organization.
5. I am proud of the work I do.

Employee Responses: % by Area of Concern or Relative Strength



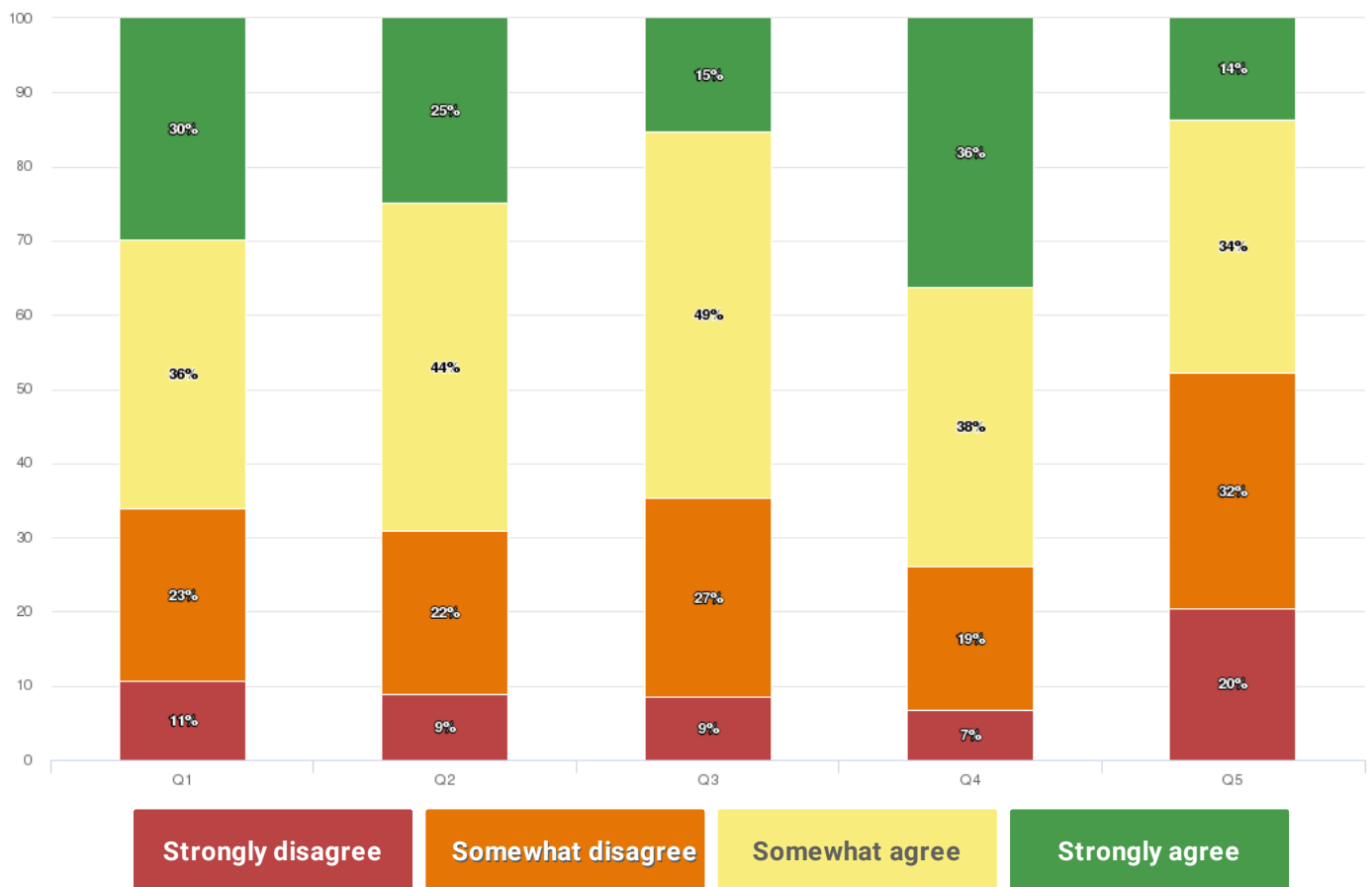
PSR11: Balance

A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).
2. I am able to reasonably balance the demands of work and personal life.
3. My employer promotes work-life balance.
4. I can talk to my supervisor when I am having trouble maintaining work-life balance.
5. I have energy left at the end of most workdays for my personal life.

Employee Responses: % by Area of Concern or Relative Strength



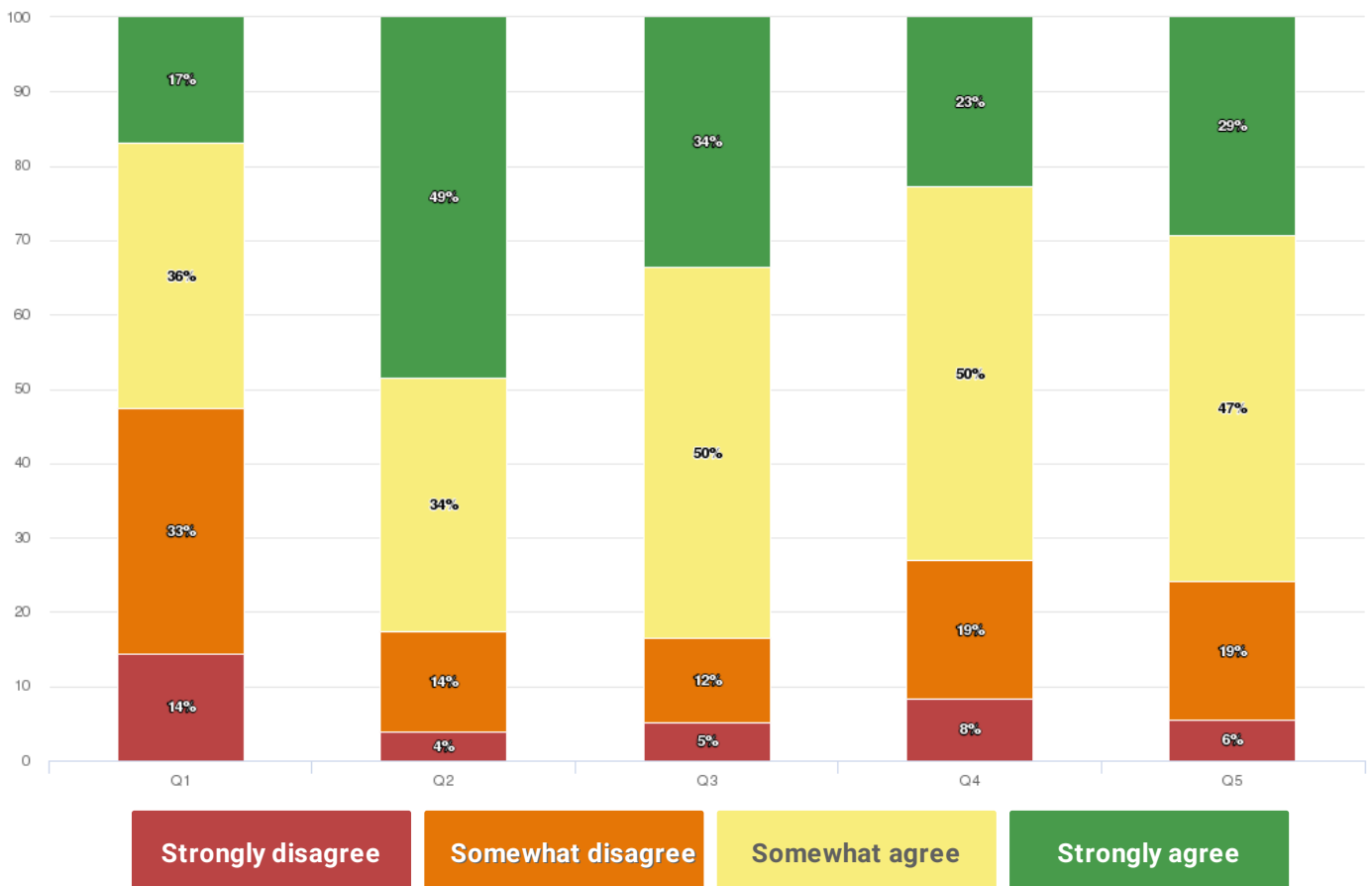
PSR12: Psychological Protection

A work environment where employees' psychological safety is ensured.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer is committed to minimizing unnecessary stress at work.
2. My immediate supervisor cares about my emotional well-being.
3. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.
4. I would describe my workplace as being psychologically healthy.
5. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).

Employee Responses: % by Area of Concern or Relative Strength



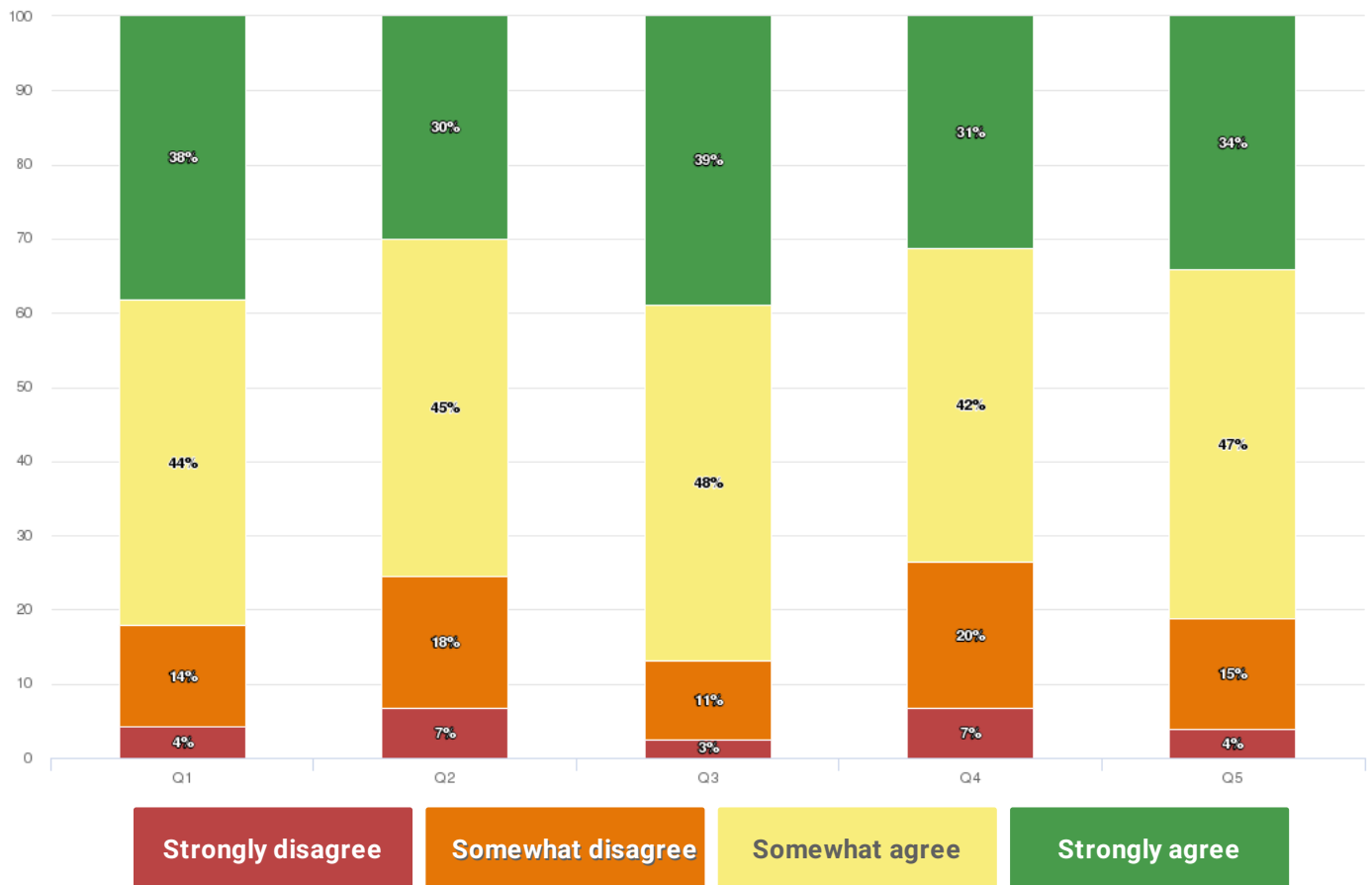
PSR13: Protection of Physical Safety

A work environment where management takes appropriate action to protect the

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Management takes appropriate action to protect my physical safety at work.
2. My employer offers sufficient training to help protect my physical safety at work (emergency preparedness, safe lifting, violence prevention).
3. When physical accidents occur or physical risks are identified, my employer responds effectively.
4. I have the equipment and tools I need to do my job in a physically safe way (protective clothing, adequate lighting, ergonomic seating).
5. My employer responds appropriately when workers raise concerns about physical safety.

Employee Responses: % by Area of Concern or Relative Strength



Next Steps

Congratulations! You now have a profile of your organization (or work unit) and have the information needed to act. Refer to the Resources tab of the Guarding Minds at Work website for practical strategy and evidence-based suggested actions on how to improve the psychological health and safety in your workplace. It is also important to discuss the findings with employees to gain a better understanding of the results and to obtain input into possible interventions. Furthermore, it is important to evaluate these interventions taken over time to ensure they are effective and to take corrective action where needed. Refer to the Evaluation tools on the Resources tab of the Guarding Minds at Work website for help with this.

Remember that the psychosocial factors in your workplace are not going to change without action. Doing nothing is costly - commit to acting on these results. The results are of little value, and the survey process may actually have an adverse effect on employees if no meaningful and visible action follows. Keep in mind that efforts to address the psychological health and safety of a workplace are most likely to succeed when employers and employees work together.

ORGANIZATION: School District No. 83 (North Okanagan-Shuswap)

ORGANIZATIONAL REPRESENTATIVE: Ryan Brennan

SURVEY NAME: SD83 Employee Health & Wellness Survey - 2018

SURVEY CLOSE DATE: 2018-12-17 00:00:00

NUMBER OF EMPLOYEES WHO COMPLETED THIS SURVEY (TOTAL NUMBER OF EMPLOYEE RESPONDENTS): 511

REPORT GENERATION DATE: 2018-10-31 12:41:17

Table of Contents

1 Organization Information

2 Survey Results

· Selected Segments

✓ Department / Branch

– NOSTA

· Mean Score Report

· Specific Areas of Concern

· Employee Responses by Psychosocial Factor

· Next Steps

1 Organization Information

Total number of employees, company-wide	500+
Number of employees who completed this survey (total number of employee respondents)	511
Type of organization	Not-for-profit
Industry sector	Public
Number of employees represented in this segmented report	277

2 Survey Results

Overview

This Report provides an overview of your organization (or work unit) in relation to its performance across the Guarding Minds at Work psychosocial factors, across two data sets:

A. Mean Score Report

This report shows the organization's average score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison.

B. Employee Responses by Psychosocial Factor

These graphs display the percentage of employee responses that fall into each of the categories of concerns.

1. Review your results and identify any areas of concern or relative strength.
2. Take action with these resources from the Resources tab of the website:
 - a. Selection of Suggested Actions
 - b. Selection of Effective Actions: Applying a Quality Framework
 - c. Suggested Responses Documents
 - d. Action Planning Worksheets
3. Evaluate your actions with these resources from the Resources tab of the website:
 - a. Evaluation Worksheets: Getting Started
 - b. Evaluation Worksheets

Department / Branch

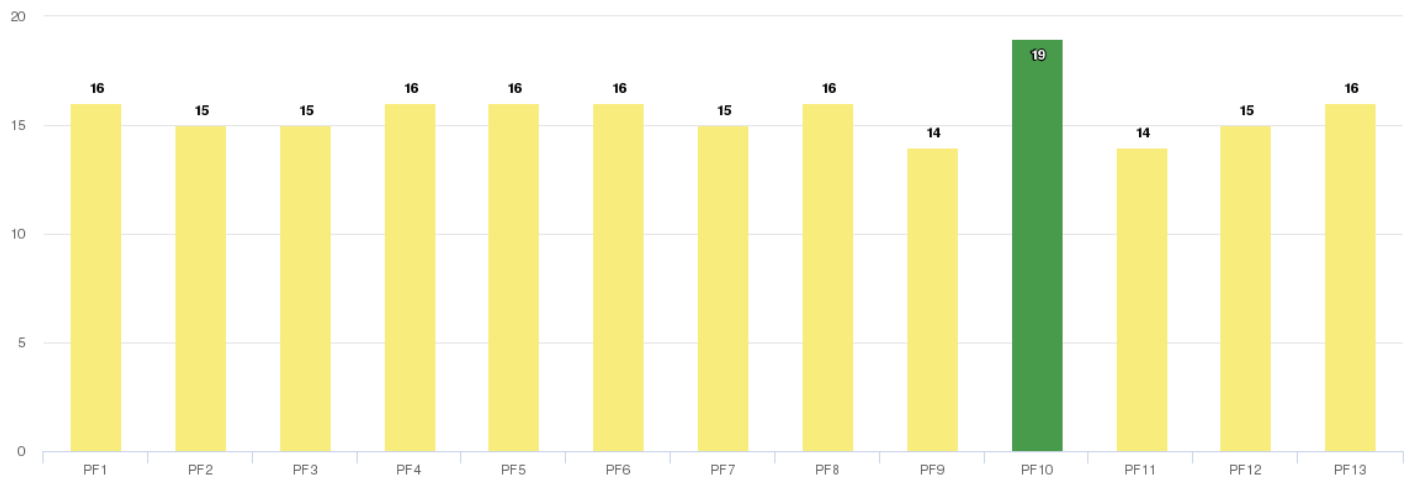
Percentage of total employee respondents (n=277)

NOSTA

100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns
= 5 to 9

Significant Concerns
= 10 to 13

Minimal Concerns *
= 14 to 16

Relative Strengths **
= 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
PF2: Organizational Culture
PF3: Clear Leadership & Expectations
PF4: Civility & Respect
PF5: Psychological Competencies & Requirements
PF6: Growth & Development
PF7: Recognition & Reward

PF8: Involvement & Influence
PF9: Workload Management
PF10: Engagement
PF11: Balance
PF12: Psychological Protection
PF13: Protection of Physical Safety

Specific Areas of Concern

Here are the results for the Specific Areas of Concern questions from the Survey for your organization. The corresponding results of the 2016 national Ipsos Reid survey are presented below for comparison.

Results from your organization

n = 277 number of employees who completed this Survey (total number of employee respondents)

5.4% (n = 15) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

5.8% (n = 16) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

1.1% (n = 3) of respondents reported being treated unfairly in the workplace because they have a mental illness.

Results from Ipsos

n = 5010 number of employees who completed this Survey (total number of employee respondents)

8.7% (n = 435) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

10.1% (n = 507) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

3.5% (n = 176) of respondents reported being treated unfairly in the workplace because they have a mental illness.

In 2016, Ipsos was commissioned by Guarding Minds at Work to conduct a public opinion survey on psychosocial risks in Canadian workplaces using the Survey. In total, 5010 working Canadians across a nationally representative sample of industries and geographical regions completed the Survey.

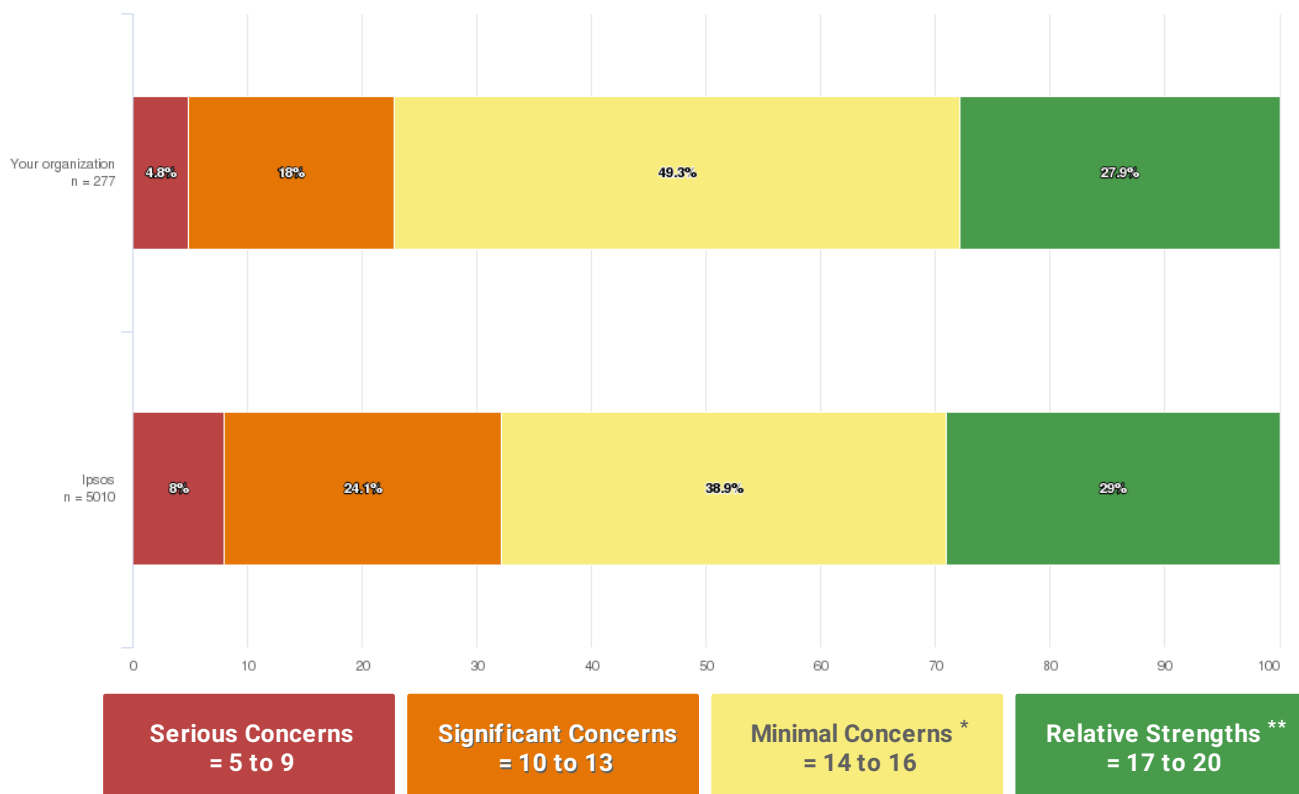
Employee Responses by Psychosocial Factor

The graphs in this section display the percentage of responses falling into each of the four areas of concern or relative strength, for each of the psychosocial factors. The corresponding results of the 2016 Ipsos Reid survey are presented immediately below each graph for comparison.

PSR1: Psychological Support

A work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

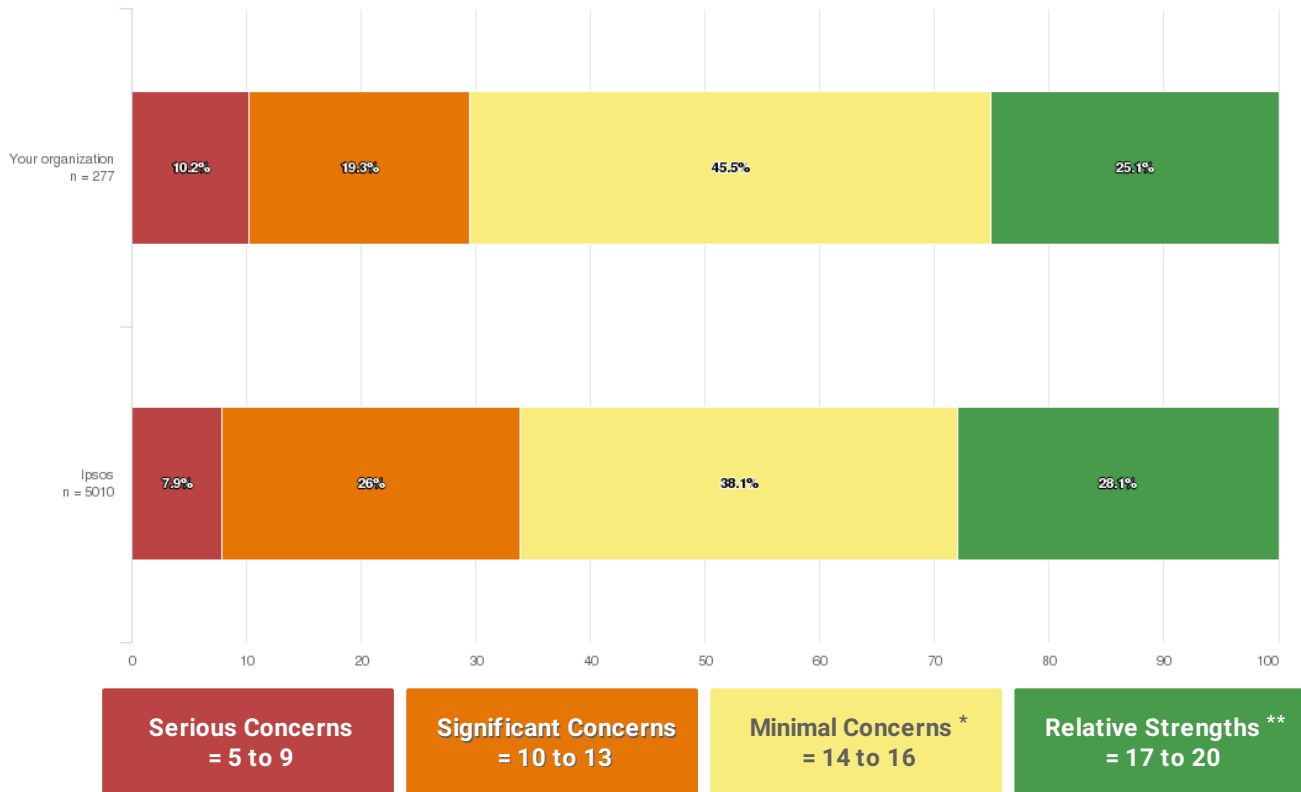
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer offers services or benefits that adequately address my psychological and mental health.
2. My supervisor would say or do something helpful if I looked distressed while at work.
3. I feel supported in my workplace when I am dealing with personal or family issues.
4. My workplace supports employees who are returning to work after time off due to a mental health condition.
5. People in my workplace have a good understanding of the importance of employee mental health.

PSR2: Organizational Culture

A work environment characterized by trust, honesty and fairness.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

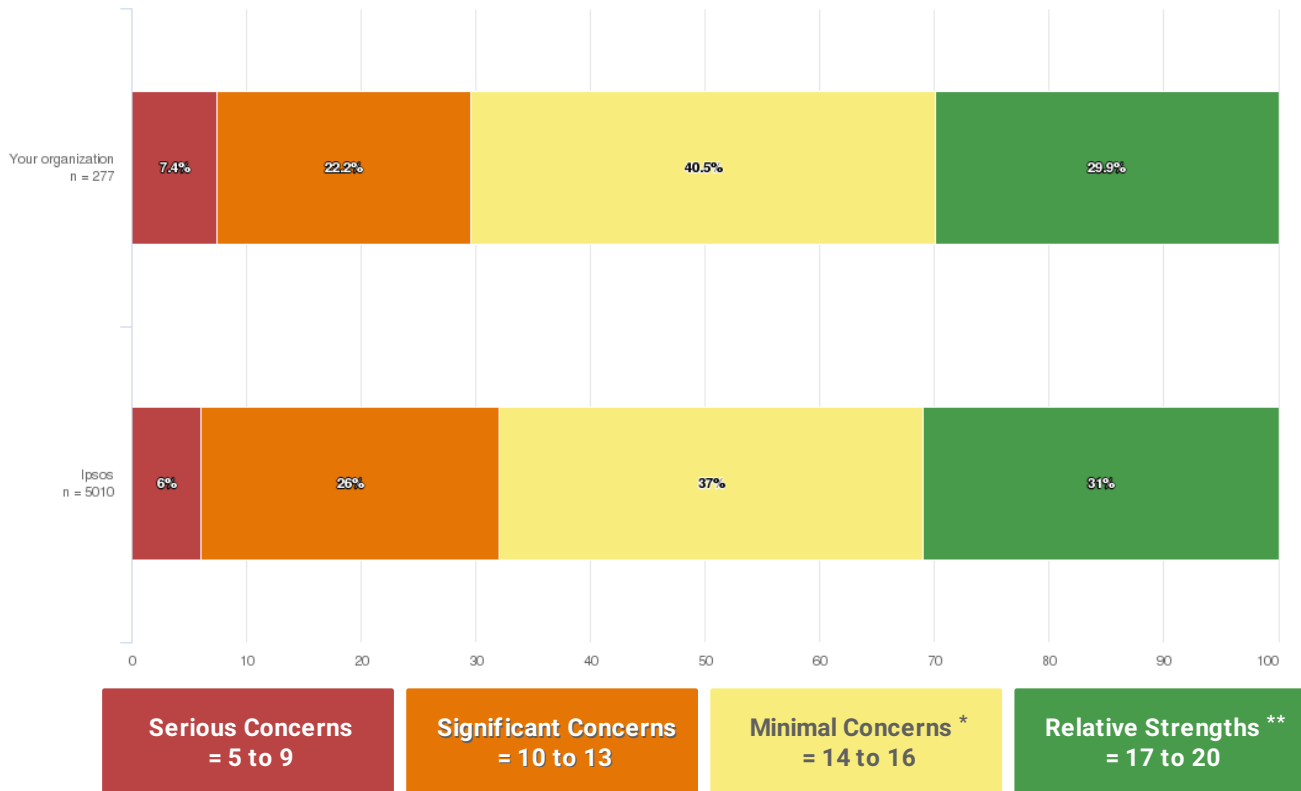
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. All people in our workplace are held accountable for their actions.
2. People at work show sincere respect for others' ideas, values and beliefs.
3. Difficult situations at work are addressed effectively.
4. I feel that I am part of a community at work.
5. Employees and management trust one another.

PSR3: Clear Leadership & Expectations

A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

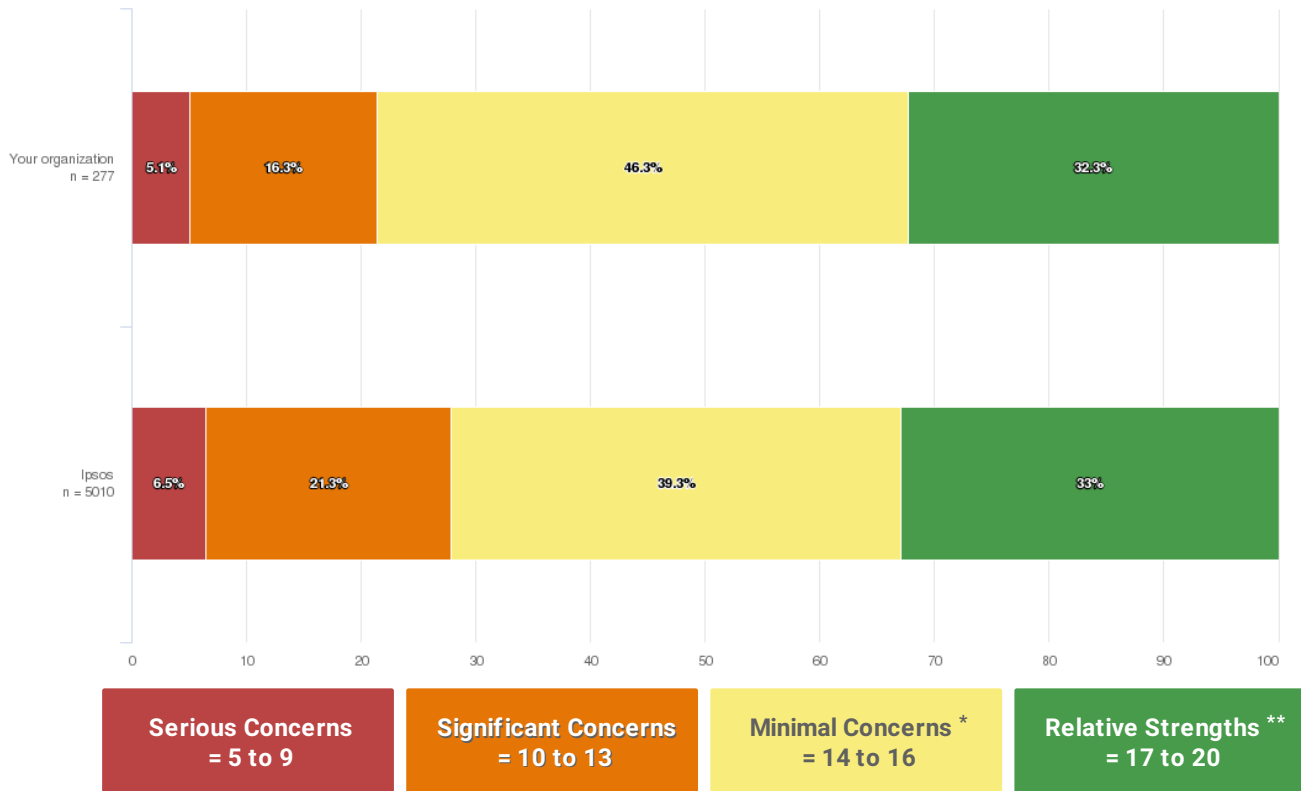
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. In my job, I know what I am expected to do.
2. Leadership in my workplace is effective.
3. I am informed about important changes at work in a timely manner.
4. My supervisor provides helpful feedback on my performance.
5. My organization provides clear, effective communication.

PSR4: Civility & Respect

A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

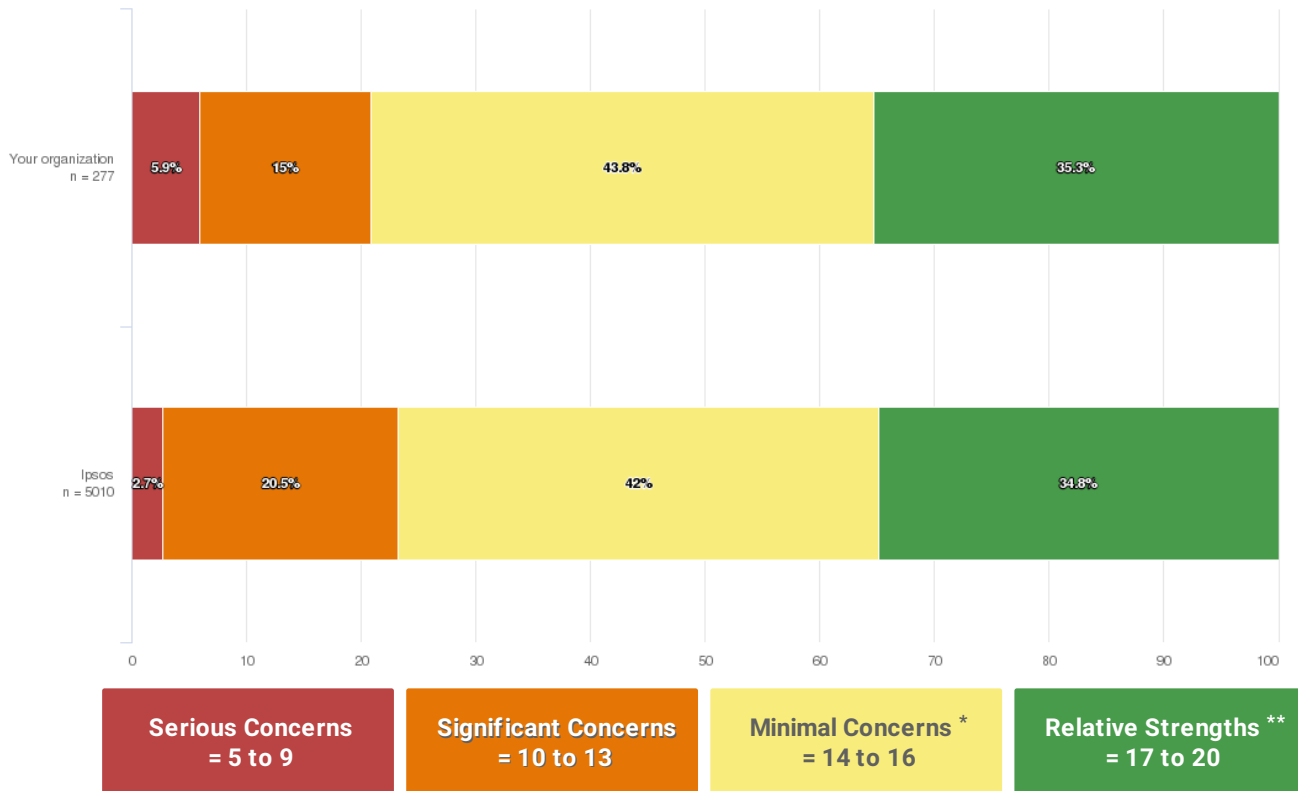
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. People treat each other with respect and consideration in our workplace.
2. Our workplace effectively handles "people problems" that exist between staff.
3. People from all backgrounds are treated fairly in our workplace.
4. Unnecessary conflict is kept to a minimum in our workplace.
5. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.

PSR5: Psychological Job Fit

A work environment where there is a good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

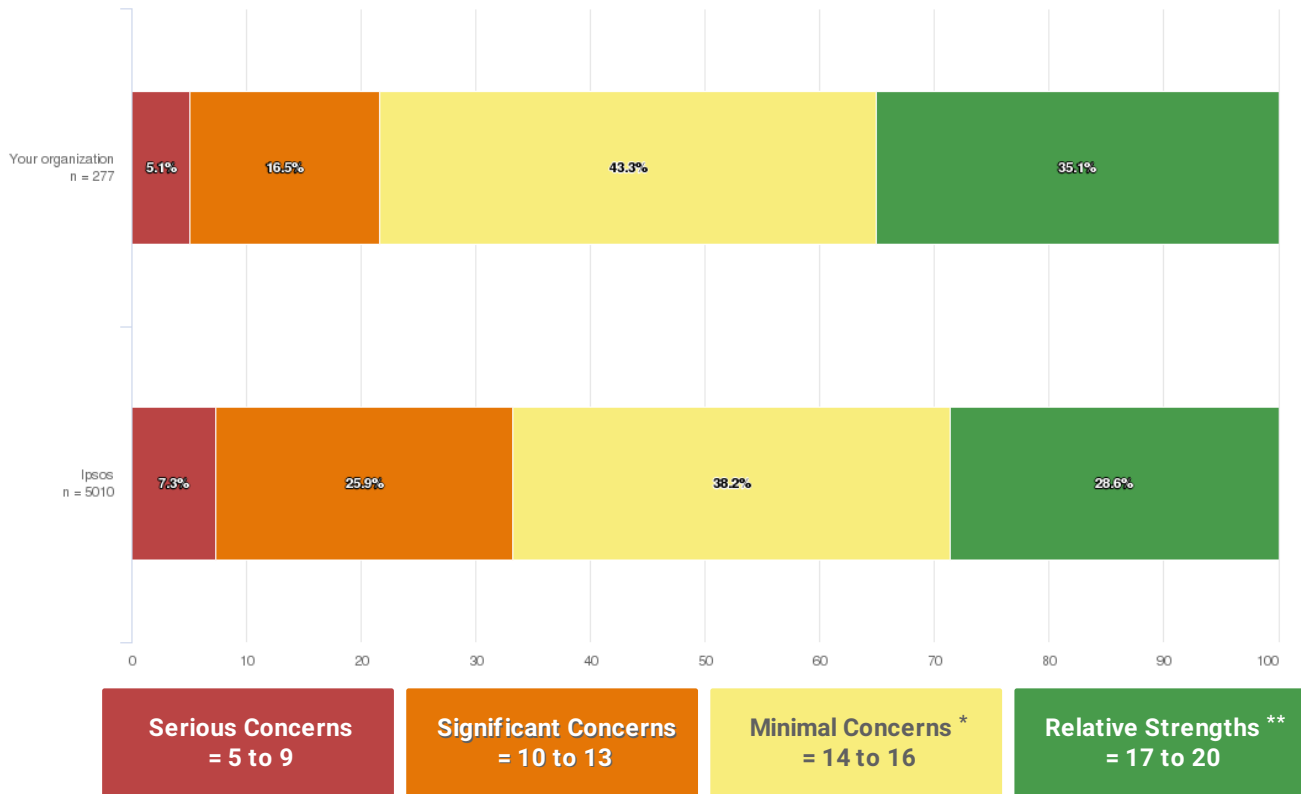
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.
2. My company hires people who fit well within the organization.
3. I have the social and emotional skills needed to do my job well.
4. My supervisor believes that social skills are as valuable as other skills.
5. My position makes good use of my personal strengths.

PSR6: Growth & Development

A work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

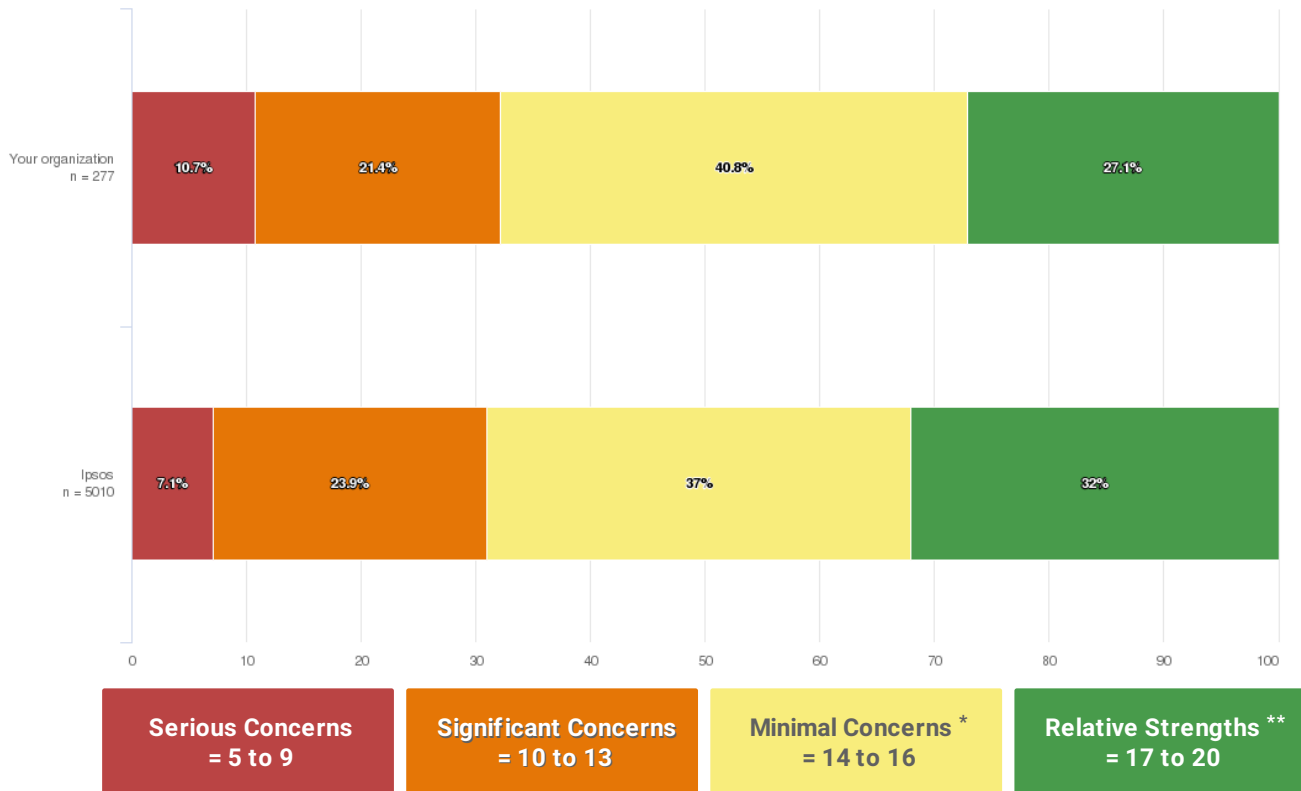
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I receive feedback at work that helps me grow and develop.
2. My supervisor is open to my ideas for taking on new opportunities and challenges.
3. I have the opportunity to advance within my organization.
4. My company values employees' ongoing growth and development.
5. I have the opportunity to develop my "people skills" at work.

PSR7: Recognition & Reward

A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

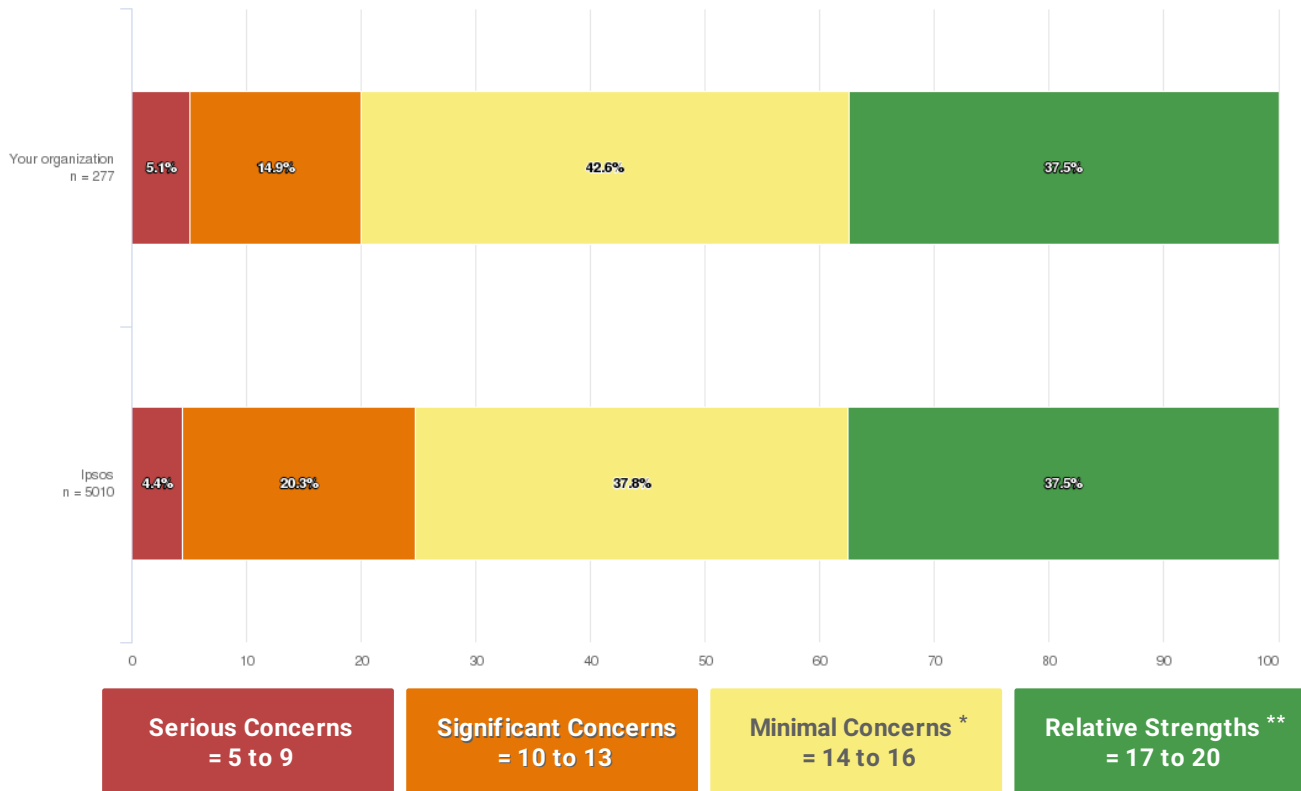
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My immediate supervisor appreciates my work.
2. I am paid fairly for the work I do.
3. My company appreciates extra effort made by employees.
4. Our organization celebrates our shared accomplishments.
5. My employer values my commitment and passion for my work.

PSR8: Involvement & Influence

A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

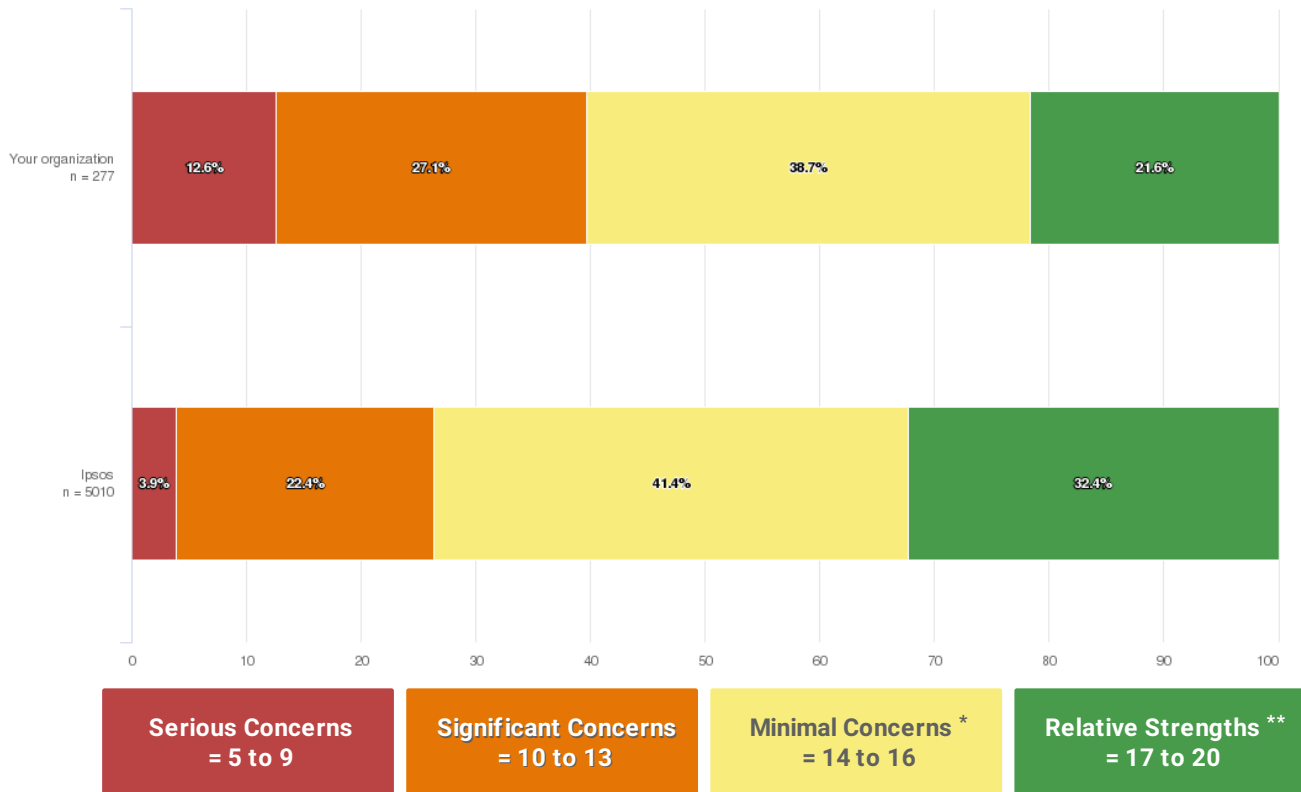
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I am able to talk to my immediate supervisor about how I do my work.
2. I have some control over how I organize my work.
3. My opinions and suggestions are considered at work.
4. I am informed of important changes that may impact how my work is done.
5. My employer encourages input from all staff on important issues related to their work.

PSR9: Workload Management

A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

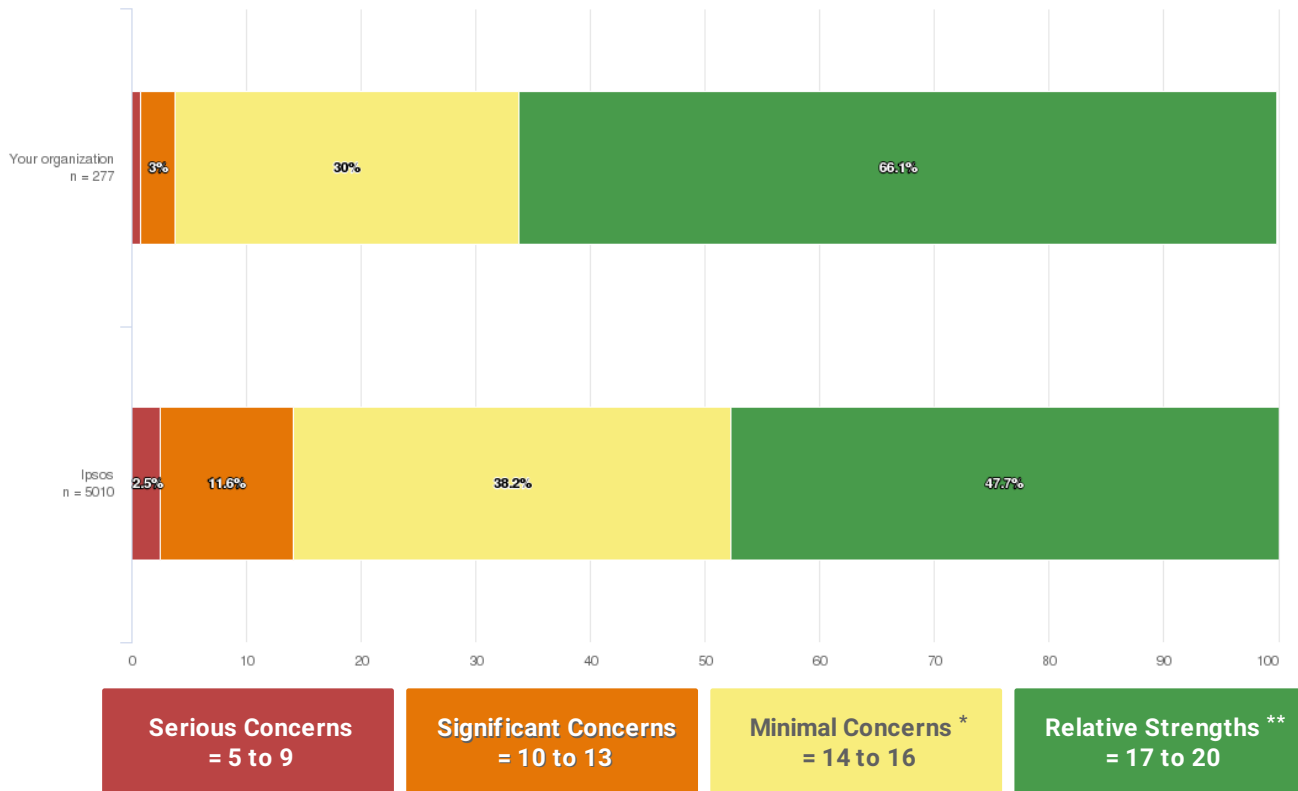
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. The amount of work I am expected to do is reasonable for my position.
2. I can talk to my supervisor about the amount of work I have to do.
3. I have the equipment and resources needed to do my job well.
4. My work is free from unnecessary interruptions and disruptions.
5. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.

PSR10: Engagement

A work environment where employees enjoy and feel connected to their work, and where they feel motivated to do their job well.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

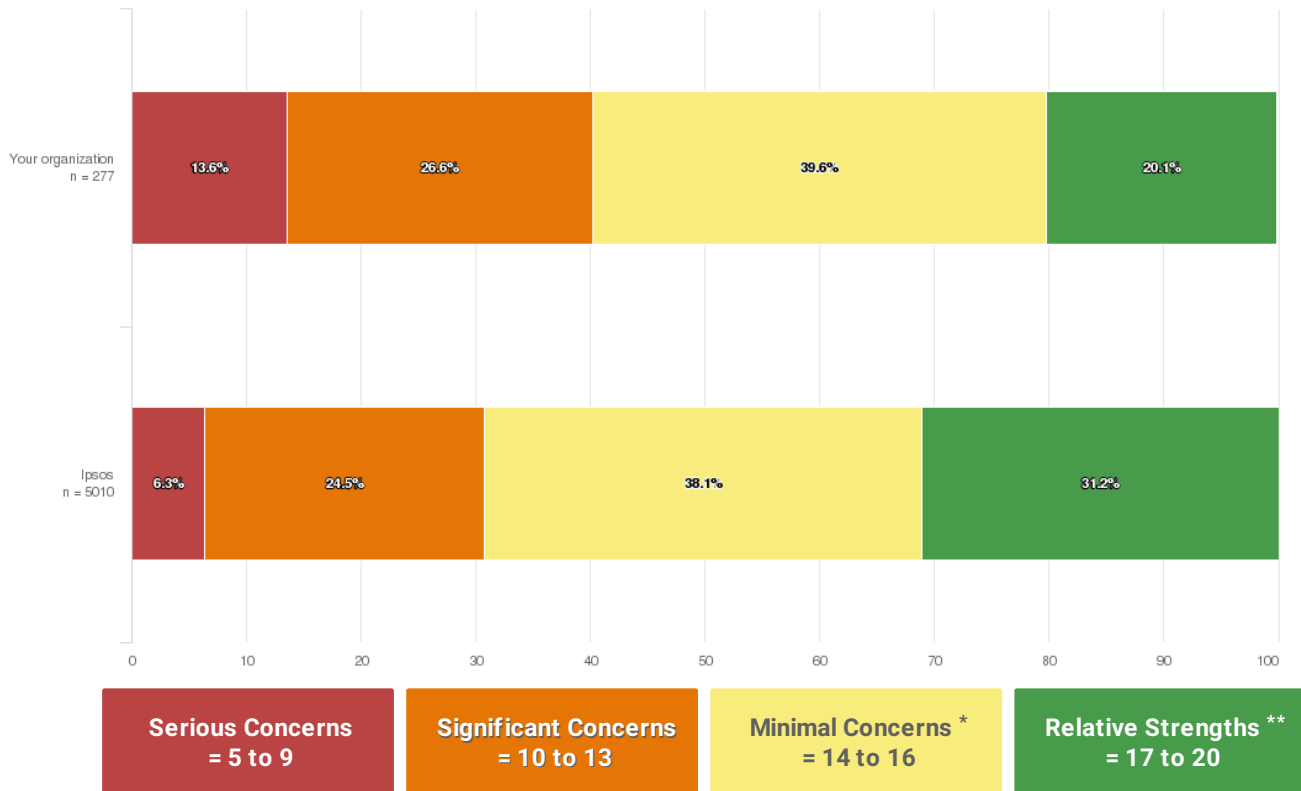
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I enjoy my work.
2. I am willing to give extra effort at work if needed.
3. My work is an important part of who I am.
4. I am committed to the success of my organization.
5. I am proud of the work I do.

PSR11: Balance

A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

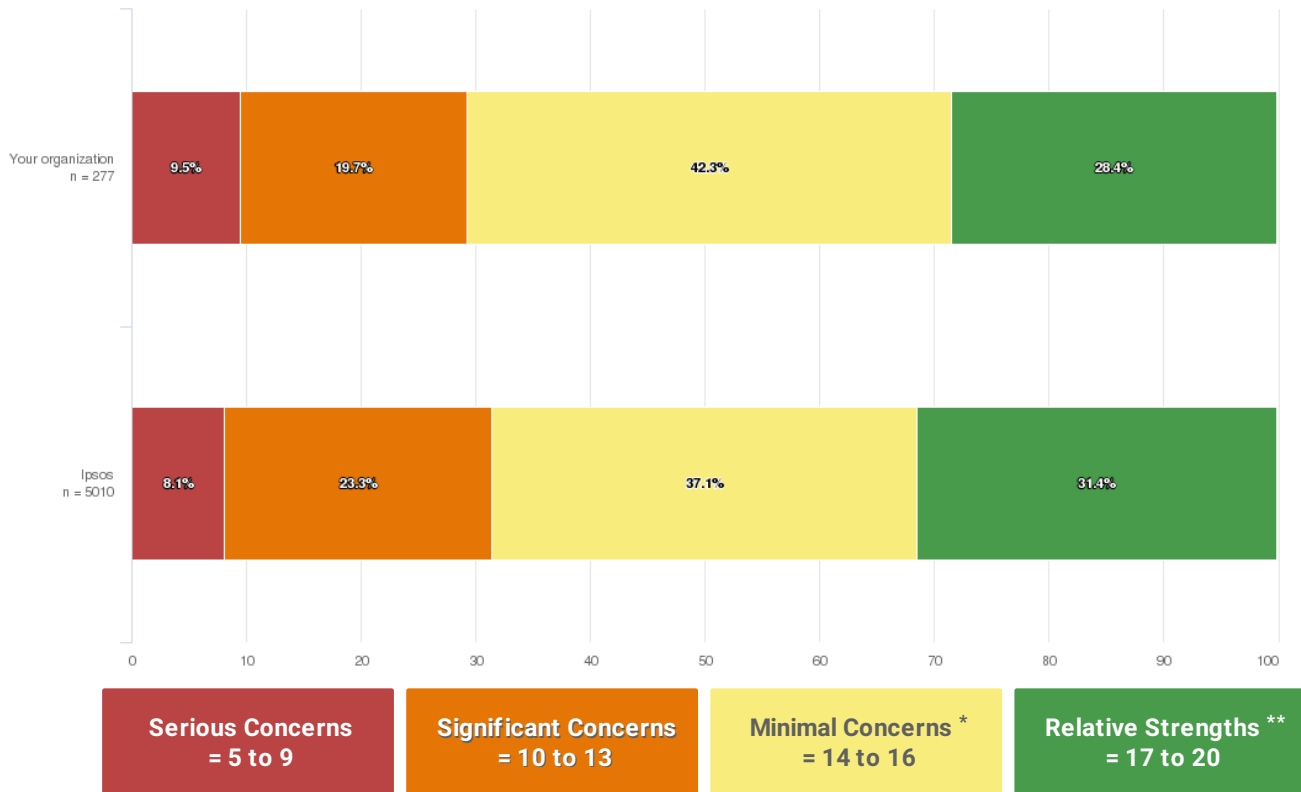
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).
2. I am able to reasonably balance the demands of work and personal life.
3. My employer promotes work-life balance.
4. I can talk to my supervisor when I am having trouble maintaining work-life balance.
5. I have energy left at the end of most workdays for my personal life.

PSR12: Psychological Protection

A work environment where employees' psychological safety is ensured.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

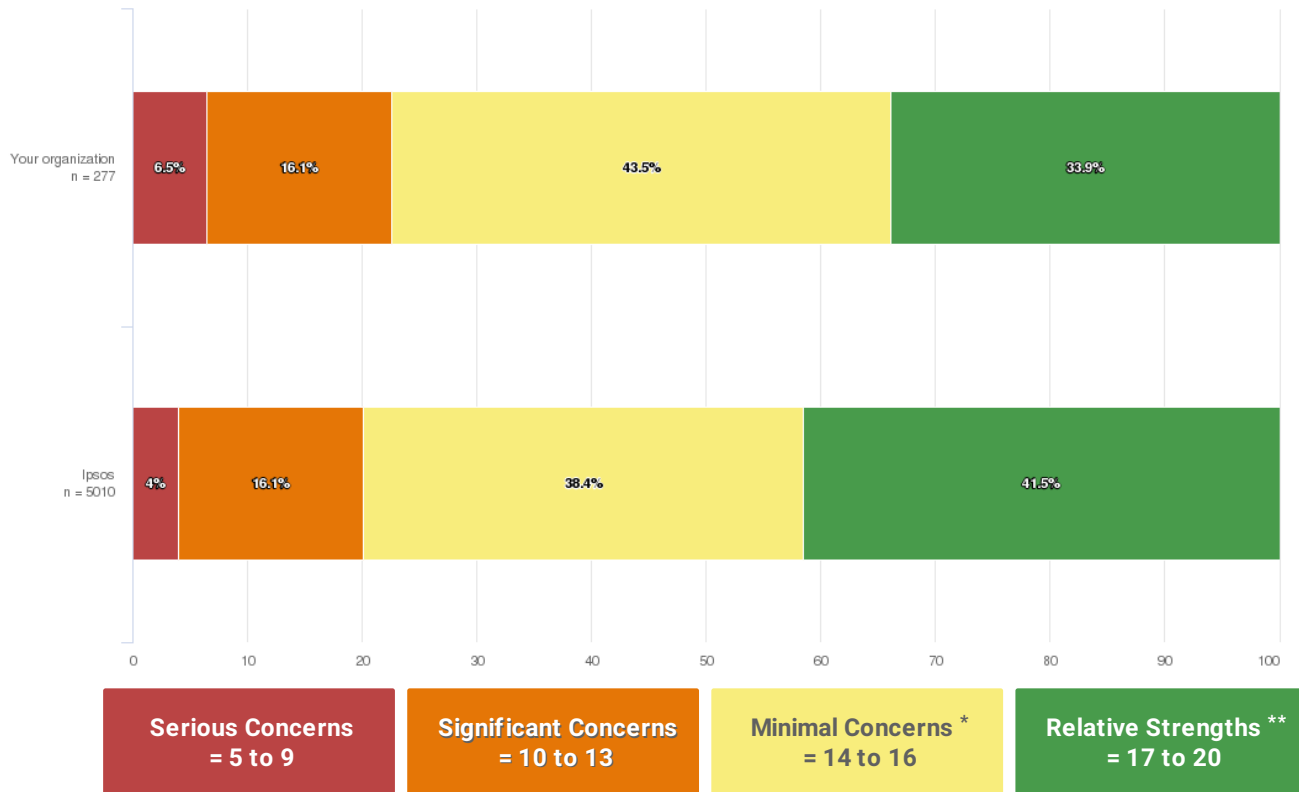
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer is committed to minimizing unnecessary stress at work.
2. My immediate supervisor cares about my emotional well-being.
3. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.
4. I would describe my workplace as being psychologically healthy.
5. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).

PSR13: Protection of Physical Safety

A work environment where management takes appropriate action to protect the

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Management takes appropriate action to protect my physical safety at work.
2. My employer offers sufficient training to help protect my physical safety at work (emergency preparedness, safe lifting, violence prevention).
3. When physical accidents occur or physical risks are identified, my employer responds effectively.
4. I have the equipment and tools I need to do my job in a physically safe way (protective clothing, adequate lighting, ergonomic seating).
5. My employer responds appropriately when workers raise concerns about physical safety.

Next Steps

Congratulations! You now have a profile of your organization (or work unit) and have the information needed to act. Refer to the Resources tab of the Guarding Minds at Work website for practical strategy and evidence-based suggested actions on how to improve the psychological health and safety in your workplace. It is also important to discuss the findings with employees to gain a better understanding of the results and to obtain input into possible interventions. Furthermore, it is important to evaluate these interventions taken over time to ensure they are effective and to take corrective action where needed. Refer to the Evaluation tools on the Resources tab of the Guarding Minds at Work website for help with this.

Remember that the psychosocial factors in your workplace are not going to change without action. Doing nothing is costly - commit to acting on these results. The results are of little value, and the survey process may actually have an adverse effect on employees if no meaningful and visible action follows. Keep in mind that efforts to address the psychological health and safety of a workplace are most likely to succeed when employers and employees work together.

ORGANIZATION: School District No. 83 (North Okanagan-Shuswap)

ORGANIZATIONAL REPRESENTATIVE: Ryan Brennan

SURVEY NAME: SD83 Employee Health & Wellness Survey - 2018

SURVEY CLOSE DATE: 2018-12-17 00:00:00

NUMBER OF EMPLOYEES WHO COMPLETED THIS SURVEY (TOTAL NUMBER OF EMPLOYEE RESPONDENTS): 511

REPORT GENERATION DATE: 2018-10-31 12:41:17

Table of Contents

1 Organization Information

2 Survey Results

· Selected Segments

✓ Department / Branch

– CUPE

· Mean Score Report

· Specific Areas of Concern

· Employee Responses by Psychosocial Factor

· Next Steps

1 Organization Information

Total number of employees, company-wide	500+
Number of employees who completed this survey (total number of employee respondents)	511
Type of organization	Not-for-profit
Industry sector	Public
Number of employees represented in this segmented report	191

2 Survey Results

Overview

This Report provides an overview of your organization (or work unit) in relation to its performance across the Guarding Minds at Work psychosocial factors, across two data sets:

A. Mean Score Report

This report shows the organization's average score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison.

B. Employee Responses by Psychosocial Factor

These graphs display the percentage of employee responses that fall into each of the categories of concerns.

1. Review your results and identify any areas of concern or relative strength.
2. Take action with these resources from the Resources tab of the website:
 - a. Selection of Suggested Actions
 - b. Selection of Effective Actions: Applying a Quality Framework
 - c. Suggested Responses Documents
 - d. Action Planning Worksheets
3. Evaluate your actions with these resources from the Resources tab of the website:
 - a. Evaluation Worksheets: Getting Started
 - b. Evaluation Worksheets

Department / Branch

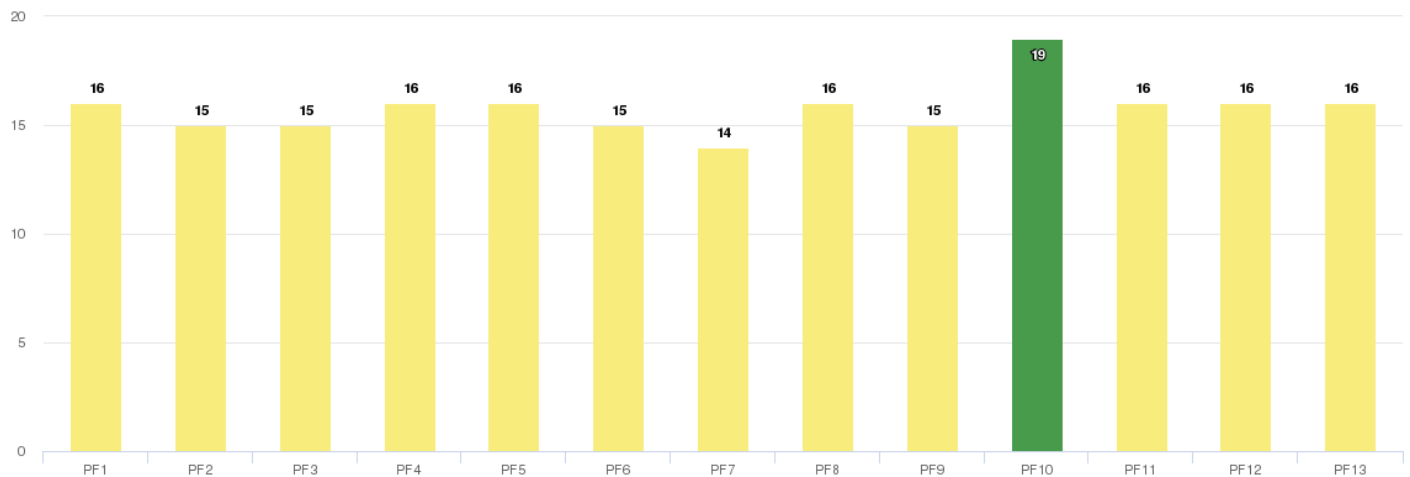
Percentage of total employee respondents (n=191)

CUPE

100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns
= 5 to 9

Significant Concerns
= 10 to 13

Minimal Concerns *
= 14 to 16

Relative Strengths **
= 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
PF2: Organizational Culture
PF3: Clear Leadership & Expectations
PF4: Civility & Respect
PF5: Psychological Competencies & Requirements
PF6: Growth & Development
PF7: Recognition & Reward

PF8: Involvement & Influence
PF9: Workload Management
PF10: Engagement
PF11: Balance
PF12: Psychological Protection
PF13: Protection of Physical Safety

Specific Areas of Concern

Here are the results for the Specific Areas of Concern questions from the Survey for your organization. The corresponding results of the 2016 national Ipsos Reid survey are presented below for comparison.

Results from your organization

n = 191 number of employees who completed this Survey (total number of employee respondents)

5.2% (n = 10) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

6.3% (n = 12) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

1.0% (n = 2) of respondents reported being treated unfairly in the workplace because they have a mental illness.

Results from Ipsos

n = 5010 number of employees who completed this Survey (total number of employee respondents)

8.7% (n = 435) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

10.1% (n = 507) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

3.5% (n = 176) of respondents reported being treated unfairly in the workplace because they have a mental illness.

In 2016, Ipsos was commissioned by Guarding Minds at Work to conduct a public opinion survey on psychosocial risks in Canadian workplaces using the Survey. In total, 5010 working Canadians across a nationally representative sample of industries and geographical regions completed the Survey.

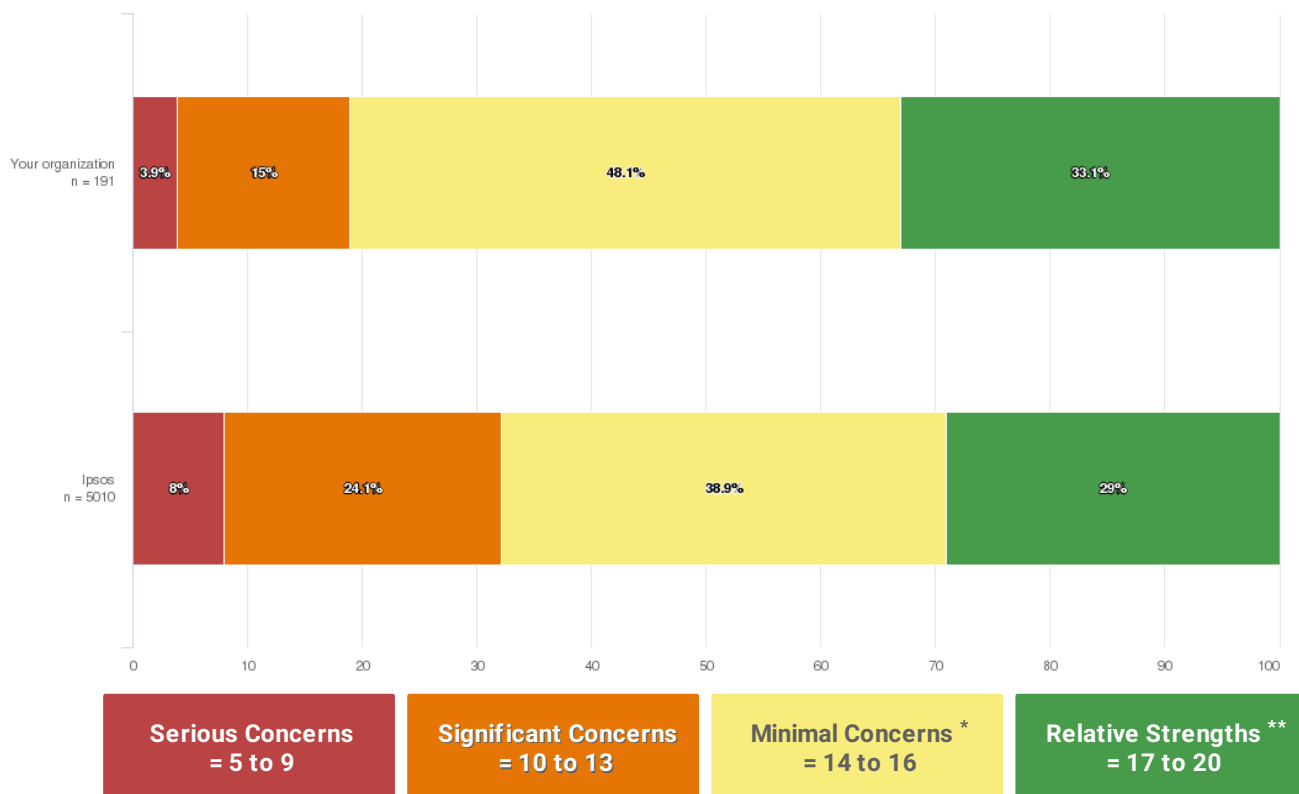
Employee Responses by Psychosocial Factor

The graphs in this section display the percentage of responses falling into each of the four areas of concern or relative strength, for each of the psychosocial factors. The corresponding results of the 2016 Ipsos Reid survey are presented immediately below each graph for comparison.

PSR1: Psychological Support

A work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

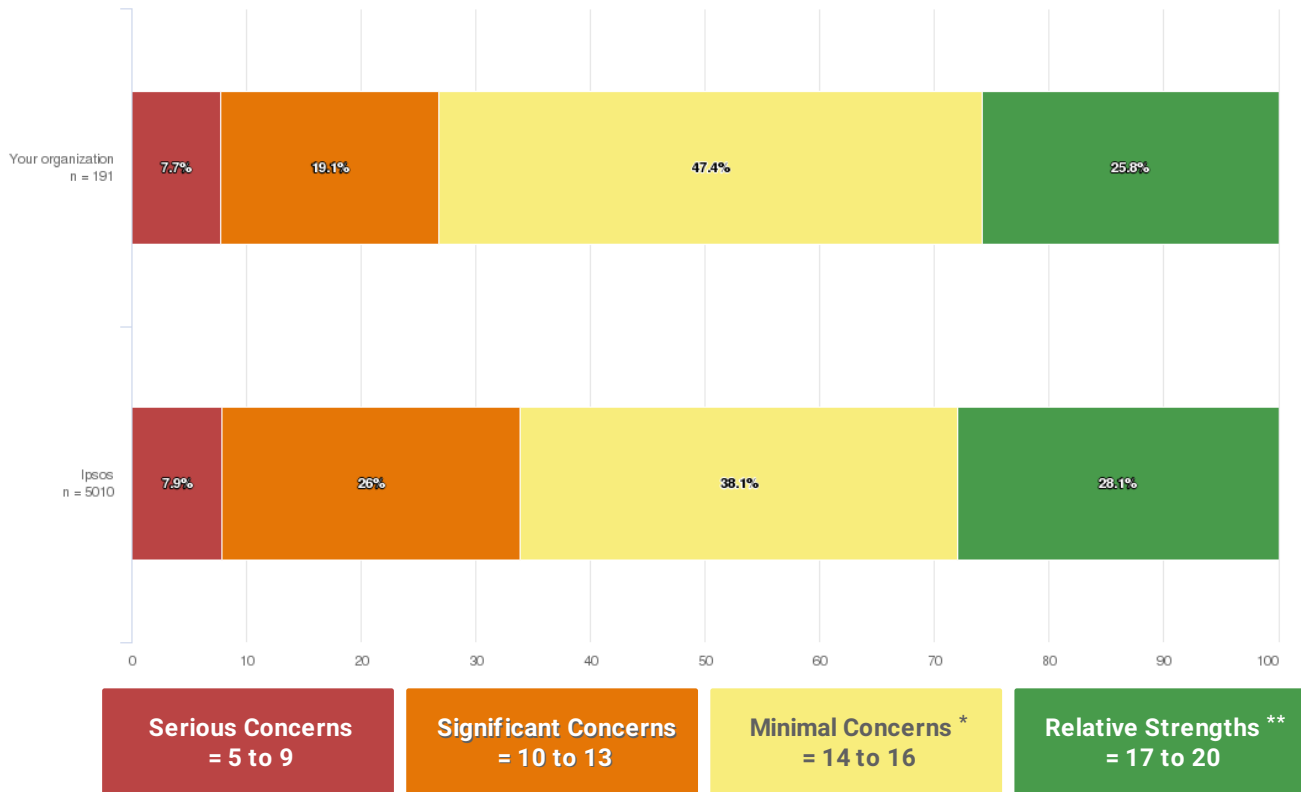
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer offers services or benefits that adequately address my psychological and mental health.
2. My supervisor would say or do something helpful if I looked distressed while at work.
3. I feel supported in my workplace when I am dealing with personal or family issues.
4. My workplace supports employees who are returning to work after time off due to a mental health condition.
5. People in my workplace have a good understanding of the importance of employee mental health.

PSR2: Organizational Culture

A work environment characterized by trust, honesty and fairness.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

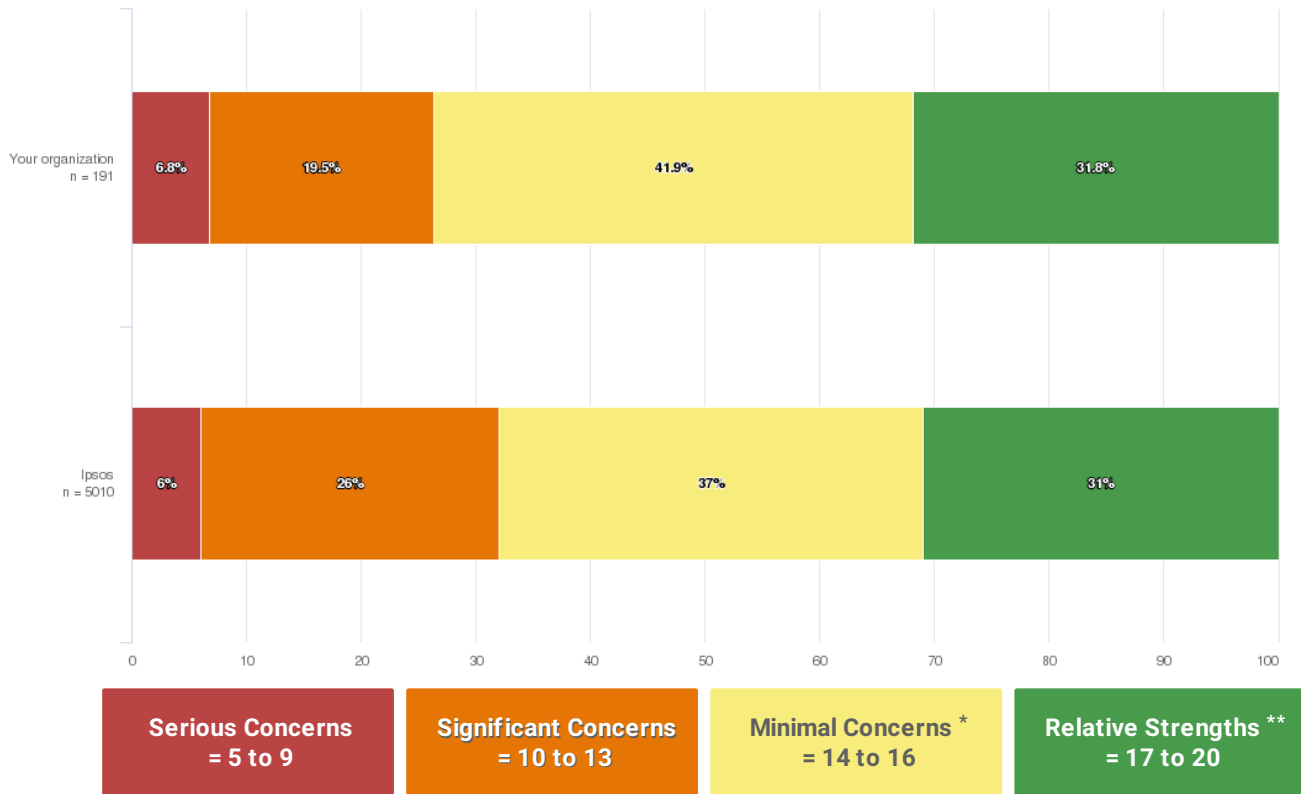
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. All people in our workplace are held accountable for their actions.
2. People at work show sincere respect for others' ideas, values and beliefs.
3. Difficult situations at work are addressed effectively.
4. I feel that I am part of a community at work.
5. Employees and management trust one another.

PSR3: Clear Leadership & Expectations

A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

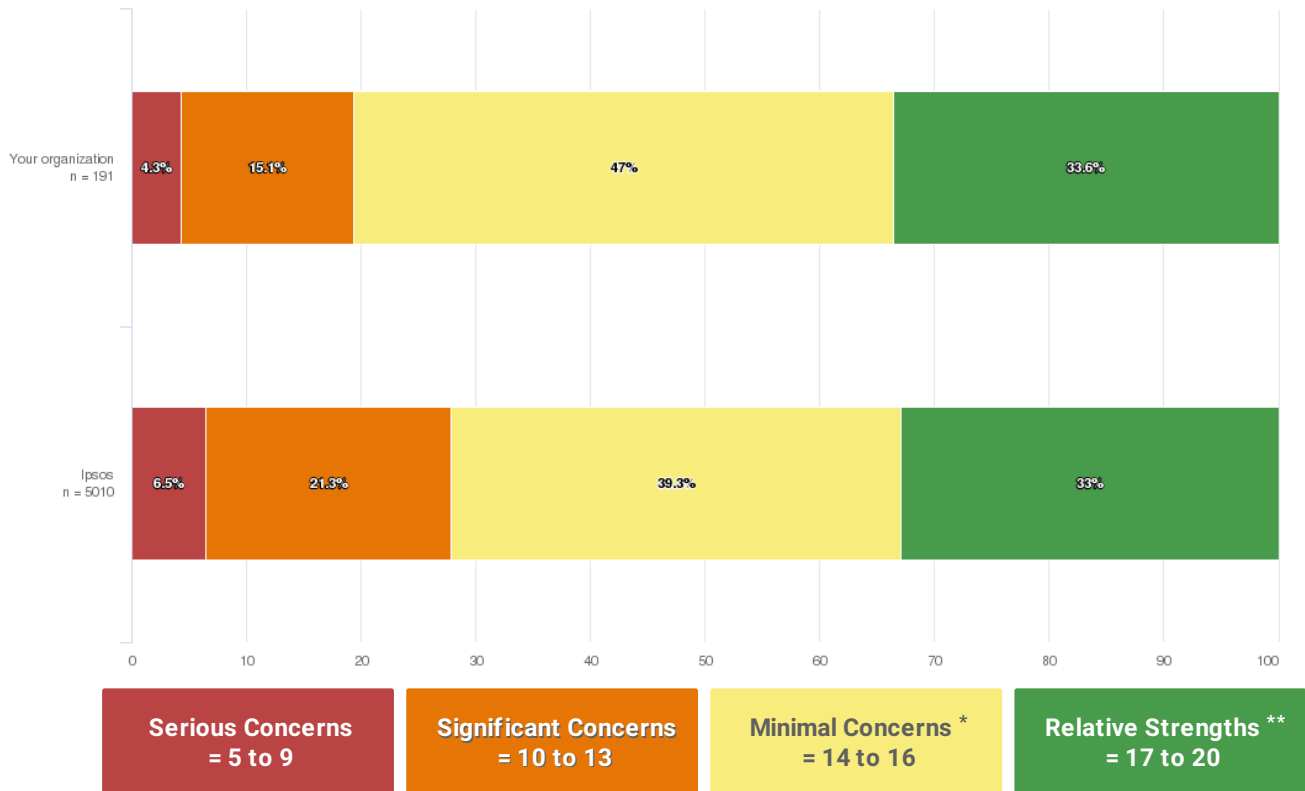
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. In my job, I know what I am expected to do.
2. Leadership in my workplace is effective.
3. I am informed about important changes at work in a timely manner.
4. My supervisor provides helpful feedback on my performance.
5. My organization provides clear, effective communication.

PSR4: Civility & Respect

A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

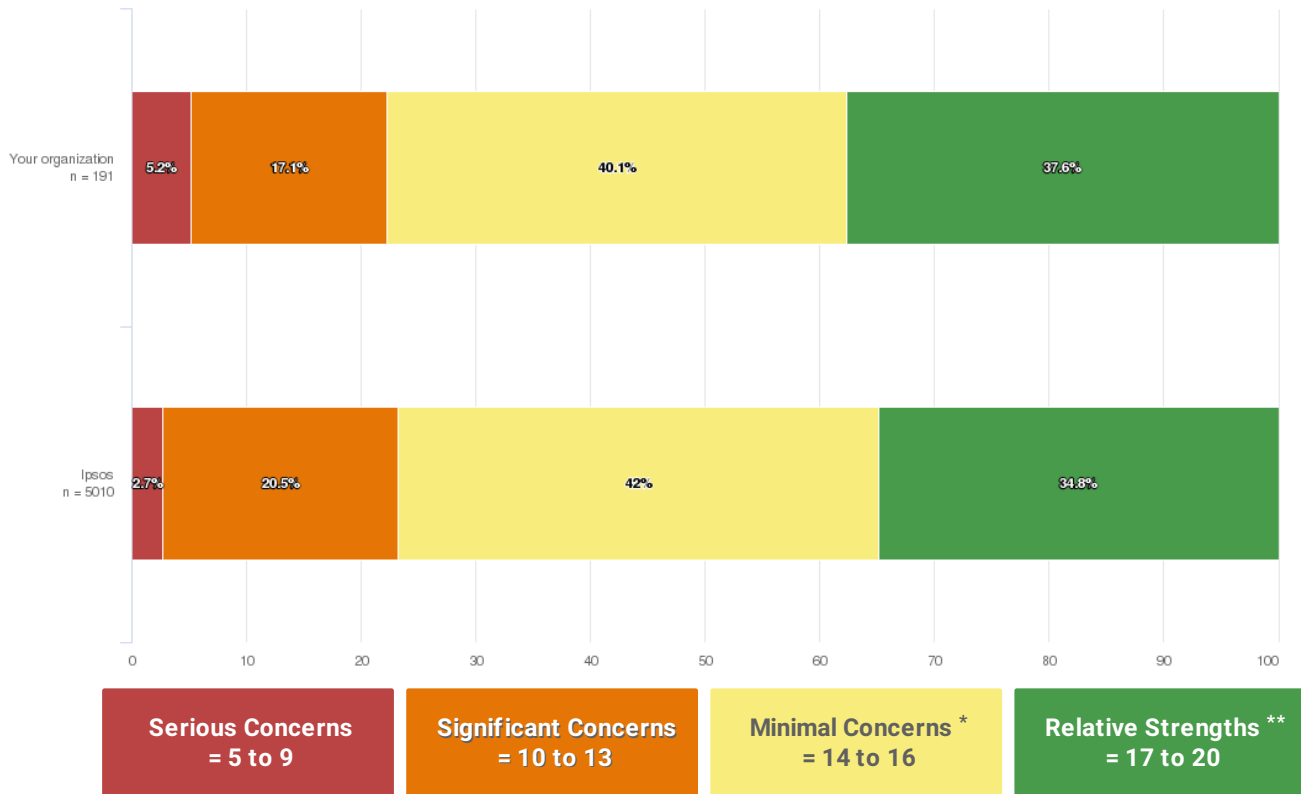
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. People treat each other with respect and consideration in our workplace.
2. Our workplace effectively handles "people problems" that exist between staff.
3. People from all backgrounds are treated fairly in our workplace.
4. Unnecessary conflict is kept to a minimum in our workplace.
5. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.

PSR5: Psychological Job Fit

A work environment where there is a good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

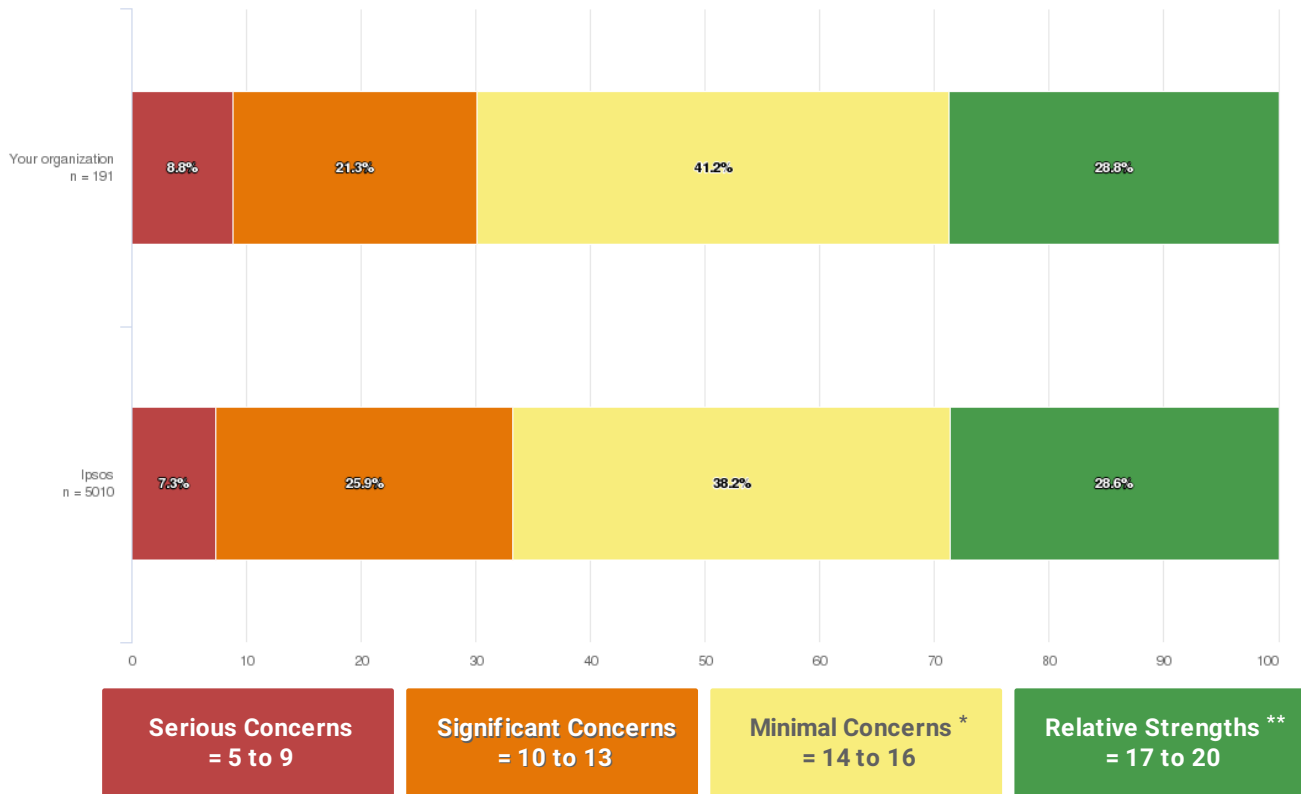
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.
2. My company hires people who fit well within the organization.
3. I have the social and emotional skills needed to do my job well.
4. My supervisor believes that social skills are as valuable as other skills.
5. My position makes good use of my personal strengths.

PSR6: Growth & Development

A work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

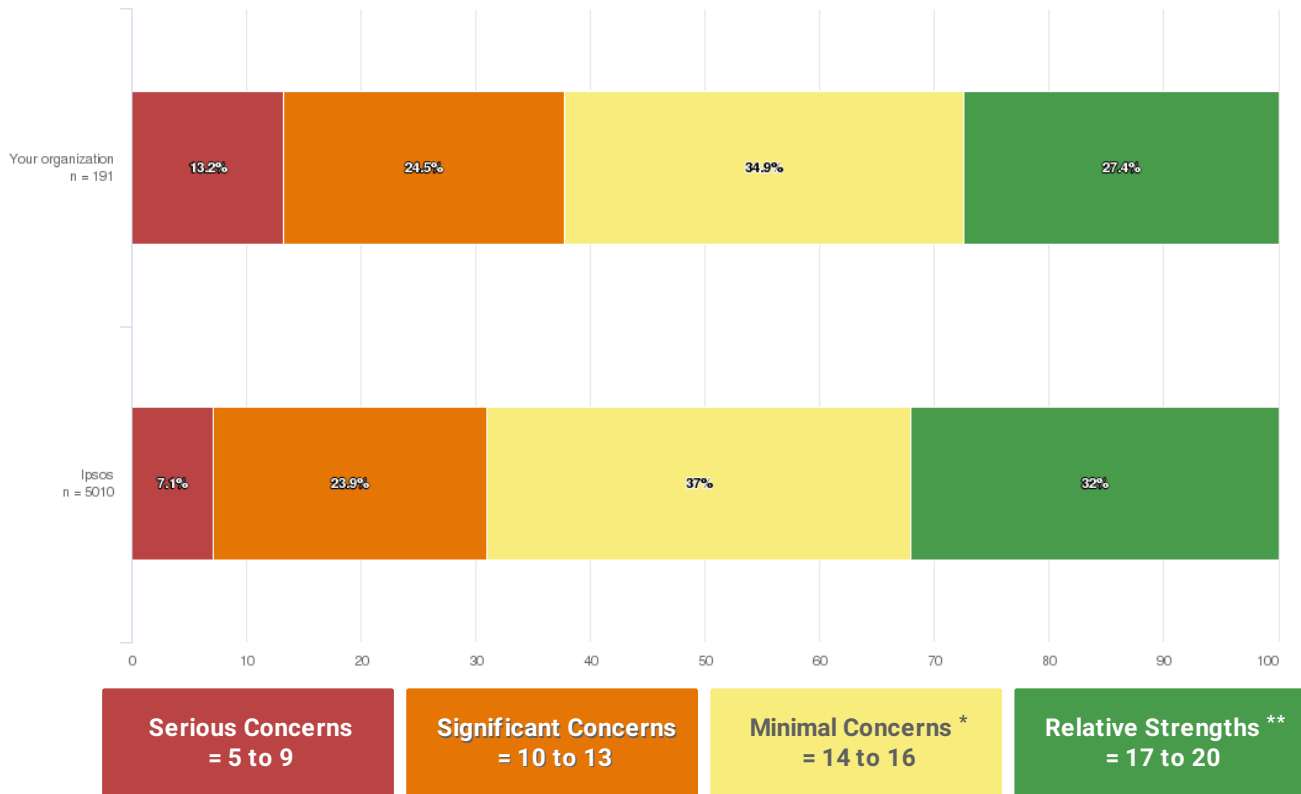
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I receive feedback at work that helps me grow and develop.
2. My supervisor is open to my ideas for taking on new opportunities and challenges.
3. I have the opportunity to advance within my organization.
4. My company values employees' ongoing growth and development.
5. I have the opportunity to develop my "people skills" at work.

PSR7: Recognition & Reward

A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

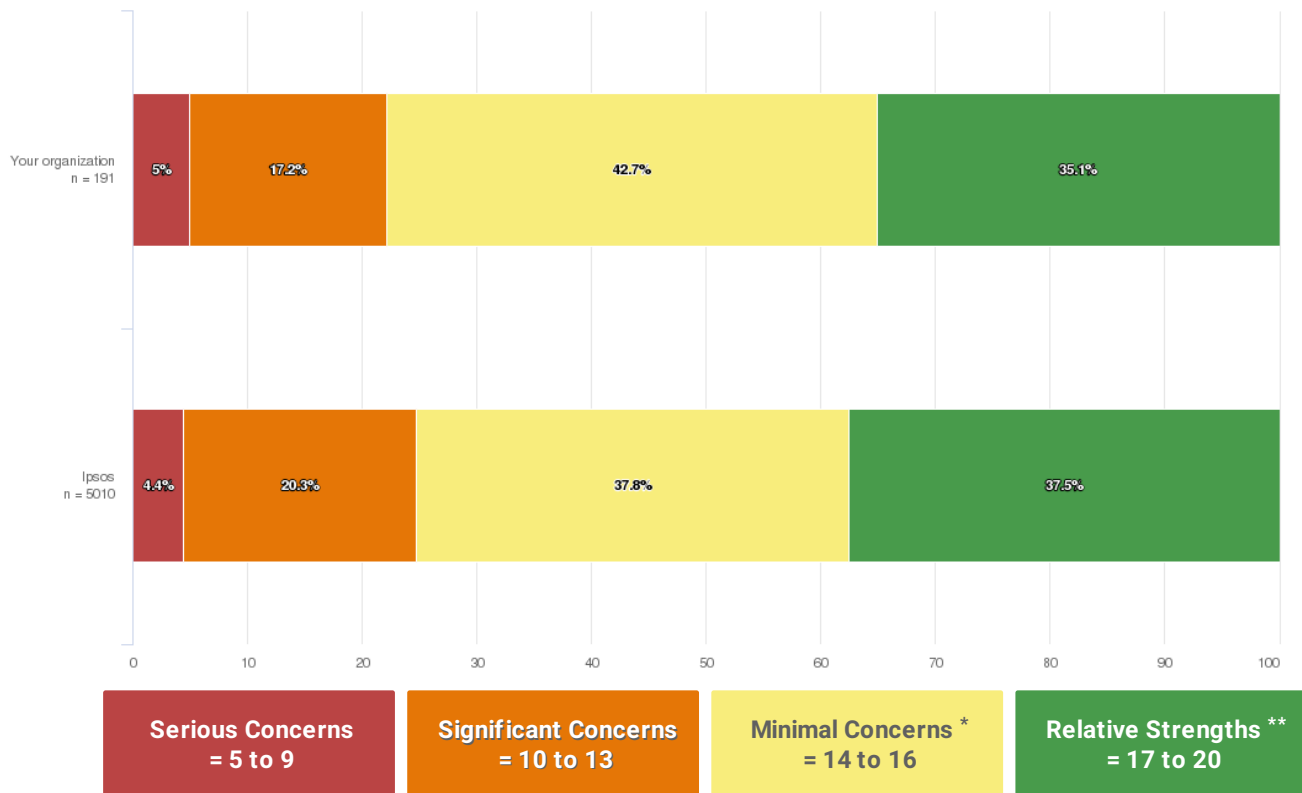
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My immediate supervisor appreciates my work.
2. I am paid fairly for the work I do.
3. My company appreciates extra effort made by employees.
4. Our organization celebrates our shared accomplishments.
5. My employer values my commitment and passion for my work.

PSR8: Involvement & Influence

A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

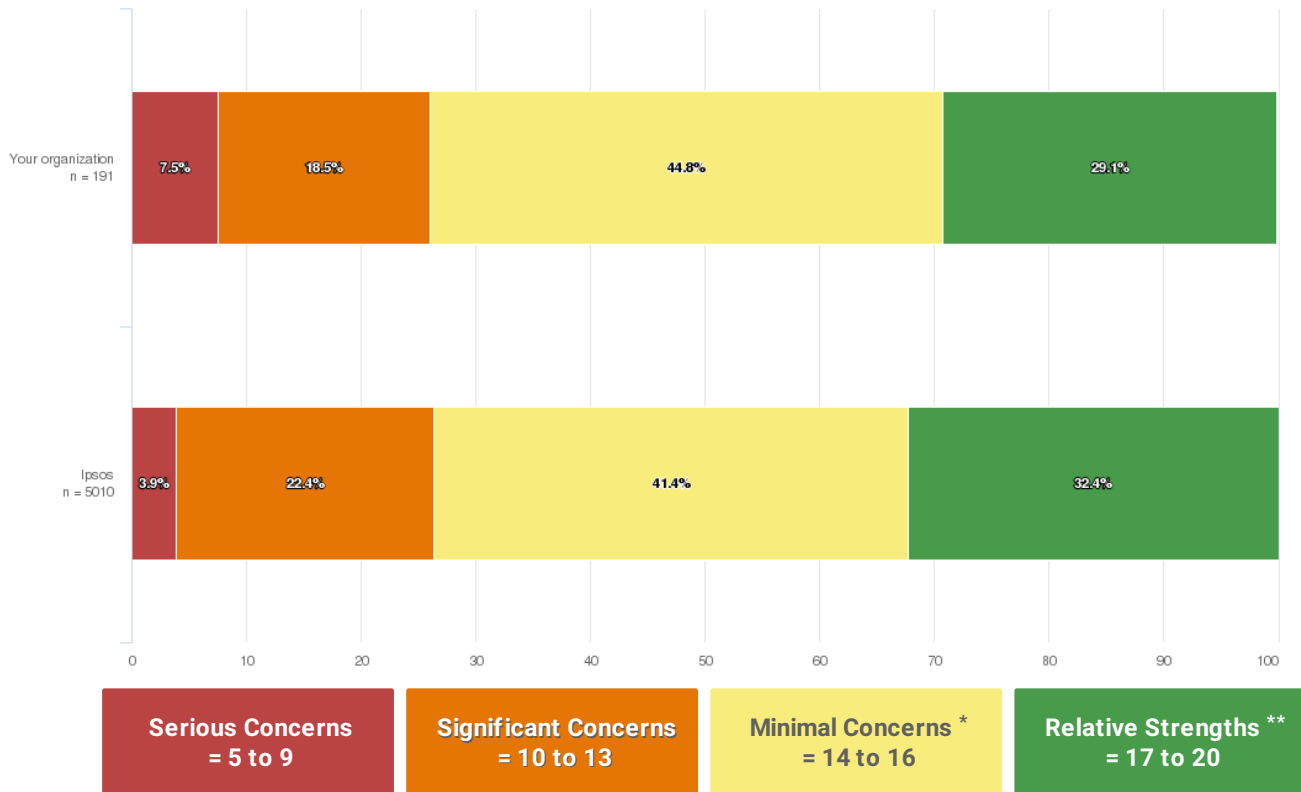
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I am able to talk to my immediate supervisor about how I do my work.
2. I have some control over how I organize my work.
3. My opinions and suggestions are considered at work.
4. I am informed of important changes that may impact how my work is done.
5. My employer encourages input from all staff on important issues related to their work.

PSR9: Workload Management

A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

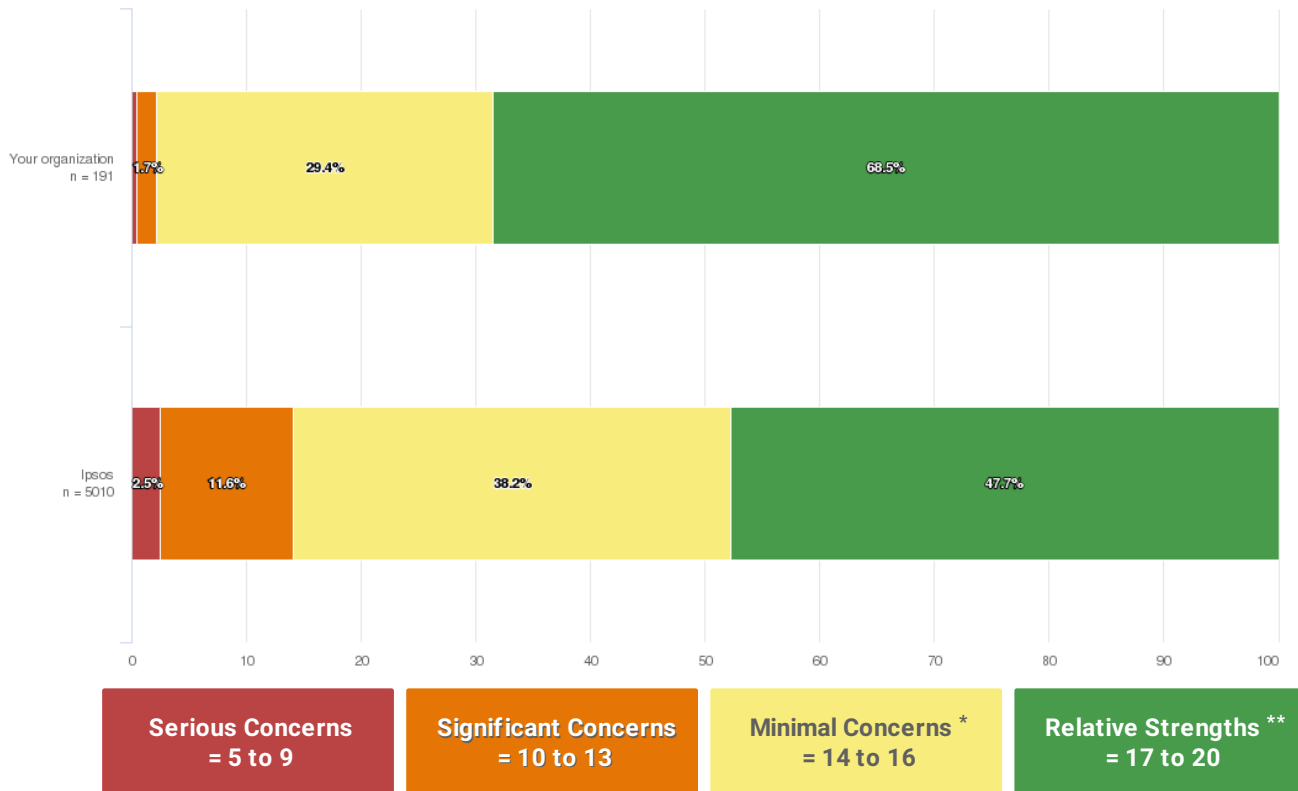
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. The amount of work I am expected to do is reasonable for my position.
2. I can talk to my supervisor about the amount of work I have to do.
3. I have the equipment and resources needed to do my job well.
4. My work is free from unnecessary interruptions and disruptions.
5. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.

PSR10: Engagement

A work environment where employees enjoy and feel connected to their work, and where they feel motivated to do their job well.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

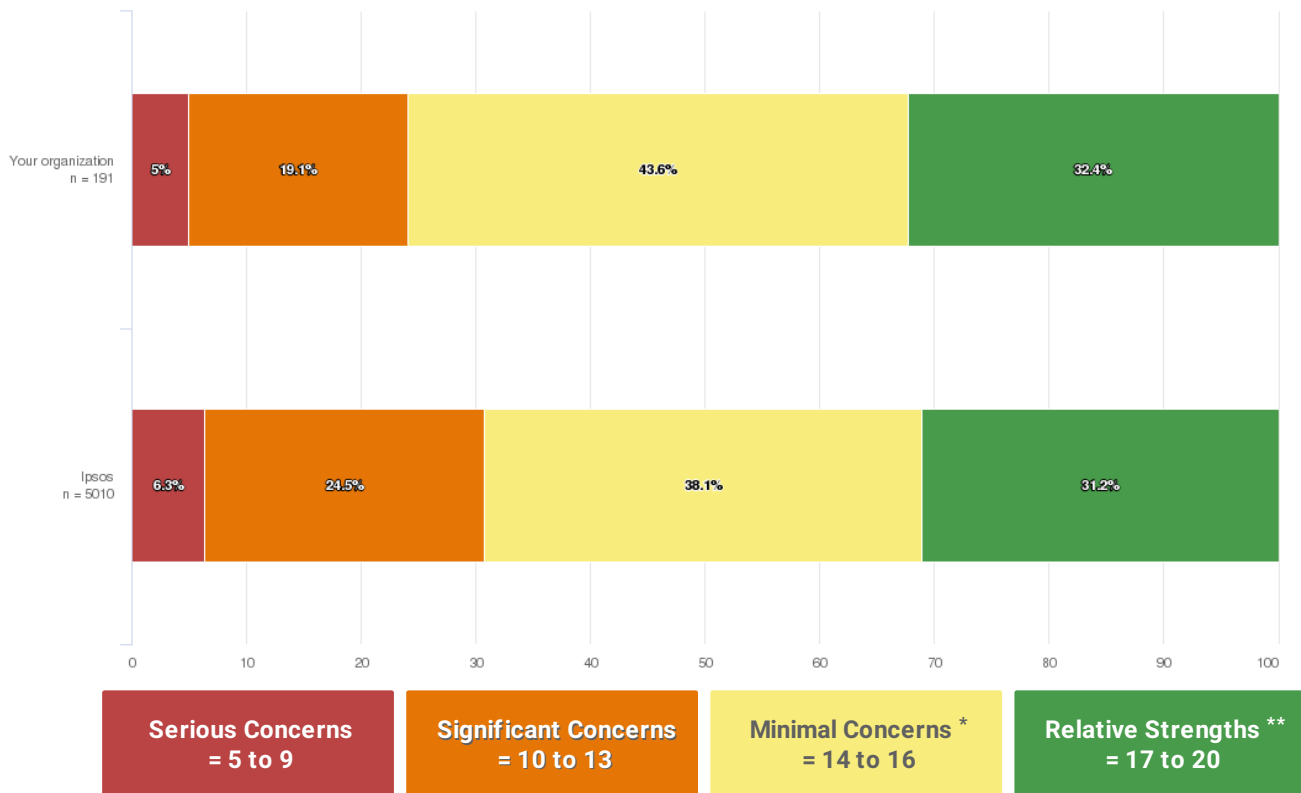
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I enjoy my work.
2. I am willing to give extra effort at work if needed.
3. My work is an important part of who I am.
4. I am committed to the success of my organization.
5. I am proud of the work I do.

PSR11: Balance

A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

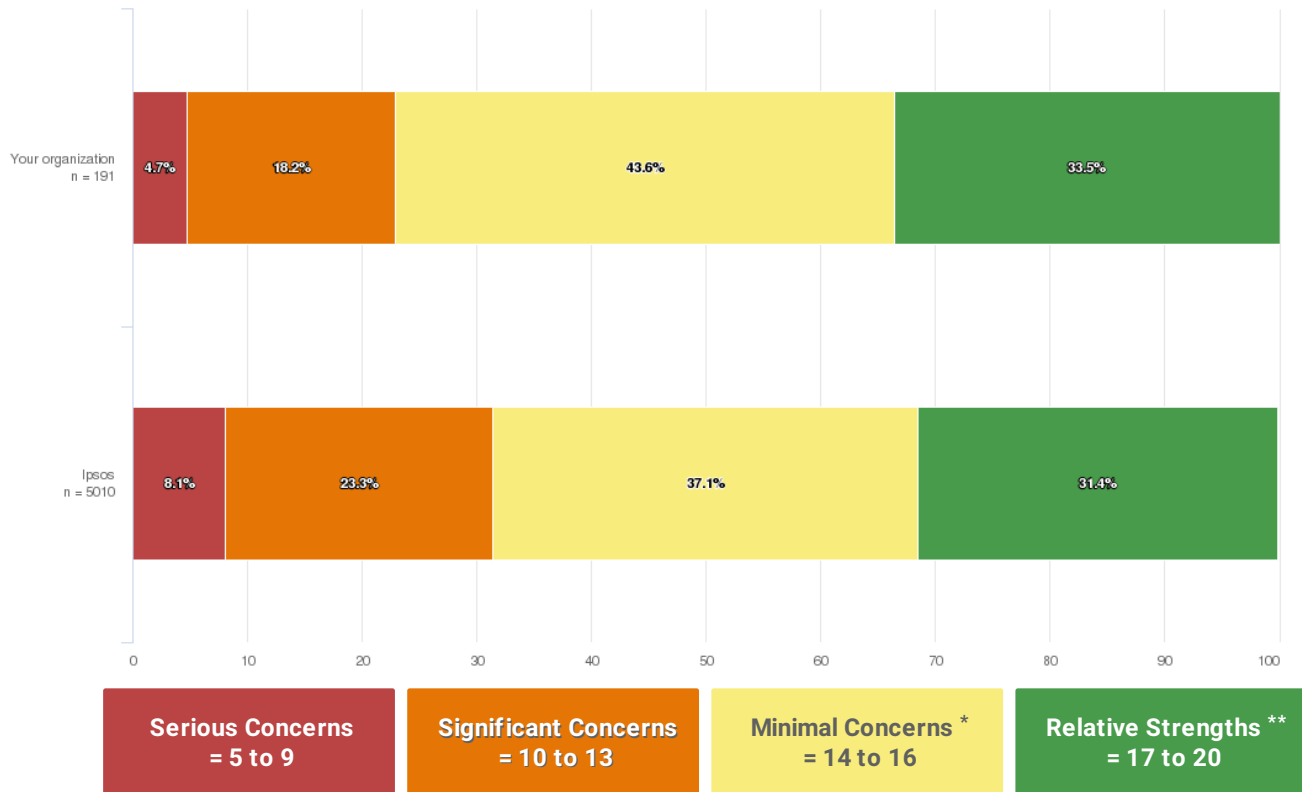
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).
2. I am able to reasonably balance the demands of work and personal life.
3. My employer promotes work-life balance.
4. I can talk to my supervisor when I am having trouble maintaining work-life balance.
5. I have energy left at the end of most workdays for my personal life.

PSR12: Psychological Protection

A work environment where employees' psychological safety is ensured.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

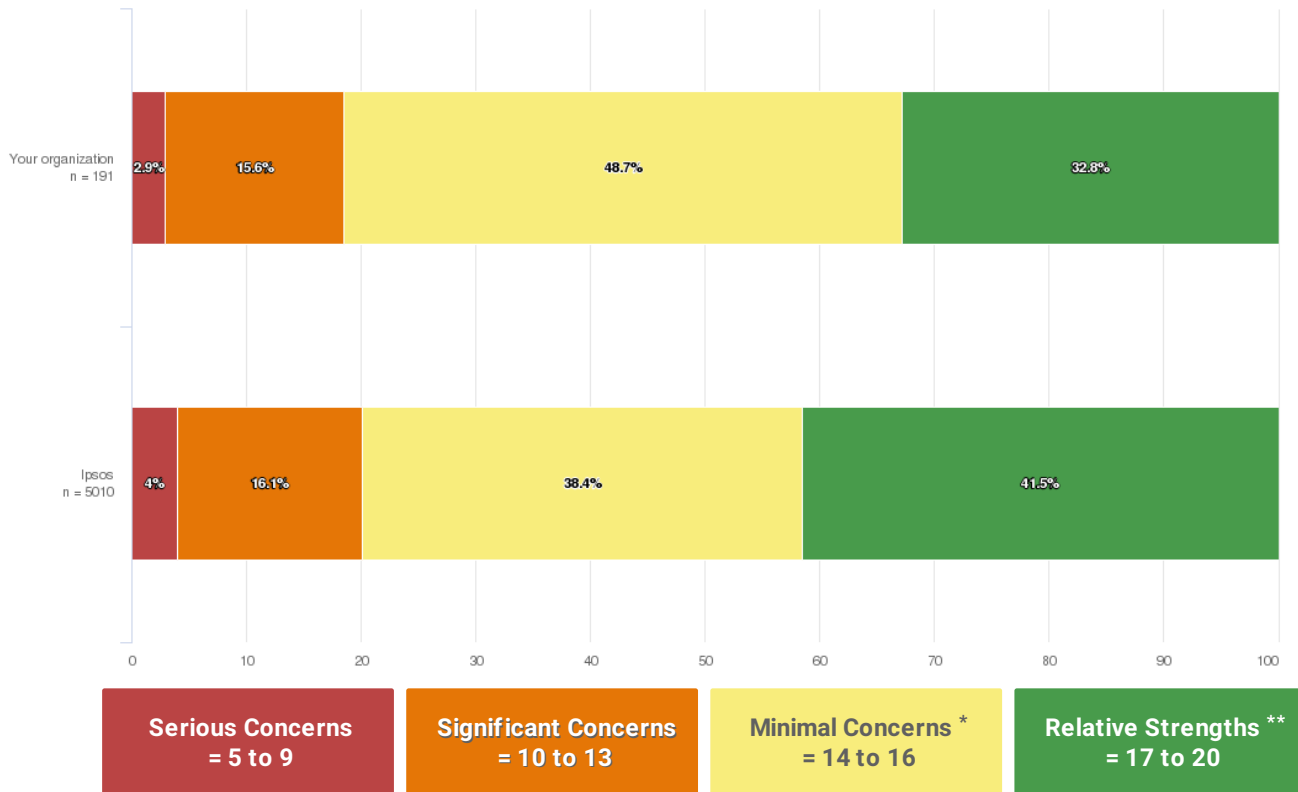
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer is committed to minimizing unnecessary stress at work.
2. My immediate supervisor cares about my emotional well-being.
3. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.
4. I would describe my workplace as being psychologically healthy.
5. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).

PSR13: Protection of Physical Safety

A work environment where management takes appropriate action to protect the

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Management takes appropriate action to protect my physical safety at work.
2. My employer offers sufficient training to help protect my physical safety at work (emergency preparedness, safe lifting, violence prevention).
3. When physical accidents occur or physical risks are identified, my employer responds effectively.
4. I have the equipment and tools I need to do my job in a physically safe way (protective clothing, adequate lighting, ergonomic seating).
5. My employer responds appropriately when workers raise concerns about physical safety.

Next Steps

Congratulations! You now have a profile of your organization (or work unit) and have the information needed to act. Refer to the Resources tab of the Guarding Minds at Work website for practical strategy and evidence-based suggested actions on how to improve the psychological health and safety in your workplace. It is also important to discuss the findings with employees to gain a better understanding of the results and to obtain input into possible interventions. Furthermore, it is important to evaluate these interventions taken over time to ensure they are effective and to take corrective action where needed. Refer to the Evaluation tools on the Resources tab of the Guarding Minds at Work website for help with this.

Remember that the psychosocial factors in your workplace are not going to change without action. Doing nothing is costly - commit to acting on these results. The results are of little value, and the survey process may actually have an adverse effect on employees if no meaningful and visible action follows. Keep in mind that efforts to address the psychological health and safety of a workplace are most likely to succeed when employers and employees work together.

ORGANIZATION: School District No. 83 (North Okanagan-Shuswap)

ORGANIZATIONAL REPRESENTATIVE: Ryan Brennan

SURVEY NAME: SD83 Employee Health & Wellness Survey - 2018

SURVEY CLOSE DATE: 2018-12-17 00:00:00

NUMBER OF EMPLOYEES WHO COMPLETED THIS SURVEY (TOTAL NUMBER OF EMPLOYEE RESPONDENTS): 511

REPORT GENERATION DATE: 2018-10-31 12:41:17

Table of Contents

1 Organization Information

2 Survey Results

· Selected Segments

✓ Department / Branch

– PVP/Exempt

· Mean Score Report

· Specific Areas of Concern

· Employee Responses by Psychosocial Factor

· Next Steps

1 Organization Information

Total number of employees, company-wide	500+
Number of employees who completed this survey (total number of employee respondents)	511
Type of organization	Not-for-profit
Industry sector	Public
Number of employees represented in this segmented report	43

2 Survey Results

Overview

This Report provides an overview of your organization (or work unit) in relation to its performance across the Guarding Minds at Work psychosocial factors, across two data sets:

A. Mean Score Report

This report shows the organization's average score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison.

B. Employee Responses by Psychosocial Factor

These graphs display the percentage of employee responses that fall into each of the categories of concerns.

1. Review your results and identify any areas of concern or relative strength.
2. Take action with these resources from the Resources tab of the website:
 - a. Selection of Suggested Actions
 - b. Selection of Effective Actions: Applying a Quality Framework
 - c. Suggested Responses Documents
 - d. Action Planning Worksheets
3. Evaluate your actions with these resources from the Resources tab of the website:
 - a. Evaluation Worksheets: Getting Started
 - b. Evaluation Worksheets

Department / Branch

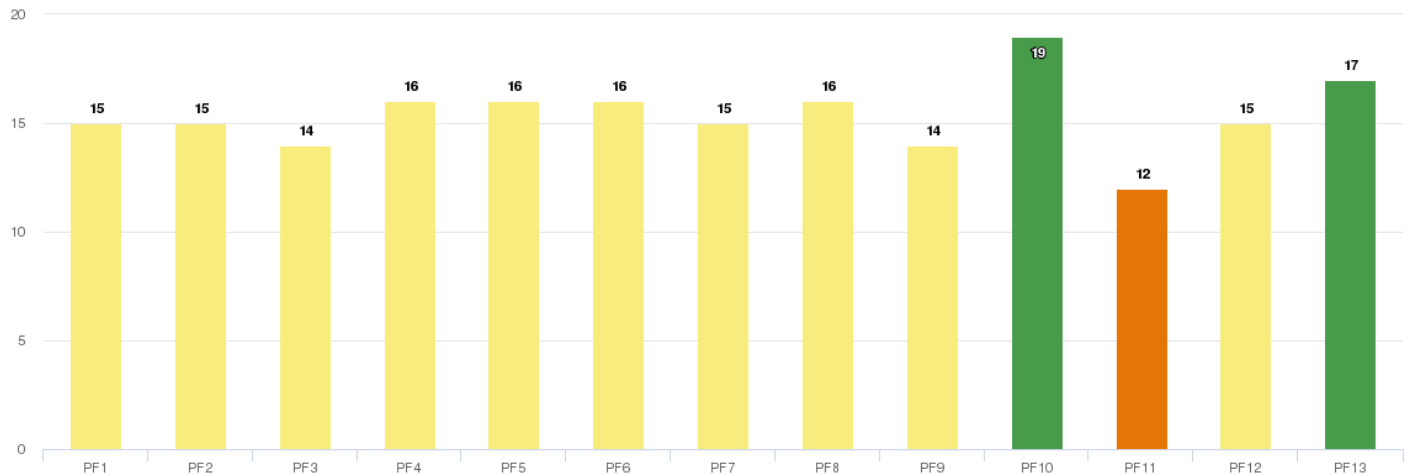
Percentage of total employee respondents (n=43)

PVP/Exempt

100.0%

Mean Score Report

Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.



Serious Concerns
= 5 to 9

Significant Concerns
= 10 to 13

Minimal Concerns *
= 14 to 16

Relative Strengths **
= 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

PF1: Psychological Support
PF2: Organizational Culture
PF3: Clear Leadership & Expectations
PF4: Civility & Respect
PF5: Psychological Competencies & Requirements
PF6: Growth & Development
PF7: Recognition & Reward

PF8: Involvement & Influence
PF9: Workload Management
PF10: Engagement
PF11: Balance
PF12: Psychological Protection
PF13: Protection of Physical Safety

Specific Areas of Concern

Here are the results for the Specific Areas of Concern questions from the Survey for your organization. The corresponding results of the 2016 national Ipsos Reid survey are presented below for comparison.

Results from your organization

n = 43 number of employees who completed this Survey (total number of employee respondents)

4.7% (n = 2) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

0.0% (n = 0) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

2.3% (n = 1) of respondents reported being treated unfairly in the workplace because they have a mental illness.

Results from Ipsos

n = 5010 number of employees who completed this Survey (total number of employee respondents)

8.7% (n = 435) of respondents reported experiencing discrimination in the workplace because of their cultural/ethnic background, disability, sexual orientation, gender or age.

10.1% (n = 507) of respondents reported being bullied or harassed, either verbally, physically or sexually in the workplace.

3.5% (n = 176) of respondents reported being treated unfairly in the workplace because they have a mental illness.

In 2016, Ipsos was commissioned by Guarding Minds at Work to conduct a public opinion survey on psychosocial risks in Canadian workplaces using the Survey. In total, 5010 working Canadians across a nationally representative sample of industries and geographical regions completed the Survey.

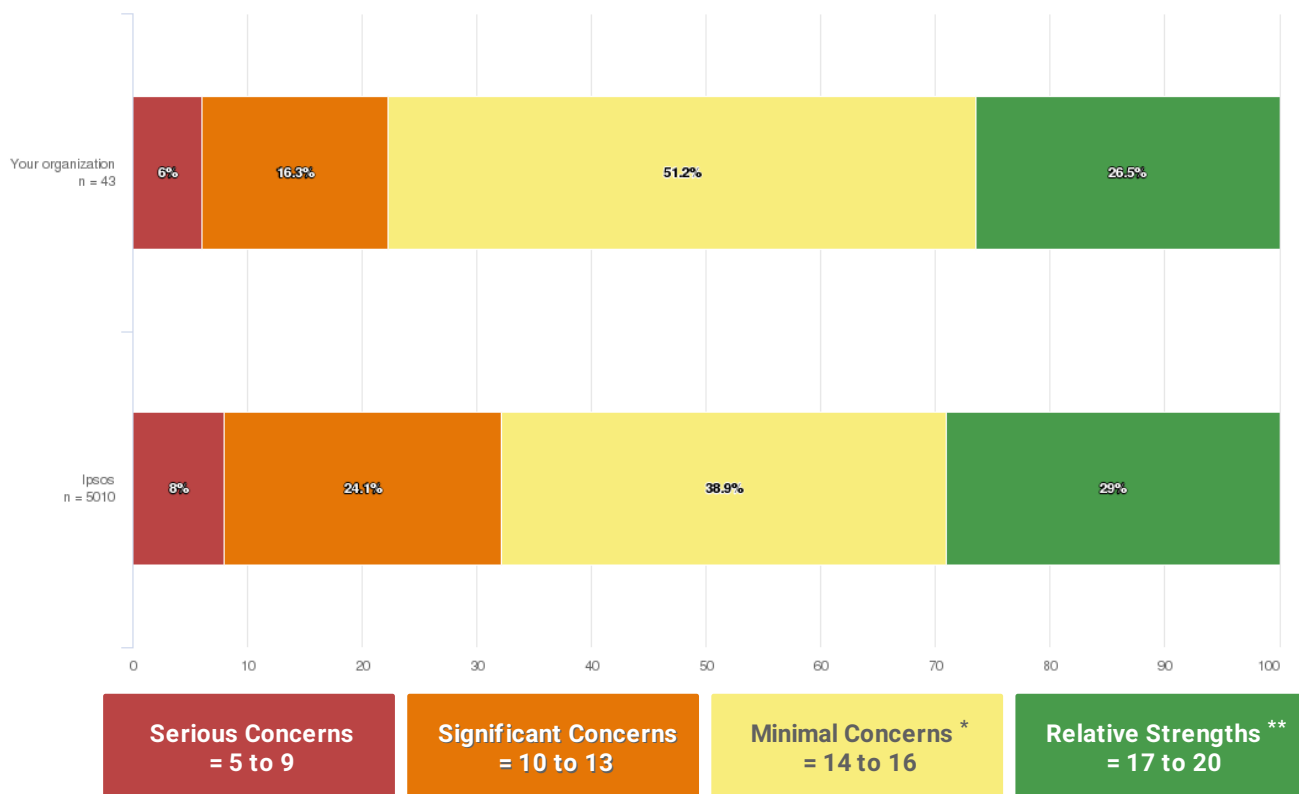
Employee Responses by Psychosocial Factor

The graphs in this section display the percentage of responses falling into each of the four areas of concern or relative strength, for each of the psychosocial factors. The corresponding results of the 2016 Ipsos Reid survey are presented immediately below each graph for comparison.

PSR1: Psychological Support

A work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

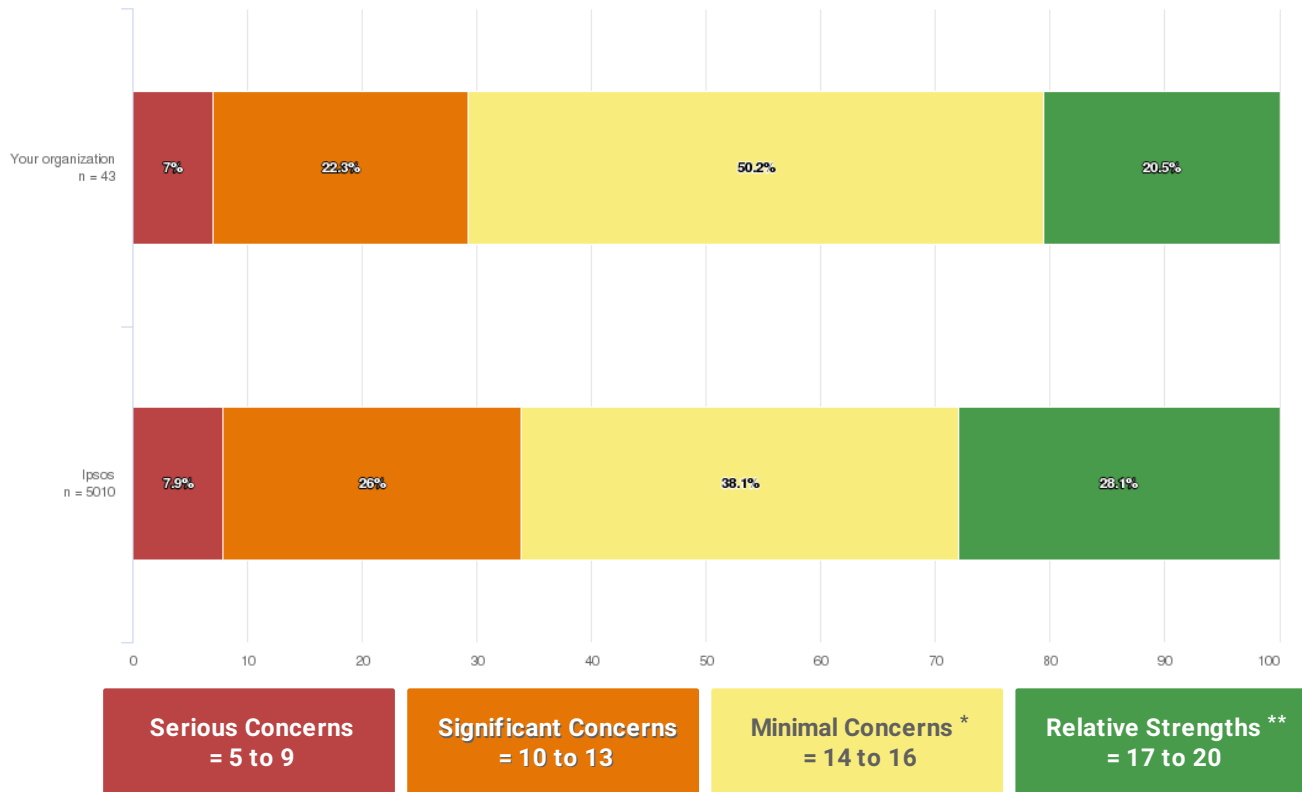
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer offers services or benefits that adequately address my psychological and mental health.
2. My supervisor would say or do something helpful if I looked distressed while at work.
3. I feel supported in my workplace when I am dealing with personal or family issues.
4. My workplace supports employees who are returning to work after time off due to a mental health condition.
5. People in my workplace have a good understanding of the importance of employee mental health.

PSR2: Organizational Culture

A work environment characterized by trust, honesty and fairness.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

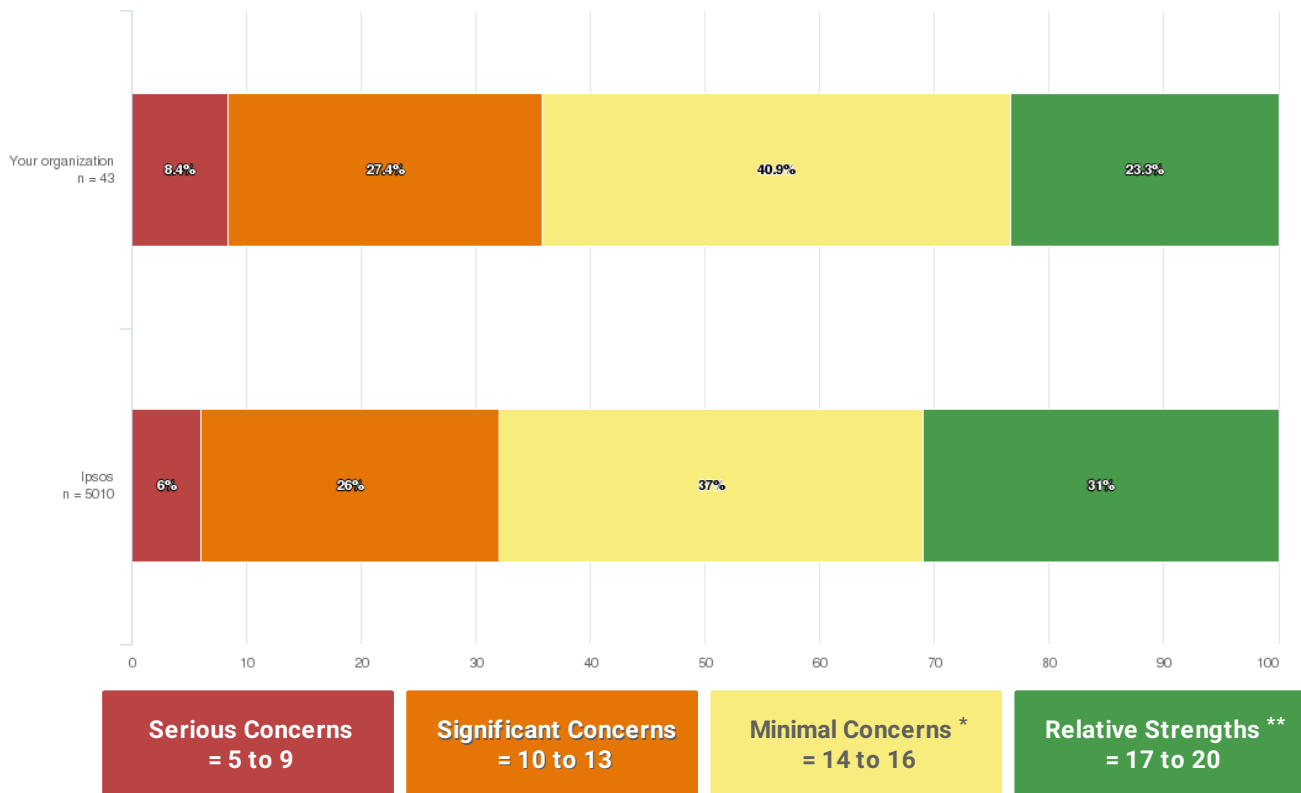
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. All people in our workplace are held accountable for their actions.
2. People at work show sincere respect for others' ideas, values and beliefs.
3. Difficult situations at work are addressed effectively.
4. I feel that I am part of a community at work.
5. Employees and management trust one another.

PSR3: Clear Leadership & Expectations

A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

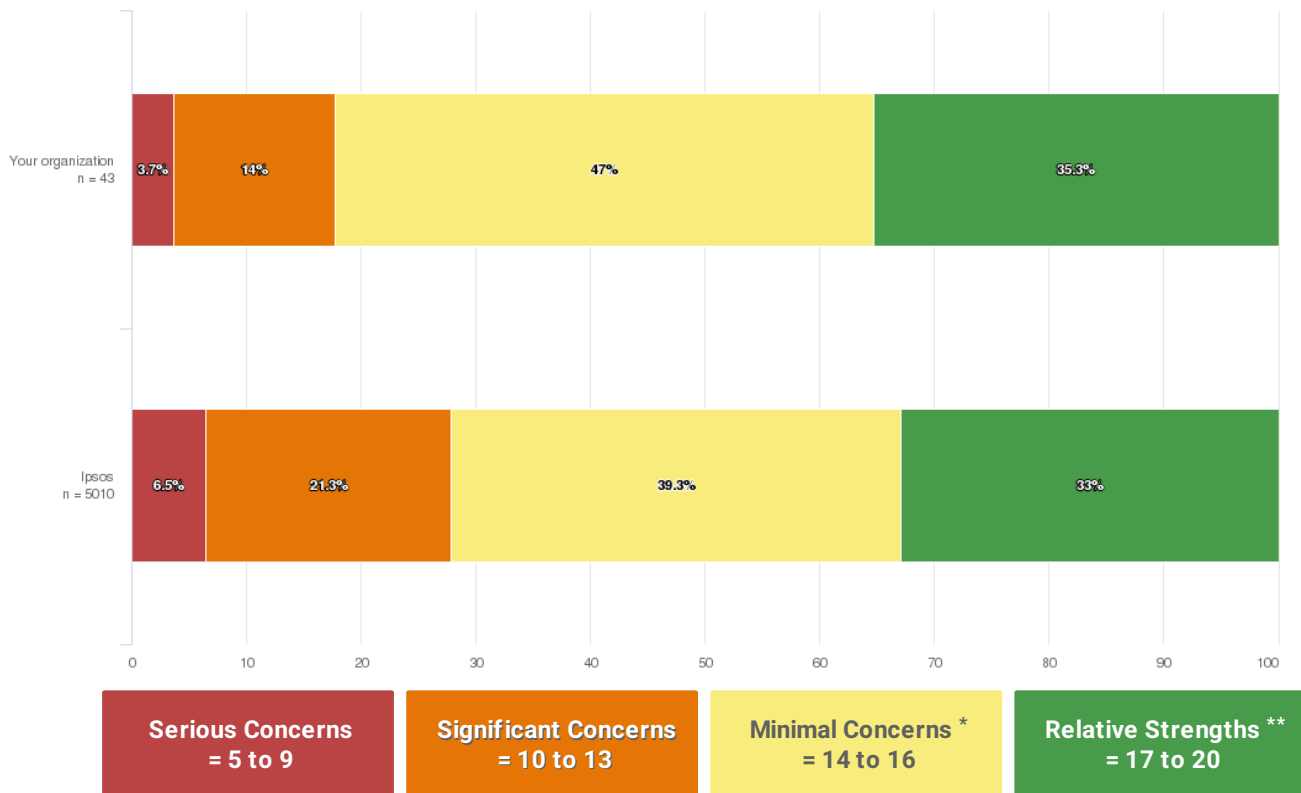
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. In my job, I know what I am expected to do.
2. Leadership in my workplace is effective.
3. I am informed about important changes at work in a timely manner.
4. My supervisor provides helpful feedback on my performance.
5. My organization provides clear, effective communication.

PSR4: Civility & Respect

A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

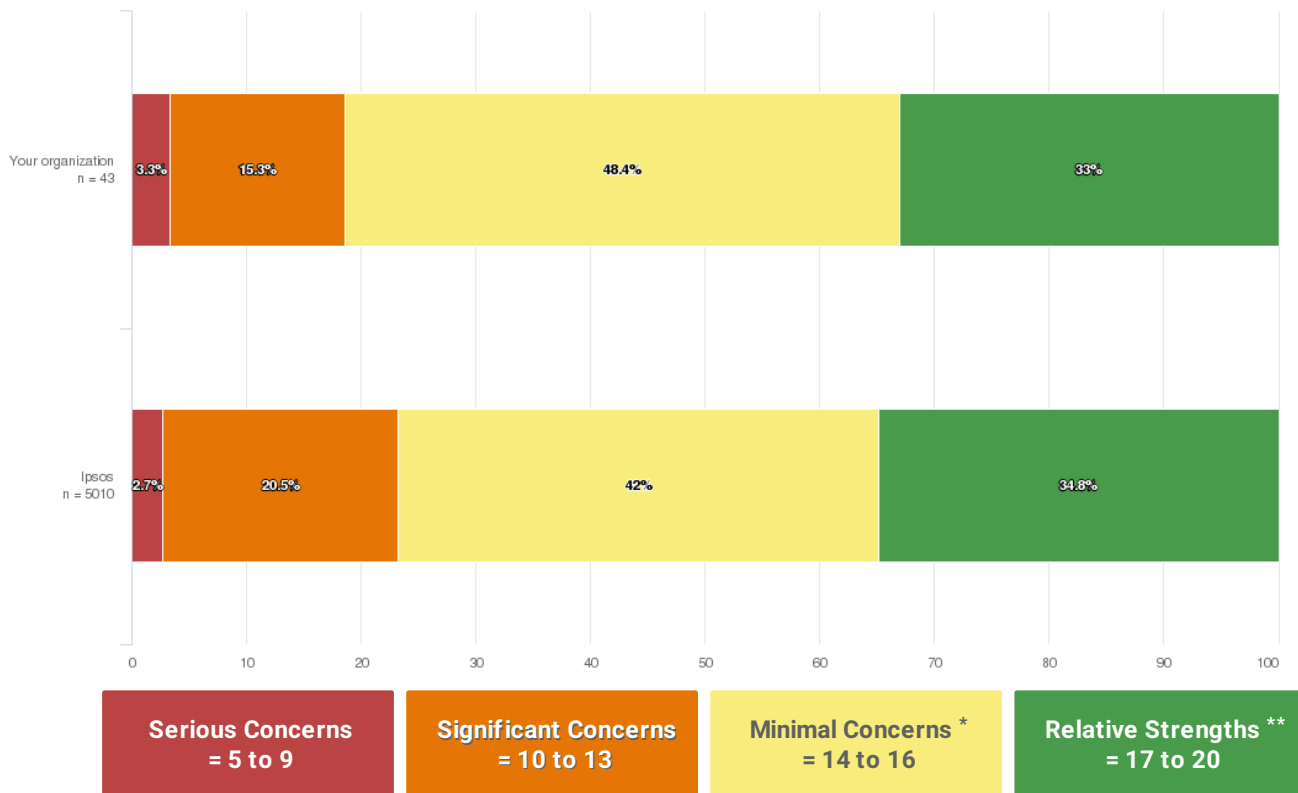
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. People treat each other with respect and consideration in our workplace.
2. Our workplace effectively handles "people problems" that exist between staff.
3. People from all backgrounds are treated fairly in our workplace.
4. Unnecessary conflict is kept to a minimum in our workplace.
5. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.

PSR5: Psychological Job Fit

A work environment where there is a good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

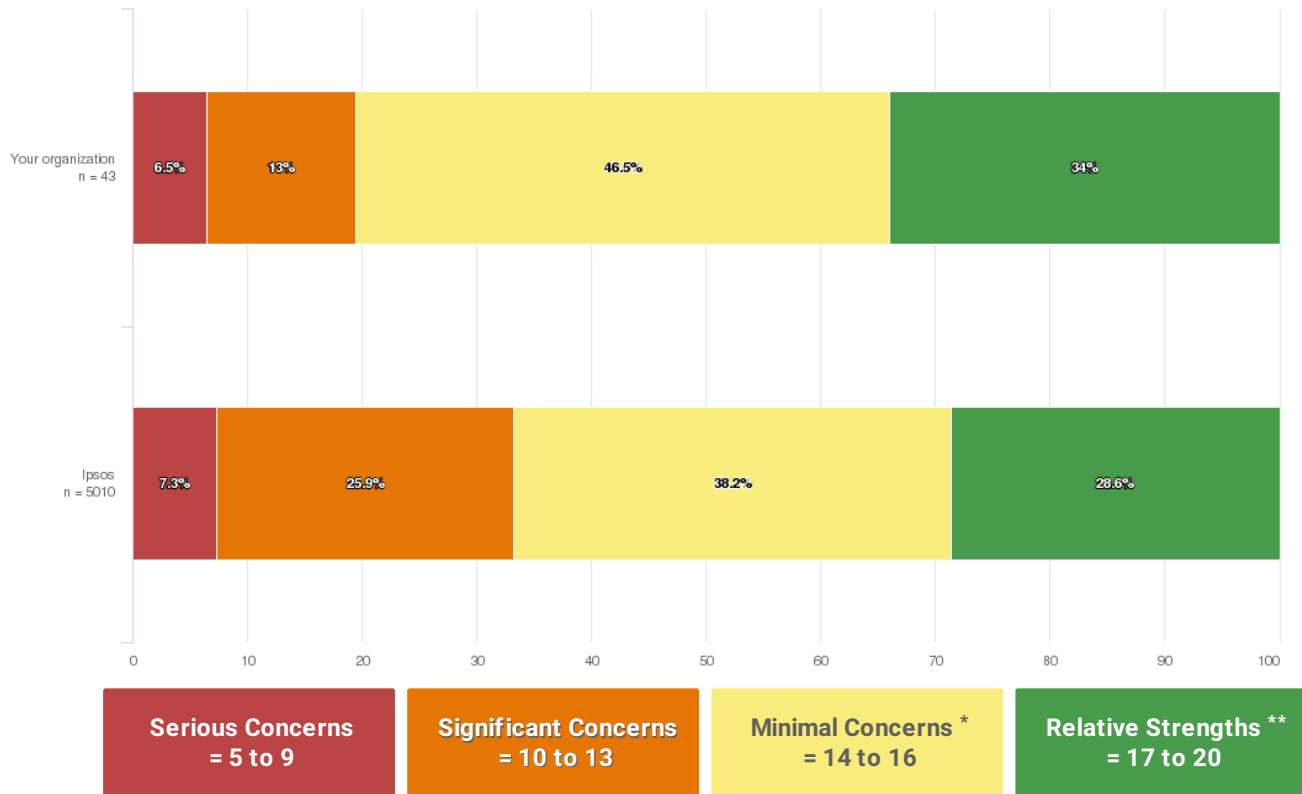
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Hiring/promotion decisions consider the "people skills" necessary for specific positions.
2. My company hires people who fit well within the organization.
3. I have the social and emotional skills needed to do my job well.
4. My supervisor believes that social skills are as valuable as other skills.
5. My position makes good use of my personal strengths.

PSR6: Growth & Development

A work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

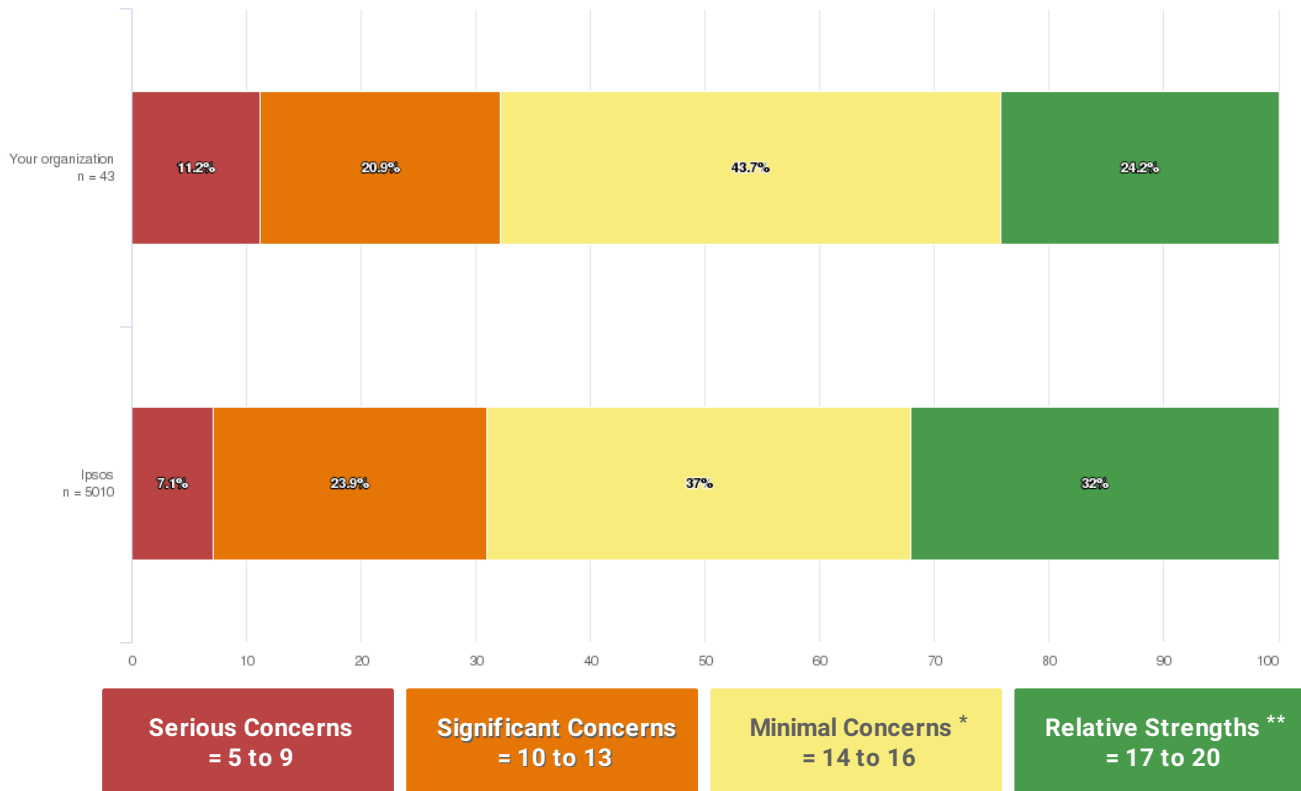
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I receive feedback at work that helps me grow and develop.
2. My supervisor is open to my ideas for taking on new opportunities and challenges.
3. I have the opportunity to advance within my organization.
4. My company values employees' ongoing growth and development.
5. I have the opportunity to develop my "people skills" at work.

PSR7: Recognition & Reward

A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

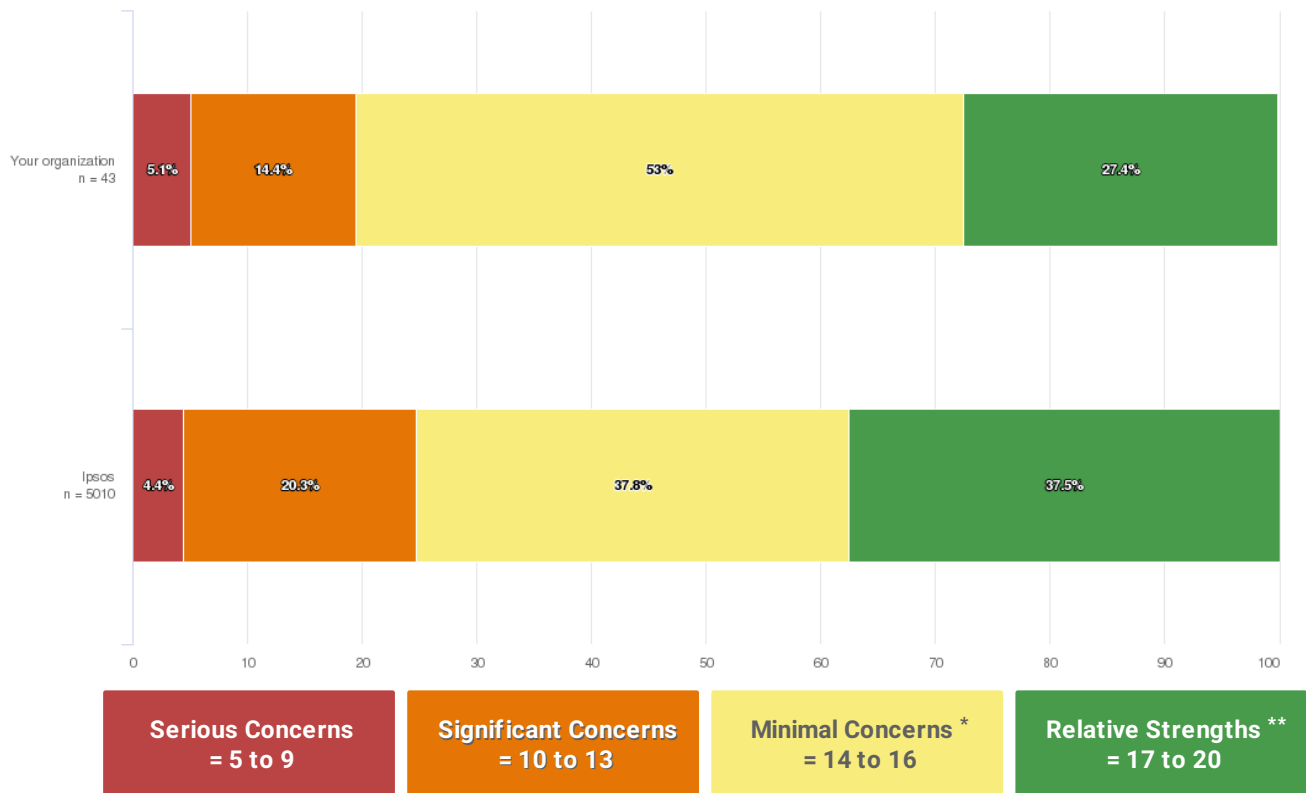
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My immediate supervisor appreciates my work.
2. I am paid fairly for the work I do.
3. My company appreciates extra effort made by employees.
4. Our organization celebrates our shared accomplishments.
5. My employer values my commitment and passion for my work.

PSR8: Involvement & Influence

A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

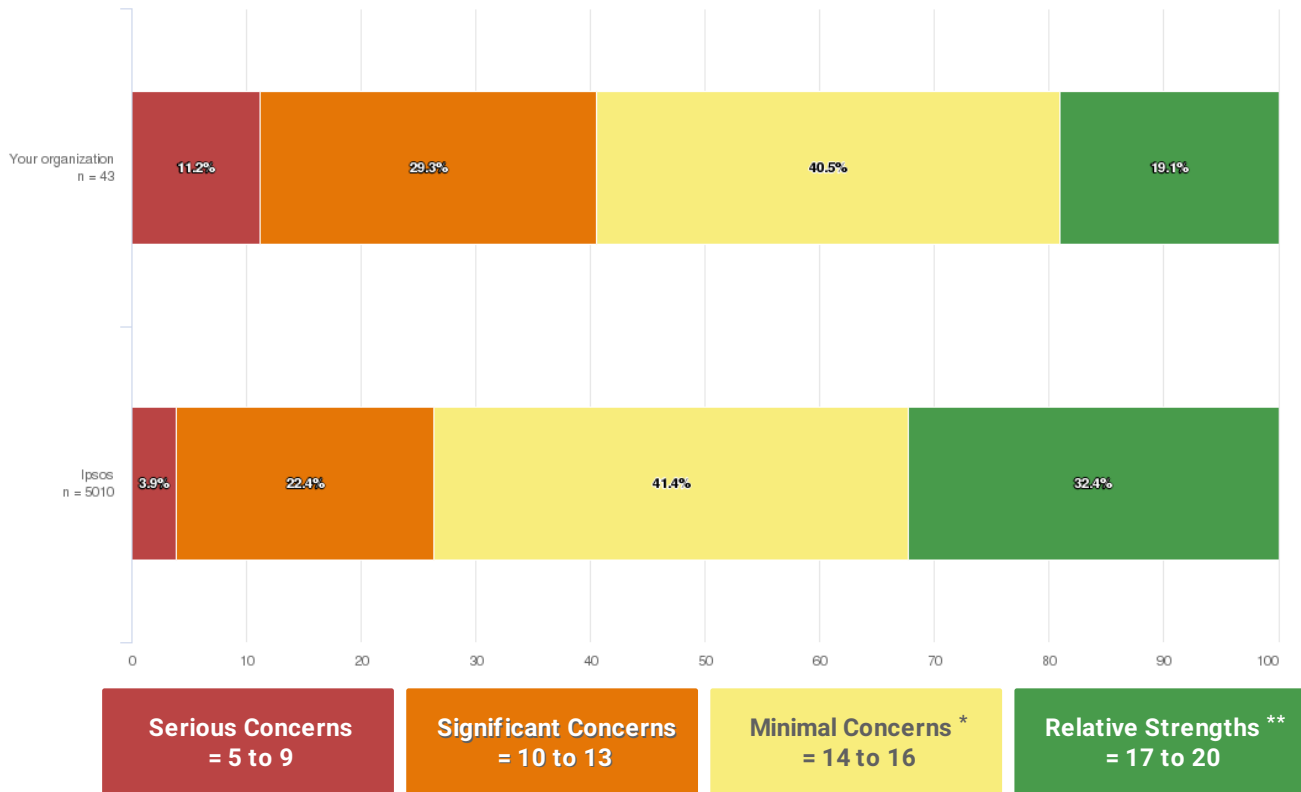
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I am able to talk to my immediate supervisor about how I do my work.
2. I have some control over how I organize my work.
3. My opinions and suggestions are considered at work.
4. I am informed of important changes that may impact how my work is done.
5. My employer encourages input from all staff on important issues related to their work.

PSR9: Workload Management

A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

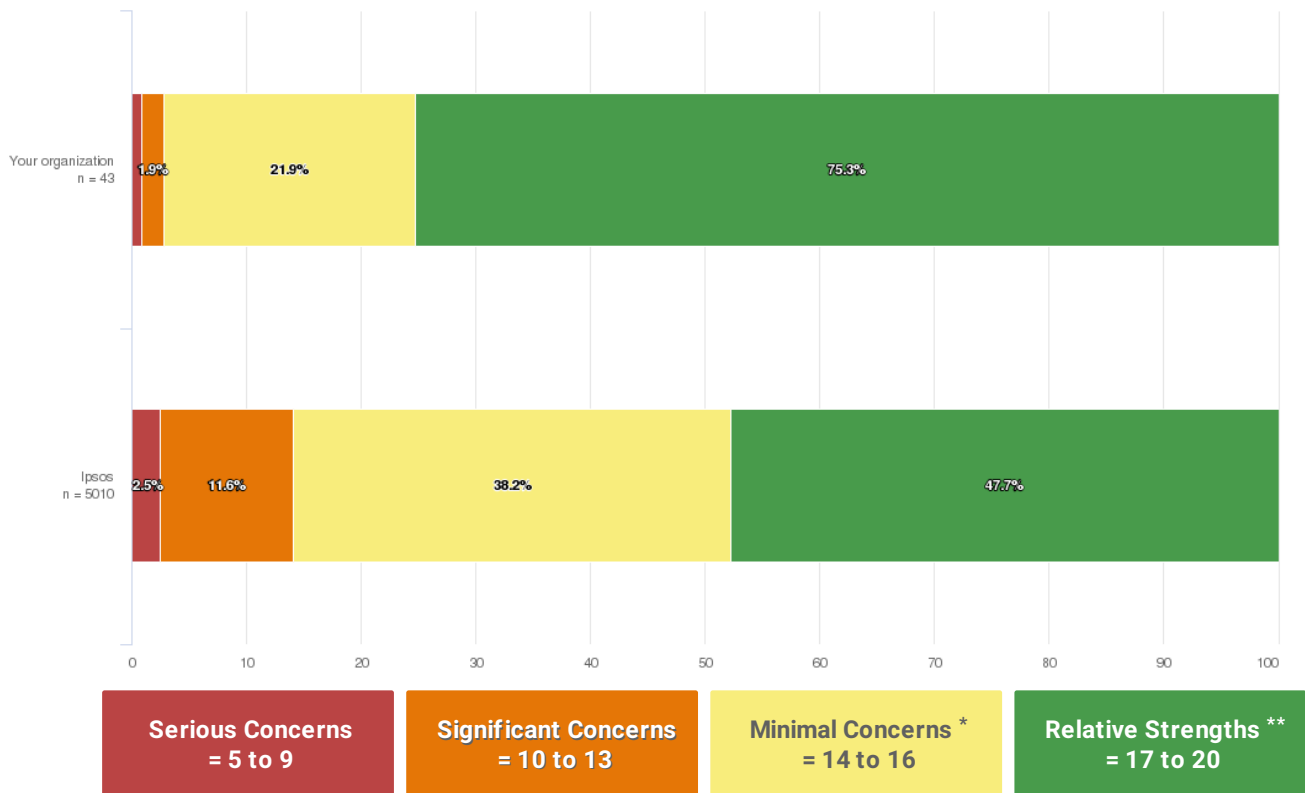
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. The amount of work I am expected to do is reasonable for my position.
2. I can talk to my supervisor about the amount of work I have to do.
3. I have the equipment and resources needed to do my job well.
4. My work is free from unnecessary interruptions and disruptions.
5. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.

PSR10: Engagement

A work environment where employees enjoy and feel connected to their work, and where they feel motivated to do their job well.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

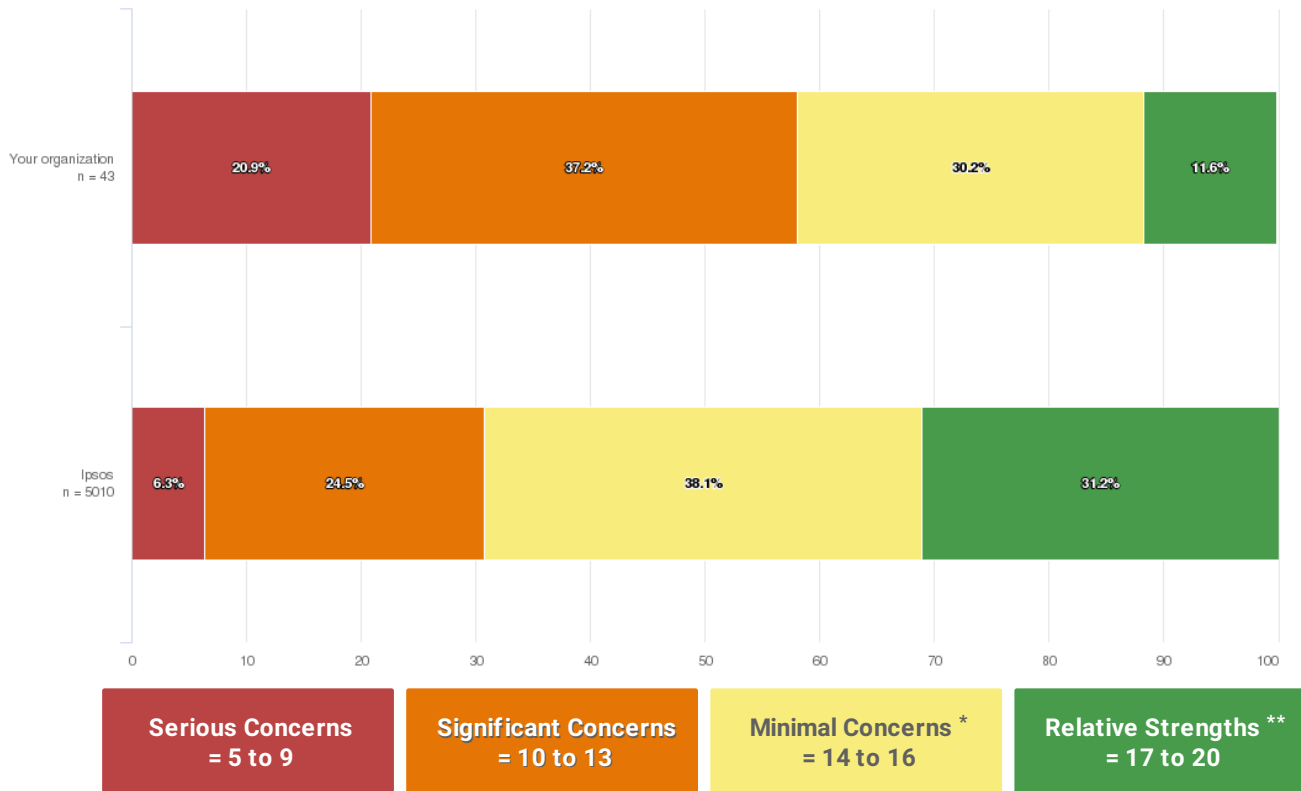
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. I enjoy my work.
2. I am willing to give extra effort at work if needed.
3. My work is an important part of who I am.
4. I am committed to the success of my organization.
5. I am proud of the work I do.

PSR11: Balance

A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

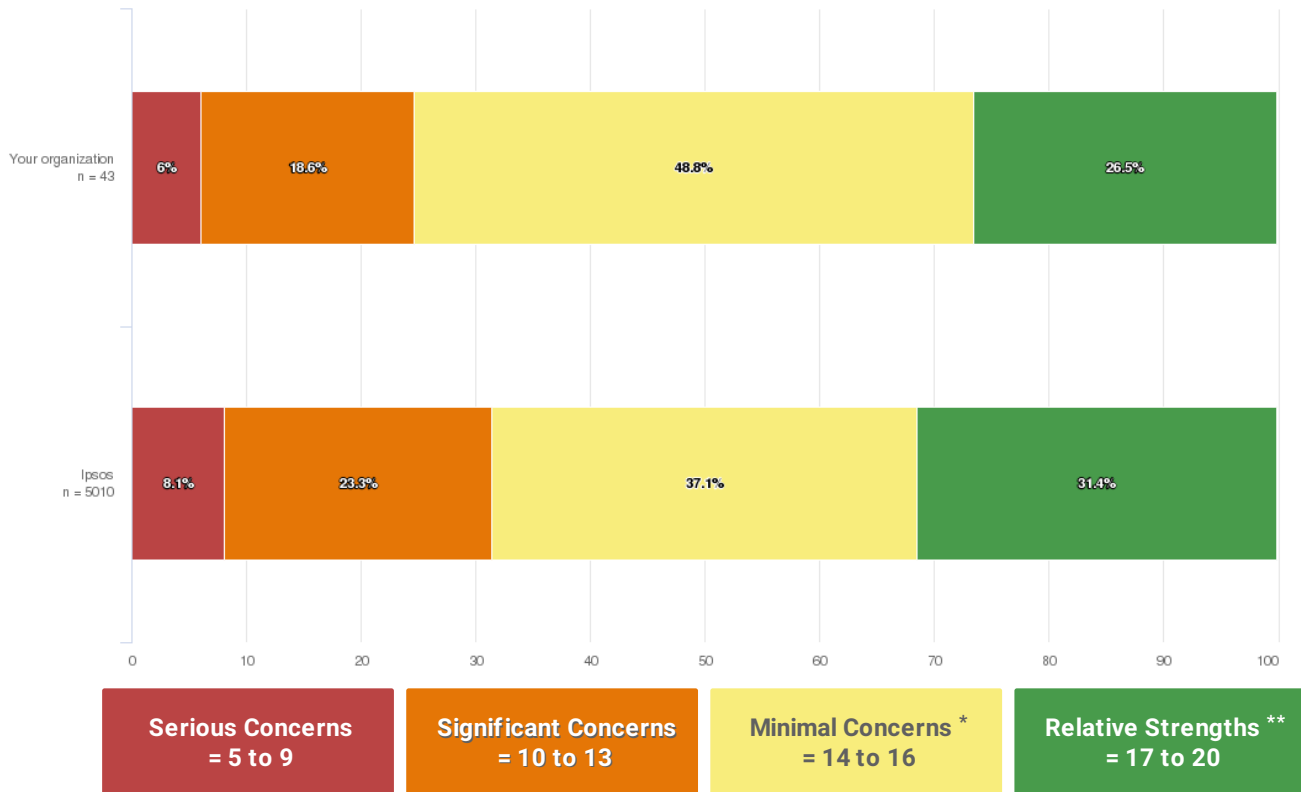
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).
2. I am able to reasonably balance the demands of work and personal life.
3. My employer promotes work-life balance.
4. I can talk to my supervisor when I am having trouble maintaining work-life balance.
5. I have energy left at the end of most workdays for my personal life.

PSR12: Psychological Protection

A work environment where employees' psychological safety is ensured.

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

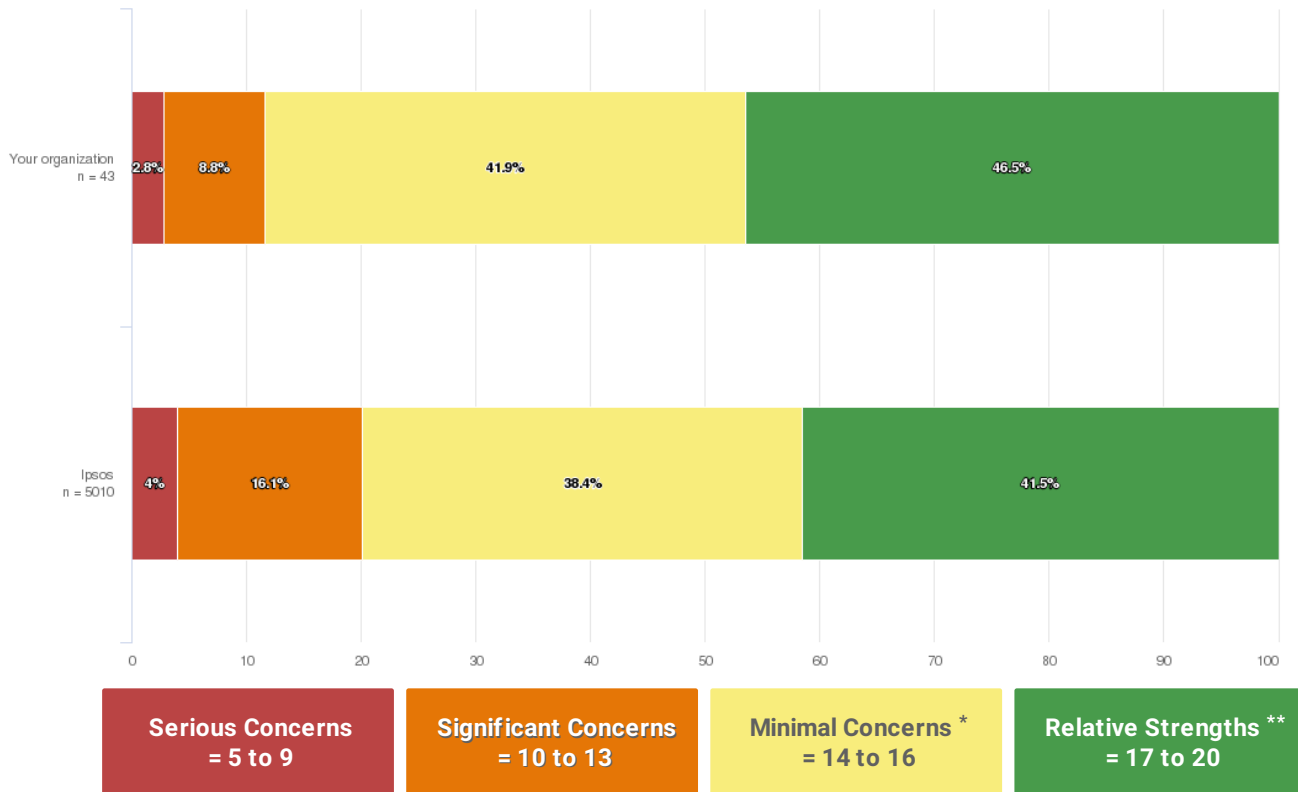
Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. My employer is committed to minimizing unnecessary stress at work.
2. My immediate supervisor cares about my emotional well-being.
3. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.
4. I would describe my workplace as being psychologically healthy.
5. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).

PSR13: Protection of Physical Safety

A work environment where management takes appropriate action to protect the

Employee Responses: % by Area of Concern or Relative Strength



* Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Employees were asked to rate their level of agreement (on a 4-point scale) with the following statements

1. Management takes appropriate action to protect my physical safety at work.
2. My employer offers sufficient training to help protect my physical safety at work (emergency preparedness, safe lifting, violence prevention).
3. When physical accidents occur or physical risks are identified, my employer responds effectively.
4. I have the equipment and tools I need to do my job in a physically safe way (protective clothing, adequate lighting, ergonomic seating).
5. My employer responds appropriately when workers raise concerns about physical safety.

Next Steps

Congratulations! You now have a profile of your organization (or work unit) and have the information needed to act. Refer to the Resources tab of the Guarding Minds at Work website for practical strategy and evidence-based suggested actions on how to improve the psychological health and safety in your workplace. It is also important to discuss the findings with employees to gain a better understanding of the results and to obtain input into possible interventions. Furthermore, it is important to evaluate these interventions taken over time to ensure they are effective and to take corrective action where needed. Refer to the Evaluation tools on the Resources tab of the Guarding Minds at Work website for help with this.

Remember that the psychosocial factors in your workplace are not going to change without action. Doing nothing is costly - commit to acting on these results. The results are of little value, and the survey process may actually have an adverse effect on employees if no meaningful and visible action follows. Keep in mind that efforts to address the psychological health and safety of a workplace are most likely to succeed when employers and employees work together.



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: The Board of Education
FROM: Superintendent of Schools/CEO, Peter Jory
RE: Enhancing Student Learning (Education Plan)

DATE: January 22, 2019

Overview

An Education Plan is critical in regard to establishing and maintaining learning priorities, as well as promoting transparency and local and provincial accountability.

Further to this, school districts in British Columbia traditionally reported out twice per year to the Ministry of Education, once in June with the District Achievement Contract, and once in January with the Superintendent's Report on Achievement. These two reports provided overlapping information and the publication dates often did not line up with key Ministry data releases. In 2016, the Deputy Minister gave school districts the ability to report out in a format of their choice.

We have chosen to utilize a website format to serve the dual functions of Ministry reporting and education planning. This decision was driven by an interest in connecting with a broader audience, while providing the most current information available to local and provincial audiences. The website can be located at: <https://enhancingstudentlearning.sd83.bc.ca/>

Our Site

The Enhancing Student Learning site is divided into five pages, each accessible by using the menu bar near the top of the screen:

- Home is the landing page, and gives an overview similar to what is presented above.
- The Context page provides basic information about the School District, an update on population, and references our Strategic Plan.
- The District Data Page reviews four main sources of information, these being Provincial Numeracy and Literacy Assessment results, the Foundation Skills Assessment Results, the Six Year Graduation Rates, and a District Core Competency Self-Assessment.
- The Achievement Goals page describes our targets for our results as well as the current *Areas of Focus* we are using to achieve them.
- The Supporting Learning page describes the structures in place to support both adult and student learning across the District.
- Clicking on School District on the far right of the menu bar returns the viewer to the School District website.

District Achievement Goals

The District Achievement Goals have been set at the following:

Provincial Literacy and Numeracy Assessments	70%	of all participating students will meet the standard of Proficient or Extending , with no significant gap between Indigenous students and all students
Foundation Skills Assessment	80%	of all participating students will meet the standard of Proficient or Extending , with no significant gap between Indigenous students and all students
Six Year Graduation Rate	90%	of all students in the grade 8 cohort will Graduate with a Dogwood or Adult Dogwood within 6 years. The current gap between Indigenous student success and all student success will be reduced by half.
Core Competencies	100%	of all students will be able to speak authentically to their learning, using the Thinking , the Communication , and the Personal and Social Core Competencies as the framework.

These goals, though somewhat arbitrary, have been set in consultation with senior staff, school principals, and the 83Learns Committee, in an attempt to reflect the learning needs of our students while recognizing their current level of progress. It should be noted that the Provincial Literacy and Numeracy Assessments are still in their formative stages, and the Foundation Skills Assessment has recently been revised and the assessment dates moved closer to the beginning of the school year. As well, the Core Competencies are featured in the Renewed Curriculum and therefore this locally developed assessment is new as well. Conversely, the Six Year Graduation Rate is well-established and has been used in the province for a number of years.

Additional assessments and strategies will be added to the Education Plan in its future iterations in response to changing results and in consultation with educators and other stakeholders.

Recommendation

“That the Board of Education approve the Education Plan as presented.”

Respectfully submitted,



Peter Jory
Superintendent of Schools/CEO



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education
FROM: Peter Jory, Superintendent of Schools/CEO
RE: Field Trip Approval Request

DATE: 22 January 2019

Background

Salmon Arm Secondary (Jackson) French teacher April Dam is seeking approval for a field trip to Paris, France for the Salmon Arm Secondary French students from approximately March 16-24, 2020.

Recommendation

That the Board of Education approve the field trip as outlined in the attached document.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

SCHOOL DISTRICT #83 (NORTH OKANAGAN-SHUSWAP)

FIELD TRIP INFORMATION FORM (To be completed by Teacher/Sponsor)

- To be completed for activities as referred to in *Field Trip Regulation & Handbook*.
- Check appropriate notice and approval requirements:

- ☐ By principal – day trip – 1 week notice
- ☐ By superintendent or designate – overnight within the province – 2 weeks notice
- ☐ By Board – overnight out of province, in North America – 2 months notice to Superintendent
- ☒ By board – out of North America – 6 months notice to Superintendent

Departure date of trip:

16/03/2020

dd / mo / year

Return date of trip:

24/03/2020

dd / mo / year

*dates are approximate.
Trip will take place
over Spring Break*

SCHOOL: Salmon Arm Secondary-Jackson

DESTINATION: Paris, France

ORGANIZING TEACHERS: April Dam (Friesen)

IDENTIFY GROUP OR CLASS OF STUDENTS: French students

GRADE (s): 9-11 TOTAL NUMBER OF STUDENTS: 20-30

TOTAL NUMBER OF SUPERVISORS: 1 adult per 10 students

CURRICULUM PURPOSE: International travel, cultural exposure

ACTIVITIES: sight seeing, touring

For a co-educational overnight field trip and both male and female supervisors will accompany the students on this field trip:

☒ Yes

SUPERVISOR(s): Teacher(s): April Dam TBD

Parent(s): Jon Dam TBD

TRANSPORTATION:

☐ School Bus

☐ Private Vehicle

Other (eg: foot or bike): airline, coach, train

ACCOMMODATION: youth hostel (MIJE) as arranged by Voyages Tour Etudiant

Funding Source:

student paid

☐ or see attached

Teacher:

Date: Nov. 19, 2018

Principal:

Date: Dec 5, 2018

Superintendent
/ Designate:

Date: Dec 5 / 2018

(Field Trip Info Form)



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education
FROM: Peter Jory, Superintendent of Schools/CEO
RE: Field Trip Approval Request

DATE: 22 January 2019

Background

Pleasant Valley Secondary School Principal Abbas El Gazzar is seeking approval for a field trip to Italy and Greece with a three-day cruise of the Greek Islands for grades 9-12. Departure is planned for March 18, 2020 with a return date of March 31, 2020.

Recommendation

That the Board of Education approve the field trip as outlined in the attached document.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

SCHOOL DISTRICT #83 (NORTH OKANAGAN-SHUSWAP)

FIELD TRIP INFORMATION FORM (To be completed by Teacher/Sponsor)

- To be completed for activities as referred to in *Field Trip Regulation & Handbook*.
- Check appropriate notice and approval requirements:

- ☐ By principal – day trip – 1 week notice
- ☐ By superintendent or designate – overnight within the province – 2 weeks notice
- ☐ By Board – overnight out of province, in North America – 2 months notice to Superintendent
- ☒ By board – out of North America – 6 months notice to Superintendent

Departure date of trip:

18/03/2020
dd / mo / year

Return date of trip:

31/03/2020
dd / mo / year

SCHOOL: Pleasant Valley Secondary School

DESTINATION: Italy Greece with a 3 day Cruise of the Greek Islands

ORGANIZING TEACHERS: Paul Britton

IDENTIFY GROUP OR CLASS OF STUDENTS: All Students from SD #83 can enrol

GRADE (s): 9-12 TOTAL NUMBER OF STUDENTS: approximately 30-35

TOTAL NUMBER OF SUPERVISORS: 5 to 6 chaperones 1:6 ratio

CURRICULUM PURPOSE: Global Awareness is more essential than ever. Experience new cultures. Opens students eyes

ACTIVITIES: Visit Sistine Chapel, St. Peters Basilica, Colosseum, Duomo, Temple of Apollo, Cruise the Greek Islands

For a co-educational overnight field trip and both male and female supervisors

will accompany the students on this field trip:

☒ Yes

SUPERVISOR(s): Teacher(s): Paul Britton Maria Britton

Parent(s): Colin O'Hara others to be named later

TRANSPORTATION: ☐ School Bus ☐ Private Vehicle

Other (eg: foot or bike): Planes, Cruise Ships, Charter Bus, and lots of walking

ACCOMMODATION: EF arranges for all 3 to 5 Star Hotels, Students are typical 3 to 4 to a room

Funding Source: ☐ or see attached

Students may fund raise in their own schools but costs are covered by Family

Teacher: Paul Britton Date: Nov 30, 2018

Principal: [Signature] Date: Nov 30/18

Superintendent / Designate: [Signature] Date: Dec. 10/2018



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: The Board of Education
FROM: Superintendent of Schools/CEO, Peter Jory
RE: International Program

DATE: January 22, 2019

Overview

A thriving International Program would benefit our local communities, enhance learning opportunities for our students, and create financial opportunities for our School District.

Background

The number and scope of International Programs have increased dramatically in British Columbia over the last 20 years. There are now 112,000 international students learning in British Columbia in kindergarten through university, and the International Public School Education Association (IPSEA) identifies 37 school districts as currently having programs.

The Province has strongly encouraged the creation and growth of International Programs for their short term and long term economic benefits, and their direct and indirect benefits to student learning. Over the last several years, School District No. 83 has provided educational services to fewer than 10 students annually on a fee paying basis.

International students pay room and board (typically \$800 per month), and bring spending money into the region. They also bring perspectives and experiences that are different from our own, and often form lasting friendships with their host families.

International students extend the learning opportunities within the schools they attend. International student fees also add additional teaching FTE to the schools, enhancing course selection opportunities for resident students.

As international enrollment increases, the student fees bring additional services and options to our schools and our district. Programs quickly become revenue positive, and when run appropriately, can create net revenue in the hundreds of thousands of dollars or more.

International programs are most successful when developed thoughtfully. There will be an investment in staff time, which should be carefully managed to reflect workload. Students should be recruited and placed in manner that maximizes their experience, minimizes facility pressures, and positively impacts learning and results, both for them and for resident students. Once in District, international students should be supported in a manner that reflects their needs, as would be the case with resident students.

Suggested Guidelines

- Identify a key staff member to initiate and grow the International Program
- Allocate staff efficiently as per the budget framework (Appendix 1)
- Develop the Program in alignment with the District Strategic Plan and Education Plan
- Use partnerships with other school districts to identify best practices and to reduce recruiting costs
- Manage placement to fit within current facilities and projected resident enrollment
- Allocate the profits generated by the International Program to the Local Capital Fund, prioritizing the construction of a downtown elementary school in the Salmon Arm area.

Recommendation

“That the Board of Education approve, in principle, the creation of an International Program that will enroll students in School District No. 83 for September 2019, within the suggested guidelines.”

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Peter Jory', with a stylized flourish at the end.

Peter Jory
Superintendent of Schools/CEO

Appendix 1: Budget Framework for International

Student FTE	Fees per student	School Staff	SD Staff	Expenses	SD Net Revenue
0-30	12000	5400	2600	2000	2000
31-50	12000	5200	2400	1500	2900
51-80	12000	5000	2000	1100	3900
81-120	12000	4700	1800	1000	4500
121-160	12000	4700	1700	800	4800
160+	12000	4700	1600	600	5100
Models Based on FTE					
Student FTE	Fees Total	School Staff	SD Staff	Expenses	SD Net Revenue
15	180000	81000	39000	30000	30000
20	240000	108000	52000	40000	40000
40	480000	208000	96000	44000	132000
60	720000	300000	120000	66000	234000
80	960000	376000	160000	88000	336000
100	1200000	470000	180000	100000	450000
120	1440000	564000	204000	100000	572000
140	1680000	658000	238000	100000	684000
160	1920000	752000	256000	100000	812000
200	2400000	940000	320000	100000	1040000

Board Presentation: International Program Exploration

January 22, 2019
DESC

School District No. 83 (North Okanagan – Shuswap)

International Education Programs

- › The Province supports International Programs for short and long term economic reasons, and for direct and indirect benefits to student learning
- › Thirty-seven School Districts presently have fee paying International Education Programs
- › 112,000 Students in BC Kindergarten through University

Benefits to the Communities

International students will:

- › pay room and board (100 students = \$800k)
- › buy clothes, eat out, and engage in a variety of social and tourism activities
- › bring perspectives and experiences that are different that our own
- › form relationships with host families and other students that will extend long past the time they spend in our schools

Benefits to Schools

- › International students will broaden the learning environment and bring rich information about other countries and cultures
- › Schools will be funded with additional FTE proportional to enrollment, increasing course selection options
- › Additional blocks of academic electives for the University bound students

Benefits to the District

- › Increased enrollment at smaller secondary schools means more options and services
- › Managed effectively, results can be positively impacted
- › International programs are *revenue positive*, and this increases with proportionally with enrollment
- ❖ 100 students would net the District >\$400K per year

Considerations

- › Front end investment in staff time
- › Placing students where space is adequate
- › Adequate supports for second language speakers and children who are away from home
- › Balancing enrollment from different cultures so their "Canadian" experience is maximized
- › Balancing Dogwood and Non-Dogwood students
- › Managing the data so there is a neutral or positive impact

Reasons to bring this to the Board

- › An International Program would effectively become a business for the District, which adds both complexity and liability to operational matters
- › Creating this program would create a philosophical and cultural shift in the District
- › The additional revenue will help build the new elementary school we need and support a positive "narrative shift"



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO:	Board of Education	DATE: January 22, 2019
FROM:	Carl Cooper, Assistant Superintendent	
RE:	Transition Outdoor Learning Program at South Canoe from Kindergarten to Grade 6 to Kindergarten to Grade 7 for September 2019.	

Issue

South Canoe school was re-opened as an Outdoor Learning Program and a kindergarten to grade 6 school in September 2019. The original motion, passed by the Board on December 19, 2017, was to re-open South Canoe with the possibility to move to a kindergarten to grade 7, then a kindergarten to grade 8 school.

Background

South Canoe re-opened in September 2019 as a kindergarten to grade 6 school with 95 students. The stated intention when the school was re-opened was to allow students to remain at the Outdoor Learning Program until they transitioned directly to secondary school in grade 9. This recommendation is a continuation of that intention.

Currently, we have 95 students, and have registered 34 kindergarten students. We are projecting to have 125 students for September 2020 (as a kindergarten to grade 7 school). It should be noted that if the continued high interest in the Outdoor Learning Program continues (e.g. 34 kindergarten registrations), that the school will reach capacity as a K-8 Outdoor Learning Program 2021-2022, with 179 students. Currently, we are only enrolling kindergarten students and siblings of current Outdoor Learning students.

We have surveyed current South Canoe parents to gauge their interest in their child attending South Canoe for grade 7, and the response was overwhelmingly positive. Please see 'Parent Survey Table of Responses'.

Most South Canoe students in grades 6 and 7 have Shuswap Middle School, which is currently over capacity, as their catchment school. Any grade 6 or 7 students who remain in the Outdoor Program will help mitigate grade 6 and 7 students with the space challenges at Shuswap Middle. It should be noted some of these students could also attend Ranchero Elementary where there is space.

Please see Appendix A for projections for South Canoe and Shuswap Middle School in each configuration.

The grade configuration of South Canoe will need to be part of an overall district discussion and board decision within the next 3 years, as it will be one of 3 Salmon Arm area schools at or exceeding capacity within the next 3 years.

Option 1: Keep South Canoe School as kindergarten to grade 6 school. This would prevent it from reaching capacity until 2023-2024. However, students currently in grade 6 would then need to transition via Shuswap Middle for 2 years. This option would also add additional students to Shuswap Middle which is currently over-capacity.

Option 2: Transition South Canoe Elementary to a Kindergarten to grade 7 School with an Outdoor Learning Program for September 2019. This would allow the current grade 6 students at South Canoe to continue with the Outdoor Education Program, help alleviate space challenges at Shuswap Middle School, and meet the original intent of the Board Motion of December 2017. This model would allow for the possibility of a transition towards a full K-8 next year and reduce the number of transitions for students. This model does increase space pressures on South Canoe, which is projected to reach capacity one year sooner in this configuration.

Option 3: Reconfigure South Canoe as a kindergarten to grade 8 school now. This allows for all current students to continue their outdoor leaning program until grade 8. This alleviates some space challenges at Shuswap Middle. However, the grade 8 class would become a one year in South Canoe and then out again, meaning 3 transitions in 3 years for those students. Moving to a kindergarten to grade 8 school now also shortens the timeline to when South Canoe will have capacity challenges.

Analysis

Shuswap Middle, Jackson Secondary, and South Canoe Elementary will all have increased space challenges in the upcoming years. South Canoe was opened in September 2018 to both meet the community stated desire for an Outdoor Learning Program and to alleviate space pressures in the Salmon Arm area schools. It has accomplished both those goals. The original intention was to have students enter the Outdoor Learning Program and remain in the program until grade 8 and then transition to secondary school.

Even with South Canoe being added, there will continue to be space challenges at Shuswap Middle and at Jackson Secondary now and into the future. South Canoe as a kindergarten to grade 7 and kindergarten to grade 8 school helps alleviate some of the space pressures on Shuswap Middle. However, South Canoe itself will have space challenges likely in the 3-5 years. Overall the issues of space for grade 6 -12 students in the Salmon Arm area will need to be addressed in the near future, regardless of the configuration of South Canoe School.

Parent interest and current inquiries for next year, clearly indicate a strong community desire to have South Canoe become a kindergarten to grade 7 school for September 2019.

Issues Considered

- Support interest in outdoor learning
- Mitigate space challenges in area schools due to increased enrolment
- Allow students to remain in their current program and school
- Reduced number of student transitions for Outdoor Learning students.
- Parent and student desire to remain at South Canoe for grade 7

Recommendation

After considering the demographics, current parent and student interest at remaining at South Canoe, capacity issues and the original intention of becoming a Kindergarten to grade 7 school for September 2019, the Senior Leadership Team at School District No. 83 recommends approval of Option 2:

Transition South Canoe Elementary to a Kindergarten to Grade 7 School with an Outdoor Learning Program for September 2019.

Respectfully submitted,

Carl Cooper

Carl Cooper
Assistant Superintendent (Instruction)

Appendix A - Enrolment Projections South Canoe/SMS

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
SMS F 6	96	96	86	96	84	96	94	74	76	85	77	78	79	79	79	79	79
SMS F 7	91	89	92	82	92	80	92	90	70	72	81	73	74	75	75	75	75
SMS F 8	84	87	85	88	79	89	76	88	86	67	69	77	70	71	72	72	72
SMS 6	123	128	117	125	130	132	126	115	127	133	121	122	126	124	125	123	123
SMS 7	117	131	139	127	135	140	142	136	124	137	144	130	131	135	134	135	133
SMS 8	133	129	145	153	140	148	153	155	149	136	149	157	143	144	148	147	148
SC K	0	21	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35
SC 1	0	15	20	33	33	33	33	33	33	33	33	33	33	33	33	33	33
SC 2	0	10	14	19	32	32	32	32	32	32	32	32	32	32	32	32	32
SC 3	0	17	10	14	18	30	30	30	30	30	30	30	30	30	30	30	30
SC 4	0	14	16	9	13	17	29	29	29	29	29	29	29	29	29	29	29
SC 5	0	14	13	15	9	12	16	27	27	27	27	27	27	27	27	27	27
SC 6	0	4	13	13	15	8	12	15	26	26	26	26	26	26	26	26	26
SC 7	0		4	13	12	14	8	11	15	24	24	24	24	24	24	24	24
SC 8	0		0	4	12	11	13	7	10	14	23	23	23	23	23	23	23

Modelled Projections different configurations (** assuming 75% of South Canoe attends SMS)

	Capacity																
South Canoe K-6	180	0	95	121	138	155	167	187	201	212	212	212	212	212	212	212	212
SMS	650	644	660	667	684	678	704	699	672	651	659	676	672	658	663	668	665
South Canoe (K-7)	180	0	95	125	151	167	181	195	212	227	236	236	236	236	236	236	236
SMS	650	644	660	664	674	669	693	693	663	640	641	658	654	640	645	650	647
South Canoe (K-8)	180	0	95	125	155	179	192	208	219	237	250	259	259	259	259	259	259
SMS	650	644	660	664	671	660	685	683	658	632	630	641	637	623	628	633	630

Parent Survey - Interest in Grade 7 at South Canoe

Responses to the Survey conducted at South Canoe between Oct. 10 and Oct. 20. An email was sent with the following questions:

- 1) Your child's (children's) Grade Level?
- 2) Would you be interested in having your child (children) attend Grade 7 if were available at South Canoe?

These were the following responses:

	K	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six
Yes, we are very interested in having our child attend Grade Seven at South Canoe	13	9	8	12	8	10	4
We are unsure if we will keep our child at South Canoe in Grade Seven				2 1) Yes, with the right support 2) Hard to decide as only the first 6 weeks.		1 Yes, if up to Grade 8	
We are not interested in having our child attend Grade Seven at South Canoe						1 FI @ SMS	
Total Number of students currently enrolled in each Grade at South Canoe Elem.	21	15	10	16	13	14	4



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO:	Board of Education	DATE: 22 January 2019
FROM:	Peter Jory, Superintendent of Schools/CEO	
RE:	Policy Initiation: 110 – Mission and Values Statement	

Background

The Policy Committee reviewed Policy 110 at its January 16, 2019 meeting and recommended it for consideration by the Board of Education.

Recommendation

That Policy Initiation – *Mission and Values Statement* be approved by the Board of Education.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 110 MISSION STATEMENT

Our mission is to engage all students in meaningful and relevant learning experiences that develop their knowledge, skills, attitudes, creativity and the pursuit of personal success.

DRAFT



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education
FROM: Peter Jory, Superintendent of Schools/CEO
RE: **Policy 120 – District Code of Conduct**

DATE: 22 January 2019

Background

Policy 120 was presented to the Policy Committee on January 16, 2019 as part of a policy review process. It is being presented to the Board for first reading at this time.

Recommendation

That revised Policy 120 – District Code of Conduct be approved for first reading by the Board of Education.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 120 DISTRICT CODE OF CONDUCT

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its responsibility in providing safe, respectful and inclusive learning and working environments for all members of its school communities.

The Board expects staff, students, and guests to promote both physical and online environments that align with the District's core beliefs and values as well as the guiding principles of the B.C. Human Rights Code.

The Board requires school communities to create written codes of conduct/values that align with this policy and the accompanying regulations. In the event that a District site does not have a written code of conduct, District Policy will apply.



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO:	Board of Education	DATE: 22 January 2019
FROM:	Peter Jory, Superintendent of Schools/CEO	
RE:	Policy 121 – Sexual Orientation and Gender Identity	

Background

Policy 121 was presented to the Policy Committee on January 16, 2019 as part of a policy review process. It is being presented to the Board for first reading at this time.

Recommendation

That revised Policy 121 – Sexual Orientation and Gender Identity be approved for first reading by the Board of Education.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 121 SEXUAL ORIENTATION AND GENDER IDENTITY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to establishing and maintaining a safe and positive learning environment for all members of the school community (including students, parents, teachers, support staff and anyone involved with the district) who identify as members of a sexual minority or are questioning their sexual orientation or gender identity, or who are two-spirit persons. This policy is established with the intent and recognition that public schools need to be safe for everyone.

The Board recognizes and values the diversity found within the district and recognizes that individuals who are members of a sexual minority face a unique set of challenges within our schools. Specifically, any homophobic and gender-based comments, discrimination, and bullying are demeaning to all regardless of their actual or perceived sexual orientation.

Individuals who are dealing with or perceived to be dealing with issues of sexual orientation or gender identity, are frequently targets of discrimination, harassment, physical and sexual violence, and /or social and emotional isolation. Any form of discrimination, intimidation, or harassment against any person based on gender/gender identity or sexual orientation/perceived sexual orientation is prohibited.

This policy and guidelines apply to the behaviour of all members of the school community including students, parents, teachers, support staff and anyone involved with the district.

Resolution to complaints to school authorities arising from this policy should be resolved in a respectful and restorative manner, providing education and the opportunity for all impacted to move forward in a positive manner.

Guidelines

1. The District Code of Conduct requires that appropriate behaviours and attitudes should be reflected in classroom instruction and modeled by adults in the school learning and work environments, and that students are expected to exhibit behaviour that enables all to participate effectively in the educational community.
2. Any language or behaviour that deliberately degrades, denigrates, incites hatred, prejudice, discrimination, or harassment towards individuals on the basis of their real or perceived sexual orientation or gender identification will not be tolerated. Schools shall include the prohibition of such language and behaviour in their students' codes of conduct.

3. All employees have an obligation to intervene in any interaction involving the use of labels and slurs, and behaviours regardless of the speaker's intentions, and to convey that such comments are against Board policy and will not be tolerated in the educational community.
4. The *Safe, Caring and Orderly* schools mandate of the Province of British Columbia requires that schools strive to "develop positive, welcoming school cultures and are committed to fostering optimal environments for learning". All schools must be consistently active in promoting a positive and welcoming culture and take specific action in order to promote the establishment of this culture for all, and specifically for individuals dealing with or perceived to be dealing with issues of sexual orientation or gender identity.
5. All school and district counselors employed by the Board shall be educated in the knowledge and skills required to deal with sexual orientation and gender identity issues. School and district counselors shall be informed and be familiar with all policies with respect to the requirements of the federal and provincial human rights provisions and school district policy with regard to sexual orientation and gender identity issues.
6. Where students request and where staff are willing to volunteer their time, Gay/Straight Alliance clubs (GSA's) will be encouraged at secondary schools in the district.



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education
FROM: Peter Jory, Superintendent of Schools/CEO
RE: **Policy 122 – Digital Citizenship**

DATE: 22 January 2019

Background

Policy 122 was presented to the Policy Committee on January 16, 2019 as part of a policy review process. It is being presented to the Board for first reading at this time.

Recommendation

That revised Policy 122 – Digital Citizenship be approved for first reading by the Board of Education.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 122 DIGITAL CITIZENSHIP

The Board of Education of School District No. 83 (North Okanagan-Shuswap) supports the use of information technology for educational purposes and believes that, if used effectively, information technology is a means to improve student learning.

This policy is provided to ensure that all users of district networks are aware of their responsibilities for acceptable use of district networks and gives guidance for the use of electronic personal devices connecting to the district wireless network for educational or district-approved activities.

All access to the Internet through school district equipment and/or resources shall be used to support the goals, objectives, and activities of the school district and the district technology learning plan.

The Internet is not governed by any entity and this means that there is no control over the kinds of information that might be accessed on the Internet. It is essential the users of the Internet view all information critically as to its legitimacy, veracity and application.

The district will provide wireless access for employees and students to its' network via personally-owned devices for educational purposes in accordance with the guidelines outlined below.

The Board of Education recognizes the benefits of employee access to electronic and social media communication; however, the Board is also aware of the risks involved.

The purpose of this policy is to ensure that employees, students and their parents recognize the limitations that the district and the school imposes on the use of personally owned devices when they are used at school in conjunction with the wireless network.

This policy will apply to the use of all internet-capable devices.

Guidelines

1. While the intent of the Board is to enhance educational opportunities for staff, students, and parents, the Board also remains committed to responsible digital citizenship and to minimizing the risks associated with the use of electronic communications systems and access to social media.

2. Definitions:

"Digital Citizenship" is defined as appropriate, responsible behaviour with regard to technology use.

"Digital Footprint" is the data trace or trail left by someone's activity in a digital environment.

"Appropriate use" is based on community standards and includes school district expectations.

"Excessive use" is based on the time, capacity, and accessibility of resources of a particular site.

"Inappropriate use" includes, but is not limited to accessing pornography, hate literature, illegal or offensive material, or anything that contravenes the B.C. Human Rights Act and the Freedom of Information and Protection of Privacy Act.

"Independent" refers to the supervised access of networks, including the Internet, of which the school district does not have direct control. This includes, but is not limited to, personal electronic mail.

"Internet" is defined as electronic resources over which the school district does not have direct control.

"Network" refers to any electronic method of communications. This includes, but is not limited to computer-based data systems and video-conferencing.

"Wi-Fi" refers to the establishment of a wireless computer network within school and district buildings for the purpose of connecting to the district communication and information technology network.

3. Acceptable Use of Networks:

3.1. The purpose of communication and information technology networks for staff and students is to support communications, research, education, and the achievement of school and district goals and objectives.

3.2. E-mail or electronic mail refers to a system for sending or receiving electronic messages. All information sent and received on the school district's electronic mail system is the property of School District #83. Electronic mail on the school district systems is neither private nor confidential.

3.3. Exchanges of information regarding professional development activities for District employees are an appropriate use of the District's electronic mail system.

3.4. Requests for the use of the District's network regarding Union business will be reviewed with the District Administration prior to distribution.

3.5. Users are expected to remove old electronic mail messages from the district's electronic mail system in a timely fashion.

3.6. Users of networks, including the Internet, must follow these acceptable rules of network behaviour and etiquette. Specifically, users must not:

THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

Policy Manual

- 3.6.1. Use networks, including the Internet for their own commercial gain.
- 3.6.2. Use networks, including the Internet, for inappropriate and/or unlawful purposes.
- 3.6.3. Access and/or place inappropriate, pornographic or unlawful information on networks, including the Internet.
- 3.6.4. Use abusive, sexist, profane, racist and/or other objectionable language in any electronic communications.
- 3.6.5. Use another user's identification and/or password or attempt to harm or destroy the data of another person.
- 3.6.6. Circumvent security measures and/or access areas and services to which the user is not authorized.
- 3.6.7. Use network facilities and resources in an excessive and/or inappropriate manner. This may include but is not limited to, network intensive games.
- 3.6.8. Break copyright laws.
- 3.7. It is the responsibility of all users to inform themselves of the specific application of these acceptable and restricted uses of networks and the Internet. Failure to comply with these rules may result in disciplinary action through established procedures in statutes, collective agreement, student codes of conduct and school district policy.
- 4. Use of Electronic Personal Devices:
 - 4.1. These guidelines and policies apply to the use of all laptop computers and all other mobile internet-capable devices. No personally owned device will be connected to the hard-wired School District Network.
 - 4.2. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
 - 4.3. Use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
 - 4.4. All use of a personally-owned device must support the instructional activities currently occurring in the school environment.
 - 4.5. The use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted unless otherwise directed by a school authority.

- 4.6. Devices with camera and video capability must not be used without consent of the person(s) being photographed. This is an attempt to protect the privacy of students and staff.
- 4.7. Personally-owned devices may be used only for instructional purposes.
- 4.8. By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school and district codes of conduct, policies and guidelines, including the Student Acceptable Use of Technology Agreement and the requirements of the Provincial Learning Network (PLN).
- 4.9. All users access the network at their own risk. The school district will not be held responsible for damage that may occur as a result of connecting to the network or any electrical power source.
- 4.10. All users bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that may be caused through the use of network with his/her personally-owned device.

5. Consequences

- 5.1. Failure to comply with these guidelines and policies may result in disciplinary action by the school which may include, but is not limited to, loss of access to the network and other school district discipline.