

# POLICY BINDER

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## MISSION

Empowering students to become confident, curious, and caring individuals who thrive in their learning, relationships, and community.

## VISION

Preparing students to become educated citizens who contribute to a dynamic, sustainable, and diverse world.

## VALUES

**Belonging:** We encourage relationships that support a culture of respect, empathy, and collaboration where individuals are supported, represented, and empowered to reach their full potential.

**Respect:** We nurture respectful and inclusive communities where everyone feels valued, safe, and appreciated.

**Reconciliation:** We are committed to true reconciliation through working together and honouring Indigenous ways of knowing and doing.

**Empathy:** We offer kindness, compassion, and respect while recognizing a deep understanding of others.

**Equity:** We seek to understand individual perspectives and needs in order to provide access to opportunities, resources, learning, and honour our commitment to true reconciliation.

**Perseverance:** We foster resilience and self-empowerment, recognizing one's journey toward success involves overcoming difficult challenges.



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## POLICY 100 FOUNDATIONAL STATEMENTS

### Our Vision

Preparing students to become educated citizens who contribute to a dynamic, sustainable, and diverse world.

### Our Mission

Empowering students to become confident, curious, and caring individuals who thrive in their learning, relationships, and community.

### Foundational Framework

We have six core value commitments:

- Belonging:** We encourage relationships that support a culture of respect, empathy, and collaboration where individuals are supported, represented, and empowered to reach their full potential.
- Respect:** We nurture respectful and inclusive communities where everyone feels valued, safe, and appreciated.
- Reconciliation:** We are committed to true reconciliation through working together and honouring Indigenous ways of knowing and doing.
- Empathy:** We offer kindness, compassion, and respect while recognizing a deep understanding of others.
- Equity:** We seek to understand individual perspectives and needs in order to provide access to opportunities, resources, and learning, and we honour our commitment to true reconciliation.
- Perseverance:** We foster resilience and self-empowerment, recognizing one's journey toward success involves overcoming difficult challenges.

### Operational Framework

#### Strategic Plan Priorities and Outcomes

##### 1. Intellectual Development

**Goal:** Each student will develop their literacy skills, numeracy skills, and competencies to become their most capable self.

**Outcomes:**

- Students will work to meet or exceed literacy and numeracy expectations at each grade level or as documented within an Individual Education Plan.
- Support the transition of students from grade to grade with their peers.
- Support families with children with learning differences who are transitioning into our schools.
- Enhance student choice and voice in their learning to increase personal autonomy and

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accountability.

- Provide opportunities for learners to develop communication, critical and creative thinking skills.
- Engage all learners through innovative and responsive learning opportunities.
- Pursue inclusive education practices to ensure all students have equitable access to learning.
- Support and expand teaching and learning practices and opportunities that address climate change and environmental sustainability.

## 2. Human and Social Development

**Goal:** Each student will feel welcome, safe, and connected to peers and adults in their school.

**Outcomes:**

- Students will report feeling welcome, safe, and a sense of belonging to their school community.
- Ensure safe, inclusive spaces exist in our schools for all students.
- Develop, expand, and implement inclusive and collaborative practices and processes.
- To improve educational outcomes and well-being of Children and Youth in Care.
- Prioritize Truth and Reconciliation to expand local Secwépemc perspectives for all.
- Support the successful transition of children 0-5 years of age into K-12 education.

## 3. Career Development

**Goal:** Each student will develop the skills and competencies necessary to be successful in a career or community pathway of their choice.

**Outcomes:**

- All students who graduate with a Dogwood or Evergreen will have a meaningful transition plan based on their personal strengths and skills so they can be successful in navigating future transitions to post-secondary, employment opportunities, or community living.
- Priority Learners will have more involvement in, and successful completion of, dual credit programs and dual credit pathways.
- Support successful transitions as learners enter and progress through to graduation and determine a life pathway.

## 4. Community Partnership Development

**Goal:** We will strengthen existing and develop new strategic partnerships in gap areas.

**Outcomes:**

- Engage Rightsholders, Parent Advisory Councils (PAC), community partners, educational partners, and families through the International Association for Public Participation (IAP2) Spectrum of informing, consulting, involving, collaborating, and empowering.
- Co-construct the Local Education Agreement with Splatsin.
- Fulfill the responsibilities and commitments of the Local Education Agreements with the four local First Nations.
- Expand our culture of social responsibility and implement long-term commitments that support

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society and protect the environment.

- Develop, expand, and implement respectful, effective, and transparent communications.
- Strengthen and expand our relationships with community groups.

## 5. Organizational Development

**Goal:** We will develop and enhance procedures and practices that will assist in meeting the Strategic Priorities.

**Outcomes:**

- Establish school configurations that support positive relationships and educational outcomes for all students.
- Foster a culture where staff feels socially, emotionally, and mentally supported within their schools and the District.
- Build a shared commitment and capacity to facilitate an inclusive, safe, and healthy work culture.
- Continue to invest in growing leadership capability and capacity across the District.
- Provide targeted professional development and skills training which support the professional groups of our employees.
- Develop an equitable and sustainable financial plan which supports the achievement of the Strategic Plan.
- Provide safe and efficient transportation services that are as equitable as possible.
- On-board and maintain digital technologies that improve workflow and organizational efficiency.
- Create safe, healthy, and functional learning and working spaces.
- Continue to develop, expand, and implement a culture of wellness.
- Review operational processes and procedures to improve efficiency and service delivery.
- Develop an Administrative Procedure Handbook to complement existing and future Board Policies.
- Establish recruitment and retention processes which provide greater opportunities for visible minorities to become part of the District workforce.
- Develop and implement exemplary practices to recruit and retain staff.

## 6. Effective Governance and Leadership

**Goal:** The Board of Education will work to represent the interests of all students by actively advocating for student learning and well-being through Strategic Planning Policy and responsible stewardship.

**Outcomes:**

- Ensure that financial reporting is accessible, current, and consistent with best practice.
- Ensure annual budgets and resource allocation align with the Board's strategic priorities.
- Increase stakeholder input into the development of the annual budget.
- Continue the review, revision, and refinement of Board policies.
- Advocate with various levels of government for programs, services, and facilities to meet the needs of the District.
- Continue visibility within the District and the communities which it serves.

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- Increase opportunities for Rightsholders, staff, and community engagement.
- Continue building capacity around the roles and responsibilities of governance.
- Promote environmental stewardship and sustainability.
- Continue commitment to Truth and Reconciliation.

**Logo Design and Use**



SD83

Ḱ́wsaltktnéws ne Secwepemcúl'ecw Board of Education of School District No. 83 logo has deep significance and meaning as it depicts not only the geography of our District but also the commitment to reconciliation by honouring the Rightsholders of this place.

Its circular shape represents healing, unity, and equality as we journey toward Truth and Reconciliation. The animals chosen have significant meaning in the Secwépemc culture. The bear is a symbol of strength and courage. Coyote is often tied to oral stories about societal values and traditional knowledge with the salmon symbolizing endurance and perseverance through hardship. Mt. Ida was chosen to represent the geographic landmark of the District office, where the Board conducts its business. The golden colour within the logo symbolizes the rich contribution of the agricultural communities within the District and green represents the beauty of the vast forest that surrounds us.

The logo intentionally makes a distinction between sky, land, and water, recognizing that together they make up the ancestral lands of the Secwépemc people since time immemorial.

The logo is the property of the Board of Education and shall only be used by external organizations with prior approval of the Superintendent.

**Legal Names**

Ḱ́wsaltktnéws ne Secwepemcúl'ecw Board of Education of School District No. 83  
Ḱ́wsaltktnéws ne Secwepemcúl'ecw School District No. 83

**Operational Names**

Ḱ́wsaltktnéws ne Secwepemcúl'ecw School District No. 83  
SD83

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

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1010.02R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **CONFLICT OF INTEREST**

*In response to the policies:*

**4020 - BUSINESS ADMINISTRATION**

**4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

**9030 - STUDENT NEEDS**

People in positions of responsibility should not be taking unfair advantage of their position. While their position provides them with advantages, the advantages should be, and be seen to be, appropriate for their position.

The following principles will apply:

1. An advantage involves a gain of some kind. It would involve, but not be limited to, the areas of financial, business, relatives, close personal friends, political organizations, privileged information, services, trust, and vested interests.
2. The unfairness in the advantage comes from gain beyond that which is tolerable for the position, or which conflicts with the interests of the school district.
3. Unfair advantage would be considered to occur in situations of both provision and procurement.
4. In some situations, the perception of advantage can be just as important as the reality.
5. The perception and reality of an unfair advantage will be considered to exist for a period of one year after leaving the district.

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**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, Rightsholders, stakeholders, and anyone involved with the School 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 as defined in the B.C. Human Rights Code and Canadian Charter of Rights and Freedoms.

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

The District has an obligation to ensure that members of the school community who are 2SLGBTQIA+, and members of diverse family structures are respected, included, and safe in the school communities and related activities. 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

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prohibition of such language and behaviour in their students' codes of conduct.

3. All employees have an obligation to respond to 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 fostering a positive and welcoming culture and take specific action in order to promote the establishment of this culture for all, including individuals dealing with, or perceived to be dealing with, issues of sexual orientation or gender identity. School staff will ensure student safety by maintaining confidentiality when needed. Families are important supports in the gender/sexual development of adolescents. Schools will work with students to encourage full disclosure to families as the student considers safe and supportive ways to share such concerns with their family.
5. The Board of Education is committed to providing an inclusive environment for students and staff by providing access to educational resources that are respectful of diverse gender identities and gender expressions.
6. Efforts will be made to educate all principals, vice-principals, school, and District counselors employed by the Board in the knowledge and skills required to deal with sexual orientation and gender identity. They 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.
7. It is expected that teachers will create classrooms, and administrators will create schools, where students can see a commitment to creating a safe, caring, and discrimination-free environment.
8. The District will facilitate efforts to form GSA clubs or groups whenever students or staff come forward to request this opportunity. Schools shall appoint members of staff as safe contacts for students who identify themselves as part of the 2SLGBTQIA+ community. School administrators will inform students and staff about the location and availability of these contacts.

References: School Act [RSBC 1996, Part 6, Division 1, Section 65]; Human Rights Code [RSBC 1996, Sections 3-14]; Canadian Charter of Rights and Freedoms (Constitution Act 1982, Part 1 Section 15]

Related Contract Article: NOSTA Article E.1 and E.29; CUPE 523 Article 4

Date Adopted: June 9, 2015

Date Amended: June 25, 2024, May 6, 2020

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## POLICY 122 DIGITAL CITIZENSHIP

The Board of Education of School District No. 83 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 all district networks and that the communications between the school district network and the Internet may be blocked and/or decrypted to support a safe, secure, and robust network.

As all access to the Internet through the school district network is intended to support the goals, objectives, and activities of the school district and the district strategic plan it is essential to inspect Internet traffic to verify its security, legitimacy, veracity and application.

The Board of Education recognizes the benefits of providing district networks to its users; however, the Board is also aware of the risks involved. School District No. 83 will decrypt or block Internet traffic for all devices connected to the school district network in accordance with the guidelines outline below. This policy will apply to all devices connected to the school district network and users of these devices need to recognize the need to block and/or perform decryption on Internet traffic to reduce the risk to the Board by ensure a safe, secure and robust network.

School District No. 83 will conduct security training awareness campaigns to hone employee and student security skills to reduce the risk of a potential security breach.

### Guidelines

#### 1. 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 user.
- "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 or the Freedom of Information and Protection of Privacy Act or Copy Write Laws.
- "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.

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- "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.
- "Decrypt" refers to a method used to provide access to the packet data so that traffic may be inspected.

2. Acceptable Use of Networks

- 2.1. The purpose of communication and information technology networks is to support communications, research, education, and the achievement of school and district goals and objectives.
- 2.2. Internet traffic that fits into the following URL categories as defined by the provincially chosen network vendor will not be decrypted. The District does not decrypt financial services.
- 2.3. Internet traffic that fits into the following URL categories defined by the provincially chosen network vendor list of URL Categories will be blocked: Adult, Nudity, Malware, Phishing, Peer-to-Peer.
- 2.4. All digital content (including email messages) created or stored in any of the school district systems are the property of School District No. 83.
- 2.5. All content stored, sent or received within any school district systems is subject to the Freedom of Information and Protection of Privacy Acts.
- 2.6. Users are expected to follow storage and retention policy with respect to electronically stored data. (This policy is in process – fixed rules are coming).
- 2.7. Users of networks, including the Internet, must follow these acceptable rules of network behaviour and etiquette. Specifically, users must not:
  - 2.7.1. Use networks, including the Internet for their own commercial gain.
  - 2.7.2. Use networks, including the Internet, for inappropriate and/or unlawful purposes.
  - 2.7.3. Access and/or place inappropriate, pornographic or unlawful information on networks, including the Internet.
  - 2.7.4. Use abusive, sexist, profane, racist and/or other objectionable language in any electronic communications.
  - 2.7.5. Use another user's identification and/or password or attempt to harm or destroy the data of another person.

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- 2.7.6. Circumvent security measures and/or access areas and services to which the user is not authorized.
- 2.7.7. Use network facilities and resources in an excessive and/or inappropriate manner. This may include but is not limited to, network intensive games.
- 2.7.8. Break copyright laws.
- 2.7.9. Access social media apps for personal use.
- 2.8. 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.

3. Use of Electronic Personal Devices

- 3.1. 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.
- 3.2. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
- 3.3. Use of personally-owned devices in the classroom will be at the discretion of the classroom teacher. Personal devices must be part of a respectful learning environment and must meet the needs of the classroom. Classroom teachers may prohibit, restrict or regulate use of personally-owned devices.
- 3.4. All use of a personally-owned device must support the instructional activities currently occurring in the school environment.
- 3.5. Devices with camera and video capability must not be used without consent of the person(s) being photographed.
- 3.6. Personally-owned devices may be used for instructional purposes and for managing medical situations or emergencies.
- 3.7. Employees, guests, students and their families accept that their personally owned devices may be removed from the network if it is not found to be in compliance with school and district codes of conduct, policies and guidelines, including the Digital Citizenship Acknowledgement/Agreement and the requirements of the provincial network. Students and their families also accept that school authorities may inspect the device and its contents to also ensure compliance.
- 3.8. 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.

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- 3.9. 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.
  
4. Consequences
  - 4.1. 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.

References:

Date Adopted: June 2012  
Date Amended: October 2024, June 2019

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## POLICY 124 ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY

The Board of Education recognizes that the planet is in a state of climate emergency (see Intergovernmental Panel on Climate Change, 2023). We acknowledge the legitimacy of the United Nations Climate Action Charter (2016) and B.C.'s Climate Action Charter (endorsed March 10, 2009, by our District).

As stewards on Secwépemc ancestral lands, we are committed to fostering environmental sustainability and honouring the deep connections between this territory and its ecosystems. Stewardship is defined as making informed decisions and taking appropriate actions to protect and conserve resources for all plants and animals who share our planet. The District defines environmental sustainability as meeting the needs of the present without compromising the ability of future generations to meet their own needs. This commitment is guided by the principles of Reduce, Reuse, and Recycle.

The Board acknowledges that achieving environmental sustainability requires shared responsibility among trustees, administrators, teachers, students, and support personnel. Its success depends on cooperation at all levels and integration into our collective practices and decision-making.

The Board's commitment to environmental sustainability is closely aligned with the priorities outlined in the Strategic Plan.

### Intellectual Development

The District is responsible for the education and well-being of current and future students. As part of our commitment to expanding teaching and learning practices, the District will:

- Promote the growth of ecological literacy and ethics, empowering students to understand environmental challenges.
- Embed environmental education within instruction, connecting core competencies to real-world sustainability challenges.
- Emphasize First Peoples' knowledge and other traditional ecological knowledge, honouring Secwépemc perspectives on caring for the land.
- Address environmental issues and engage students in climate action projects, fostering creativity, adaptability, and resilience.
- Provide students with flexible work skills in a changing world.
- Support students emotional coping strategies in the context of climate change.
- Support the development of a Green Team or Eco Club at each school to support action at the school level.

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### **Community Partnership Development**

Expanding a culture of social responsibility requires meaningful collaboration with community partners.

The District will:

- Endeavour to work with various levels of governments, Indigenous communities, and community partners to align efforts and deepen our impact.
- Naturalize school grounds with an ecological and educational lens.

### **Effective Governance and Leadership**

The Board's leadership role includes promoting sustainability and environmental accountability. The District will:

- Optimize energy efficiency in new and existing buildings.
- Limit Green House Gas (GHG) emissions and consider alternate fuel sources.
- Conserve resources, including energy, water, and materials, and promote responsible purchasing practices.
- Reduce waste, including electronic waste, through effective composting, recycling, and proper disposal.
- Track energy consumption and material used to measure progress and identify areas for improvement.
- Uphold accountability to the policies, administrative procedures, and targets previously endorsed by the Board.
- Support the planning and funding of professional development related to sustainability and environmental education.

As a large consumer of energy and resources, the District acknowledges its responsibility to serve as a model for sustainability. Staff and students are encouraged to take immediate, positive, and collective action towards mitigating climate change and adapt to its inevitable impacts. This shared commitment reflects our values of Reconciliation, Respect, and Empathy and strengthens our stewardship of the Secwépemc lands.

References: **SD83 Strategic Plan 2023-2028**; IPCC 2018 Summary for Policymakers of IPCC Special Report on Global Warming of 1.5°C approved by governments — IPCC 2023 Climate Change AR6 Synthesis Report; UN Climate Action Charter, 2016 Climate Change – United Nations Sustainable Development; BC Climate Action Charter <https://www2.gov.bc.ca/gov/content/governance/climate-change/our-climate-action-charter>

Date Adopted: September 21, 2021

Date Amended: March 11, 2025

THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	<b>1030</b>
<b>POLICY</b>	Adopted: 1997-05-13
	Amended: 2004-03-24
	Amended: 2008-09-24
	Amended: 2014-03-11

## **WELLNESS IN SCHOOLS**

(formerly Healthy Schools and Workplaces)

The Board of Education believes the schools and workplaces should be healthy and safe. The promotion of wellness nurtures and connects the whole education community. Achieving wellness involves a comprehensive process connecting employee wellbeing, safety in schools, positive social-emotional relationships, healthy eating and active living. The development of District wellness initiatives identifies the needs of our communities and families and works in conjunction with outside agencies to enhance and support wellness.

The priorities to be followed to ensure this are:

1. Remove situations that can possibly allow accidents to occur or unsafe situations to exist.

To be accomplished, in part, through Regulations:

<b>1020.01R</b>	<i>Digital Citizenship</i>
<b>5040.01R</b>	<i>School District Safety and Accident Policy</i>
<b>5040.07R</b>	<i>Primary Students at Bus Stops</i>
<b>6040.01R</b>	<i>Playground Equipment at Elementary Schools</i>
<b>7010.01R</b>	<i>Criminal Record Checks</i>
<b>1030.02R</b>	<i>Bloodborne Pathogens</i>
<b>1060.01R</b>	<i>Smoking and the Use of Tobacco</i>
<b>1050.01R</b>	<i>Pandemic Response Plan</i>
<b>1030.07R</b>	<i>Weapons in Schools</i>
<b>1030.01R</b>	<i>Student Suspensions</i>
<b>1030.11R</b>	<i>Medical Support to Students</i>
<b>9070.01R</b>	<i>Anaphylaxis – Allergic Shock</i>

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>POLICY</b>	<b>1030</b>  Adopted: 1997-05-13 Amended: 2004-03-24 Amended: 2008-09-24 Amended: 2014-03-11
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and the:

Human Resources Guidelines Manual  
 District Safety Manual  
 CUPE – OLRC Collective Agreement  
 Sexualized Behaviour Protocol  
 Safety Plan Protocol  
 Community Threat Assessment Protocol  
 Diabetes in Schools Provisions – Ministry of Education  
[www.bced.gov.bc.ca/specialed/awareness/40.htm](http://www.bced.gov.bc.ca/specialed/awareness/40.htm)

2. Prepare for emergencies and disasters. Have people prepared and procedures in place.

To be accomplished, in part, through Regulations:

**1030.01R** *Safe, Caring and Orderly Schools*  
**1030.03R** *Bomb Threats*  
**1030.04R** *Temporary Closure of Schools*  
**1030.02R** *Bloodborne Pathogens*  
**1030.06R** *Drug and Alcohol Incidents/Addiction*  
**1030.11R** *Medical Support to Students*  
**9070.01R** *Anaphylaxis – Allergic Shock*  
**1030.14R** *Reporting of Child Abuse and/or Neglect*

and the:

Human Resources Guidelines Manual – Reporting Child Abuse Guidelines  
 Crisis Response Manual  
 Student Services Handbook  
 Anaphylaxis: A Handbook for School Boards  
 Safety Plan Protocol

<p><b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b></p> <p style="text-align: center;"><b>POLICY</b></p>	<p><b>1030</b></p> <p>Adopted: 1997-05-13 Amended: 2004-03-24 Amended: 2008-09-24 Amended: 2014-03-11</p>
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3. People should periodically practice emergency procedures.

To be accomplished, in part, through regulation:

<b>1030.01R</b>	<i>Safe, Caring and Orderly Schools</i>
<b>1020.01R</b>	<i>Digital Citizenship</i>
<b>5040.05R</b>	<i>School Bus Evacuation Program</i>
<b>9070.01R</b>	<i>Anaphylaxis – Allergic Shock</i>

And the:

Sexualized Behaviour Protocol
Community Threat Assessment Protocol
Safety Planning Protocol

4. Students should be taught about Wellness as per the Health and Career Curriculum and Daily Physical Activity K-12.

To be accomplished, in part, through Regulation:

<b>1020.01R</b>	<i>Digital Citizenship</i>
<b>8030.01R</b>	<i>Family Life Program</i>
<b>9050.01R</b>	<i>Nutrition</i>
<b>1030.06R</b>	<i>Drug and Alcohol Incidents/Addiction and the curriculum</i>
<b>1030.12R</b>	<i>Head Lice</i>
<b>9070.01R</b>	<i>Anaphylaxis – Allergic Shock</i>

5. The school district firmly believes that attachment and safety is at the base of student learning. Positive social emotional relationships and student-adult connections are integral to the education process being successful. School District Programs, school beliefs and codes of conduct and classroom teaching are all coordinated to promote wellness in our schools and buildings.

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## **SAFE, CARING AND ORDERLY SCHOOLS**

*(formerly Safe Schools and Dangerous Behaviours)*

*In response to:*

*HR Guideline: 1.8 Protection of Employees from Violence in the Workplace*

*Manuals: Safety Plan Protocol, Community Threat Assessment Protocol*

*Regulations:*

**1010.01R: Harassment, Discrimination, Inappropriate Behaviour**

**1030.07R: Weapons**

**1030.10R: Student Suspensions**

British Columbia schools are striving to develop positive and welcoming school cultures, and are committed to fostering optimal environments for learning. Members of these school communities share a commitment to maintaining *safe, caring and orderly schools*. They focus on prevention of problems and use school-wide efforts to build “community”, fostering respect, inclusion, fairness and equity. They set, communicate and consistently reinforce clear expectations of acceptable conduct. They teach, model and encourage socially responsible behaviours that contribute to the school community, solve problems in peaceful ways, value diversity and defend human rights.

*Resource cited: <http://www.bced.gov.bc.ca/sco/>*

### **STATEMENT OF INTENT**

In response to Ministry safety expectations The Board of Education is determined to continue to maintain a safe learning environment for all students and a safe working environment for all employees.

All people participating in a school activity have the right to take part in physical and psychological safety, and have a responsibility to neither harm nor threaten others.

To maintain this basic right, any person who threatens or harms others will be dealt with to the greatest extent possible by school district authorities and/or the police.

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#### APPLICABILITY

This Policy Regulation applies when behaviour is identified which may pose a threat to employees, students, parents or outside community members. It is not intended to apply to behaviours which are not a danger or which are normally handled safely at the classroom level. Where an employee is injured or believes there is a risk of injury by a person who is not an employee, the WorkSafe BC requires special procedures to be followed. They can be found in the Human Resource Guidelines and Procedures manual, under “Protection for workers from violence in the workplace” (Safety Plan Protocol). When student safety is compromised directly, or indirectly within a school appropriate levels of intervention are in place to proceed with administering a suspension, developing appropriate behaviour support, implementing a modification to the education setting (Pyramid of Intervention) or organizing a Community Threat Assessment Response (Community Threat Assessment Protocol).

#### DEFINITION

Behaviour as defined in the *Community Threat Assessment Protocol Appendix E: Definitions*

#### PURPOSE

Behaviours which may pose a threat must be dealt with, whether the person is a student, employee, parent, or member of the public where it affects the school community.

#### RESPONSE TO BEHAVIOURS WHICH MAY POSE A THREAT

There is a continuum of response to behaviours which may pose a threat that can range from redirection, verbal restraint, physical restraint, self protection, to a Threat Assessment.

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### REPORTING

All staff and students will report behaviours to the school principal/designate that may pose a risk or threat to others. The response continuum prefaced in the Community Threat Assessment Protocol includes worrisome behaviours, high risk behaviours and immediate threats and includes the procedures for managing these more serious events.

### CONSEQUENCES

All behaviours which may pose a threat should have consequences, both to act as a learning situation, when applicable, and to act as a deterrent to further problems. Therefore:

Every person who threatens or harms others or who causes willful damage, should be dealt with under the provisions of the *School Act*, *Criminal Code*, or other laws and policies.

Students who exhibit willful misbehavior should be provided with an opportunity to make restitution and be given appropriate consequences to the behaviour. The procedures and due process in the Student Suspension Policy Regulation are to be followed. Educational programming may need to be modified when addressing a student with Special Needs and a Safety Plan and/or a Behaviour Plan may need to be developed.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.02R</b>
<b>REGULATION</b>	Adopted: 2003-01-14

## **BLOODBORNE PATHOGENS**

The School District recognizes its responsibility for providing a healthy and safe learning environment for students as well as a safe and healthy workplace for employees. Under Human Rights law, employees and students have the right to privacy and are not legally required to tell the employer or school officials if they have a bloodborne disease (ie: HIV/AIDS or Hepatitis).

As a result, the School District will use universal/standard precautions and treat the blood and body fluids of every person as if they are infectious. Universal/standard precautions are steps taken to protect yourself from coming into contact with the blood or body fluids of other people.

In the event of an accident with the spill or discharge of body fluids, employees and students will:

- Follow universal/standard precautions as described in the School District Emergency Procedures Flip Chart and Bloodborne Pathogen Program Guide (WCB publication).
- Get or administer first aid.
- Report exposure incidents to administration and the site Safety Committee.
- Seek medical attention if necessary.
- Safely clean up blood or body fluids after spills.
- Safely decontaminate or dispose of contaminated objects.

### Prevention

Students are to receive an educational program or information appropriate to their age, understanding and community values which makes them aware and capable of dealing with exposure to bloodborne diseases.

Employees are to receive in-service in accordance with the Occupational Health and Safety Regulations of the Workers' Compensation Board. Employees at higher risk will also receive other preventative measures (ie: vaccinations). Employees are responsible for following the prevention measures as outlined in the Bloodborne Pathogen Program Guide. The employer shall provide the necessary and appropriate equipment where required.

The School Medical Health Officer will be consulted for guidance and direction on any issue requiring long term attention or consideration.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.03R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **BOMB THREATS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**  
**6040 - SCHOOL BUILDINGS**

1. Each school and other buildings shall have procedures which are clearly stated, both in keeping with the uniqueness of each facility and consistent with Board procedures.
2. Bomb threat procedures must be clearly stated to each employee and reviewed at least annually.
3. Principals and other building managers must be sure that the intent of the general guidelines is addressed in the school/building procedures and satisfies the uniqueness of their school/building.

### ACTION TO BE TAKEN IN SCHOOLS

1. The person receiving the bomb threat shall advise the principal or designate as soon as possible after the call. The principal or designate shall review all the written information recorded on “Bomb Threat Telephone Procedures”.
2. The principal or designate will decide on whether to evacuate the school after consulting with the RCMP. If possible, obtain a recommendation from the RCMP and consider this before making a decision regarding evacuation.
3. If possible, advise the Superintendent of Schools or designate immediately after phoning the RCMP.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.03R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

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#### COMMUNICATIONS

1. Students should not be advised that there has been a bomb threat.
2. The new media should not be given information by the school regarding bomb threats. They should be asked to get in touch with the RCMP or the School Board Office.
3. Since release of information may precipitate other bomb threats, generally bomb threats should remain confidential. However, if parents need or request further information, the principal should meet with the Parent Advisory Committee and any other parents who wish to attend, and provide details with respect to the incident that occurred.

NORTH OKANAGAN-SHUSWAP  
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**REGULATION**

Category: **1030.03R**

Adopted: 1997-05-13

**BOMB THREAT PROCEDURES**

**BOMB THREAT TELEPHONE PROCEDURES**

RCMP pamphlet 1205 (88-06) 7530-21-904-2771 or its successor shall be followed:

**WHEN A BOMB THREAT IS RECEIVED:**

- listen
- be calm and courteous
- obtain as much information as you can
- initiate call trace action (where possible)

and notify your responsible authority by pre-arranged signal while the caller is on the line

**RECORDED DATA:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am  
Duration of call: \_\_\_\_\_ pm

**Exact WORDING OF THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

What time will the bomb explode?  
\_\_\_\_\_

**IDENTIFYING CHARACTERISTICS:**

Sex: \_\_\_\_\_ Estimated Age:  
Accent (Eng., Fr., etc):  
\_\_\_\_\_

Where is it?  
\_\_\_\_\_

Voice (loud, soft, etc):  
\_\_\_\_\_

Why did you place the bomb?  
\_\_\_\_\_

Speech (fast, slow, etc):  
\_\_\_\_\_

What does it look like?  
\_\_\_\_\_

Diction (good, nasal, lisp, etc):  
\_\_\_\_\_

Where are you calling from?  
\_\_\_\_\_

Manner (calm, emotional, vulgar):  
\_\_\_\_\_

Background noises:  
\_\_\_\_\_

NORTH OKANAGAN-SHUSWAP  
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**REGULATION**

Category: **1030.03R**

Adopted: 1997-05-13

**THREAT RECIPIENT'S PARTICULARS:**

Name: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Voice was familiar (specify): \_\_\_\_\_  
\_\_\_\_\_

Caller was familiar with area (specify): \_\_\_\_\_  
\_\_\_\_\_

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.04R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **TEMPORARY CLOSURE OF SCHOOLS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS** (formerly **HEALTHY SCHOOLS AND WORKPLACES**)

**6040 - SCHOOL BUILDINGS**

*And the School Act*

In some circumstances, such as light, heat, water or sewage failure, it may be necessary for health reasons to close schools for a short period of time. In such cases, the Board of School Trustees authorizes the Superintendent of Schools or his designate to close the school without first obtaining an order from the Medical Health Officer.

Prior to any school closure, the Principal shall obtain authorization from the Superintendent of Schools or his designate.

In cases where it is impossible to obtain prior authorization, the Principal may close the school but will advise the Superintendent of Schools or designate regarding the circumstances related to the need for the closure at the very first opportunity.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.05R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **EPIDEMICS, ABSENTEEISM**

*In response to the policy:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

The Medical Health Officer has requested a consistent pattern for reporting absenteeism during periods of presumed or actual epidemics.

The Public Health Nurse should be notified if the following rates of pupil absenteeism continue for two or more days:

1. In schools of 100 or more pupils, an absentee rate of 12% or greater for two or more days.
2. In smaller schools, an absentee rate of 20% for two or more days.

The reports above should be telephoned to the office of the Public Health Nurse daily while the condition exists.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>1030.06R</b>  Adopted: 1999-01-12 Amended: 2003-01-15 Amended: 2014-05-13
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## **DRUG AND ALCOHOL INCIDENTS AND ADDICTIONS**

*(formerly Drug and Alcohol Abuse)*

*In response to the policies:*

**1030 -Wellness in Schools**

**9010 - Student Needs**

*Wellness Program – Drug and Alcohol Incident*

The board recognized its responsibility to promote wellness within our schools and buildings. This involves providing a safe working and learning environment and teaming with outside agencies to support students who struggle with substance misuse and addiction.

1. A student shall not at any time be either on the school premises during the school day or attending a school function or event at any other place, while in the possession of, or under the influence of alcohol or illegal drugs, or the misuse of legal drugs.
2. Any student who is identified as under the influence of alcohol, illegal drugs, or the misuse of legal drugs may be subject to suspension, a program change and/or a wellness program prior to school re-entry.
3. The school principal or designate will call the RCMP if they confiscate illegal drugs and/or paraphernalia. Only the RCMP has the authority to dispose of the drugs and paraphernalia.

### **First Incident:**

- a. The School Principal or designate will call the RCMP if required.
- b. The School Principal or designate, in exercising paramount disciplinary authority within his/her school, may temporarily suspend the student until a meeting with the parent(s) /guardian(s) and student has occurred. During the length of this time away, the School Principal or designate will ensure that provision will be made for the student to continue an educational program. Outside services or internal supports may be recommended to support the student.

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- a. The student and parents will meet with the School Principal or designate for the purpose of reviewing the incident and to determine the conditions for re-admittance, and potential consequences that would be involved if a subsequent offence were to re-occur.
- b. On the basis of this meeting, the student may be suspended for a period of up to 10 days.
- c. Unless the support involves in-school suspension, the student is not permitted to be on any school district site except by permission of the School Principal or designate.

Second Incident within two years:

- a. The School Principal or designate will call the RCMP if required.
- b. The School Principal or designate may suspend the student.
- c. A Restorative Meeting is scheduled at the Board Office with the parent(s)/guardian(s), the Director of Student Services and the School Principal or designate. The Restorative meeting may include other support/specialist personnel.
- d. Any second Drug and Alcohol Incident is followed up by our District Wellness Program. Any student referred to the program is required to meet for four hours with the Wellness Coach and develop a Wellness Portfolio that addresses any wellness issues the student may have.
- e. The Wellness Coach may refer to another support or specialist for the student. Re-entry of the student to school is not recommended until the student has completed 3 hours of the 4-hour program.
- f. The student will share their Wellness Portfolio with the School Principal or designate prior to school re-entry.
- g. The Wellness Coach will follow up with the student and review the Wellness Portfolio for the 4th hour of the program once the student has returned to their typical academic schedule.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>1030.06R</b></p> <p>Adopted: 1999-01-12 Amended: 2003-01-15 Amended: 2015-05-13</p>
<p style="text-align: center;">-3-</p> <p><u>Third Incident within two years:</u></p> <p class="list-item-l1">a. The School Principal or designate will call the RCMP if required.</p> <p class="list-item-l1">b. Each situation will be reviewed case-by-case, the follow-up is based on student need and specific supports available. Due to the frequency and severity of the addictive behaviours demonstrated, it is the Board's belief that a student's education and learning is in significant jeopardy and a more significant support or therapy may be required. A long term suspension may be required to address the student's social-emotional or addiction challenges. Academic programming may be provided for the student if the appropriate conditions present.</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	Category: <b>1030.07R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2002-01-15 Amended: 2006-06-13

## WEAPONS

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**7010 - PERSONNEL PRACTICES AND EMPLOYEES**

**9030 - STUDENT NEEDS**

The Board recognizes its responsibility to provide a secure environment for students and staff, in which they will be safe from violence or the threat of violence.

1. A weapon is an instrument that fits the definition of “weapon” as used in the Criminal Code of Canada\*. An instrument may also be defined as a weapon according to the manner in which that instrument is being used. The School Principal will use the following three questions as the standard when considering any situation involving the possible possession of a weapon.
  - a) Does the instrument represent a threat or danger to others?
  - b) Does the instrument fit the definition of “weapon” used in the Criminal Code of Canada?
  - c) Is there a legal or legitimate reason for the individual to be in possession of the instrument in question?
2. Unless there are extenuating circumstances, a School Principal will immediately call the R.C.M.P. when there is reason to believe that any person possesses a weapon on his or her person or in any other place.
3. Unless there are extenuating circumstances, the School Principal, in exercising paramount authority, will invoke the suspension procedures in the **Student Suspension Regulation 1030.10R**.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>1030.07R</b>  Adopted: 1997-05-13 Amended: 2002-12-11 Amended: 2006-06-13
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4. The possession of a weapon can not be treated lightly. Unless there are extenuating circumstances;
  - a) The weapon will be seized by the R.C.M.P.
  - b) Criminal charges will be laid.
  - c) The Board will consider prohibiting the student from attending any school in School District #83 (North Okanagan-Shuswap), in accordance with the requirements of the School Act.
  - d) Students found to have violated this Policy Regulation can expect to be suspended from the School District. Each case will be judged on its own merits; however, a student knowingly in possession of a weapon may expect a suspension lasting from 3 weeks to 10 months.
  
5. The School Principal shall ensure that this policy is brought to the attention of all students, parents, and staff members on a regular basis.

\*From the Criminal Code of Canada:

“weapon” means

- a) anything used, designed to be used or intended for use in causing death or injury to any person, or
- b) anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearms as defined in subsection 84(1).

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.08R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **INTERVIEWS WITH STUDENTS**

*In response to the policy:*

**9030 - STUDENT NEEDS**

From a school district perspective it would be desirable to have RCMP and other provincial officials interview students at locations other than at schools. When a student is interviewed at school, it would be desirable to have an adult present to act on behalf of the student.

However, investigations by the RCMP and other provincial agencies are conducted according to their own mandate. This mandate takes legal precedence over school based decisions.

The role of school district personnel is as described in the document:  
**CHILD ABUSE GUIDELINES**, March 30, 1990.

Generally, the role of the principal is limited to:

1. being familiar with the Protection Act and Inter-ministry Child Abuse Handbook
2. familiarizing and training other staff personnel with that information.
3. reviewing and passing on concerns related to safety and protection of children to the Director of the Ministry of Social Services.
4. supporting preventive programs.

Consequently, decisions about the circumstances related to the interviewing of students are not generally school based decisions.

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**POLICY 220 INQUIRIES AND CONCERNS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that an individual's concern must be given respectful attention and that all reasonable efforts be made to assist those involved in achieving resolution. In order to provide a clear process for communication and resolution of concerns, the following procedure applies:

**Step 1: Initial Contact (Individual/Employee)**

The person(s) will express the concern(s) to the individual involved. Both parties will attempt to:

- define the concern(s);
- clarify the issue(s);
- develop an understanding of each other's point of view;
- document the information;
- commit to resolution; and
- resolve the concern(s).

If there is no resolution, the complainant may proceed to Step 2 by contacting the appropriate manager or supervisor (or school authority). The appropriate manager or supervisor (or school authority) will most likely be the school Principal or Vice-principal.

If the complaint is about a manager's (or school authority's) decision, then the complainant should proceed to Step 3.

**Step 2: Facilitated Contact (Manager)**

Within five (5) working days of being advised, the manager, supervisor (or school authority) will arrange to meet with the person(s) involved in the complaint. In the case of employees, refer to the appropriate collective agreement and established union practices. The employee can bring a union representative to this meeting. At the meeting, the manager or supervisor will gather and document information and will attempt to facilitate a resolution. If resolution is not achieved, proceed to Step 3 (an employee can bring a rep).

**Step 3: District Contact (Senior Leadership Team)**

If the complainant's concern(s) has not been resolved to their satisfaction, they may contact the Superintendent outlining their specific concern(s) and request support to achieve resolution. Within ten (10) working days of such contact, the attending supervisor will forward all

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documentation to the office of the Superintendent who will forward the file and supporting documentation to the appropriate senior staff member who is responsible to:

- review all information relevant to the matter;
- meet with the person(s) involved;
- attempt to resolve the concern; and
- summarize, in writing, the relevant information and the conclusion reached.

The Superintendent will review decisions made by the senior staff member prior to the initiation of the appeal in an attempt to resolve the complaint.

**Step 4: Appeal Process**

If there is no resolution to the complaint at Step 3, the complainant may consider an appeal under Section 11 of the School Act. The Section 11 Appeal process is encompassed within By-Law No. 2008-1 Appeals Procedure should the matter be appealable to the Board.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>1030.11R</b>
	Adopted: 1997-06-10 Amended: 2007-01-16

## **MEDICAL SUPPORT TO STUDENTS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**7010 - PERSONNEL PRACTICES AND EMPLOYEES**

**9030 - STUDENT NEEDS**

### **IN GENERAL**

In an effort to maintain the health and safety of students, it may be necessary to provide medical treatment while a student is at school. However, the primary responsibility of schools is education, and medical treatment is to be directed toward those people trained to provide medical treatment. Schools are only to provide the minimum amount of treatment, while the student is under the care of the school, within the limits of the information provided by the parents and the support provided by Public Health or the physician, and only if it can not be provided outside of school.

### **WHO MAY RECEIVE TREATMENT**

To receive regular treatment, the student must have been identified by the parent or the physician as being in need or likely to be in need, and that the treatment must be provided during school hours.

Written directions must be on record within the school and up to date for any treatment to be given, and only the treatment on record is to be given (***District Medical Alert Planning Form***). This includes problems with allergies.

The level of treatment is to be no greater than that provided at home by the parents.

For the prevention of problems, such as allergies, the school can not be responsible for that which is beyond the school's control. For example, for a student who is allergic to nuts, the food brought to school by other students is beyond the control of the school. The school personnel will do their best to provide cooperation among the other parents, but the school can not accept final responsibility for situations beyond their control.

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	Adopted: 1997-06-10 Amended: 2007-01-16

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Secondary students may bring the medicine and treatment can be allowed if the School Principal believes the student is of sufficient maturity and understanding to give a fully informed consent, as specified in the *Infants Act*. Approval is required before the medicine is brought or used. The student must not give the medicine to other students.

For students with a serious problem, requiring specialized treatment, the treatment must be coordinated and authorized by Student Support Services, so proper documentation, training, and organization can be arranged.

Treatment for life threatening emergencies, which the school did not have prior knowledge of, must be provided or obtained. Appropriate procedures must be established if the problem could occur again.

The identification of the students who are to receive treatment must include a photograph (District Medical Alert Planning Form), and is to be kept in the same location as the medicine.

Generally, all prescription drugs are considered a potential risk to others.

#### ARRIVAL AT SCHOOL

Medicine may be a benefit when given to the proper student at the proper time, but it can be a serious threat if taken by the wrong student or at the wrong time or dose. Medicine poses a significant risk not just by what it is, but by the way it may be used, and how others may react to the medicine. Consequently:

Medicine for elementary students must be delivered to school personnel by an adult. Secondary students may bring medication that is a potential risk to others if the school administration agrees before the medicine is brought to school.

#### WHO PROVIDES THE TREATMENT

In the event of a life threatening emergency, anyone may provide treatment, though the most qualified person would be the more appropriate. Those providing the help will be protected by the *Good Samaritan Act* and employees will be provided indemnification by the Board.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>1030.11R</b>  Adopted: 1997-06-10 Amended: 2007-01-16
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When the school has been given advanced notice in writing of the need for treatment, there should be advanced preparation, in writing. The person/people to provide the treatment, plus an alternate, shall be enlisted by the School Principal, and they should be sufficiently capable or trained.

A log should be kept of treatments given.

When the medical problem is not life threatening and not prearranged by the parents, a proper diagnosis shall be made before treatment is begun. The *Medical Practitioners Act* forbids anyone who is not a licensed Medical Practitioner from providing a diagnosis. Leave those situations to the medical profession.

#### RESPONSIBILITY

**The School Principal:**

for enlisting the person and backup person to provide the treatment. If at all possible, the person should be a person willing to accept the duty. If no one is willing, the duty can be assigned, but keeping in mind contractual obligations. The names of those agreeing to provide treatment should be listed near the medicine. The School Principal is also responsible for developing the procedures to be followed and for providing a secure location for the medicine to be stored.

**The Parents:**

to fully inform the school of problems before they occur, and to provide all requested information. Parents are responsible for ensuring that their child's medical alert cards are brought up to date. When requested, the parent is responsible for obtaining written instructions from the physician that are sufficiently clear and suitable that a lay person can safely administer the treatment. A list of side effects and contraindications is to be included in the instructions.

**The Student:**

to be treated as a responsible person the student must act responsibly. Medicines can be deadly; they are not to be played with, given to others, and the instructions of the school staff must be followed.

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<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2017-05-15

## **MAINTENANCE OF ORDER**

*In response to the School Act*

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students, staff **or others in the school community**. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. If a person contravenes this section of the *School Act*, he or she commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

An exclusion order may be issued in circumstances where the school district determines that a person's actions:

- pose a risk to the safety of students, staff or others in the school community, or
- present significant and ongoing disruption to the educational programs offered by the school.

Authority to direct individuals to leave school property under this section is limited to superintendents, assistant superintendents, directors or equivalent, principals, and vice-principals.

Procedures to be followed when a person is excluded from school property under section 177 are as follows:

- where practicable, provide prior notice to the superintendent or assistant superintendent of the intention to issue an exclusion order under section 177.
- Call for assistance from the police if the administrator determines this is necessary (e.g. the person refuses to leave after being directed to do so or if there is reason to be concerned about a threat from the individual).
- Report the incident to the superintendent or designate.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>1030.13R</b></p> <p>Adopted: 1997-05-13 Amended: 2017-05-15</p>
<ul style="list-style-type: none"> <li>• provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal (boards may wish to develop a template letter for use by school administrators) unless identification is unknown.</li> <li>• document the incident, including the following information at a minimum: <ul style="list-style-type: none"> <li>• name of school;</li> <li>• date, time, and location of incident or incidents;</li> <li>• description of incident or incidents (i.e. what happened, who was involved, etc.);</li> <li>• name (and contact information, when possible) of person excluded under section 177;</li> <li>• name of principal or other administrator who directed the person to leave school property;</li> <li>• length of exclusion;</li> <li>• date for review;</li> <li>• name of person completing document; and</li> <li>• school authorities will take appropriate steps to ensure that staff are informed of all current Section 177 exclusion orders.</li> </ul> </li> </ul> <p>The process for appealing exclusions under section 177, including the following elements:</p> <ul style="list-style-type: none"> <li>• an appeal of an exclusion order can be made within <b>30 (thirty)</b> days of being issued.</li> <li>• The appeal process will include an opportunity for the excluded person to respond to the information included in the notification of exclusion.</li> <li>• appeals will be heard by someone other than the original decision maker. (For example, a person excluded under section 177 by a school principal or vice-principal may appeal that decision to the district superintendent. If the person is unsatisfied with the superintendent's decision, he or she may appeal to the board).</li> <li>• A decision on the outcome of the appeal will be communicated as soon as possible but no later than <b>14 (fourteen)</b> days after the appeal has been heard.</li> <li>• Appeal decisions will be communicated in writing with supporting rationale. In some cases, an appeal of an exclusion under section 177 could be heard through a section 11 appeal, where a decision of a board employee significantly affects the education, health or safety of a student</li> </ul> <p>Any personal information collected in relation to a section 177 exclusion, will be protected, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>.</p>	

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>1030.14R</b></p> <p>Adopted: 1997-05-13 Amended: 2011-02-16</p>
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## **REPORTING OF CHILD ABUSE and/or NEGLECT**

In response to the policies:

**1030 – WELLNESS in SCHOOLS** (*formerly HEALTHY SCHOOLS AND WORKPLACES*)

**9030 - STUDENT NEEDS**

And in consultation with “The BC Handbook for Action on Child Abuse and Neglect for Service Providers” and “Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report”

### **REPORTING:**

All employees of the Board of Education have a legal responsibility to report any incidents of child abuse or neglect and/or suspected incidents of child abuse or neglect. Such incidents will include physical, sexual, or emotional abuse.

### **DISTRICT INVESTIGATION PROCEDURES:**

All investigations into allegations of child abuse shall follow appropriate government directives.

District guidelines and district contractual agreements should be considered in following these government directives.

The following basic principles should be followed:

- The purpose of any abuse investigation is to ensure the safety and protection of children, while at the same time maintaining the integrity of the accused in the event that the allegations are unfounded.
- Investigations must be conducted in a non-accusatory fashion and must be concerned only with establishing the facts of the case.
- Everyone involved, including the accused, must be protected from malicious intent and, to the fullest extent possible, erroneous allegations.
- In cases where abuse allegations are made for malicious intent, the School District in conjunction with the accused may initial legal proceedings against those thought responsible.

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>1030.14R</b>  Adopted: 1997-05-13 Amended: 2011-02-16
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**PROCEDURAL GUIDELINES FOR THE REPORTING  
OF CHILD NEGLECT and/or ABUSE**

**RECOMMENDED STEPS TO BE FOLLOWED WHEN AN EMPLOYEE SUSPECTS  
OR IS AWARE OF POSSIBLE CHILD NEGLECT and/or ABUSE**

Full details of the following steps will be found in the Administrative-HR Protocol:  
Responding to Child Abuse and Neglect

**IN GENERAL, THE FOLLOWING STEPS SHOULD BE FOLLOWED:**

The employee advises the principal or designate of the child's home school that he/she has grounds to suspect child abuse or neglect. The information is confidential and is to be restricted to the appropriate people. The employee is the person with the prime responsibility to report to the Ministry of Child and Family Development.

If the principal or designate believes there is reason to suspect abuse or neglect, the Ministry of Child and Family Development must be contacted. This is a legal responsibility.

If the principal or designate does not report, THAT EMPLOYEE LEGALLY MUST ASSUME THE RESPONSIBILITY for directly reporting to the Ministry. The principal or designate should not discourage the employee.

A factual record of all evidence, reports, and statements should be produced.

The principal or designate advises the Superintendent, in writing, by way of a confidential memo.

The investigation is under the authority of the Ministry of Child and Family Development and/or the police, NOT the school personnel.

THE BOARD OF EDUCATION  
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**REGULATION**

Category: **1030.14R**

Adopted: 1997-05-13  
Amended: 2011-02-16

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**SPECIAL CONDITIONS:**

When the suspected abuser is parent or guardian:

The Ministry of Child and Family Development is responsible for informing the parents, district personnel are not and should not.

When the suspected abuser is an employee of the Board of Education:

If the alleged abuser is the principal, the employee advises the Superintendent directly, who must legally report to the Ministry. The Ministry and/or the police will investigate in consultation with the Superintendent. If culpability is found, the provisions of the School Act will be invoked. An internal investigation may be carried out also.

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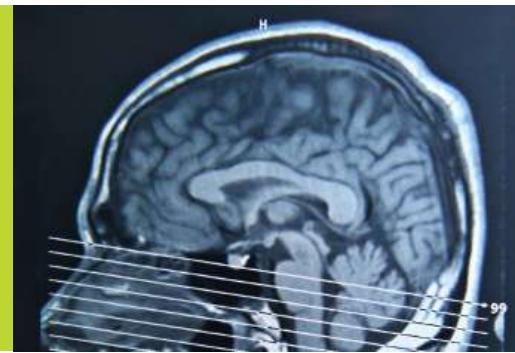
**REGULATION 1030.15R - EXTRA-CURRICULAR SPORTS AND CONCUSSIONS**

It is recognized that participation in collision-oriented sports including, but not limited to, football, rugby, and mountain biking comes with an increased likelihood of specific injuries, which includes concussions. As long as School District No. 83 (North Okanagan-Shuswap) supports inter-school competition in these sports, the following regulations will be in place:

1. All coaches and trainers will receive training in concussion symptoms and protocols prior to participation in collision-oriented sports, which include rugby and football. Training information is available here: <https://www.schoolcoach.ca/courses.aspx>
2. All student-athlete participants will receive education on concussion symptoms and protocols prior to participation in collision-oriented sports.
3. If a player or a coach or a trainer suspects that a player is experiencing symptoms that are or could be related to a concussion, then that player is to be removed from the field of play immediately.
4. The parent/guardian of the removed player is to be contacted immediately and informed of the possible concussion and directed to seek medical advice.
5. Players removed from the field of play must remain under the direct supervision of a coach or trainer until picked up by the parent/guardian, even if the player has been moved to the change room or a quiet room.
6. Prior to the removed player returning to practice or competition, the following must occur:
  - o The removed player must be cleared by a doctor, with the information provided in writing.
  - o The parent/guardian will then bring that information to the school principal.
  - o Both the parent and the school principal will be required to approve the return by signature (attached form).
  - o The coach and trainer will be provided copies of the medical information and signed form.
  - o The removed player, coach, and trainer will use the Parachute Canada “return-to-play” guidelines (attached) to determine the pace of reintegration into competition.

<b>Approval for Student Return to Play - General Information</b>	
Student name	
Parent/Guardian name (1)	
Parent/Guardian name (2)	
Principal name	
Coach/Trainer name	
Date of student injury	
<b>Approval for Student Return to Play - Checklist</b>	
	Received written confirmation from doctor for return to play.
	Received Parent/Guardian signatures.
	Provided copy of signed return to play form to coach/trainer.
	Provided copy of medical information to coach/trainer.
	Provided copy of Parachute Canada “return-to-play” guidelines to student.
	Provided copy of Parachute Canada “return-to-play” guidelines to parent/guardian.
	Provided copy of Parachute Canada “return-to-play” guidelines to coach/trainer.
<b>Approval for Student Return to Play - Authorized Signatures</b>	
<b>Signature of Parent/Guardian (1)</b>	
Printed Name	Date
<b>Signature of Parent/Guardian (2)</b>	
Printed Name	Date
<b>Signature of School Principal</b>	
Printed Name	Date

# After a Concussion Guidelines for RETURN TO PLAY



A CONCUSSION is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

Each step must take a minimum of one day but could last longer, depending on the player and his or her specific situation.

If symptoms reappear at any stage, go back to the previous stage until symptom-free for at least 24 hours.

## STEP 1: No physical/sporting activity.

Complete the *Return to Learn* protocol before beginning the *Return to Play* process. Refrain from participating in any sporting and physical activities. Only indulge in activities that do not worsen symptoms. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.

## STEP 2: Light aerobic exercise.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 3 the next day.

## STEP 3: Sport specific activities.

Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or hitting a baseball with a bat.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 4 the next day.

## STEP 4: Begin Drills without body contact.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. **Proceed to Step 5 only after medical clearance.**

## STEP 5: "On Field" practice with body contact, once cleared by a doctor.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 6 the next day.

## STEP 6: Game play.



Our aim is an injury-free Canada. Parachute is bringing attention to the issue of preventable injury and to help Canadians reduce their risks of injury and enjoy long lives lived to the fullest.

## NEVER RETURN TO PLAY IF YOU STILL HAVE SYMPTOMS!

**A player who returns to active play before full recovery from the first concussion is at high risk of sustaining another concussion, with symptoms that may be increased and prolonged.**

## HOW LONG DOES THIS PROCESS TAKE?

These steps do not correspond to days! It may take many days to progress through one step, especially if the concussion is severe. As soon as symptoms appear, the player should return to rest until symptoms have resolved and wait at least one more day before attempting any activity. **The only way to heal a brain is to rest it.**

## HOW DO I FIND THE RIGHT DOCTOR?

When dealing with concussions, it is important to see a doctor who is knowledgeable in concussion management. This might include your physician or someone such as a sports medicine specialist. Your family doctor maybe required to submit a referral to see a specialist. Contact the Canadian Academy of Sport and Exercise Medicine (CASEM) to find a sports medical physician in your area. Visit [www.casm-acms.org](http://www.casm-acms.org) for more information. You can also refer your doctor to [parachutecanada.org](http://parachutecanada.org) for more information.

## WHO DO THESE GUIDELINES APPLY TO?

These guidelines were developed for children over the age of 10; those younger may require special guidelines, and more conservative treatment and care. Return to Play Guidelines should be at the discretion of the physician.

## WHAT IF MY SYMPTOMS RETURN DURING THIS PROCESS?

Sometimes these steps can cause symptoms of a concussion to return. This means that the brain has not yet healed, and needs more rest. If any signs or symptoms return during the Return To Play process, they should stop the activity and rest until symptoms have resolved. The player must be re-evaluated by a physician before trying any activity again. Remember, symptoms may return later that day or the next, not necessarily during the activity!

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>POLICY</b>	<b>1040</b>  Adopted: 2016-05-10
<p style="text-align: center;"><b>PHYSICAL RESTRAINT and SECLUSION IN SCHOOLS</b></p> <p>Student access to an effective educational program is a basic right in our School District. Positive and least restrictive approaches in the provision of student supports are considered best practice. School teams strive to successfully meet the needs of all students within the classroom setting.</p> <p>A wide variety of creative approaches to teaching/learning and to the configuration of physical spaces within and beyond the traditional classroom setting, including accommodations for student's sensory and self- regulation needs are used to support student's academic and social- emotional learning goals.</p> <p>These approaches integrate levels of intervention that begin with the least restrictive environment methodology and can escalate in response to the severity or safety concerns presenting. Opportunities for parents/guardians and students to be involved in the development of positive behaviour supports, behaviour plans, emergency or safety plans will be provided as appropriate.</p> <p>We support the following principles regarding the use of physical restraint and seclusion in our schools:</p> <ol style="list-style-type: none"> <li>1. All behavioural interventions for students must promote the rights of all students to be treated with dignity and honour each student's right to learn and feel safe.</li> <li>2. Whenever exploring alternate behavioural interventions a plan is built around prevention through positive behaviour supports and/or relationships to the greatest extent possible.</li> <li>3. Behaviour interventions address the underlying purpose of a behaviour.</li> <li>4. Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self and/or others, and where less restrictive interventions have been ineffective in ending imminent danger or serious physical harm. Restraint or seclusion is discontinued once imminent danger or serious physical harm to self and/or others has dissipated.</li> </ol>	

<p><b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b></p> <p><b>POLICY</b></p>	<p><b>1040</b></p> <p>Adopted: 2016-05-10</p>
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<p>5. It is expected that staff working in a situation that involves physical restraint or seclusion is trained accordingly.</p> <p>6. Students exhibiting behaviour that is compromising safety of self and/or others should be supported by appropriate documentation/support (i.e. IEP and/or Behaviour Plan and/or Safety Plan and/or specialist consultation).</p> <p>7. Parents/guardians of students who require seclusion or physical restraint will be informed <b>as soon as possible</b> when these interventions are used.</p>	
<p>Recurring practice of restraint or seclusion is not common practice in any student's educational program. If a student struggles to show safe behaviour and interrupts learning of others consistently, educational programming may need to be reviewed with parents, outside agencies and team. This review may include and is not exclusive to: an abbreviated school day, an alternate setting, alternate programming, home schooling, Distributed Learning until the student's behaviours have stabilized.</p>	
<p>With respect to District Process in the event of an incident requiring Physical Restraint or Seclusion please refer to School District #83, '<i>Safety Plans: Pro-Active Planning for staffs and Student Safety</i>'.</p>	
<p>Adapted from: Provincial Guidelines- Physical Restraint and Seclusion in School Settings British Columbia Ministry of Education June 3, 2015</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>1060</b>
<b>POLICY</b>	Adopted: 2017-10-17

## **SMOKING, TOBACCO AND VAPOUR PRODUCTS ON SCHOOL DISTRICT PROPERTY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that healthy school and workplace environments are essential to the quality of learning and working. As such, the Board encourages all efforts to eliminate and prevent the use of smoking, tobacco and vapour products by students and employees of the District. The Board also believes adults should model the expected behavior for students.

No smoking, tobacco use or vaping is permitted by anyone on school or district property, in district facilities, or in district vehicles used by employees or in of transportation of students. The only exemptions are those permissible under Section 2.2 (3), the *Tobacco and Vapour Products Control Act*, 2017 as follows:

The ceremonial use of tobacco in or on school property is allowed if approved by the board and it is performed:

- (a) In relation to traditional aboriginal cultural activity, or,
- (b) By a prescribed group for a prescribed purpose.

<p style="margin: 0;">NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="margin: 0; text-align: center;"><b>REGULATION</b></p>	<p style="margin: 0;">Category: <b>1060.01R</b></p>
	<p style="margin: 0;">Adopted: 1998-10-13 Amended: 2006-04-19 Amended: 2007-10-09 Amended: 2017-02-14</p>

## **SMOKING, TOBACCO AND VAPOUR PRODUCTS ON SCHOOL DISTRICT PROPERTY**

*In response to the policies:*

**1060 - SMOKING and TOBACCO USE IN and ON SCHOOL DISTRICT PROPERTY**

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**7010 - PERSONNEL PRACTICES AND EMPLOYEES**

North Okanagan-Shuswap School District is a smoke free district with no smoking, tobacco or vapour product (including e-cigarettes, and pipes) use permitted as directed by board policy and provincial law.

- 1) All school grounds, buildings and vehicles whether owned or leased by the district shall be free from smoking, tobacco and use of vapour products at all times including evenings and weekends.
- 2) All facilities and grounds will display signage that smoking, tobacco and use of vapour product is not permitted in accordance with the *Tobacco and Vapour Products Control Act*.
- 3) Each school year parents and students will be informed in writing through letters or newsletter that smoking, tobacco and use of vapour products is prohibited on school district property at all times. If necessary appropriate discipline or enforcement will be used to ensure compliance with the Board's policy and the laws and statutes of the province.
- 4) All schools shall include the School District's and school's expectations regarding tobacco and use of vapour products in their code of conduct handbook.
- 5) Instruction on the hazards of tobacco and use of vapour products will be provided for students in all schools as appropriate.
- 6) Where feasible, school staff will support health and community agencies who wish to provide smoking and vapour product prevention and cessation programs.
- 7) All school district employees are encouraged to make students, parents or the public aware of the district's policy and the provincial laws governing smoking, tobacco and use of vapour products on school district property should they observe a contravention to this policy and regulation. Subsequently the employee should inform the administration at the site of such an issue.

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**POLICY 470 ANIMALS ON SCHOOL DISTRICT PROPERTY**

The Board of Education of School District No. 83 recognizes that animals may play an important educational role as they relate to curriculum, core competencies, and social-emotional learning. The Board supports animals being in schools and workplaces for educational purposes, or as certified service or guide dogs, or as therapy dogs if accompanied by a handler. District employees wishing to serve as a handler may do so on non-workdays.

Service animals will be permitted according to the Human Rights Code and the Guide Dog and Service Dog Act.

Venomous animals will not be permitted on School District property.

The Board further recognizes its responsibility to provide clean, safe, and healthy learning environments on all School District properties and school sites. In the event an animal defecates on School District property, the responsible person in control of the animal must immediately remove and dispose of the defecated matter.

Visiting animals will be permitted on school grounds in accordance with local municipal bylaws. An animal brought onto the school grounds for a visit must be leashed and under the control of a responsible adult or housed in a suitable, sanitary enclosure appropriate to the size and characteristics of the animal. Visiting animals for show-and-tell, small pets kept in the classroom under the supervision and care of a teacher, or animals used in a demonstration, or a school assembly will be welcome, given that parents and staff have provided informed consent.

References: BC Human Rights Code  
Date Adopted: April 15, 2017  
Date Amended: November 19, 2024, June 25, 2024

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<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>1080</b>
<b>POLICY</b>	Adopted: 2017-04-17

## **CULTURALLY DIVERSE LEARNING ENVIRONMENTS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes, respects, and values cultural diversity in its school communities.

The Board is committed to promoting respect and understanding of cultural diversity throughout its school communities and affirms the importance of providing education programs and services that will support school communities representing a variety of cultural backgrounds.

The Board of Education is committed to supporting a learning environment that affirms a learner's inherent right to dignity, security, and self-worth. For the purposes of this policy, cultural diversity refers to ethnicity, race, religion, and spirituality.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>1080.01R</b>
<b>REGULATION</b>	Adopted: 2018-6-6
<b>CULTURALLY DIVERSE LEARNING ENVIRONMENTS</b>	
<p>The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with <i>District Policy 1080 – Culturally Diverse Learning Environments</i>, the <i>School Act</i>, and the <i>Canadian Charter of Rights and Freedoms</i>.</p>	
<p>The Board recognizes that schools and communities consist of individuals from varied ethnic and cultural backgrounds and encourages a culture of awareness, understanding, and respect through:</p>	
<p><b>1. CURRICULUM AND INSTRUCTION</b></p> <p>The Board encourages schools to offer learning activities and resources that promote respect for the human rights of all groups and which encourage individuals to learn about and develop respect and appreciation for cultural diversity. The Board encourages schools to acquire resources that reflect a broad range of cultural diversity and develop learning activities within and among schools to increase multicultural awareness, understanding, and mutual respect.</p>	
<p><b>2. EVENTS AND CELEBRATIONS</b></p> <p>The Board expects Principals to work in collaboration with school communities to encourage culturally diverse events and celebrations that are reflective and respectful of the entire school community in accordance with Section 76 (1) of the School Act, <i>“All schools and Provincial schools must be conducted on strictly secular and non-sectarian principles”</i>.</p>	
<p><b>3. CONDUCT</b></p> <p>The Board considers the expression of racial/ethnic, or gender bias in any form by its trustees, administration, staff, volunteers, or students as unacceptable behaviour. Incidents of racist behaviour, expressions of ethnically derogatory terms, and gender bias displayed by students, volunteers and/or employees are not acceptable and may result in disciplinary action.</p>	

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### **POLICY 150 Public Interest Disclosure**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) (“School District”) is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Administrative Procedure is to establish a process, in compliance with PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy does not displace other mechanisms set out in School District Policy and Administrative Procedures for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

#### **DEFINITIONS**

**Advice:** means advice that may be requested in respect of making a disclosure or a complaint about a reprisal under this Policy or the PIDA.

**Discloser:** means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal.

**Disclosure:** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA.

**Employee:** refers to a past and present employee of the School District.

**FIPPA:** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto.

**Investigation:** means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA.

**Personal Information:** has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual,” and includes any information from which the identity of the

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Discloser or any person who is accused of Wrongdoing or participates in an investigation can be deduced or inferred.

**PIDA:** means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto.

**Reprisal:** means the imposition of, and any threat to impose, discipline, demotion, termination, or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought Advice, made a complaint about a Reprisal, or participated in an Investigation.

**Urgent Risk:** arises when a member of Personnel reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

**Wrongdoing** refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions.
- c) a serious misuse of public funds or public assets.
- d) gross or systematic mismanagement.
- e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

**STATEMENT OF PRINCIPLES**

The School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.

The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

The School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

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The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

**PRIVACY AND CONFIDENTIALITY**

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

**REPORTING**

Each year, the Superintendent, or designate, shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

**RESPONSIBILITY**

The Superintendent, or designate, is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and PIDA.

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**POLICY 280 CODE OF CONDUCT FOR SPECTATORS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that inter-school competition provides students with opportunities to pursue excellence, engage in physical activity, and develop their teamwork and leadership capacity.

It is important that these opportunities occur in an environment that is appropriate and positive, and that learning and fair play are a priority. Spectators at all school competitions are expected to support this philosophy and to adhere to the following Code of Conduct.

**Code of Conduct:**

1. I will show respect for my team's opponents and supporters.
2. I will remember that participants play sports for their enjoyment, and that they are not playing to entertain me.
3. I will have realistic expectations, and will remember that players are not professionals and cannot be judged by professional standards.
4. I will respect the officials' decisions and I will encourage participants to do the same.
5. I will give positive comments that motivate and encourage continued effort or I will remain silent.
6. I will behave in a manner that supports the players, coaches, officials, or other spectators.
7. I will show respect for others by keeping my cheering at an appropriate volume and not use prohibited noise-making devices, such as aerosol air horns, loud speakers (megaphones), whistles, and laser pointers.
8. Should a situation arise with regard to the above, the game shall be stopped (at an appropriate time), and it shall be the responsibility of the home team administration, game director (if applicable), or home team head coach to immediately deal with the problem at hand. There shall be no penalty sanctioned regardless.
9. Enforcement of the Spectator Code of Conduct ultimately falls to the school principal.

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**POLICY 290 CHILD CARE**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that learning opportunities for children birth to five years of age contribute to the success of students during their Kindergarten to grade 12 educational experiences. The Board supports the use of district facilities for the provision of child care programs.

The use of underutilized spaces within district facilities by licensed child care providers should not disrupt or otherwise interfere with the provision of K-12 educational programs, including early learning programs, extracurricular school activities, and future K-12 community needs.

The Board will, on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents, and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, and existing child care operators.

The Board will consider, on an ongoing basis, whether child care programs are best provided by the Board, licensees other than the Board, or a combination of both.

In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the licensee proposals to:

- a) provide inclusive child care; and,
- b) foster Indigenous reconciliation in child care.

The Board will ensure that it is operated in a manner that:

- a) fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act:
  - i. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and,
  - ii. “Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and
- b) is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.

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### POLICY 130 ROLES AND RESPONSIBILITIES OF THE BOARD

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is governed by an elected Board of Education. The Board is composed of five locally elected trustees. The rights, powers, duties, and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees. Unless expressly required to be executed by law, all powers of the Board may be exercised through bylaws or resolutions. As a corporate body, the Board may transact business only with a quorum present during a regular or special meeting called in conformity with the *School Act*.

The Board expects that trustees will:

- a. Assist the Board to fulfill its functions and responsibilities as outlined in the corresponding regulation;
- b. Conduct themselves ethically in accordance with the Trustee Code of Conduct;
- c. Participate fully in Board activities, honouring the principles of honesty, integrity, and leadership; and,
- d. Seek out learning opportunities related to their roles, duties, and responsibilities.

It is the role of the Board to:

- a. Govern in a manner that is responsive to its entire community;
- b. Act in the interests of all learners in the district;
- c. Advocate actively for students, their learning and their well-being in the Board's work with the community, the municipality and the province; and,
- d. Promote confidence in publicly-funded education through its communications about the goals and achievements of the Board.

The Board is responsible for setting the overall direction for the school system. This is done through:

#### 1. Strategic Planning

The Board sets the overall direction for the district through a multi-year strategic planning process that is reviewed annually. Through the strategic plan, the vision, mission, values and beliefs are revisited and strategic priorities or goals are determined.

#### 2. Board Policy

The Board also provides direction through its policy processes. These include planning, developing, implementing and evaluating policy.

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### 3. Annual Budget

The annual budget also reflects the approved directions of the Board in the way resources are allocated to schools and programs.

The Board, through the Superintendent, holds the system accountable for achieving the results established through its planning process. It does this by establishing a monitoring and evaluation system whereby reports are made to the Board on a regular basis. The Board then reports to the public and the province about system and school performance.

Boards have a dual accountability: they are accountable to the public who elected them; and they are accountable to the Ministry of Education. Various sections of the School Act set out the duties and powers of boards. These provisions are very specific and cover such matters as the duty to provide special education programs and services or the duty to establish a parent advisory council for each school.

Working Relationships Between the Board and Senior Staff are governed within the context that no one trustee, not even the chairperson, has the authority to direct district staff. The Superintendent reports to the Board as a whole; all other staff report to the Superintendent or their designated supervisor. The other members of the school district governing team can include assistant superintendents, directors and executive assistants. Under the School Act, both the Superintendent and Secretary-Treasurer have specific responsibilities to the Board, and either or both may be required to report to the Minister of Education at the Minister's request.

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**POLICY 131 ROLES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON**

The role of the Board Chairperson is critical both in ensuring effective meeting processes and in setting the tone of the Board. The Chairperson is also most often the appointed public face of the Board, serving as its primary communicator. When trustees elect the Board chairperson, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Chairperson presides over the Board's deliberations, enforces appropriate procedures and parliamentary processes and often acts as the spokesperson for the Board. The Board Chairperson is an equal, with no more power or authority than any other trustee; however, the members of the Board, as a whole, in electing one of their peers to be the Chairperson of the board confer on them a leadership role.

Although the Chairperson assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chairperson has a responsibility to set the agenda for meetings in consultation with the Superintendent, the Secretary-Treasurer, and the Vice-Chairperson. This is most effectively done with input from other trustees. The Chairperson works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the administration.

The Chairperson most often has an additional role to speak for, and represent the decisions of the Board. The Board Chairperson also most often serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. Here again, the Chairperson's role is largely limited to speaking only for what the Board has already decided, to receive input, and to bring matters back to the Board for consideration.

Common responsibilities for this role include, but are not limited to:

- Presiding over meetings of the Board;
- Conducting the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- Establishing agendas for board meetings, in consultation with the Superintendent and the Secretary-Treasurer;
- Ensuring that members of the Board have the information needed for informed discussion of the agenda items;
- Acting as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- Conveying the decisions of the Board to the Board's Superintendent;

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- Providing leadership to the Board in maintaining the Board's focus on the strategic plan;
- Providing leadership to the Board in maintaining the Board's focus on the Board's mission and vision: and,
- Assuming such other responsibilities as may be specified by the Board.

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### **POLICY 132 ROLES AND RESPONSIBILITIES OF INDIVIDUAL TRUSTEES**

A school trustee is a member of a team – the Board of Trustees. Only the Board has the authority to make decisions or to take action; individual trustees in and of themselves do not have this authority. The role of the trustee includes assisting the board to fulfill its duties under the *BC School Act*.

A trustee's community representative role is not directly a governance role. Governance is at its most effective when it embraces the community perspectives brought by the individual trustees. Indeed, proactive community participation is a crucial part of good governance by the board. The key is achieving a balance between the governance authority of the board as a whole, and the individual representative role each trustee also fulfills. While members of the board act as representatives of their constituency, their primary job is to participate in policy-making and strategic planning that are in the interests of all of the district's students and are grounded in promoting student achievement and well-being.

A trustee's job is to maintain a focus on student achievement and well-being and to participate in making decisions that benefit the entire district while representing the interests of their constituents. Trustees must also interpret the views and decisions of the board in reporting back to their constituents. It is important that trustees are aware of the support and advice available from the superintendent and senior staff and are familiar with board policies that may apply to issues under discussion between the trustees and their constituents.

The job description of the board sets out the responsibilities that a trustee, as a member of the collective board, is required to undertake. The following further clarifies the responsibilities of the individual trustee as a board member:

- Carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *BC School Act*, and under related regulations and guidelines;
- Attend and participate in meetings of the Board, including meetings of board committees of which they are a member;
- Consult with parents, students and educational stakeholders of the Board on the Board's multi-year plan;
- Bring concerns of parents, students and educational stakeholders of the Board to the attention of the Superintendent or, when appropriate, the Board directly;
- Respect and abide by the implementation of any Board resolution after it is passed by the Board;
- Entrust the day-to-day management of the district to its staff through the Superintendent;
- Participate in educational sessions or professional development;
- Maintain focus on student achievement and well-being; and,
- Comply with the Board's Code of Conduct.
- Attend all Budget Committee meetings, when possible.

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### **POLICY 133 TRUSTEE CODE OF CONDUCT**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) requires that each Trustee commit to the highest ethical standards in their dealings with fellow Trustees, the school community, and all members of the district.

Therefore, it is important that the Board and its individual members operate in an ethical and business-like manner. This commitment includes proper use of authority, appropriate decorum in individual and group behaviour, and fair and respectful treatment of students, parents, staff, Rightsholders, members of the community, and other Board members.

The Board has established a Trustee Code of Conduct to help provide the conditions necessary for effective Board operations. The Board recognizes that Code of Conduct infractions vary in their intent and severity and has established both informal and formal enforcement procedures.

#### **INTEGRITY**

- All decisions will be based on putting the needs of students first;
- Trustees will carry out their responsibilities in accordance with the *School Act*, Regulations, and Board Policy;
- Trustees will make all decisions based on available facts and their independent judgment and shall refuse to surrender that judgment to individuals or special interest groups; and,
- Trustees will act with the highest standards of professional integrity and in a manner that inspires public confidence in the Board.

#### **RESPECT**

- While Trustees can express individual opinions on issues under consideration by the Board, in doing so they will respect the differing points of view of colleagues, staff, Rightsholders, and the public and thereby enhance public confidence in the work of the Board; and,
- Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the Board and its committees.

#### **CONFIDENTIALITY**

- Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.

#### **RESPONSIBILITY**

- Once the Board has voted, Trustees are bound by the majority decision and will respect and abide by the Board's decisions; and,

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- Trustees will recognize that the expenditure of Board funds is a public trust and will ensure effective and transparent stewardship of the Board's resources in the best interests of the students.

### CONFLICT OF INTEREST

- Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect, or deemed) in matters before the board or a committee of the board.

### RELATIONSHIPS

- Trustees will speak as the voice of their entire community (including people who do not have children in the school system or people outside of their direct constituency) at the Board table;
- Trustees will work with other Trustees in a spirit of respect, openness, courtesy, and cooperation in spite of differences of opinion that may arise during debate. Trustees will refrain from gossip; and,
- Trustees will maintain professional commentary (public or private) at all times about the Superintendent, all employees of School District No. 83, and third-party service providers.

### BREACH OF CONDUCT

- 1.1 If a concern arises that a Trustee has acted contrary to this Code of Conduct, the Chair of the Board, or Vice Chair if the concern involves conduct of the Chair, must be notified in writing of the alleged breach of conduct no later than fourteen (14) school days after the concern arises.
- 1.2 If a concern arises that both the Chair of the Board and the Vice Chair have acted contrary to this Code of Conduct, the Superintendent and the Secretary Treasurer must be notified in writing of the alleged breach of conduct no later than fourteen (14) school days after the concern arises. The Superintendent and the Secretary Treasurer have the authority to initiate an investigation into the allegations of breaches of the Code of Conduct and appoint an independent investigator to conduct the investigation. The appointment of the investigator should be made within a reasonable period and no later than thirty (30) school days after being informed of the concern.

#### *Informal Resolution*

- 1.3 When a complaint is made regarding the conduct of a Trustee(s), the Board delegates authority to the Chair to conduct an initial assessment and attempt an Informal Resolution between the Complainant and Trustee(s) subject to the complaint.
  - i. The Chair of the Board, on their own initiative, or at the request of the Trustee, Superintendent or Secretary Treasurer, who alleges a breach of the Code has

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occurred, may meet confidentially and informally with the Trustee who is alleged to have breached the Code, to discuss the breach.

- ii. The Chair of the Board shall bring the allegation of the breach to the attention of the Trustee and discuss sanctions to address the breach as an infraction and/or measures to correct the offending behaviour.
- iii. The sanctions or measures to address the alleged breach as an infraction may include a warning, an apology, or an agreed upon consequence which may include that the Trustee engage in professional development.
- iv. The agreement of the Trustee that the infraction of the Code occurred and with the sanctions or measures imposed shall be reported to a Closed Meeting or Closed Session of the Board and no further action in respect to the infraction shall be taken.

### ***Formal Resolution***

1.4 The Chair of the Board will seek direction of the Board when:

- i. An informal resolution cannot be achieved within fourteen (14) school days.
- ii. Refusal of the Trustee to agree that the infraction occurred or with the suggested sanctions or measures may result in the allegation of a breach of the Code being elevated by the Chair or the Board to the Formal Resolution process.
- iii. The Chair of the Board, in their judgement, determines that an Informal Resolution process cannot resolve the nature and/or severity of the complaint.

1.5 The Chair of the Board will call a Special Closed Meeting of the Board within fourteen (14) school days.

- i. A written Complaint of Code of Conduct will be made available to all Trustees.
- ii. The written Complaint of Code of Conduct shall include:
  - a) the name of the Trustee who is alleged to have breached the Code;
  - b) the alleged breach or breaches of the Code;
  - c) information as to when the breach came to the individual's attention;
  - d) the grounds for the belief of the individual that a breach of the Code has occurred;
  - e) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach; and

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- f) the signature of the individual alleging the breach of the Code.

- 1.6 Within fourteen (14) school days of the Special Closed Meeting, the Board will give direction to the Chair of the Board, by motion, to seek Informal Resolution or to proceed with a formal Breach of Code of Conduct Investigation.
- 1.7 The Trustee alleged to have breached the Code shall not vote in respect to a motion to undertake an investigation of the alleged breach.

### ***Breach of Code of Conduct Investigation***

- 1.8 When the Board determines that a formal investigation will be conducted, it shall be conducted by an independent investigator.
- 1.9 The Chair of the Board has the authority to appoint the independent investigator, and the appointment should be made no later than thirty (30) school days after the determination of the Board.
- 2.0 If the Breach of Code of Conduct Investigation is made against the Chair of the Board, the Vice-Chair has the authority to appoint the independent investigator.
- 2.1 The independent investigator will begin the investigation promptly and will be directed to provide the results within thirty (30) school days of being engaged to conduct the investigation.
- 2.2 Upon receiving the results of the investigation, and within fourteen (14) school days, the Board will, by majority vote, pass a motion to:
  - i. confirm or reject that a Breach of Code of Conduct occurred;
  - ii. conduct a Code of Conduct Hearing;
  - iii. impose consequences.
- 2.3 The Trustee alleged to have breached the Code shall not vote in respect to the motions in paragraph 2.2.

### ***Process for Code of Conduct Hearing***

- 2.4 If the Board determines that consequences in paragraph 2.5 could potentially be imposed by the Board, the Board will, by majority vote, pass a motion initiating the following process:

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- i. Provide to the Trustee who is the subject of the Complaint (the “Subject of the Complaint”), at least seven (7) days prior to a Code of Conduct Hearing:
  - a) the Complaint, in writing,
  - b) any material to be considered by the Board at the Code of Conduct Hearing, and
  - c) a list of potential consequences that will be considered by the Board at the Code of Conduct Hearing.
- ii. Convene a special private Board meeting regarding the Complaint (a “Code of Conduct Hearing”).
  - a) At the Code of Conduct Hearing, the Chair of the Board (or Vice Chair if the Complaint is made against the Chair of the Board or the Trustee appointed to chair the meeting if the Complaint is made against both the Chair of the Board and the Vice Chair) shall read out the Complaint and refer to any relevant materials for the Board’s consideration.
  - b) The Subject of the Complaint will have the opportunity to respond to the Complaint.
  - c) The Board may ask clarifying questions to the Subject of the Complaint.
  - d) The Subject of the Complaint shall then leave the Code of Conduct Hearing while the Board deliberates.
  - e) The Chair of the Board shall then request any resolution(s) to be placed before the Board. Any resolution(s) of the Board at a Code of Conduct Hearing requires a two-thirds majority vote.
  - f) The Subject of the Complaint will be informed of the decision of the Board.
  - g) All documentation related to the Code of Conduct Hearing shall be given to the Superintendent or the Secretary Treasurer immediately upon the conclusion of the Code of Conduct Hearing.

### ***Potential Consequences of Breach of Conduct***

2.5 A violation of the Code of Conduct may result in the following:

- i. A verbal warning.
- ii. A letter outlining the breach or concern.
- iii. A recommendation for public censure of the Trustee.

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- iv. Removal of the Trustee from some or all Board committees or other appointments of the Board.
- v. Temporarily suspend the Trustee from participation in private (in camera) Board meetings.

***Restorative Process***

2.6 When harm results from a breach of conduct and all parties agree a restorative process may be used to address the conflict.

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**POLICY 134 TRUSTEE CONFLICT OF INTEREST**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that every trustee is legally and ethically bound to comply with conflict of interest requirements of the *School Act*, Board of Education policy, common law, and other applicable laws.

A trustee is subject to the highest standard of good faith and undivided loyalty to the Board. A trustee is required to act at all times in the best interests of the Board as a whole, without regard to their personal interests. A trustee must avoid personal conflicts of interest and must avoid using their position for personal benefit.

The School Act includes a special part on trustees' conflict of interest, and all trustees should be familiar with its content. It applies to trustees who have contracts or interests in contracts with the Board of Education, including trustees with immediate family members employed by the Board, when matters affecting those contracts come before the Board for debate and for decision.

Part 5 of the School Act requires a trustee who has such an interest in a matter before the Board to declare that interest – and to not take part in the discussion, vote or attempt in any way to influence the outcome. Further, the declared interest must be recorded in the Board meeting minutes. Should a trustee knowingly not declare an interest, the courts may declare the trustee's office vacant and require financial restitution.

**PECUNIARY INTEREST**

A pecuniary interest means a trustee with an interest in a matter that could monetarily affect the trustee. Included is a deemed pecuniary interest, where the trustee knows that their spouse, parent or child has a pecuniary interest in the matter. Also included is an indirect pecuniary interest where the trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter.

**DUTY TO DISCLOSE**

A trustee with a pecuniary interest in a matter, including a deemed interest or an indirect interest, and who is present at a board meeting at which the matter is considered, must:

- a) Disclose the general nature of the interest at the meeting;
- b) Refrain from any discussion or vote on the matter; and,
- c) Abstain from any attempts to influence any vote relating to the matter before, during or after the meeting.

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These requirements also apply to committee meetings. And, should the committee or board meeting not be open to the public, the trustee shall “immediately leave the meeting or the part of the meeting during which the matter is under consideration”.

If the trustee is absent from the meeting at which the matter is considered, they shall disclose the interest at the next board meeting that they attend, and shall otherwise comply with b) and c) above.

The duty to disclose does not apply, however, where the pecuniary interest is of a general or widespread nature (member of a credit union, for example), or where the pecuniary interest “is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the trustee”

**ESTABLISHING A RECORD OF DISCLOSURE**

The general nature of every disclosure made at a board or committee meeting open to the public shall be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.

**GETTING MORE INFORMATION OR ADVICE**

As there are many individual considerations and variations when considering issues of conflict of interest, individual trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

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**POLICY 135 TRUSTEE ATTENDANCE**

The Board of Education recognizes the importance of trustee attendance at all board meetings. The Board expects trustees to attend all board meetings, and any committee meetings where they act in an official capacity.

The importance of regular attendance is reflected in the *School Act*, whereby “If a trustee is continuously absent from board meetings for a period of three (3) consecutive months, unless the absence is because of illness or with the leave of the Board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.”

Trustees will adhere to the guidelines and expectations for attendance in accordance with this policy.

**Guidelines**

1. Trustees shall receive proper notice of, and are expected to attend, all regular and special board meetings and the committees on which they serve.
2. A *Register of Trustee Attendance* at regular and special board meetings, as well as committee meetings, will be established and maintained by the Secretary-Treasurer. This register will be available to the public on request. Attendance records for all meetings shall record instances where trustees are required to arrive late or leave prior to adjournment. Meeting minutes shall note when trustees have advised the Board Chair of their inability to attend a meeting (e.g. illness, work commitment, approved Board business).
3. A trustee who is absent from a meeting while acting on approved Board business or while serving as an officer of a Trustee Association will be granted credit for attendance at meeting(s).
4. The Board Chair may excuse the absence of trustees in special situations and the absence will be so recorded.
5. A trustee who is absent from a meeting outside of the guidelines outlined in 3 and 4 will incur a deduction of \$400 from their remuneration for each missed meeting.
6. The Chair and Vice-Chair will periodically review the attendance records and will discuss any attendance problems with the trustee(s) concerned.
7. Continuing attendance problems will be brought to the attention of the Board.
8. In the event of a vacant seat, the Board will determine whether or not a by-election will be required to fill the seat.

References: School Act [RSBC 1996, Part 4, Division 6, Section 52(2)]

Date Adopted: July 11, 2018      Date Amended: June 17, 2025, May 21, 2019

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## POLICY 136 TRUSTEE REMUNERATION AND EXPENSES

The Board of Education believes that trustees should be compensated for their work related to the business of the Board.

In accordance with the provisions of the *School Act*, a Board may authorize, through a Board resolution, the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

### **GUIDELINES**

#### 1. Remuneration Amounts

Trustees' annual remuneration shall be as follows, effective December 1, 2025:

- Chairperson of the Board	\$20,472.00
- Vice Chairperson of the Board	\$18,610.00
- Trustees	\$16,748.00

#### 2. Rural Zones

In recognition of the additional travel required of Trustees responsible for the rural zones, additional annual remuneration will be provided as follows:

- North Shuswap, Sorrento, Carlin	\$500.00
- Sicamous, Malakwa, Enderby, Grindrod	\$500.00
- Armstrong, Spallumcheen, Falkland, Silver Creek, Ranchero	\$500.00

#### 3. Remuneration Payments

Trustee remuneration will be paid on a monthly basis. In accordance with the Income Tax Act, Trustee remuneration will be treated as taxable remuneration for expenses necessarily incurred by Trustees in the discharge of their duties.

#### 4. Remuneration Review

Trustee remuneration will be reviewed annually and an adjustment may be made to the base remuneration amount only, effective December 1st of each year. The adjustment will reflect the BC Consumer Price Index change (change from previous year).

#### 5. Trustee Expenses

Business-related expenses are reimbursable through the submission of an expense claim as per Regulation 4020.04R Travel and Related Expenses District Personnel. Such expenses may include, but are not limited to, meals (by per diem), mileage, travel and accommodation that relates or results from attendance at any/all Board sanctioned internal and/or external meetings, Pro-D/training sessions, and AGMs.

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6. Trustee Equipment

The Board will determine and provide the necessary computer equipment to enable trustees to effectively perform their duties and responsibilities.

7. Updates to Policy

Guideline 1 will automatically update on December 1<sup>st</sup> of the current school year to reflect the new remuneration without a need for a board motion.

References: School Act [RSBC 1996, Part 6, Division 1 Section 71]  
Date Adopted: July 11, 2018  
Date Amended: November 28, 2025, April 15, 2025, May 21, 2019

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**POLICY 137 ROLES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON**

The Board of Education shall elect a Vice-Chairperson at the inaugural and at each annual meeting to serve as Vice-Chairperson, to hold office at the pleasure of the Board.

**Specific Responsibilities:**

1. The Vice-Chairperson shall act on behalf of the Board Chairperson, in the latter's absence and shall have all of the duties and responsibilities of the Board Chairperson as outlined in Policy 131 Roles and Responsibilities of the Board Chairperson, including a responsibility to set the agenda for meetings in consultation with the Superintendent and the Secretary-Treasurer. This is most effectively done with input from other trustees. The Board Chairperson may, on an as-needed basis, delegate the presiding officer task to the Vice-Chairperson.
2. The Vice-Chairperson shall assist the Board Chairperson in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. The Vice-Chairperson shall be an alternate signing authority for the District.
4. The Vice-Chairperson may be assigned other duties and responsibilities by the Board Chairperson.

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**POLICY 138 ELECTRONIC MEETINGS OF THE BOARD**

**ELECTRONIC BOARD MEETINGS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes there may be circumstances where it is practical or necessary to hold its open meeting through electronic means. Section 67(6) of the *School Act* enables a board to “allow trustees to participate in or attend a meeting of the board by telephone or other means of communication if all trustees and other persons participating in or attending the meeting are able to communicate with each other.”

Therefore, at the call of the Chairperson, open board meetings may be held through electronic means providing that:

1. trustees who attend the board meeting through electronic means are counted for the purposes of establishing quorum;
2. time is made available for the public to submit questions;
3. the board’s Secretary Treasurer (or designate) is present at the time a decision is made by the board; and
4. all decisions of the board are captured through the recording of meeting minutes.

Board meetings will not be unduly postponed due to technical issues.

**LIVESTREAMING OF MEETINGS OF THE BOARD**

In an effort to promote transparency by providing convenient public access and a means to participate in the board’s decision-making processes electronically, open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be publicly broadcast.

Public meetings that may be broadcast include:

1. Regular Board of Education meetings
2. Committee of the Whole meetings
3. Public Budget Presentation meetings
4. Special Board of Education meetings, as required

Meetings that are closed to the public will not be broadcast.

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Meetings that are being publicly broadcast will be accessible to the public via a link provided on the district's webpage. Best efforts will be made to prevent unauthorized recordings of livestreamed meetings.

DIGITAL RECORDINGS OF MEETINGS OF THE BOARD

Open meetings of the Board of Education of School District No. 83 (North Okanagan-Shuswap) may be audio-visually recorded. It is noted that there is no legal requirement for the Board to record its meetings and/or make the recordings available to the public.

In-Camera meetings will not be recorded.

The Board adheres to the *Freedom of Information and Protection of Privacy Act of BC*. The purpose of this *Act* is to govern the collection, use and disclosure of information by public bodies.

Should the Board choose to audio-visually record its meeting, the following guiding principles shall apply:

1. the written minutes shall be the official record of the meeting (*Section 72(1), BC School Act*);
2. the digital recording of a meeting will be promptly accessible to the public on the district website for the period of five (5) calendar years;
3. meeting participants and presenters will be advised prior to the meeting that the meeting will be recorded and that the digital recording will be shared publicly and archived by the Board for a period of five (5) years;
4. signage will be posted to ensure that attendees or participating members of the public are aware that the meeting is being recorded and will be shared publicly and archived by the Board;
5. best efforts will be made to advise the public of expectations regarding downloading, copying and sharing of digital recordings.

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**POLICY 140 DELEGATION OF AUTHORITY**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) designates the Superintendent as its Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the District. The Board authorizes the Superintendent to exercise any power that the Board may have, except those matters which cannot be delegated in accordance with provincial legislation and the corresponding regulation.

In addition, the Board shall:

- Support the Superintendent in fulfilling the legislated responsibilities of the Superintendent.
- Hold the Superintendent accountable for achieving and complying with the operational expectations and for supporting the Board in achieving and complying with the governance and management policies that apply to the Board.
- Review, amend as needed, and approve annual targets proposed by the Superintendent for achieving the District goals established by the Board.
- Permit the Superintendent to delegate authority and responsibility and to provide resources to other staff, and to hold them accountable.
- Alter the authority and responsibility delegated to the Superintendent by changing its policies.
- Direct the Superintendent only through decisions made as a corporate body.

In the absence of Board policy in cases where an immediate administrative response is required, the Superintendent will:

1. Consult with the Board Chairperson if time permits.
2. Inform the Board as soon as is feasible.
3. At the next regular meeting of the action taken and the nature of the emergent issue and where warranted, the need for policy in the event of future occurrences.
4. Act within the guidelines with regard for the intention of the Board's strategic direction.

Notwithstanding the above, the Board also reserves to itself the authority to make decisions on specific matters requiring Board approval in accordance with Board policies. Further, the Board requires that any new, significant provincial, regional or District strategic initiatives must be initially brought to the Board to consider response and further action, and for determination of decision making authority.

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**POLICY 141 ROLE OF THE SUPERINTENDENT**

The Board of Education recognizes the need for one person to have the overall responsibility for the management of the School District to provide leadership and oversight. Therefore, the Board delegates responsibility for overall administration of the district. The Superintendent is responsible for providing reports which focus on governance implications and is accountable to the corporate Board for the conduct, management, and operation of the district, for providing leadership in administration and instructional programs and for ensuring compliance with legislative requirements and statutes.

**Specific areas of Responsibility**

1. Student Welfare
  - 1.1. Establishes a safe caring and orderly learning environment that supports the general well-being of all students.
  - 1.2. Ensures the safety and welfare of students while participating in school programs and activities or while being transported to or from school programs on transportation authorized by the School District.
  - 1.3. Ensures facilities adequately accommodate students.
2. Student Learning
  - 2.1. Ensures students have the opportunity to meet the standards of education as set out by the Ministry of Education and Child Care.
  - 2.2. Implements policies/directives established by the Ministry of Education and Child Care and make the Board aware of pertinent legislative changes.
  - 2.3. Engage in professional development activities to ensure the excellence, efficacy, and relevance of current educational practice.
  - 2.4. Ensures priority learners have access to the necessary supports required for success.
3. Fiscal Responsibility
  - 3.1. Ensures the fiscal management by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board.
  - 3.2. Ensures the district operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles.
  - 3.3. Ensures financial resources are expended in accordance with the annual budget approved by the Board.
  - 3.4. Provides the Board with a recommended annual operating and capital budget along with periodic statements of revenue and expenditure.

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- 3.5. Ensures that insurance coverage is in place to adequately protect assets, indemnify liabilities, and provide reasonable risk management.
- 3.6. Ensures that the terms of Local Education Agreements are in place and honoured with local First Nations.

4. Human Resource Management

- 4.1. Provides overall authority and responsibility for all personnel-related matters except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board Policy.
- 4.2. Promotes a high standard of collective professional leadership, effective and respectful human relationships, in an environment of respect and collaboration.
- 4.3. Ensures the district attracts, retains, and develops a highly qualified workforce to ensure student learning and well-being.
- 4.4. Ensures the effective evaluation and supervisory processes are developed and implemented for growth and accountability.
- 4.5. Ensures that diversity and equity policies and practices are in place which respects all employees.

5. Policy/Administrative Procedures

- 5.1. Provides leadership and assistance in the planning, development, implementation, and evaluation of Board policies and administrative procedures.
- 5.2. Ensures administrative procedures are in alignment with Board policies.

6. Strategic Planning and Reporting

- 6.1. Leads the district strategic planning process and implements the plan as approved.
- 6.2. Involves the Board of Education appropriately in the process allowing for Board oversight.
- 6.3. Reports regularly on results achieved.

7. Superintendent/Board Relations

- 7.1. Establishes and maintains a positive and impartial, professional working relationship with the Board.
- 7.2. Respects and honours the implementation of the Board's rights, roles, and responsibilities.
- 7.3. Keeps the Board informed and updated through educational and financial reports, meetings, and other forms of communication.
- 7.4. Consults with the Board to develop and implement an orientation program for newly elected trustees.

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8. Organizational Management
  - 8.1. Demonstrates compliance with all legislative, legal, Ministerial, and Board mandates and timelines.
  - 8.2. Reports to the Minister of Education and Child Care with respect to matters identified in and required by the *School Act*.
  - 8.3. Ensures that risks are identified, assessed, analyzed, addressed, reported, and monitored.
9. Communications and Community Relations
  - 9.1. Ensures open, transparent, positive external and internal communications are developed and maintained.
  - 9.2. Develops and nurtures positive relationships with Indigenous Rightsholders and members of the Quelmúcw Education Council.
  - 9.3. Develops and maintains positive and effective relations with provincial and regional departments and agencies.
10. Leadership Practices
  - 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work with most directly in carrying out the directives of the Board and the Minister of Education and Child Care.
  - 10.2 Models appropriate values, ethics, and moral leadership.

References:

Date Adopted: February 2024

Date Amended:

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### **POLICY 150 Public Interest Disclosure**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) (“School District”) is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Administrative Procedure is to establish a process, in compliance with PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy does not displace other mechanisms set out in School District Policy and Administrative Procedures for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

#### **DEFINITIONS**

**Advice:** means advice that may be requested in respect of making a disclosure or a complaint about a reprisal under this Policy or the PIDA.

**Discloser:** means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal.

**Disclosure:** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA.

**Employee:** refers to a past and present employee of the School District.

**FIPPA:** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto.

**Investigation:** means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA.

**Personal Information:** has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual,” and includes any information from which the identity of the

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Discloser or any person who is accused of Wrongdoing or participates in an investigation can be deduced or inferred.

**PIDA:** means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto.

**Reprisal:** means the imposition of, and any threat to impose, discipline, demotion, termination, or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought Advice, made a complaint about a Reprisal, or participated in an Investigation.

**Urgent Risk:** arises when a member of Personnel reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

**Wrongdoing** refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions.
- c) a serious misuse of public funds or public assets.
- d) gross or systematic mismanagement.
- e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

**STATEMENT OF PRINCIPLES**

The School District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.

The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

The School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.

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The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

**PRIVACY AND CONFIDENTIALITY**

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

**REPORTING**

Each year, the Superintendent, or designate, shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

**RESPONSIBILITY**

The Superintendent, or designate, is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and PIDA.

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**POLICY 160 POLICY DEVELOPMENT**

The Board of Education, as one of its key responsibilities, will establish and review policies.

Board Policies will consist of a belief statement identifying the values and core beliefs of the Board along with guiding principles that provide direction to trustees, employees, students, and the public.

The Board believes that it is best practice to engage the expertise of a Policy Committee. The invited members of the Policy Committee will consist of one trustee representative, two North Okanagan-Shuswap Teachers Association (NOSTA) representatives, two Canadian Union of Public Employees (CUPE) representatives, two North Okanagan-Shuswap Principals & Vice-Principals' Association (NOSPVPA) representatives, two District Parent Advisory Council (DPAC) representatives, two student body representatives, two First Nation Education Council (FNEC) representatives, the Superintendent, and one district staff person for recording minutes. The Chairperson will be the trustee so designated by the Board.

Board Policies will be developed within the following framework.

**The Role of the Board:**

1. The Board will receive requests for creation of new policy and for revision of existing policy.
2. The Board will receive requests from members of the public, a stakeholder group, or district staff through a Policy Initiation Form via <https://sd83.bc.ca/wp-content/uploads/2019/02/Policy-Initiation-Form-Fillable.pdf>
3. The Board will forward all requests to the Policy Committee for consideration and for potential creation of draft policies (new or revised) for the Board's review.
4. The Board will receive all draft policies from the Policy Committee and will give First Reading and Second (and Final) Reading to all draft policies before they come into effect. Each Reading will typically occur at a different meeting of the Board.
  - a. **First Reading** - the Board will circulate the draft policies that have been given First Reading for feedback for a period of 30 days, as follows:
    - To the stakeholder groups via email. The link to the policy feedback form will be included in the email.
    - To the general public via the district website. All policies that are under development or under revision are listed on the district webpage <https://sd83.bc.ca/board-policies/>
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving First Reading.
  - b. **Second (and Final) Reading** - the Board will give Second (and Final) Reading to all draft policies before they come into effect.
    - The Board may choose to return draft policies to the Policy Committee for further revision without giving Second (and Final) Reading.
5. The Board will provide direction to staff to publish all policies that have been given Second (and Final) Reading.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85 (2)(a)]

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: January 19, 2021

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6. The Board will provide direction to staff regarding the development of any related administrative guidelines and procedures.
7. The Board will occasionally accept from staff minor revisions to policies - where the intent of the original policy remains unchanged – that may be accepted by the Board as “friendly amendments.”
8. The Board delegates to the Superintendent the responsibility for auditing all new and revised Policy statements, which shall be submitted to the Board for approval.

The Role of the Policy Committee:

1. The Policy Committee will receive requests for creation of new policy and for revision of existing policy from the Board.
2. The Policy Committee will review all requests, and will either:
  - a. Create a new policy/revise an existing policy and submit a draft to the Board, for consideration of First Reading.
  - b. Make a recommendation for no further action/revision to the Board, for consideration.
  - c. The Policy Committee may receive requests for revisions to draft policies from the Board prior to either First Reading or Second (and Final) Reading being given by the Board.
3. The Policy Committee may, at its discretion, invite representation from other interested parties or groups when policies are being discussed that directly affect those parties or groups.
4. The Policy Committee will occasionally forward minor revisions to policies - where the intent of the original policy remains unchanged – to the Board for consideration as “friendly amendments.”
5. Current members of the Policy Committee can submit requests for new policy or for revision of existing policy via email through the Committee Chairperson.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 85 (2)(a)]

Related Contract Article: Nil

Adopted: June 12, 2001

Amended: December 18, 2017

Amended: January 19, 2021

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**POLICY 170 MONITORING BOARD PERFORMANCE**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to continuous improvement through regular review of its performance.

In accordance with this policy and the corresponding regulation, the Board will undertake an annual goal-setting process and, once developed, will circulate these goals throughout the educational community. Using a strengths-based approach, the Board will review its performance annually to ensure its proper discharge of responsibilities to the community.

The Board shall adhere to the following guidelines for goal-setting and self-review.

**Guidelines**

**1. SCHEDULE**

- 1.1. During the August/September period, the Board and the Senior Leadership Team will meet to formally evaluate performance over the past year in terms of the Board goals.
- 1.2. The Board will also revise and develop goals for the upcoming year. This information will be shared with school district stakeholders for their input and feedback.

**2. METHOD**

- 2.1. Governance and District policies shall be monitored using reports provided by the Superintendent, external sources such as auditors, or by direct review by the Board.
- 2.2. The methods used shall include use of an assessment tool or other documents as determined by the Board and Secretary-Treasurer as the criteria for assessment of Board performance.
- 2.3. The process shall involve all Board members and the Senior Leadership Team.
- 2.4. The Board shall assess itself as a whole.
- 2.5. The methods of evaluation shall be structured so that they lead to strengthening communications and relationships among Board members, with the Senior Leadership Team, and stakeholders.
- 2.6. Self-review sessions are to be facilitated by the Board Chairperson and assisted by the Secretary-Treasurer.
- 2.7. Provision may be made for engaging an external facilitator chosen by Trustees through consultation with the Senior Leadership Team to conduct sessions when the Board perceives a need or benefit arising from third-party assistance.
- 2.8. Notwithstanding the above schedule and methods, the Board shall continuously monitor its performance through post-meeting debriefings and other methods on the determination of the Board Chairperson or Board.

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**POLICY 180 TRUSTEE PROFESSIONAL LEARNING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that its responsibilities require that trustees remain informed and continually develop their skills. Trustees are expected to participate in conferences, conventions, workshops, and seminars related to effective trusteeship, leadership, education and learning.

Accordingly, trustees attending appropriate professional development shall have all related expenses paid by the school district consistent with budgeted funds and provided the Board gives prior public approval.

**Guidelines**

1. The trustee travel and professional development budget will be established annually through the budget process, and each trustee shall be allocated 1/5 of this budget.
2. Within this annual budget allocation, trustees shall have the option of attending the following, which are part of the Board's normal expectations of all trustees.
  - BCSTA Annual General Meeting – all trustees
  - Okanagan Branch Meetings – all trustees
  - New Trustee Seminars – new trustees
  - Advanced Trustee Seminars – all trustees
  - Provincial Chairpersons Meeting – Board Chairperson
  - BCPSEA, BCSTA, and other Council Representatives – appointed trustee
  - Trustee Working Session – all trustees
  - With approval of the Board, other self-determined learning opportunities
3. Subscriptions and publications deemed appropriate for Board use shall be approved by the Board Chairperson and become the property of the School District.
4. Reimbursement of costs involved in attendance at appropriate meetings shall be consistent with mileage and per diem expenses as per Board policy.
5. Trustees attending conferences or workshops should make a report to the Board within one month of attending the conference/workshop, and any relevant conference or workshop materials shall be made available upon request. Trustees delivering verbal reports must ensure that the item is placed on the agenda so it can be included in the official record (minutes) of the meeting.

**THE BOARD OF EDUCATION  
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- 6. During an election year, budgets will be pro-rated between the period prior to and after the election. Prior to the election, trustees will receive a maximum of 5/12 of their annual professional development budget to November 30. The remaining 7/12 shall be retained for the new board.

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**POLICY 190 BUDGET MONITORING AND REPORTING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the communities it serves. The Board has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives and should be consistent with the district's Strategic Plan.

The Superintendent and Secretary-Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budgets. The Secretary-Treasurer is specifically responsible for the financial management of the budget, and all financial reporting and monitoring.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>3010</b>
<b>POLICY</b>	Adopted: 2005-06-14 Amended: 2011-03-16

## **CROSSWALK SAFETY AND CROSSING GUARDS**

The Board of Education School District #83 (North Okanagan-Shuswap) is concerned for the safety of students when travelling to and from school, while on school premises, and during school activities. However the Board's prime responsibility is for the safety of students while on school property, including school buses and at co-curricular or extracurricular events.

Safe access to and egress from school sites along public thoroughfares remain the responsibility of the associated public agency. For example municipal, provincial, and federal roadways are under the legal jurisdiction of these respective bodies.

Parents play a key role in ensuring that their child gets to and returns from school safely. Schools will support this by educating students about the correct and safe procedures for crossing at unsafe areas and what preventative measures to take to avoid an accident. The police have a role of enforcing traffic infractions and advising in the training of crossing guards.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>3010.01R</b>
<b>REGULATION</b>	Adopted: 2005-06-14

## **CROSSWALK SAFETY AND CROSSWALK GUARDS**

Where a crosswalk which leads directly on to school property and is deemed to be a safety risk for students, in accordance with the procedures of the Pedestrian Crossing Control Manual for British Columbia, the principal of the school shall consult with staff and parents to prepare a plan to reduce or minimize the safety risk.

The safety plan may include the establishing of a student patrol or volunteer adult patrol. The plan must include consultation with the R.C.M.P. or local enforcement agency.

Recommendations or suggestions beyond the jurisdiction or resources of the school arising from the safety plan may be forwarded to the Superintendent for further consideration.

The Superintendent and/or designate may, on an interim basis, initiate temporary measures to alleviate a significant safety risk at a crosswalk immediately adjacent to the school property.

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>3030</b>
	Adopted: 2009-03-10
<b>POLICY</b>	
<b>INTEGRATED PEST MANAGEMENT</b>	
<p>The Board of Education recognizes that it has a responsibility for the health and safety of students, employees and users of school sites. Additionally, there is a concomitant responsibility to control insect infestations and noxious weeds on school property.</p> <p>Pesticides will not be applied for cosmetic purposes. The District defines pesticide as the broader term which includes herbicides, insecticides, fungicides or any other chemical or organic compound used to eradicate some form of infestation.</p> <p>In so doing, wherever practical and feasible, the Board requires that alternative methods of pest, insect, and noxious weed control be used rather than through the use of chemicals. Where it is deemed that a chemical control is necessary then the least noxious and environmentally detrimental chemical or organic agent will be used.</p>	

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>3030.01R</b></p> <p>Adopted: 2009-03-10</p>
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## **INTEGRATED PEST MANAGEMENT**

1. Pesticides shall not be used or applied on School District Property (lands and buildings) with the following exceptions:
  - (a) The application of pesticides to control or destroy a health hazard;
  - (b) The application of pesticides to control ants, termites, wasps, flies, rodents, spiders;
  - (c) The application of pesticides to prevent the deterioration of hard surfaces  
e.g. sidewalks, foundations, curbs, roads, tennis courts, roof drains;
  - (d) The application of pesticides to control noxious weeds if directed by municipal/provincial regulation (see provincial regulation *BC Weed Control Act*)
2. Where pesticide application is permitted by this regulation, such application shall be in accordance with local, provincial and federal legislation.
3. Employees involved in the application shall be certified in compliance with existing legislation and shall hold appropriate licenses and permits, chemicals will only be used in accordance with manufacturer's direction.
4. Board, parents, PAC's and schools are to be given detailed information on the chemicals to be applied if so requested.
5. Whenever possible, pesticide applications will be carried out when students are not present on the school site, and appropriate signage will be posted as required by application.
6. Should the parents, PAC's and staff of a school object to the application of a pesticide, they must signify their objection through letter to the school and district administration.
7. A significant negative response at a school will halt the application of the pesticide provided that a feasible and effective alternative plan is approved for use.
8. The board shall receive regular reports in pesticide application.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>3050.01R</b>  Adopted: 1997-05-13 Amended: 2003-01-15
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## **SCHOOL FILES**

*In response to the policy:*

### **4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

When a School Principal is transferred from a school, the school files shall remain at the school.

The following regulations are intended to help facilitate smooth transitions in school operations when there is a change of School Principals. The underlying principle is that School Principals new to a school have ready access to a complete set of files related to the operation of that school. While it is anticipated that the outgoing School Principal will leave files in good shape, where the usefulness of certain files is questionable it is preferable for the incoming School Principal to make the decision regarding their retention or elimination.

1. All files and information regarding existing school programs and/or relating to the operation of the school (both hard copy and computer) should remain in the school. This would include such things as the following:
  - Sports Day files
  - House League files
  - School related correspondence, including memoranda, circulars, etc.
  - Staff Meeting Agenda
  - Staff Meeting Minutes
  - School and School Principal Goals and Objectives
  - Newsletters to Parents
  
2. All Ministry and District binders and handbooks should remain in the school. This would include such things as the following:
  - Policy Manual
  - Administrative Handbook
  - Student Support Services Handbook
  - Enrichment and Gifted Education Handbook
  - Curriculum Guides

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>3050.01R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2003-01-15

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3. The outgoing School Principal may copy any of the above which he/she feels will be of use to him/her but will leave the originals in the school.
4. Personal files which a School Principal brought to the school or developed while at the school may be taken by the outgoing School Principal provided that they do not relate to procedures or practices employed in the school. This would include such things as:
  - teaching files (e.g. Social Studies units)
  - professional development files developed from conferences, workshops, etc. attended by the School Principal.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	<b>3060</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2004-02-10

## **SCHOOL SIZE GUIDELINES**

*In response to the policies:*

**4010 - BUSINESS ADMINISTRATION OF SCHOOLS**

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**6040 - SCHOOL BUILDINGS**

**3050 -SCHOOL STAFFING**

Schools should be socially healthy places in which students will be learning. They should be economical, physically efficient, educationally effective, friendly, and socially cohesive.

<b>NORTH OKANAGAN- SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>3060.01R</b>  Adopted: 1997-05-13 Amended: 2003-06-10 Amended: 2012-03-06
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## **SIGNIFICANT REORGANIZATION OR PERMANENT SCHOOL CLOSURES**

*In response to the policy:*

**6040 -SCHOOL BUILDINGS**

*and the School Act (Section 73(1) and Ministerial Order 194/08*

Where significant reorganization or permanent school closures are being considered, the following regulations will apply:

1. The Board shall allow a period of not less than 60 days for public consultation to take place between the time that a potential significant reorganization or permanent closure of a school is announced and the final decision is made.
2. The Board will make a reasonable effort to notify persons or groups in the community who could be affected by the Board's proposal of a significant school reorganization or school closure.
3. The Board must provide for public consultation that includes:
  - 3.1 A fair consideration of the input from the affected community and provision of opportunities for that community to respond to the Board's proposal to significantly reorganize or close a school permanently in a community.
  - 3.2 Consideration of future enrolment growth in the school district, of persons of school age, persons of less than school age, and adults.
  - 3.3 Consideration of possible alternative community use for all or part of the school. "Alternative community use" is use by a community agency or organization of land or improvements, other than for the educational purposes of the Board of Education, e.g. health care, therapy services, social services, etc.

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**REGULATION**

Category: **3060.01R**

Adopted: 1997-05-13

Amended: 2003-06-10

Amended: 2012-03-06

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4. A public forum will be held to consider the Board's proposed significant school reorganization or school closure and shall form part of the public consultation process.
5. Fair consideration will be given to all public input prior to the Board making its final decision. The Board's proposal to significantly reorganize or to close a school could be changed or reversed based upon public input.
6. The significant reorganization or closure of a school should not normally take place until the September following the Board's final decision. This will give parents, students and school staff time to make alternative arrangements.
7. The Board's final decision to permanently close a school must be done by a by-law.

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### POLICY 250 FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is a public body subject to the provincial BC Freedom of Information and Protection of Privacy Act (FIPPA) and the *School Act*. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure that all personal information held in its custody and control is protected by reasonable security arrangements. Relevant guidelines in FIPPA will be followed when making decisions to retain or dispose of information. *'Under FIPPA, a public body must retain personal information for at least one year after it is used to make any decision'* (FIPPA, *School Act*, Collective agreements, HR Guidelines, other district policies).

#### Guidelines

##### **1. Personal Information**

Under the FIPPA, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (Personal Education Number (PEN) or SIN), school records, **personal** contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origin, sexual orientation or religious beliefs.

##### **2. Employee Personal Information**

Employee personal information is any recorded information about an identifiable employee (see Personal Information above) other than contact information. The release and sharing of contact information **for an employment purpose** is not a privacy violation.

##### **3. Student Personal Information**

Student personal information includes Personal Information (defined above) plus any information that identifies a student including the student's name, address, and contact numbers, PEN, assessments, results, and educational records. District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other school districts where it is necessary for educational purposes.

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**4. Collection of Personal Information**

The District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual unless another method of collection is authorized by the individual or the statute.

When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs such as:

- newsletter publications;
- website postings;
- video conferencing;
- social media applications;
- honour roll lists;
- team rosters; or
- Yearbooks.

Parents/guardians will complete and submit the form titled Student Registration Form – Freedom of Information and Protection of Privacy upon their child's initial enrollment. Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information, **including photographs**, for purposes such as:

- recognition of achievement;
- promotion of events; or
- commemoration of school events.

The authorization is deemed in effect until the student changes or transitions to another school. Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities. Posting of personal information such as exam results should not contain student identifiers.

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**5. Use of Personal Information**

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Should there be a need to access information for a purpose other than why it was collected or if there is uncertainty as to the confidentiality of the information; clarification will be provided from the District Privacy Officer (Secretary-Treasurer) in keeping with the FIPPA.

**6. Disclosure of Personal Information**

Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

Disclosure of personal information should not occur in any situation or in any physical location that may compromise confidentiality.

District employees have a right to access District records in its control and custody, providing it is required to complete the duties of their work assignment.

A custodial parent or guardian has the right to access personal information on behalf of their child under the age of nineteen.

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control of the District.

School districts, other government ministries, or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.

**7. Securing Personal Information**

Information management must be dealt with in a responsible, efficient, ethical, and legal manner. Users of electronic network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, also precautions should be taken to ensure information is protected from unauthorized access, use, and disclosure. All District employees are expected to maintain, secure, and retain appropriate student and personnel

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records in a manner that respects the privacy of employees, students and students' families and complies with the regulations specified in FIPPA and the *School Act*.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees:

- security (e.g. passwords, encryption) must be in place for personal information, stored, printed, or transferred by computers;
- all electronic mobile devices (even personally owned devices) that access or store District data must be secured by a password log-on and use the highest available encryption options;
- electronic mobile devices that contain or can access District data should be kept on one's person **or never be left unsecured** in public areas (i.e. classrooms, hotel rooms);
- passwords should not be shared nor should anyone logon to a system using an ID that has not been specifically assigned to them; and
- paper files should be safeguarded by implementing reasonable security precautions:
  - locked storage;
  - removal of personal information from work areas; and
  - shredding of documents containing personal information.

Access to any personal information should be based on employment duties requiring such access. Unauthorized access to information about colleagues, friends, or family is not permitted. Any personal information that is no longer required for administrative, financial, or legal purposes will be destroyed in a confidential manner when no longer needed for these purposes. Paper files due for destruction should be securely shredded and destroyed. Computer files should be deleted in their entirety and any data storage devices should be fully erased prior to disposal (i.e. computers, Multi Functional Devices, printers).

### **8. Reporting of Complaints**

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer (Secretary-Treasurer) who will determine appropriate action if necessary and report back to the complainant.

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**POLICY 260 DISTRIBUTION OF INFORMATION OR MATERIALS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that all outside information or materials distributed within or throughout School District No. 83 (North Okanagan-Shuswap) should support the district's educational goals and be in the best interest of its students.

The Board recognizes and values its community partners and understands from time to time it may be asked to distribute information or materials that align with the district's goals and vision. In accordance with the corresponding regulation, the Superintendent or designate may authorize the distribution of information or materials from not-for-profit groups.

**Guidelines:**

The Superintendent, or designate, authorizes the distribution of information or materials and may grant approval for distribution if the following guidelines are met:

1. in accordance with other related district policies;
2. information or materials are from community, charitable, or not-for-profit organizations that provide educational or community services or resources;
3. information or materials are secular and non-political in nature;
4. information or materials support the best interests of students and align with the district's educational goals and vision.

School District No. 83 will not bear any responsibility nor expense for collating, delivering, or disseminating information or materials approved for distribution.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4010</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2004-05-19

## **THE BUSINESS ADMINISTRATION of SCHOOLS**

The primary purpose of schools is to provide an educational program to students, using public money, and while guarding the safety of the occupants.

It is therefore important to us that the business of schools is to be conducted according to Board and legal requirements, and in the most efficient, safe and effective manner.

*To be accomplished, in part, through Regulation:*

**1010.02R**      *Conflict of Interest*

**3050.01R**      *School Files*

**4010.01R**      *School Generated Funds*

*and the:*

*District Teacher Staffing Manual*

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>4010.01R</b>  Adopted: 1997-05-13 Amended: 2005-04-12 Amended: 2012-06-12
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## **SCHOOL GENERATED FUNDS**

*In response to the policy:*

**4010 - THE BUSINESS ADMINISTRATION OF SCHOOLS**

Definition:

School generated funds are school-based funds that are obtained through fundraising activities or charging of school fees or donations (i.e. funds not provided through government grants or other general school district sources) and that are used for the benefit of student groups or for the general welfare of the school. School generated funds are required by legislation to be included for reporting purposes in School District and Government statements. As a result they are subject to audit and the same standards for control required for School District funds.

**Parent Advisory Council funds are not included in School Generated Funds.**

1. The principal is responsible for the custody and financial control of all school generated funds in the school's possession, and must ensure that monies held in trust for specific purposes are not used to finance other activities. The Secretary-Treasurer's Department will provide guidance to any principal who requires assistance in establishing proper accounts and procedures.
2. School generated funds must be kept physically separate from District funds and held in a separate bank account. Cash retained on hand for the purpose of accommodating small emergency payments or floats must be controlled through the use of a petty cash fund operated on the imprest basis (same basis used by the school for District funds).
3. School generated funds are not to be used as a banking service for cashing employees' and students' individual cheques. Under no circumstances will individuals who have direct access to the funds take cash and replace it with cheques or IOU's of any kind. School generated funds are not to be used for employee reimbursements for District expenses.

NORTH OKANAGAN-SHUSWAP  
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**REGULATION**

Category: **4010.01R**

Adopted: 1997-05-13  
Amended: 2005-04-12  
Amended: 2012-06-12

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4. All records maintained by the school shall be open at all times for inspection by the Secretary-Treasurer's office and the Board's auditors. Internal audits shall occur periodically, at the expense of the Board. The statements prepared for reporting purposes are subject to audit by the duly appointed auditors of the Board of Education. Recommendations from internal or external audits shall be implemented immediately.
5. School Generated Funds shall comply with all Finance Department Procedures.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>POLICY</b>	<b>4020</b>  Adopted: 1997-05-13 Amended: 2004-03-24 Amended: 2011-03-16
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## **BUSINESS ADMINISTRATION**

School district business is conducted on behalf of the public. Consequently:

When the school district is selling goods and services, it should:

1. Be fair and ethical to the Board of Education – no individuals within the system should profit from the sales.
2. Achieve the greatest return for the amount of effort available to put into the sale.

*To be accomplished, in part, through Regulation:*

**1010.02R**    *Conflict of Interest*

**4050.01R**    *Sale of used equipment*

When the school district is buying goods and services, it should:

1. Be fair and ethical
2. Pay the lowest prices for the time available in which to do the purchasing.

And in general, the school district should be as economical as possible.

*To be accomplished, in part, through Regulation:*

**1010.02R**    *Conflict of Interest*

**5040.04R**    *Dead end routes*

**6040.02R**    *Crew projects*

Some special considerations may be allowed.

*To be accomplished, in part, through Regulation:*

**2010.03R**    *Hotel Accommodation*

**2010.04R**    *Spouses' Expenses*

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>4020.02R</b>  Adopted: <b>1997-05-13</b>
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## **CHARITABLE DONATIONS**

*In response to the policy:*

**10020 - PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS**

Since the School Board has been recognized as a charitable organization, it wished to give to the public and staff, the opportunity to make donations and receive an appropriate income tax receipt.

1. Both individuals and private groups may contribute.
2. No donor shall be permitted to specify that the contribution is to be directed to a particular person but may specify a program within a school so that it is the program that benefits.
3. The funds shall be used for the purposes approved by the School Board, such as:
  - a) The establishment of awards, scholarships, and bursaries.
  - b) The enhancement of extra-curricular programs.
  - c) The enhancement of regular student programs.
4. Special Donations:

Each tax deductible donation for capital projects must have prior School Board approval.

5. School District employees shall direct contributors to consult with the Secretary-Treasurer to determine if their deduction is eligible for a tax receipt.
6. Funds donated will be paid to North Okanagan-Shuswap School District No. 83 District Trust Fund.
  - a) Scholarship funds will be held for investment at the district level in a subsidiary account by school (if specified) or in a general account (if not specified). Funds will be paid out as requested by the donor.
  - b) Program funds will be distributed through subsidiary accounts to designated schools for expenditure. An annual statement of expenditure will be required from each school receiving funds.

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**REGULATION**

Category: **4020.02R**

Adopted: 1997-05-13

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7. The Trust Fund will be administered by the School District.
8. The Secretary-Treasurer shall be responsible for all fiscal matters.
9. The Secretary-Treasurer shall be responsible for all official receipts.

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**REGULATION 4020.03R – SCHOOL DISTRICT VEHICLES**

1. District vehicles may be assigned to departments by the Secretary-Treasurer.
2. All vehicles owned by the District shall be marked “School District No. 83 (North Okanagan-Shuswap)”.
3. Vehicles owned by the District shall not be used for private/personal purposes.
4. Vehicles shall be considered for replacement when they reach seven (7) years of age or exceed 150,000 km.
5. Personnel are expected:
  - a) to operate District vehicles in an economical, safe and courteous manner;
  - b) to ensure the vehicle is in safe operating condition and is inspected and serviced at regular intervals;
  - c) to report mechanical defects to the Manager of Transportation at the Works Complex; and,
  - d) to keep the vehicle clean.
6. Vehicles are to be parked overnight on designated School District sites and are not to be taken home without the approval of a Supervisor.
7. Administrative positions that qualify for the provision of a District vehicle shall have the option of using an available vehicle or accepting a monthly car allowance instead of the vehicle. Car allowances shall not exceed the cost of supply and operation of a District owned vehicle.
8. See Operational Guideline 400 - School District Vehicle Use.

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**REGULATION 4020.04 – TRAVEL and RELATED EXPENSES DISTRICT PERSONNEL**

Travel and related expenses incurred by district personnel for expenses incurred while performing authorized duties on behalf of School District No. 83 (North Okanagan-Shuswap).

**Meal Per Diem Allowances**

For meals not covered by registration or conference fees, district employees may claim an allowance at the meal per diem rate in effect at the time of travel.

Effective September 1, 2019, the meal per diem allowance shall be **\$60.00** per full day on District or Board business. When business is less than a full day, the meal allowance shall be \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner.

**Lodging**

All overnight accommodation on Board business is to be charged directly to School District No. 83 if possible. Should it be necessary for the claimant to pay for lodging, a receipt is required to support the reimbursement. District employees are expected to request government rates whenever possible.

Charges such as valet service, personal telephone calls and in-room movies are the responsibility of the district employee.

If a district employee elects to stay at a friend's or relative's rather than a hotel or motel, a daily allowance of \$30 may be claimed.

The cost of any extra night is the responsibility of the district employee with the exception of travel delays due to extenuating circumstances and with discussion with their supervisor.

**Mileage Rates**

District employees will be reimbursed at the approved BCSTA rates noted below. **Carpooling is encouraged and expected where possible.** The maximum amount of mileage claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

**Reimbursement Rates**

Effective January 1, 2022: \$0.61 per kilometer - per BCSTA rate.

Effective January 1, 2023: \$0.68 per kilometer - per current BCSTA rate.

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**REGULATION 4020.04 – TRAVEL and RELATED EXPENSES DISTRICT PERSONNEL**

**Travel Costs**

Whenever possible, travel arrangements should be made through and billed directly to the Board office and should be booked in advance so as to take advantage of any fare reductions that are available.

Should the claimant pay transportation costs, the amount paid may be claimed for reimbursement after the travel date has occurred, provided receipts or tickets are attached to the claim form.

**Incidental Expenses**

Parking, taxi fares, telephone calls, ferry fares, etc. will be paid for by the Board when those expenses are necessary for Board business and when supported by receipts.

**Payment of Expenses**

Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted either outside of the fiscal year or three months after the occurrence of the event or expense, will only be paid if approved by the Secretary Treasurer.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4040</b>
<b>POLICY</b>	Adopted: 2005-04-12 Amended: 2008-03-11 Amended: 2012-11-13

## **DISPOSAL OF LAND – REAL PROPERTY**

Real property and improvements will be allocated, retained or disposed of in the best interests of the District as directed by the Board and in accordance with applicable legislation.

### Disposal

The Board has the responsibility for the disposal of its property, defined as lands, buildings and other improvements, leases (in excess of ten (10) years), rights-of-way, easements and land dedications. The Board if, after considering future educational needs of the District deems property as no longer required for school purposes, shall dispose of such property through a public process which is to ensure that fair market value is obtained.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>4040.01R</b>  Adopted: 2005-04-12 Amended: 2008-03-11 Amended: 2012-06-12
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## **DISPOSAL OF LAND – REAL PROPERTY**

Real property and improvements will be allocated, retained or disposed of in the best interests of the District as directed by the Board and in accordance with applicable legislation.

The Board has the responsibility for the disposal of its property, defined as lands, buildings and other improvements, leases (in excess of ten years), rights-of-way, easements and land dedications.

The District may dispose of land or improvements deemed surplus providing:

- a) It is in compliance with applicable legislation,
- b) future education needs of the District have been considered,
- c) disposition of land or improvements is conducted through a public process, and
- d) disposition of land or improvements is at fair market value.

The normal procedure to dispose of real property should be as follows:

Step 1) Surplus Lands: the Board passes a motion declaring the property surplus to the needs of the District and confirming that the Board will not require the property for future educational purposes. District staff is instructed to proceed with the disposition of the property.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>4040.01R</b>  Adopted: 2005-04-12 Amended: 2008-03-11 Amended: 2012-06-12
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Step 2) District Staff:

- a) undertakes necessary steps to create the legal entity of the property to be disposed, if it is to be sub-divided from a “parent” property to remain in the ownership of the District;
- b) arranges for the preparation of a legal survey plan showing the boundaries of the property to be disposed, outlined in red;
- c) establishes where the proceeds from the disposal of the property shall be credited, either to the Ministry of Education Restricted Capital Reserve or the Local Capital reserve in accordance with Section 100 of the *School Act*.
- d) facilitates a public consultation process.

Step 3) The Board makes a formal request to the Minister of Education for approval to dispose of a property by sale, exchange, or lease of ten (10) years or more, unless such disposal is to another board or an independent school for education purposes.

Step 4) The Board passes a capital by-law authorizing the disposal of the property. The bylaw must include:

- a) confirmation that the Board will not require the property for future educational purposes,
- b) the name and facility number of the property,
- c) the address and legal description of the property, and

**This regulation does not apply to situations where there is a transfer of interest in a board property, such as rights-of-way and easements, which may be registered as a change on title of the property, and leases of less than ten (10) years.**

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4050</b>
<b>POLICY</b>	Adopted: 2014-11-04

## **PURCHASING**

The Board of Education directs that the purchase of goods and services required for the ongoing operations of the School District meet the following objectives:

1. The best value, including both price and quality, be obtained for goods and services purchased.
2. Purchases are made on the open market in accordance with competitive public sector purchasing practices.
3. Purchase procedures be cost effective, and meet the needs of schools and departments.
4. All purchasing is conducted in an open and ethical manner.
5. All purchasing procedures should be able to withstand full public scrutiny and no special arrangements that personally benefit an employee or agent of the Board will be supported.
6. Specific procedures for the acquisition of goods and services are the responsibility of the Secretary-Treasurer. Procedures must be tailored to effectively meet the needs of the School District's management structure therefore authority to initiate expenditures shall be assigned to individual employees who have responsibility for specific accounts.

All employees procuring goods and/or services on behalf of the School District are representatives of the School District and as such should conduct themselves accordingly.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	<b>4050.01R</b>  Adopted: 2018-07-16
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## **PURCHASES: GOODS AND SERVICES**

The Board of Education shall ensure the efficient and economical procurement of supplies and services to meet the needs of the district.

All purchase contracts that require expenditure in excess of twenty-five thousand dollars (\$25,000) or commit the District to a contract period in excess of one year require the approval of the Secretary-Treasurer.

### **1. GOODS**

**a. Value: Greater than \$75,000**

- i. Acquisition of goods exceeding seventy-five thousand dollars (\$75,000), each occurrence, requires a public tender call, in accordance with the New West Partnership Trade Agreement.
- ii. A public tender call requires electronic distribution, utilizing the BC Government internet eProcurement site - BC Bid.
- iii. Tenders are issued on the standard District tender form and are subject to regulations as determined by the Secretary-Treasurer from time to time.
- iv. Tenders shall be received and opened at a meeting chaired by the Secretary-Treasurer or designate. The procedure for the receipt and opening of tenders will be as specified in the tender documents.

**b. Value: Greater than \$5,000 and less than \$75,000**

- i. Acquisition of goods between five thousand dollars and seventy-five thousand dollars (\$5,000 and \$75,000), each occurrence, must be documented on a District Purchase Order.
- ii. Purchase of goods in excess of five thousand dollars (\$5,000) require evidence of invited competitive bids from a minimum of two (2), but preferred from three (3), suppliers. The documentation supporting the competitive bids must be submitted along with the District Purchase Requisition and/or Purchase Order form to the Purchasing Department for

<p style="margin: 0;">NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p style="margin: 0;"><b>REGULATION</b></p>	<p style="margin: 0; text-align: right;"><b>4050.01R</b></p> <p style="margin: 0; text-align: right;">Adopted: 2018-07-16</p>
<p>final review and approval.</p> <p class="list-item-l1">iii. The process of acceptance of competitive bids is subject to regulations issued by the Secretary-Treasurer from time to time.</p> <p class="list-item-l2">c. Value: Other Purchases less than \$5,000</p> <p class="list-item-l3">i. Department heads and principals are responsible for control of other purchases, with the exception of capital purchases, including telephone systems and information technology hardware (e.g. computers, laptops, digital projectors, printers, wireless network devices and software), and classroom and office furniture. These exceptions must be ordered through the Atrieve ERP Purchase Requisition system.</p> <p class="list-item-l3">ii. Purchases of goods in excess of one thousand dollars but less than five thousand dollars (\$1,000 and \$5,000), each occurrence, require consultation with the Purchasing Department prior to commitment. This will ensure that District contracts are honored and that best value alternatives are identified with minimal process intervention. These orders may also be sent to the Purchasing Department, documented on a District Purchase Requisition, for competitive pricing and processing.</p> <p class="list-item-l3">iii. Low value transactions (less than \$1,000) should be procured using the District purchasing card, in compliance with the purchasing card and records keeping policies. Classroom and office supplies can also be ordered through online pre-approved vendor accounts.</p>	
<p><b>2. SERVICES</b></p> <p class="list-item-l1">a. The services intended to be covered by this regulation are of a recurring nature which will occur over the course of the school year.</p> <p class="list-item-l1">b. Service contracts may be issued for the ongoing maintenance of certain types of equipment and/or ongoing services (i.e. elevators, multi-functional devices, postage meters, garbage disposal, composting, snow removal, etc.) as deemed appropriate and cost effective in consultation with end users.</p> <p class="list-item-l1">c. Service contracts will be covered by a purchase order and a list will be maintained by the Purchasing Department.</p>	
<p>3. All equipment purchased must meet the requirements of the Canadian Standards</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4050.01R</b>
	Adopted: 2018-07-16
<b>REGULATION</b>	<p>Association and the British Columbia Electrical Standards or other regulatory standards issued from time to time.</p> <p>4. Donated equipment must meet District equipment specifications.</p> <p>5. Surplus or aged equipment shall be returned to the District for disposal or redistribution by contacting the Purchasing Department.</p>

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

**Policy Manual**

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**REGULATION 4050.02R – SALE OF USED EQUIPMENT**

The Board of Education recognizes the need to occasionally dispose of buses, vehicles, furniture, and equipment when their functional use to the district is diminished.

The Board also recognizes the need to dispose of these assets in a manner that:

- Maximizes the financial benefit to the district,
- Permits members of the public an opportunity to purchase these assets, and
- Mitigates any risk of a data breach.

All technology equipment must be returned to the district's Information Technology Department where all data can be removed prior to disposal. The Information Technology Department will then sell, in bulk, any equipment with residual value through BC Bid. Equipment with no residual value will be recycled.

Cell phones must be returned to the district's purchasing department for redistribution. Cell phones that have reached end of life will be stripped of all data and recycled.

Buses, vehicles, and other furniture or equipment that are declared surplus shall be disposed of in accordance with the procedures in this policy.

The Purchasing Department must be advised when any inventoried item (identified by a tag number) is sold in order to ensure the item is moved to "obsolete inventory" in the district's data base.

**Procedures:**

1. Surplus assets, other than technology equipment or cell phones, deemed to have recoverable value are to be offered for disposal by the district in this order:
  - (a) Used as trade-in for a replacement asset.
  - (b) Offered to other schools within the school district.
  - (c) Individual items with an estimated value of \$200 or more, are to be sold by public offer via a bidding process. Bids must be advertised on one or more media platforms (e.g.: school website, district website, local press, eBay, Amazon, BC Bid). Individual items with an estimated value of less than \$200 may be sold at fair market value.
  - (d) Sold at a garage or yard sale.

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

**Policy Manual**

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2. Proceeds from a sale of an asset that was originally purchased with school funds are to be retained by the school.
3. Proceeds from a sale of an asset that was originally purchased with district funds are to be received as district revenue.
4. Proceeds from a sale of asset made surplus by the closing of a school are to be received as district revenue.
5. Surplus assets that are deemed to have no recoverable value are to be recycled or otherwise disposed of.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	4050.03R
<b>REGULATION</b>	Adopted: 2018-07-16

## **PURCHASING CARDS**

The purchasing card program was implemented in order to provide staff with flexibility in purchasing small dollar items, and to reduce the time and paperwork required to process these invoices.

Credit cards will be issued to staff within a Department/School as approved by their Supervisor/Principal. Each individual must sign a Cardholder Acknowledgment agreement form outlining the Policies and Procedures surrounding the use of their credit card. Cards cannot be used by anyone other than the named cardholder. Cards are never to be used for personal purchases. Improper use of the card will result in immediate card cancellation.

The Supervisor/Principal is responsible and held accountable for the card's use and security. The card must be in a secure location at all times.

Once a card has been issued to you, it is for use at your current location only. If you leave your current position you must turn your card over to the District Travel Card Administrator. The card will either be cancelled or moved with you to your new location/position if it is determined that you will require one in your new job.

### **CONDITIONS OF USE**

The purchasing card may be used in the following instances:

- Purchase of low value tangible goods - i.e. classroom or office supplies
- Payment of magazine subscriptions (**not** software licenses, subscriptions, or apps)

The card **MUST NOT** be used in the following instances:

- Cash advances
- Personal use:
  - including accumulating privileges such as Air Miles or Reward Points
  - including personal professional development charges (Fund 65)
- Where the end user receives a reimbursement allowance such as gas or travel expenses
- Purchases split to meet the \$500 single transaction limit

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	4050.03R
<b>REGULATION</b>	Adopted: 2018-07-16
<ul style="list-style-type: none"> <li>• Entertainment</li> <li>• Gift cards (other than grocery gift cards for home economics supplies)</li> <li>• Alcoholic beverages</li> <li>• Meals (use travel expense report for per diem)</li> <li>• Purchases from an internal source (e.g. normally arranged by work order)</li> <li>• Service contracts</li> <li>• Hazardous materials or dangerous goods</li> <li>• Purchase of items over your approved transaction limit</li> <li>• Capital expenditures (furniture, equipment, computers, etc.)</li> <li>• Computer software</li> <li>• Systems development/maintenance/enhancements</li> <li>• Professional service contracts such as legal, accounting, architecture, or engineering services</li> <li>• Casual or temporary labor</li> <li>• Donations</li> <li>• Outsourcing district facilities support such as repair or services</li> <li>• Fines, late fees or penalties</li> <li>• Supplies and services covered by District Standing Purchase Orders or Contracts</li> </ul>	

The Purchasing Card is not intended to be used to make purchases of equipment, software or furniture. If uncertain of a request/item, contact the Purchasing Department. Purchases of equipment and software should be requested on a Purchase Requisition and directed to the Purchasing Department.

All purchases must be within your allocated budget.

**TRANSACTION LIMITS** (figures are cumulative)

1. Single transaction (a purchase of one or more items from a single merchant at one time) - \$500
2. Daily spending limit - \$1,000
3. Daily transaction limit - 5
4. Monthly spending limit - \$5,000
5. Monthly transaction limit - 20
6. Merchant types blocked from use – cash advances and financial services and liquor/drinking establishments

<p style="margin: 0;">NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p>	<p style="margin: 0;"><b>4050.03R</b></p>
<p style="margin: 0;"><b>REGULATION</b></p>	<p style="margin: 0;">Adopted: 2018-07-16</p>
<b><u>RECONCILIATION, PAYMENT AND RECORD RETENTION</u></b>	
<p>Each cardholder will receive a monthly statement identifying each purchase transaction. You will be notified that your monthly statement is available via email from BMO Financial Group on the first business day following the statement date (the 10<sup>th</sup> of the month). Statement notifications are emailed to all cardholders who had a balance the previous month or are carrying a balance in the current month.</p>	
<p>The cardholder is to:</p> <ol style="list-style-type: none"> <li>1. Match all original credit card receipts against transactions on the statement. If there are discrepancies, these must be followed up with the vendor.</li> <li>2. Enter the appropriate GL code and reason for expenditure through the online BMO Spend Dynamics reconciliation process. The District Card Administrator and Finance Department will need this information for accurate expenditure coding in the G/L.</li> <li>3. Enter the GST amounts through the online BMO Spend Dynamics reconciliation process. GST amounts MUST be recorded from the original receipt, NOT from the BMO statement (as these are estimates only). The District Card Administrator and Finance Department will need this information for GST rebates.</li> <li>4. Attach full itemized purchase/till receipts to the statement (<u>debit/credit slips alone are NOT sufficient documentation</u>), sign the statement and obtain approval signature from your Supervisor or Principal.</li> <li>5. Forward signed statement and supporting documents to the Secretary-Treasurer's office at the District Education Support Center <b>NO LATER THAN THE 22<sup>nd</sup> OF THE MONTH</b> to ensure timely payments to Bank of Montreal and timely accounting month end close.</li> </ol> <p>Accounts Payable will assume all transactions recorded by the bank are legitimate and payment to the bank will be processed without approval by the cardholders and supervisors. Responsibility rests with the credit card users and supervising managers to ensure all transactions are accurate and legitimate.</p> <p>Disputed items, which are purchases that do not accurately reflect the transactions made by the card holder (such as the wrong amount, multiple postings), are the responsibility of the card holder. Disputes with merchants are also to be settled by the card holder directly.</p>	

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	4050.03R
REGULATION	Adopted: 2018-07-16
<p style="text-align: center;"><b><i>CONSISTENT FAILURE TO PRODUCE FULL</i></b></p>	
<p style="text-align: center;"><b><i>DETAILED RECEIPTS WILL RESULT IN THE LOSS OF</i></b></p>	
<p style="text-align: center;"><b><i>PURCHASING CARD PRIVILEGES.</i></b></p>	
<p style="text-align: center;"><b><i>NON-COMPLIANCE OF THE LIMITATIONS WILL RESULT IN ONE WARNING</i></b></p>	
<p style="text-align: center;"><b><i>WHICH WILL BE ISSUED, SIGNED AND ACKNOWLEDGED.</i></b></p>	
<p style="text-align: center;"><b><i>A SECOND NON-COMPLIANCE WILL RESULT IN THE LOSS OF</i></b></p>	
<p style="text-align: center;"><b><i>PURCHASING CARD PRIVILIGES.</i></b></p>	
<p><b><u>CARD RETURN</u></b></p>	
<p>It is the responsibility of the School or Department Administrator to advise the District Card Administrator to cancel cards for a cardholder who has terminated their employment with the District or changed job function. The cut-up card must be returned to the District Card Administrator.</p>	
<p><b><u>LOST OR STOLEN CARDS</u></b></p>	
<p>Should your card be stolen or misplaced, it is your responsibility to phone (1-800-652-3888) and report the loss immediately to BMO to avoid any unauthorized charges. Contact the District Purchasing Card Administrator to request a replacement card.</p>	
<p><b><u>DECLINED CARDS</u></b></p>	
<p>Each vendor has an assigned “Commodity Code” from MASTERCARD. The District has elected to block the transactions on some Commodity Codes. If a vendor advises you that the transaction has been rejected first check that the correct MASTERCARD number, name and expiry date was given. Should the transaction still not be processed please call the MASTERCARD Customer Service 1-800 number on the back of the MASTERCARD card and ask them to check to see why the transaction was declined. It is likely that the Commodity Code is blocked and you will be unable to use the MASTERCARD card with that vendor. If that is the case, the normal purchasing procedures will apply. Contact the Purchasing Department for assistance.</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4060</b>
<b>POLICY</b>	Adopted: 2018-07-11

## **ACCUMULATED OPERATING SURPLUS (RESERVE)**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the importance of ensuring that the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students.

To discharge this responsibility, the Board will establish a restricted portion (contingency reserve) from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

The Board will be publicly transparent when allocating any surplus funds.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	<b>4060.01R</b>  Adopted: 2018-07-10
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## **ACCUMULATED OPERATING SURPLUS (RESERVE)**

The School District's objectives in terms of its accumulated operating surplus is set out in this regulation and accompanying policy. Through a clear understanding of its operating surplus objectives, and by continually measuring progress towards achieving those objectives, the School District can attain greater fiscal stability and better support educational goals.

One of the key indicators of the financial health of a school district is the accumulated operating surplus. The accumulated surplus (or deficit) is comprised of all of the past operating surpluses and/or deficits.

It is important to note that although accumulated surpluses can be a source of cash for spending, it cannot sustain on-going services. The ability to carry forward unspent operating funds helps school districts budget and spend their annual operating grants more effectively.

### **INTERNAL RESTRICTED OPERATING SURPLUS**

Unique to other organizations in the public sector, school districts are permitted to incur annual deficits as long as they have sufficient accumulated surplus to cover the annual deficit. An accumulated surplus indicates that a school district has net resources that can be used to provide future services. It is achieved by spending less than the revenue it earns.

The Board may approve restrictions on the spending of the surplus. Boards of Education are required by legislation to prepare balanced annual operating budgets, which may include use of (appropriation of) prior year accumulated surplus.

The following categories of internally restricted operating surplus have been established for the purposes(s) identified:

#### **Operations Spanning Future School Years**

To support effective planning, there will be situations where monies will need to be carried over to future years. These could be for the following categories:

- Future years' operations/budget (not beyond the next two fiscal years)

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4060.01R</b>
<b>REGULATION</b>	Adopted: 2018-07-10
<ul style="list-style-type: none"> <li>• Schools and department surplus/carry-forwards (not beyond the next two fiscal years);</li> <li>• Operating projects in progress;</li> <li>• Technology, utilities, equipment, and Capital projects (includes amounts to be transferred to Local Capital, but have not yet been identified for specific initiatives);</li> <li>• Purchase order commitments; and,</li> <li>• Distributed learning, International Program.</li> </ul>	

The amount of Accumulated Operating Surplus restricted for operations spanning future school years at the end of a fiscal year should be a minimum of 1.5% and a maximum of 3.0% of actual operating expenses of that fiscal year.

**Anticipated Unusual Expenses Identified**

To support effective planning, there will be situations where senior management has identified unusual/non-recurring expenses anticipated to be spent in the upcoming fiscal year that will not be funded by revenues of that year. These could be for categories such as:

- Staffing, labour relations, employee benefits, severance
- Implementation of new curriculum

The amount of Accumulated Operating Surplus restricted for anticipated unusual expenses identified at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual operating expenses of that fiscal year.

**Nature of Constraints on the Funds**

In recognition of some monies having constraints as to how they can be spent, funds may need to be internally restricted at the end of the fiscal year. Funds with external restrictions are to be included in Special Purpose Funds. These internal restrictions could be for categories such as:

- Contractual obligations (i.e. professional development)
- Aboriginal education
- School Generated Funds (not externally restricted)
- Education Plan
- Donator named funds (not restricted by the donor)

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4060.01R</b>
<b>REGULATION</b>	Adopted: 2018-07-10
<p>The amount of Accumulated Operating Surplus restricted for nature of constraints on the funds at the end of a fiscal year cannot be quantified as a range of minimum to maximum.</p> <p><b>CONTINGENCY RESERVE</b></p> <p>To support effective planning, there will be situations where contingency funds need to be available for unexpected increases in expenses and/or decreases in revenues. Budgeted annual operating expenses should be reflective of actual estimated costs or, where applicable, contractual expenditure requirements. The contingency reserve mitigates the risk of actual costs being greater than estimated. These could be for categories such as:</p> <ul style="list-style-type: none"> <li>• For major emergent operating issues – the School District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g. inclement weather, forest fires, etc. These emergent situations cannot be anticipated and budgeted for and may not be feasible to absorb the cost of such events in other budget areas in any given year.</li> <li>• For one-time and intermittent projects – the School District undertakes certain one-time and/or intermittent projects that are larger in terms of costs. If these projects were funded from annual per-pupil based operating grants from the Ministry of Education, annual fluctuations in educational service levels may result; therefore, it is not prudent to fund these projects from current annual per-pupil based operating grants from the Ministry of Education.</li> <li>• To offset unrealized revenues – some of the School District's revenue sources, e.g. off-shore student enrolment, rentals, etc., are cyclical in nature and thus are subject to downturns in the economy. The School District tries to anticipate economic downturns by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the School District is exposed to the possibility of unrealized revenues and/or to declines in base revenues from year to year.</li> <li>• The amount of Accumulated Operating Surplus restricted for Contingency Reserves at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual Operating Expenses of that fiscal year.</li> </ul>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4060.01R</b>
<b>REGULATION</b>	Adopted: 2018-07-10
<b>UNRESTRICTED OPERATING SURPLUS</b>	
<p>The School District will maintain Unrestricted Operating Surplus balances for working capital purposes, i.e. to provide for operating expenditures before operating grants from the Ministry of Education are received. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations. The School District may require emergency funds from time to time, from its Unrestricted Operating Surplus balance, for unforeseen costs. When this occurs the School District needs to rely upon sufficient balances being available.</p> <p>Also included in the Unrestricted Operating Surplus are funds that may be used in budget years beyond the next two fiscal years.</p> <p>The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.5% of actual Operating Expenses of that fiscal year.</p>	
<p><b>INCREASES TO RESTRICTED SURPLUS</b></p> <p>Annual and/or periodic increases to the restrictions on the Accumulated Operating Surplus shall be specific to each category of restriction, as approved by the Board through the School District's annual financial planning/budgeting process.</p>	
<p><b>RESPONSIBILITIES</b></p> <p>The School District's Secretary-Treasurer shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Recommending the necessary increases/decreases and transfers so that the School District's Restricted Operating Surplus and Unrestricted Operating Surpluses are maintained in accordance with this Policy;</li> <li>• Conducting an annual review of all restricted Operating Surplus balances, and Unrestricted Operating Surplus balances including comparing actual levels with the established minimum and maximum levels within this Policy and with other school district and jurisdiction benchmarks, and reporting the results of such a review to the Board of Education; and,</li> <li>• Recommending any revisions or amendments to this Policy, as may be required from time to time, as a result of changes in applicable Ministry of Education directives, accounting standards, economic conditions, etc.</li> </ul>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>4060.01R</b>
<b>REGULATION</b>	Adopted: 2018-07-10
<b>RESTRICTION INCREASES/DECREASES AND TRANSFER OF FUNDS</b>	
<p>Increases/decreases in Internally Restricted Operating Surplus in excess of \$20,000 will be considered by the appropriate Standing Committee and approved by the Board of Education.</p>	
<p>The Secretary-Treasurer has the authority to approve increases/decreases in Internally Restricted Operating Surplus up to and including \$20,000. Any such increases/decreases will be reported to the Finance Committee.</p>	
<p>Any transfer of funds between the Operating Fund and Capital Fund not included in the Annual Budget, or Amended Annual Budget, will be considered by the Finance Committee and approved by the Board of Education.</p>	
<p>It is expected that the annual operating budget will allow transfers to local capital which are sufficient to allow efficient replacement or acquisition of assets consistent with the School District's capital plan. Transfers to local capital should be authorised through the budget bylaw or by separate board motion. They should be supported by a planned use of the local capital balance.</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>5040</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2011-10-04

## **TRANSPORTATION OF STUDENTS**

Because students must sometimes be moved from one place to another, students need to be transported. A variety of methods of transport may be used, but the Board of Education's priorities are:

1. Safety comes first.

*To be accomplished, in part, through Regulations:*

**1030.01R** *Safe, Caring and Orderly Schools*  
**5040.05R** *School Bus Evacuation Program*  
**5040.08R** *Transportation of Students*

2. Avoid unsafe situations.

*To be accomplished, in part, through Regulations:*

**5040.03R** *Bus Leaving Permission Slips*  
**5040.06R** *Discipline on Busses*  
**5040.07R** *Primary Students at Bus Stops*  
*and the:*  
*District Safety Manual*

3. Student's whereabouts are to be tracked while under the responsibility of the school district.

*To be accomplished, in part, through Regulations:*

**5040.03R** *Bus Leaving Permission Slips*  
**5040.08R** *Transportation of Students*  
**8080.06R** *Field Trips*

4. The proper licensing and insurance should be in effect.

*To be accomplished, in part, through Regulations:*

**5040.08R** *Transportation of Students*

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>5040</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2011-10-04

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5. Provide as much service as is possible, within the limitations dictated by ministry funding guidelines, available financing, and the need for operational efficiencies.

*To be accomplished, in part, through Regulations:*

**5040.04R**      *Dead End Routes*

*and the:*

*Human Resource Guidelines Manual*

*District Teacher Staffing Manual*

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>5040.01R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **SCHOOL DISTRICT SAFETY AND ACCIDENT PREVENTION POLICY**

*In response to the policy:*

**1030 – WELLNESS in SCHOOLS** (formerly **HEALTHY SCHOOLS AND WORKPLACES**)  
And the *Workers Compensation Act*

The maintenance of a healthy, safe working environment is the responsibility of all employees in the district.

1. It shall be the responsibility of senior management to encourage and support supervisors, principals and the Health and Safety Committee in administering this policy.
2. It shall be the responsibility of supervisors and principals to adhere to the regulations and procedures of this policy for departments and schools in the district.
3. It shall be the responsibility of the Health and Safety Committee to identify and resolve problems related to health and safety in the district.
4. It is the duty of all employees to follow safe work practices and participate in making their work environment safe.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	<b>5040.02R</b> Adopted: 1997-05-13 Amended: 2008-11-19 Amended: 2013-03-12 Revised: 2018-05-17
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## **BUS TRANSPORTATION**

It is the parents' responsibility to determine how their children will safely travel to and from school, or to and from the bus pick up and drop off locations. Bus transportation provided by the district is one option.

In accordance with the *School Act*, bus transportation for students to use in going to and from school is provided at the discretion of the Board. It is recognized that bus transportation routes will not suit the requests of all parents.

### **ELIGIBLE RIDERS**

To be eligible for consideration of regular bus transportation to and from school, the student must:

1. Be registered as a K-12 student in a School District No. 83 school or program.
2. Attend their neighborhood school (catchment area).
3. Live more than 3.5 km from his/her catchment area school (whether or not they attend that school).

The calculation of distance for determining eligibility for transportation services is based on distances measured from a student's home where a driveway connects to a public road.

### **NON-ELIGIBLE (COURTESY) RIDERS**

Transportation of a non-eligible student is the responsibility of the parent. Non-eligible students may be provided transportation as courtesy riders.

Providing the following conditions exist, courtesy ridership may be granted to a student by the Transportation Department:

- There is an existing bus route; and
- The bus has available space; and
- No additional stops are required.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	<b>5040.02R</b> Adopted: 1997-05-13 Amended: 2008-11-19 Amended: 2013-03-12 Revised: 2018-05-17
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Bus schedules and routes will not be adjusted for courtesy riders.

Application for courtesy riders are considered by the Transportation Department. The criteria for approving courtesy ride requests will be based on the following:

- Available space;
- Ill health or temporary disability (medical certificate required);
- Age of student – priority will be given to K-5 students;
- Safety.

Registered courtesy riders will be carried forward to next school year unless notified otherwise.

Courtesy ridership may be canceled at any time with one week's notice.

Dead end routes will be serviced only at the discretion of the Manager of Transportation.

Primary students must also follow Policy Regulation **5040.07R** - PRIMARY STUDENTS AT BUS STOPS.

### **EXEMPTIONS**

A student may lose the privilege of bus transportation if the student:

1. Demonstrates unsafe or dangerous behaviours.
2. Damages the bus or other related property (restitution may be required).
3. Has not followed the rules, code of conduct, directions, or other requirements.

Policy Regulation **5040.06R** – DISCIPLINE ON BUSES will apply in these cases.

### **RESPONSIBILITY FOR SAFETY**

The School Board is responsible for the safety of students while being transported by bus, from the time they board the bus in the morning until they disembark from the bus in the afternoon.

The School Board is not responsible for the safety of the route the student may travel to and from the school or bus stop.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	Category: <b>5040.03R</b>
	Adopted: 1997-05-13 Amended: 2008-11-19

## **BUS LEAVING PERMISSION SLIPS**

*In response to the policies:*

**5040 - TRANSPORTATION OF STUDENTS**

**9030 - STUDENT NEEDS**

Students shall provide signed and dated permission slips from their parents/guardians, or school office, if they are to leave the bus other than at their regular home or school stop.

Students that wish to board the bus, that are not regular bus riders, must have a permission slip signed by the parent or school office.

In exceptional circumstances, and at the bus driver's discretion, the permission slip requirement may be waived.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>5040.04R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2008-11-19

## **DEAD END ROUTES**

*In response to the policies:*

**4020 - BUSINESS ADMINISTRATION**

**5040 - TRANSPORTATION OF STUDENTS**

Where a dead end route exists and the student population is no longer sufficient, that route should be eliminated. It is recognized, however, that certain circumstances may present themselves that would necessitate some flexibility.

Where flexibility seems warranted, the Manager of Transportation is delegated the responsibility to make such decisions. Parents wishing to appeal the Manager of Transportation's decision will do so to the Board of Education of School District No. 83 (North Okanagan-Shuswap).

\*A dead end route is defined as a departure from the main route where the bus travels up a road to pick up students who are usually within the 3.2 distance to a regular stop on the main route and then returns on that same road to the regular route.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>5040.05R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **SCHOOL BUS EVACUATION PROGRAM**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**5040 - TRANSPORTAION OF STUDENTS**

In order to help ensure the safety of students in the event of a school bus accident, a School Bus Evacuation Program should be implemented early in each school year for all students in the district.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>5040.06R</b>
	Adopted: 1997-05-13 Amended: 2008-11-19

## **DISCIPLINE ON BUSES**

*In response to the policy:*

**5040 - TRANSPORTATION OF STUDENTS**

Strict discipline will be maintained at all times on buses operated by North Okanagan-Shuswap School District No. 83.

Only in extreme instances will students be required to leave the bus for discipline reasons.

When there is a problem, the following procedures should be followed:

1. When a Bus Driver considers it necessary, he/she will issue a School Bus Discipline Memo, as set out hereunder, through the student to the parent. The Driver will state the problem he/she is having with the student and will not provide further transportation until the notification is returned signed by the parent. A copy of such notification will be lodged with the Principal and the Manager of Transportation. The Principal will then communicate with the parent.

School Bus Discipline Memo

Date:

Grade:

Student's Name:

School Attended:

Bus Route:

Driver:

This discipline memo is given to your son/daughter for reasons listed below by the driver. He/she will not be permitted to ride on the bus until the driver receives this memo with your signature indicating that you are aware of the problem and that there is some guarantee of good behaviour. If you wish to discuss this memo further, please contact the Manager of Transportation at 250-804-7890.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>5040.06R</b>  Adopted: 1997-05-13 Amended: 2008-11-19
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2. When a pupil is guilty of repeated misbehaviour, serious misbehaviour, defiance, or any act which makes safe-driving difficult, the Bus Driver shall notify the parents, Principal and Manager of Transportation, in writing, as set out hereunder. In this letter the Driver will state the problem he/she is having with the student and the requirement that both pupil and parent meet with the School Principal to decide on appropriate disciplinary action before school bus transportation of the student is resumed. The School Principal, Manager of Transportation and Bus Driver will consult before the parent/Principal meeting takes place. The Principal will be responsible for communications with the parent.

School Bus Discipline Letter

Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
School Attended: \_\_\_\_\_  
Driver's Comments: \_\_\_\_\_  
Bus Route: \_\_\_\_\_ Driver: \_\_\_\_\_

All students are expected to abide by the rules of good conduct while traveling on the school bus. However, because your son's/daughter's behaviour on the bus has been unsatisfactory on more than one occasion, the Board of Education request that you bring your child to the office of the Principal of the school he/she attends for a conference. The matter of discipline will be discussed there. Please phone the school for an appointment.

The pupil is still expected to attend school, although bus transportation will not be provided until this matter is resolved.

In discussing the dispute, parents and students should be informed of the appeal procedures in the Policy Manual.

Parents and students should be given the reasons for any decisions made.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>5040.07R</b>  Adopted: 1997-05-13 Amended: 2002-12-11 Amended: 2008-11-19
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## **PRIMARY STUDENTS AT BUS STOPS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**5040 - TRANSPORTATION OF STUDENTS**

**9030 - STUDENT NEEDS**

Students who are attending school for the first year (Kindergarten) are not considered sufficiently responsible to be without the supervision of an adult.

Year one primary students will not be allowed to leave a school bus at a stop unless the bus driver is satisfied that a responsible adult is at the stop, or in close visual contact with the stop. When students are not allowed off the bus, they will be returned to the school (or, when schedules require, left at the next scheduled school stop) and a parent will be contacted.

In exceptional circumstances, a year one student can be considered sufficiently responsible near the end of the school year. This would be at the request of a parent, and only with the agreement of the School Principal, bus driver, and Manager of Transportation.

Older students from the same family will be considered to be a sufficiently responsible substitute for an adult, if the parents contact the school, or bus driver, and give their authorization.

With the same intent, year one primary students should not be left alone at a bus stop before school, while waiting to be picked up.

In special cases, older students will also be viewed as requiring adult supervision. This will occur in either the case of a parental request, or in the case of a request by the bus driver and Manager of Transportation.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>5040.08R</b>
	Adopted: 1997-05-13 Amended: 2008-11-19

## **TRANSPORTATION OF STUDENTS**

*In response to the policy:*

**5040 - TRANSPORTATION OF STUDENTS**

### **APPLICABILITY**

When transporting students, all applicable policies and regulations should be adhered to. Some of the applicable activities involve:

- Cultural events
- Field trips
- Extended field trips
- Special needs student pick up
- Sports trips
- Swimming instruction

### **DRIVERS' LICENSING AND TRAINING**

All people driving students should be well trained and properly licensed.

All passenger vehicles with a seating capacity of not more than 10 passengers including the driver must be driven by a driver with a Class 5 or higher license.

All vehicles transporting students with a total seating capacity of 11 to a maximum of 24, must be driven by a driver with a Class 4 or higher license.

All vehicles transporting students with a total seating capacity of over 24 must be driven by a driver with a Class 2 or higher license.

Emergency driving activity by employees does not require a Class 4 license.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>5040.08R</b>  Adopted: 1997-05-13 Amended: 2008-11-19
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## **PRIVATE VEHICLES**

### 1. Teacher and Parent Drivers:

Teachers, parents, guardians or other adults are authorized by the Board to drive students in private cars where the trip has been authorized in accordance with Board Policies and Regulations.

### 2. Student Drivers:

Where adult drivers are not available, the Board authorizes schools to use secondary or post-secondary student drivers, after the following conditions have been met to reduce the risk of injury to students and liability to the School District.

- a) Students may drive themselves, if the teacher, school administration, and parents agree.
- b) The students, who will be driving other students, and their vehicles, must be approved by the school administration. A young driver with an “N” license shall not transport more than one (1) other student. A driver’s license abstract may be required.
- c) For those students to be driven by another student, a signed permission slip from the parent or guardian is required.

### 3. Booster Seats:

All students transported, who are at least 18 kilograms (40 pounds) and are under the age of nine (9) and under 145 centimeters (4' 9") in height, must be properly secured in a “CSA” approved booster seat.

### 4. Seat Belts:

All students transported will be properly secured by a seat belt. This applies to all vehicles other than those classified as school buses, or commercial vehicles.

### 5. Parent Authorization Forms:

A form prescribed by the Board is to be completed for each trip, or program, but it may also be used for a particular class or activity for the entire school term.

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>POLICY</b>	<b>6030</b>  Adopted: 2015-02-10
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## **VIDEO SURVEILLANCE**

The Board of Trustees believe for reasons of enhancing student safety, deterring acts of vandalism, crime, and inappropriate behaviour, the Board authorizes the use of video surveillance equipment on School District property. The Board of Trustees recognizes their responsibility to provide a learning environment for student, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of Board property and the property of others.

In balancing the actions associated with these beliefs, the Board of Trustees recognizes the value of video surveillance systems and supports their limited use on Board property. Such use shall comply with all federal and provincial legislation and regulation, and with the Regulation associated with this policy.

The Board therefore authorizes the use of video surveillance on School District property, where circumstances have shown that it is necessary and its benefit outweighs its impact on the privacy of those observed. This policy is not intended to monitor the work of staff.

In addition, the Board believes that, where a video surveillance system is employed in a school, its purpose shall be to augment, rather than to replace, direct supervision provided by members of a school staff.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>6030.01R</b></p> <p>Adopted: 2015-02-10</p>
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## **VIDEO SURVEILLANCE**

These regulations are intended to comply with the Video Surveillance guidelines of the *Privacy Guidelines for Use of Video Surveillance Technology by Public Bodies*.

**1. Use of Video Surveillance Systems:**

- 1.1 Video surveillance systems may be used to monitor and/or record activity that occurs on property that is owned or leased by the District as according to the *School Act* including the approval of the School Planning Council.
- 1.2 Video surveillance systems may be placed only in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, or in areas the surveillance is deemed to be a deterrent.
- 1.3 Before video surveillance is introduced at a new site, a written report must be provided to the Superintendent of Schools, or designate, for approval.
- 1.4 Written approval must be received from the Superintendent of Schools, or designate, before video surveillance is introduced at a site.
- 1.5 Video surveillance camera locations must be authorized by the Superintendent of Schools or designate. Any significant change in the camera location must be authorized in the same manner.
- 1.6 Video surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas shall include, but shall not be limited to, change rooms, washrooms and private conference/meeting rooms.
- 1.7 Video recordings may be used by the Board as evidence in any disciplinary action brought against an individual arising out of the individual's conduct on or about Board property and/or to detect criminal offences that occur in view of the camera.
- 1.8 Signage will be displayed at all video surveillance sites.

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>6030.01R</b></p> <p>Adopted: 2015-02-10</p>
<p>- 2 -</p>	
<p><b><u>2. Security:</u></b></p> <p>2.1 Only a designated employee or an agent of the District is permitted to install video cameras. Only the school principal, designated employees or agents of the District shall handle the camera or video recordings.</p> <p>2.2 Electronic recordings must be securely stored.</p> <p>2.3 Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Policy and appropriate legislation.</p>	
<p><b><u>3. Real Time Monitoring:</u></b></p> <p>Real time monitoring shall only be used when there is an expectation of serious misconduct impacting the safety and security of students, staff or volunteers. The Superintendent of Schools or designate must approve all real time monitoring.</p>	
<p><b><u>4. Viewing of Video Recordings:</u></b></p> <p>4.1 An individual who is the subject of video surveillance has the right to request access to the video recording in accordance with the provision of the <i>Freedom of Information and Protection of Privacy Act</i>.</p> <p>4.2 Video monitors used to view video recordings shall not be located in public view.</p> <p>4.3 Parents or guardians may review a segment of video recording related to a specific incident involving their child or children, unless the review might violate the privacy of a third party.</p>	
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<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>6030.01R</b></p> <p>Adopted: 2015-02-10</p>
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<p>4.4 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the <i>Freedom of Information and Protection of Privacy Act</i> of British Columbia or any rules and regulations there under. The Superintendent of Schools or designate shall ensure that a Video Recording Release Form is completed before releasing video recordings to appropriate authorities or third parties.</p> <p>4.5 A master log at each site shall be maintained of all episodes of access to, or use of, video recordings.</p>	
<p><b><u>5. Retention of Video Recordings:</u></b></p> <p>5.1 Video recordings shall be erased or otherwise disposed of within 90 days, unless they are being retained at the request of the school principal, District official, employee, parent, or student for documentation related to a specific incident, or are being transferred to the District's insurers.</p> <p>5.2 Video recordings retained under 5.1 above shall be erased or otherwise disposed of as soon as the incident in question has been resolved. Video recordings that have been used to make a decision directly affecting an individual shall be retained for a minimum of one year after disposition of the incident.</p> <p>5.3 Where an incident raises a prospect of a legal claim against the District, a copy of the video recording, shall be sent to the District's insurers.</p> <p>5.4 Video recordings shall be disposed of in a secure manner.</p>	
<p><b><u>6. Review:</u></b></p> <p>6.1 The Superintendent of Schools or designate shall conduct a review annually to ensure that this Policy/Regulation is being followed according to the <i>School Act</i>.</p>	

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>6040</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2004-03-24

## **SCHOOL BUILDINGS**

The Board believes that:

1. The safety of the occupants is of the utmost importance.

*To be accomplished, in part, through Regulations:*

**1030.03R**      *Bomb threats*

**1030.04R**      *Temporary closure of Schools*  
*and the:*

*District Safety Manual*

*CUPE – OLRC Collective Agreement*

2. The most economical long term occupation of buildings occurs when the buildings are maintained in a safe, pleasant, and sustainable manner, within available resources.

*To be accomplished, in part, through Regulations:*

**6040.01R**      *Playground Equipment at Elementary Schools*

3. The School District should try to keep students personally involved in their school and feeling included in the student body. As school buildings become larger, their economic and physical efficiency may increase, but their social effectiveness and cohesiveness decreases. Therefore there should be guidelines to the size of school buildings.

*To be accomplished, in part, through Regulations:*

**6040.01R**      *Playground Equipment at Elementary Schools*

**10020.04R**      *Public Use of School Facilities*

4. Schools should be opened for the first time in a public manner, and closed for the last time in a legally proper manner.

*To be accomplished, in part, through Regulation:*

**3060.01R**      *Significant Reorganization or Permanent School Closures*

	<b>6040</b>
	Adopted: 1997-05-13 Amended: 2004-03-24

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5. The public should be allowed to use the facilities, under some conditions, but individuals may not use them for the promotion of their personal gain.

*To be accomplished, in part, through Regulation:*  
**10020.04R**      *Public Use of School Facilities*

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>6040.01R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **PLAYGROUND EQUIPMENT AT ELEMENTARY SCHOOLS**

*In response to the policies:*

**1030 – WELLNESS in SCHOOLS (formerly HEALTHY SCHOOLS AND WORKPLACES)**

**6040 - SCHOOL BUILDINGS**

**10020 - PARENT AND COMMUNITY INVOLVEMENT AND COMMUNICATIONS**

Major items of playground equipment at elementary schools should be developed through a systematic approach, for both safety and funding reasons. Due to the nature of small elementary schools and the historical relationship between the neighbourhood community and the school, it is important the projects undertaken involve community groups both in funding and assembly of the playground equipment.

1. The district may allocate funds each year to enable construction, upgrading, and replacement of playgrounds. Funds will be allocated to check and ensure the safety of existing playground equipment.
2. The schools will assume responsibility for both fund-raising and co-ordinating the involvement of the teachers, students and community groups. Community involvement is strongly encouraged and the nature of the involvement may be considered as part of the community's funding commitment.
3. For safety and maintenance reasons, commercial suppliers of playground equipment will be used. The equipment supplied must be consistent with CSA standards.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>6040.02R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **CREW PROJECTS**

*In response to the policy:*

**4020 -BUSINESS ADMINISTRATION**

Building projects shall be undertaken with due consideration given to available resources, employee contracts, and provincial laws, but generally on the following basis:

1. That small capital projects be the responsibility of the Manager of Facility Services, to be crew projects, Board Managed Projects or tendered out.
2. That large capital projects to be tendered out.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>POLICY</b>	<b>7010</b>  Adopted: 1997-05-13 Amended: 2004-03-24 Amended: 2011-02-16
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## **PERSONNEL PRACTICES and EMPLOYEES**

Because of the complexity, many of the details of the working relationships within this district are clarified through various Manuals and agreements.

In keeping with our policy on school staffing, we should be engaging employees primarily to suit our need to operate the district efficiently and effectively. The principles that we should use when doing this should be:

The Board of Education is determined to maintain a safe working environment for all employees. “Employees have a right to work in physical and psychological safety, and they have a responsibility to neither harm nor threaten others.”

*To be accomplished, in part, through Regulation:*

- 1010.01R** *Harassment, Discrimination, Inappropriate Behaviour*
- 1010.03R** *Sexual Orientation and Gender Identification*
- 1030.01R** *Safe, Caring and Orderly Schools*
- 7010.01R** *Criminal Record Checks*
- 1030.02R** *Bloodborne Pathogens*
- 1060.01R** *Smoking and the Use of Tobacco*
- 1030.07R** *Weapons in Schools*

*and the:*

- Human Resource Guidelines Manual*
- CUPE – OLRC Collective Agreement*
- Provisions of the various Federal and Provincial Laws*
- Police, when appropriate*

*The suitability for our district’s needs when assignments are arranged.*

*To be accomplished, in part, through Regulation:*

- Human Resource Guidelines Manual*
- NOSTA – BOARD Collective Agreements*
- District Teacher Staffing Manual*
- Student Support Services Handbook*

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>7010</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2004-03-24 Amended: 2011-02-16

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We should hire the most qualified people.

*To be accomplished, in part, through the:  
Human Resource Guidelines Manual  
NOSTA - BOARD Collective Agreements  
District Teacher Staffing Manual*

We should be fair.

*To be accomplished, in part, through Regulations:  
**1010.01R** Harassment, Discrimination, Inappropriate Behaviour  
and the:  
Human Resource Guidelines Manual  
NOSTA – BOARD Collective Agreements  
CUPE – OLRC Collective Agreement*

We believe that personnel evaluation is an important part of effective management.

*To be accomplished, in part, through Regulations:  
Human Resource Guidelines Manual  
NOSTA – BOARD Collective Agreements  
CUPE – OLRC Collective Agreement*

Contractual agreements with employee groups, and some government policies, may prevent or contradict some of the principles we want.

<b>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>7030</b>
<b>POLICY</b>	Adopted: 2017-12-19

## **CRIMINAL RECORD REVIEWS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that students should be provided with safe and secure learning environments.

The Board acknowledges and accepts its responsibility to ensure that criminal record reviews are conducted on all employees as well as volunteers and contractors with potential for unsupervised access to children. In fulfilling this responsibility, the Board is guided by the *Criminal Records Review Act* and the procedures in the regulation accompanying this policy

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>Category: 7030.01R</b>
<b>REGULATION</b>	Adopted: 2001-05-08 Amended: 2017-12-22

## **CRIMINAL RECORD REVIEWS**

The Board of Education is providing the following guidelines to support the administration of Policy 7030 – Criminal Record Reviews.

### **1. EMPLOYEES**

- a. A criminal record review is mandatory for all employees in accordance with the Criminal Records Review Act.
- b. Employees and prospective employees who are subject to the Criminal Records Review Act must authorize a criminal record review in accordance with that Act.
- c. All employment with the school district will be conditional upon a satisfactory criminal record review.
- d. Pursuant to the Criminal Records Review Act, employees must inform the school district of any offence at the time of the charge.
- e. Any fees resulting from an initial criminal record review upon hiring are the responsibility of the employee. The district will pay for any fees required for reviews after employment.
- f. All information pertaining to the existence of a criminal record shall be treated as confidential consistent with the provisions of the B.C. Freedom of Information and Protection of Privacy Act.

### **NOTE:**

Criminal record reviews for teachers, principals, vice-principals, directors of instruction and superintendent regarding crimes against children are conducted once every 5 years through the Solicitor General's office by the Teacher Regulation Branch.

All other employee groups will be reviewed every five (5) years by Human Resources.

## **2. PRACTICUM STUDENTS**

- a. A valid criminal record review must be on file at the school board office for any practicum students completing their practicum in a school or district facility. The appropriate governing body/professional college or university will provide the school district with the satisfactory criminal record review for the practicum student prior to the start of any practicum in the school district.
- b. It is the responsibility of the school administration or supervisor to review with the Human Resources department to ensure that the practicum student is cleared to work in the district, prior to the practicum starting.

## **3. CONSULTANTS, CONTRACTORS AND CONTRACTED WORKERS**

- a. Consultants, contractors and contracted workers who may be alone in the company of students, without the presence of regular employees, will be required to agree to the criminal record review procedure.
- b. The consultant, contractor, or contracted worker will be responsible for the cost of the criminal record review.
- c. The district may refuse the services of a consultant, contractor, or contracted worker who has not agreed to a criminal record review.
- d. The results of the review must be satisfactory to the Secretary-Treasurer or designate for the consultant, contractor, or contracted worker to work in the district. In the event that a review is returned indicating that a record may or may not exist, the school district will seek to determine the nature of the offence and the Secretary-Treasurer will determine if the person can work or contract with the district.

## **4. VOLUNTEERS**

- a. A police information check is required for all volunteers who have potential unsupervised access to students such as coaching school teams, accompanying students on overnight field trips, and driving students to and/or from school sponsored events.
- b. A police information check may be required for volunteers for other events when deemed necessary by the principal.
- c. All police information checks will be held in strict confidence.
- d. The results of the check must be satisfactory to the Secretary-Treasurer or designate for the employee or volunteer to continue to work or volunteer in the district. In the event that a review is returned indicating that a record may or may

not exist, the school district will seek to determine the nature of the offence and the Secretary-Treasurer will determine if the person can volunteer or contract with the district.

- e. The fees for the review will be paid for by the district.
- f. Police Information checks will need to be renewed every three years.

**5. FLAGGED CRIMINAL RECORD REVIEWS OR POLICE INFORMATION CHECKS:**

In the event that a gender and date of birth match is found to someone on the national database of pardoned sex offenders, the individual will be required to supply fingerprints to confirm their identity. As part of this procedure, employees/volunteers may be asked in confidence, by the Human Resources Department or the Secretary-Treasurer's office if they are aware of any reason why a positive match may have been returned.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>7040</b>
<b>POLICY</b>	Adopted: 2018-06-19

## **EMPLOYEE HIRING PRACTICES**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the recruitment and retention of qualified personnel is an integral component of an effective educational system.

The Board recognizes its obligation to hire qualified and committed personnel to provide exceptional leadership, education, and support services in School District No. 83.

The Board is committed to establishing best practices through regulations, in accordance with the collective agreements, to ensure a fair, transparent, and equitable recruitment and hiring process.

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**Policy 370 School Fees and Financial Hardship**

The Board believes that providing a wide range of educational opportunities and experiences enhance students' learning and will provide, free of charge, educational resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation.

The Board of Education may charge fees for goods and services in accordance with Ministerial Orders and the School Act. The Board of Education may also require refundable or partly refundable deposits for educational resource materials in accordance with Section 82 of the School Act.

The Board authorizes fees for optional programs, extra-curricular activities, co-curricular activities, or other goods and services provided by the district to enrich curricula and school life for students. The Board of Education will ensure that a schedule of fees and deposits required is communicated and published prior to the beginning of the school year and is available to students and parents/guardians/caregivers. All communication with students and parents regarding fees and/or deposits must include a statement explaining that fees will not prevent a student from participating in school activities. No student will be denied curricular opportunities due to financial hardship.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the principal shall establish procedures for their school to address financial hardship which will allow participation in activities by students who would otherwise be excluded.

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## 8020.02R – SCHOOL FEES

The Superintendent of Schools or designate will ensure that the fee guidelines for elementary, middle, and secondary schools are followed in the district. By the June Board meeting each year, the Superintendent will present a proposed schedule of school fees to the Board for approval.

Therefore, the principals of schools will ensure that a schedule of fees is prepared and provided to the Superintendent by **June 1st** of each year, after consultation with Parent Advisory Councils.

If approved by the Board, the school fees will come into effect for the following school year.

The maximum fees currently in effect are as follows:

ITEM	FEE
School Purchased Supply Package	\$35
Planner or Agenda	\$10
Lock	\$5
Activity Fee (Optional)	\$20
Cultural Performance (Optional)	\$20
<b>Maximum Total</b>	<b>\$80</b>

**\*Subject to change with Board approval.**

The principals of schools will have the option of charging less than the approved school fees or the option of not charging anything, but the maximum fee can not be exceeded.

\*Charges for activities that are optional or extra-curricular in nature (and therefore optional) will be at the discretion of the principal, but subject to Policy 8020 and this regulation. \*Additional course fees must follow Academy Guidelines.

The principals of schools will also ensure that:

- 1) practices include a fair and confidential process to waive fees in cases where families experience financial hardship in accordance with Financial Hardship policy;
- 2) that parents and students are aware of fees established through publication in school handbooks, school course selection guides, newsletters, and other school media sources, such as the school website;

**Reference:** 8020 – School Fees and Financial Hardship, [School Act](#), [Ministerial Orders](#)

Adopted: July 13, 2017

Amended: June 3, 2020

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- 3) that to the greatest extent possible, the publication of fees for the following school year will take place prior to end of the current year;
- 4) that any proposed changes will be submitted to the Superintendent to forward to the Board; and
- 5) that the source of funds to cover unpaid fees is identified and clearly communicated with the school community.

**Reference:** 8020 – School Fees and Financial Hardship, [School Act](#), [Ministerial Orders](#)

Adopted: July 13, 2017

Amended: June 3, 2020

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**POLICY 320 CURRICULUM & INSTRUCTION**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students. The Board will endeavor to provide instructional programs that promote student learning through excellence in curriculum and instruction.

The Board acknowledges its responsibility in meeting the diverse learning needs of all students through inclusive and responsive educational programs that respect and recognize the value of diversity and provide equity of access, opportunity, and achievement for each learner.

The Board is committed to addressing issues regarding Indigenous Education as identified in the Call to Action #63 for Education as outlined by the Truth and Reconciliation Commission.

- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.*
- ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.*
- iii. Building student capacity for intercultural understanding, empathy, and mutual respect*
- iv. Identifying teacher-training (professional learning) needs relating to the above.*

While recognizing that schools can and do regularly draw upon the rich offerings of provincially authorized courses, the Board of Education supports curricular choices and flexible learning opportunities for students. This range of learning opportunities is extended greatly with locally developed courses and by supporting independent directed studies.

The Board of Education further recognizes that learning can occur outside the walls of traditional schools, and that this learning maybe recognized for credit towards graduation.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>8030.01R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **FAMILY LIFE PROGRAM**

*In response to the policy:*

**8030 - INSTRUCTION AND CURRICULUM**

The Family Life Program is a program that is mandated by the Ministry of Education. We will implement this program so as to enhance student growth and development. The Family Life Program should be guided by the following principles:

1. Parents must be notified prior to students participating in the program.
2. Parents must be provided the opportunity to be aware of the contents of the program prior to it taking place.
3. The Family Life Program will be taught only by teachers with previous training and/or experience in the teaching of Family Life Programs. Where the program is delivered by a public health unit nurse, a certified teacher will be present in the classroom at all times.
4. The program will be factually based, and issues of concern to students may be discussed.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>8030.02R</b>
<b>REGULATION</b>	Adopted: 1998-04-21 Amended: 2003-01-15

## **FEES FOR SUPPLIES, MATERIALS, AND ACTIVITIES – SECONDARY SCHOOLS**

*In response to the School Act*

It is recognized that all students who are of school age and who reside in the North Okanagan-Shuswap District #83 are entitled to a basic education that is free of charge, as spelled out in the School Act, Orders in Council, and Ministerial Orders. The Board of School Trustees also recognized that:

- Each school shall develop a basic supply list for general materials and equipment that are to be provided by the student.
- Schools may require a deposit for educational resource materials. This deposit will be returned to the student on return of these materials.
- Course fees will be established at each school where students may consume, or produce and take home finished products. Should students wish to produce or consume times beyond the minimum in a regular program, the school will recover costs of such projects from the student.
- All students shall be eligible to participate in any course in which rental equipment is required, but parents are expected to cover such rental fees.
- All students will be able to participate in educational programmes necessary to graduate. For those necessary courses where fees are required, the School Principal will ensure that either no cost options are available or that inability to pay does not prevent those students from participating. Those students and/or parents who can not afford the required fees should discuss the situation with the School's Principal.
- Those correspondence courses that must be taken to meet the minimum graduation requirements, and that can not be accommodated in a student's timetable, shall be provided free of charge. When a student has been consistently working toward a particular graduation programme for a period of time, that programme will be considered the minimum required for graduation. The student will only be allowed to take the correspondence courses for free if the student abides by criteria that is designed to ensure success.

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	Adopted: 1998-04-21 Amended: 2003-01-15
<b>REGULATION</b>	
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<ul style="list-style-type: none"> <li>- Students enrolled in specialized courses with examination fees (eg. A.P. or G.E.D.) will be responsible for payment of these fees.</li> <li>- School shall be able to sell products for which a student makes a voluntary purchase, eg. school locks, parking, etc.</li> <li>- Schools shall be able to set student government and activity fees that may be purchased by the students on a voluntary basis.</li> </ul> <p>Fees for school programs must be established in consultation between School Principals and their district supervisor.</p>	

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>8030.03R</b>
<b>REGULATION</b>	Adopted: 1997-05-13

## **SELECTION OF MATERIALS FOR BOTH LOCALLY DEVELOPED COURSES AND SUPPLEMENTAL EDUCATIONAL RESOURCES MATERIALS**

*In response to the policy:*

### ***8030 - INSTRUCTION AND CURRICULUM***

In addition to the educational resources prescribed, authorized, and recommended by the Ministry of Education, a wide selection of supplemental educational resources should be made available for use in both ministry and locally developed courses.

The selection and/or the development and approval of supplemental educational resources is the responsibility of the Board, through the Superintendent of Schools and other professional staff employed by the Board.

The criteria for the selection and/or the development of material should follow the intent of the **SELECTION OF MATERIAL FOR SCHOOL AND DISTRICT MEDIA RESOURCES COLLECTION**. The following criteria is the minimum that should be used:

1. Support and be consistent with the general educational goals of the district,
2. The learning resource is relevant to the learning outcomes and context of the course or courses,
3. Be appropriate for the subject area and for the age, emotional development, ability level, and social development of those for whom the materials are selected,
4. As much as is possible, the material is fair, objective, free from bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>8030.04R</b>
	Adopted: 1997-05-13 Amended: 2005-03-08 Amended: 2007-03-06

## **LOCALLY DEVELOPED & BOARD/AUTHORITY AUTHORIZED COURSES**

*In response to the policies:*

**8030 - INSTRUCTION AND CURRICULUM**

**10010 - COMMUNITY SIMILARITIES AND DIFFERENCES**

*and the School Act*

It is the responsibility of the Board to approve locally developed courses or programs. Locally developed courses at the Grade 10, 11, and 12 level are to be approved as Board/Authority Authorized (BAA) courses.

The responsibility for ensuring these guidelines are followed and for presenting any locally developed programs or Board/Authority Authorized courses for approval by the Board rests with the Superintendent of Schools and the other professional staff employed by the Board.

In addition to requiring the application of criteria approved for the selection of instructional material, the Board may require that satisfactory answers be provided to the following questions:

1. What evidence, if any, is there of the need or demand for the proposed course or program?
2. Is this course or program appropriate in the public school situation at the level indicated?
3. Is the proposed course or program significantly different from an existing one?
4. Has a sound educational rationale been developed and written for the course or program?
5. Has a clear set of goals and learning outcomes been developed and written?
6. Is the course or program consistent with the Provincial philosophy of education?
7. Is the cost of the course or program commensurate with its value to students?
8. Can this course or program be offered without having an adverse effect on funds and facilities available for other courses or programs?

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	Category: <b>8030.04R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2005-03-08 Amended: 2007-03-06

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9. Are special qualifications needed to teach the course or program? Is the proposed program or course capable of surviving if the originator of the course or program leaves the school or District?
10. Have the course program developers surveyed the field of available instructional materials?
11. Is the proposed course or program capable of being offered in other schools?

If answers to the foregoing cannot be provided to the satisfaction of the Board, the course or program may not be approved or may be referred to the Superintendent of Schools for a further report and resubmission.

Boards are required to submit to the Ministry of Education the course name of each BAA course they plan to offer as part of the Graduation Program.

Frameworks (outlines) of all approved Board/Authority Authorized courses must be retained by the Board. Upon request, the Board must submit to the Ministry of Education a copy of any BAA Course for review. If the Ministry of Education informs the Board that a BAA Course does not meet the necessary requirements, the Board must not offer that course as a course meeting the Ministry's requirements for graduation.

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## 8030.05R LEARNING RESOURCES

The School District is to provide a wide range of learning resources to meet the educational needs of all pupils in the schools of the District. The following principles should be followed in selecting resource materials.

1. In the case of learning material to which exception is taken, the following procedures will be followed.
2. It is the responsibility of the principal and teacher(s) to endeavor to resolve informally any complaint received by the school and, to that end (concerning the selection, criteria and use of the resource) information should be provided to the person challenging the material.
3. If a review and decision by the Board is requested, the request shall be made in writing and must include the name of the person or persons, the name or description of the particular resource in question, any specific aspects to which objection is taken and the reasons for the objections.

## SELECTION OF MATERIALS FOR SCHOOL AND DISTRICT MEDIA RESOURCES COLLECTION

### INTRODUCTION

The role models and values of society that are presented to students in literature and in life are important. As times change, society's values change and acceptable role models change. Therefore, the characters and situations that may have been quite acceptable when a resource was produced could well be judged as unacceptable had the work been produced in a later period. In spite of this, there can be a considerable amount of value in works produced years ago. Consequently, library resources should be judged from the perspective of the period of time in which they were produced. They should display those characters who are role models as being reasonably acceptable for that period of time described. If the opportunity exists, these changed norms should be explained to students. However, other values, and characters other than role models, which are incorporated into the resource are acceptable if they make an important contribution to the material.

1. The selection of items for the library's media collection is a responsibility of the school's teacher-librarian, who is accountable to the principal of the school in carrying out that responsibility.
2. The teacher-librarian, in exercising his/her role as a selector of media items, should consider advice and suggestions from all teachers and students in the school regarding items they would like to see added to or deleted from the library's media collection.

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3. The primary objective of the school library's media collection is to support the implementation of enrichment of the educational programs in the school. To this end, the Board of Education affirms that the school library's media collection should contain materials:
  - a) which would take into consideration the varied interests, abilities, and maturity levels of the students served;
  - b) which would stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
  - c) which would provide students with background information so that it will enable them to make intelligent judgments in daily life;
  - d) on opposing sides of controversial issues so that young citizens may have an opportunity to develop the practice of critical analysis;
  - e) which would be representative of many religious, ethnic, and cultural groups and their contribution to our national heritage.
4. The Board of Education recognizes that any item in a school library's media collection may offend some people; hence the selection of materials on controversial topics should be based on the merits of the material and its value to the collection.
5. Materials purchased for the school library's media collection should be evaluated by the following criteria. They should:
  - a) support and be consistent with the general educational goals of the district;
  - b) support and be consistent with the objectives of specific courses;
  - c) be relevant to today's world;
  - d) have aesthetic, literary, or social value;
  - e) be appropriate for the subject area and for the age, emotional development, ability level, and social development of those for whom the materials are selected;
  - f) be chosen to foster respect for and understanding of the contributions made to our civilization by minority and ethnic groups;
  - g) provide a stimulus for creativity;
  - h) represent differing points of view on controversial subjects with the goal of providing a balanced collection;
  - i) have a physical format and appearance suitable for their intended use;
  - j) be of an acceptable technical quality with adequate documentation;
  - k) avoid reflecting negative stereotypes.

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6. During the process of selection, the teacher-librarian should:
  - a) Evaluate the existing collection, assess curricular and recreational needs, and use reputable professionally prepared selection tools and other appropriate sources;
  - b) Accept gifts with the understanding that only those materials which meet regular selection criteria will be added to the collection;
  - c) Discard materials no longer appropriate or accurate.
7. The selection of items for the district media collection is a responsibility of the resource manager, acting on advice from the teacher-librarians' association.
8. The primary objective of the district media collection is to compliment and supplement the needs of the schools and teachers in the district.
9. Evaluation of the material should be consistent with the criteria applicable to the school library's collection. The introduction is to be considered as important when considering material that may otherwise be discarded for the following reasons:
  - a) They contain outdated or inaccurate information;
  - b) They depict negative role stereotypes;
  - c) They are no longer useful for curricular support or recreational reading;
  - d) They have not circulated for a number of years; or
  - e) They are in poor physical condition.
10. All withdrawn material should be removed from the collection and disposed of in an appropriate manner.

The following additional criteria should be used, at least informally, and to the extent that each is appropriate to any given learning resource:

1. Other factors being equal, priority will be given to learning resources developed and produced in Canada.
2. The Board approves using learning resources that are provincially evaluated and carry the status of 'Ministry Recommended' or ERAC Evaluated'.
3. The learning resource is relevant to the learning outcomes and content of the course or courses.

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4. The learning resource is appropriate in terms of the age, maturity and learning needs of the students for whom it is intended.
5. The learning resource is appropriate for the particular community in which it will be used.
6. The learning resource is fair, objective, free from bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.
7. The learning resource is readable, interesting and manageable in the teaching/learning situation.
8. The learning resource is well organized, of good quality, and worth using in terms of any costs and time involved.

**LEARNING RESOURCES - CHALLENGING OF LEARNING RESOURCES**

**INTRODUCTION**

Despite the care taken in selecting materials for school and district media resources, it can be expected that objections will be made occasionally to an item in the collection. When dealing with an objection to an item in the collection the following principles must be defended:

- a) The freedom to read;
- b) The exercising of the professional responsibility of the staff; and
- c) No parent has the right to determine reading, listening, or viewing material for students other than his/her own child.

1. If an item is challenged, the principal and/or the teacher or librarian in the school concerned should issue to the complainant a copy of the School District's Selection and Challenge Regulations.
2. Having been issued the Regulations, the complainant may then fill out the Request for Reconsideration of Learning Resource form and submit to the principal and/or the teacher, the librarian, or the resource centre manager, as appropriate.
3. If the concern has not been satisfactorily resolved after a discussion between the complainant, the principal, and the teacher, the librarian, or the resource centre manager, as appropriate, the complainant should be invited to refer his/her written objection to the Office of the Superintendent or his/her designate.

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4. Upon receipt of the written complaint, the Superintendent or designate shall refer the matter to the District Media Resources Review Committee, which will hear the complaint and make a recommendation to the Board of Education.
5. The District Media Resources Review Committee will, at the earliest opportunity:
  - a) read and/or examine the materials referred to it;
  - b) check the general acceptance of the materials by reading reviews;
  - c) judge the material in its entirety and not on a passage or passages out of context;
  - d) invite the complainant the person(s) concerned with the selection and/or use of the material to present their views;
  - e) at its discretion, invite others to present their views on the material being challenged;
  - f) forward a recommendation to the Board of Education.
6. While the Media Resources Review Committee is considering the challenged material, it will remain in the collection.
7. The Media Resources Review Committee will be composed of:
  - a) an elementary school principal,
  - b) a secondary school principal,
  - c) an elementary teacher or librarian,
  - d) a secondary teacher or librarian.

All from a school other than the one involved in the dispute, plus:

- e) Directors of Instruction of Elementary and Secondary,
- f) a member of the Board of Education,
- g) two parents who are not employed by the school district,
- h) two senior students.

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**REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Title of work: \_\_\_\_\_

Author/Publisher/Supplier: \_\_\_\_\_

Type of material: \_\_\_\_\_

Request to reconsider initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Do you represent a group or organization? \_\_\_\_\_

If yes, please name: \_\_\_\_\_

Please answer as many of the following questions as you need to explain your concerns.

1. To what in the work do you object? Please be specific: cite pages or sections:

2. For what age group would you recommend this work?

3. Is there anything of value in this work?

4. Did you read, view, or hear the entire work?

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5. What do you believe is the theme or purpose of this work?

6. What would you prefer the school do about this work?

( not recommend or assign it to my child.  
( withdraw it from all students.  
( other – please specify.

7. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of society or a set of values?

Date: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Please complete and forward to the principal and/or teacher or librarian.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>8030.07R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2003-05-21

## **DISTRICT-OWNED BAND INSTRUMENTS**

*In response to the School Act*

1. At the discretion of the Music Supervisor and the band teacher involved, district-owned band instruments may be loaned to pupils. In elementary schools, instruments will be loaned on the basis of student need. In secondary schools, instruments will be loaned if they will add the needed colour or composition.
2. District-owned instruments will be loaned/rented (to offset cleaning and maintenance, see fee schedule with music teacher) so long as the player:
  - a) is attending school;
  - b) is registered and attending band classes or, if a senior, taking part in the school extramural band program.

Requests by band teachers for District-owned instruments for use in any school will be made to the Music Supervisor, who has overall responsibility for distribution and use of these instruments.

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**8030.08R ENVIRONMENTAL EDUCATION**

Environmental education in this district should be based upon the following principles:

- a) That environmental education be available to all students;
- b) That outdoor and on site programs are desirable, when appropriate and possible;
- c) That the district makes use of programs and themes already in the system with a view to developing cross-curricular themes or strands;
- d) That the district model “environmentally conscious” procedures whenever practical and possible;
- e) That community input and initiative is a valuable contribution to environmental education;
- f) That the programs present balanced views regarding the environment and resource use.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>8030.09R</b>  Adopted: 1997-05-13 Amended: 2007-03-06 Amended: 2013-04-17
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## **DOGWOOD DISTRICT/AUTHORITY AWARD**

*In response to:*

*MINISTRY OF EDUCATION REQUIREMENTS AND PROCEDURES*

The purpose of the Dogwood District/Authority Award program is to acknowledge superior achievement in the following areas:

- Fine Arts
- Applied Skills
- Physical Activity
- Second Languages
- Community Service
- Technical and Trades Training

The District is allotted awards based on its Grade 12 enrolment at September 30. These are disbursed as follows:

- \* Each successful candidate receives a Dogwood District/Authority award of \$500
- \* In addition, a Dogwood District/Authority Award voucher of \$500 will be awarded to District award winners redeemable upon enrolment in a post-secondary program

The following regulations are intended to facilitate the identification of recipients of the Dogwood District/Authority Award.

A) Candidates must:

- a) Apply on official application form which must be submitted through the principal or designate;
- b) Meet the criteria determined by the School District;
- c) Fulfill graduation requirements;
- d) Conform to the requirements of the Ministry of Education Requirements and Procedures;
- e) Identify a single area of superior achievement to be presented and may only apply once for this award.
- f) Must be a Canadian citizen or permanent resident at the time of applying, and a BC resident.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>8030.09R</b> Adopted: 1997-05-13 Amended: 2007-03-06 Amended: 2013-04-17 Amended: 2016-04-20
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**B) Local Criteria:**

- a) demonstrate outstanding achievement in Fine Arts, Applied Skills, Physical Activity, International Languages, Community Service, Indigenous Languages and Culture or Technical and Trades Training developed in school or outside of school and utilized in school and/or community.
- b) demonstrate evidence of planning for post-secondary studies including how the exhibited skill/talent will play a part in the student's future
- c) demonstrate evidence of good citizenship in school and/or community.

**C) The District will:**

- a) establish a District Authority Award Committee consisting of trustee, school and central staff representation whose responsibilities will include:
  - consideration of equitable distribution of awards among sites enrolling graduating students and among the four identified areas of achievement;
  - outlining representation requirements for school-based sub-committees of the District Authority Award Committee;
  - establishing consistency in each site's application and selection, presentation and evaluation processes;
- b) notify the successful applicants during each school's graduation program;

In the event that an award is forfeited because of failure to meet the graduation requirement, it will be presented to the next eligible student.

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**POLICY 330 ASSESSMENT AND COMMUNICATING STUDENT LEARNING**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes in clear, timely, ongoing, and transparent communication between schools and families in support of student learning. Communication of student learning reflects student achievement and is intended to support students and their families in understanding the student learner, areas of strength, what needs further attention, the support from which the student benefits, and where the learner is going next with their learning. School District No. 83 recognizes that the communication of student learning must follow the direction provided within the [Ministry of Education and Child Care Student Reporting Policy](#).

The Board of Education is committed to supporting student learning through quality assessment practices. Assessment is the continuous process of gathering data on student learning and performance, using a variety of methods over time. Assessment must be transparent, purposeful, reliable, valid, and reflective. It provides valuable and useful information to the students, the teachers, and parents as they work together in improving learning, building skills, and acquiring knowledge. Assessment is part of the learning process that represents each learner's unique progress. Assessment procedures must be developed in accordance with BC Ministerial Orders and Policies and will include both formative (ongoing – assessment for learning) and summative (at the end of a learning cycle) assessment.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>8050</b>
<b>POLICY</b>	Adopted: 2018-06-19

## **FIELD TRIPS AND TRAVEL**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that student field trips and travel can be beneficial in enhancing curricular, co-curricular, and extra-curricular programs and provide opportunities for students to develop their intellectual, social, and physical skills and abilities.

The Board recognizes its responsibility in ensuring that students and staff travel in a manner that is safe in accordance with regulation 8030.06R – Field Trips.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>8050.01R</b>
	Adopted: 1997-05-13 Amended: 2014-01-15 Amended: 2015-11-10

## **FIELD TRIPS**

*In response to the policy:*

**5040 - TRANSPORTATION OF STUDENTS**

**8030 - INSTRUCTION AND CURRICULUM**

**1010 - DISTRICT CODE of CONDUCT**

**1060 - SMOKING and TOBACCO USE**

**9030 - STUDENTS NEEDS**

**1030 - WELLNESS in SCHOOLS (formerly Healthy Schools and Workplaces)**

**10020 - PARENT and COMMUNITY INVOLVEMENT and COMMUNICATIONS**

1. Classroom field trips: should be directly related to curriculum. Trips should be undertaken only when such experiences provide opportunities for learning beyond that available in the classroom. These trips must be available to all students as no student will be prevented from taking part for financial reasons.
2. Extra curricular field trips: are elective and it is expected that they will be related to curriculum.
3. Adequate supervision is to be provided during all field trips. Both the nature and the degree of supervision should be governed by consideration of the *School Act*, that being “similar to that of a kind, firm and judicious parent, but shall not include corporal punishment”.
4. **All field trips must be approved by the Principal.**
  - a) Field trips of more than one day, taken within British Columbia, must be approved by the Superintendent or designate. Full information on the trip must be provided at least two weeks prior to the date of the anticipated trip.
  - b) All field trips taken outside British Columbia, in North America - must receive the prior approval of the Board. Full information on the trip must be provided at least two months prior to the date of the anticipated trip.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	Category: <b>8050.01R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2014-01-15 Amended: 2015-11-10

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c) All field trips taken outside North America – must receive the prior approval of the Board of Education. Full information on the trip must be provided at least six months prior to the date of the anticipated trip.

All field trip requests must be submitted through the School Principal. The Principal shall ensure that documentation for the field trip is complete and includes the information identified in #5.

5. The information provided must comply with A Handbook for Teachers re: Field Trips and referenced to the *2005 YouthSafe Outdoors: Off-site Experience Safety for BC Schools* include details regarding:
  - a) Relationship to curriculum,
  - b) Students involved and expectations,
  - c) Costs, including details regarding any fund raising projects,
  - d) Transportation arrangements in detail; all forms of transportation must meet district standards,
  - e) Supervision provided,
  - f) Involvement of parents,
  - g) The manner in which students will be required to keep up with their regular school work.
  - h) Preparations made for emergencies, first aid and adaptations to individual students with significant health and diet concerns.
  - i) Travel/Medical and Trip Cancellation Insurance coverage shall be mandatory and included with the cost of the package for all trips Out of Province or Out of Country.
  - j) Notarized letter of "Student Permission to Travel".
6. Whenever possible such trips should be planned around school holidays so as to minimize the number of instructional days lost.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>Category: 8050.01R</b>
<b>REGULATION</b>	<b>Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)</b>

## **PRIVATE VEHICLE USE**

Private vehicles may be used to transport students to and from extra-curricular or curricular trips when practicable, provided the following requirements are met:

All trips, vehicles, and drivers must be approved by the Principal or designate, who shall ensure that volunteer drivers are familiar with the policy and Collective Agreements related to travel.

For each eligible driver, the school Principal must retain on file:

- Driver's Information Form **for each trip**, including the list of students and their contact numbers to be transported (as per attached form Appendix E);
- Photocopy of the volunteer's driver's license, driver's abstract, vehicle registration, and insurance as per below, **all current within one year**;
- Photocopy of either a criminal record check or police information check, current within **five years for employees** and **three years for volunteers**.

The vehicle must be licensed for B.C. and have a minimum of one million dollars (\$1,000,000) liability insurance (with \$5,000,000 recommended).

If a private vehicle is used for transportation on trips, the Principal or designate must deem satisfactory that the owner of the vehicle carries adequate insurance coverage, as per ICBC recommendations. A copy of the registration is to be filed with the school.

The vehicle must be driven by a driver who is 21 years of age or older, who shall possess a valid driver's license which is neither a learner nor novice license.

If the Principal deems it necessary, he/she may request a vehicle inspection prior to the commencement of the trip, at no cost to the Board.

Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened.

No child under the age of thirteen (13) or weighing less than 40 kg., shall be transported in a front passenger seat equipped with an air bag.

Children at least 18 kg (40 lbs) are to be secured in a booster seat, up to their ninth birthday or 145 cm (4'9") tall, whichever comes first.

- In a booster seat in a seating position equipped with a lap/shoulder seatbelt, or
- In a booster seat in a seating position with a lap belt, if lap/shoulder seatbelt is not available.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>8050.01R</b>  Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)
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Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs, or medications which may cause drowsiness.

The Board of Education will not be responsible for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

School District Employees:

- School District 83 carries additional Liability Coverage for up to \$10,000,000 for employee drivers.
- Employees may claim mileage for the round trip distance in kilometers when deemed to be fulfilling a requirement of the job. The mileage reimbursement is intended to cover fuel, a portion of maintenance, and insurance costs.
- School district employees who are driving students more than six calendar days per month are required to have “Business Coverage” instead of “To and From Work” so that if the employee carries collision coverage, it would be in effect in the event of an accident. Reimbursement for this additional coverage may be provided by the School District.
- Damages that occur to the inside of a vehicle as a direct result of transporting students should be reported to the direct supervisor immediately. Costs for repairs will be negotiated with the Principal and/or Secretary-Treasurer.
- Damages above the liability amount provided for by ICBC are covered through the School Protection Plan (SPP).
- SPP coverage is automatically provided to School District employees who are authorized according to this regulation when driving on school-related business.

**Driver criminal negligence will void SPP coverage for the driver.**

Volunteers:

- Parents and guardians are responsible for transportation to and from the school site for curricular and extra-curricular events that take place outside the school day. The school site will be the normal meeting place for trips to other sites.
- Alternative arrangements may be permitted, provided prior parent/guardian permission has been provided to the Principal or designate in a written paper or electronic communication. These arrangements may include a parent or guardian or designated family member over the age of 21 picking up a student on the transportation list of other drivers after an event, or an approved driver dropping off a student at their home instead of the school.
- No remuneration may be provided by the School or District to volunteer drivers of students who are not School District employees, as this will void insurance.

## **APPENDIX E - DRIVER INFORMATION FORM**

I have a valid Class \_\_\_\_\_ Driver's License No. \_\_\_\_\_ (copy attached).

My Driver's Abstract dated \_\_\_\_\_ is attached or on file.

I have not had any moving violations, impaired driving charges, or criminal charges related to a motor vehicle since my last drivers abstract (copy attached).

Vehicle Make, Model and Year \_\_\_\_\_.

Vehicle License Number \_\_\_\_\_.

The vehicle has **at least** \$1,000,000 Third Party Liability Insurance \_\_\_\_\_.

The vehicle transporting students is maintained in a safe operating condition and is equipped with tires appropriate for the season.

The vehicle has \_\_\_\_\_ functional seat belts.

The vehicle has space that meets the requirement for safe placements of booster seats (if required).

I agree to wear a seat belt and require all passengers to wear a seat belt.

I agree that I will not permit a child under 13 years of age or under 40 kg to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag unless the air bag is turned off.

I agree to operate the vehicle in a safe and legal manner.

I have a first aid kit in my vehicle (recommendation). The school may provide one for the purposes of the trip.

I have reviewed Regulation 8050.01R (Private Vehicle Use).

**Select only ONE of the following:**

I am acting in the capacity of a School District No. 83 employee.

I am acting in the capacity of a School District No. 83 volunteer.

Name of driver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Cell # \_\_\_\_\_

Name of principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**LIST OF STUDENTS TO BE TRANSPORTED:**

**Student Name:**

**Student Contact Number:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**A copy of the manifest must be retained at the school office.**

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**POLICY 450 PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS**

The Board of Education of School District No. 83 North Okanagan-Shuswap is committed to providing menstrual products to students who may require them.

The Board will:

- a. ensure menstrual products are made available at no cost to students of all gender identities or expressions in a manner that protects student privacy;
- b. School district staff will develop procedures regarding the provision of barrier free, easily accessible menstrual products to students with consideration of student feedback.

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**POLICY 315 STUDENT DRESS GUIDELINES**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that a student's choice of dress can form an important part of their self-identity.

The guiding principle regarding suitable student dress is that which fosters inclusivity and respect for others. Students must not wear clothing which undermines the District's commitment to safe and inclusive learning environments. This includes:

- Clothing that depicts the use of tobacco, drugs or alcohol, cannabis, or any other age-restricted substance;
- Clothing that advocates illegal activity;
- The wearing of clothing, insignias, symbols or adornments that denigrate or depict hatred of a person or persons, including, but not limited to, clothing that denigrates or depicts hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and/or expression, or age;
- Clothing which contains profanity, pornography, or obscene images.

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner. Ultimately, the school administration or delegate has the responsibility to apply the dress guidelines. If any person dresses in a manner that contravenes this policy, the process used to apply the guidelines will be confidential, educational, body positive, non-shaming, and non-punitive.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>9030</b>
<b>POLICY</b>	Adopted: 1997-05-13 Amended: 2008-09-24 Amended: 2010-10-20 Amended: 2011-10-04

## STUDENT NEEDS

The Board of Education is determined to maintain a safe learning environment for all students. Students have a right to physical and psychological safety, and they have a responsibility to neither harm nor threaten others.

To be accomplished, in part, through Regulations:

**1010.01R** *Harassment, Discrimination, Inappropriate Behaviour*

**1030.01R** *Safe, Caring and Orderly Schools*

**5040.03R** *Bus Leaving Permission Slips*

**5040.05R** *Primary Students at Bus Stops*

**7010.01R** *Criminal Record Checks*

**1030.07R** *Weapons in Schools*

**1030.10R** *Student Suspension*

**1030.11R** *Medical Support to Students*

**1030.14R** *Reporting of Child Abuse and/or neglect and the:*

*District Safety Manual*

*Child Abuse Manual*

*Inter-Ministry Child Abuse Handbook*

*Student Code of Ethics*

*provisions of the various Federal and Provincial Laws*

*Police, when appropriate*

Students with needs that are significantly different should have their needs assessed and accommodated within practical and affordable limits.

*To be accomplished, in part, through Regulation:*

**1030.11R** *Medical Support to Students*

**9070.01R** *Anaphylaxis: Allergic Shock and the:*

*Critical Response Plan*

*Student Support Services Handbook*

*Special Needs Assistants Handbook*

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**POLICY**

**9030**

Adopted: 1997-05-13  
Amended: 2008-09-24  
Amended: 2010-10-20  
Amended: 2011-10-04

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Classes of special educational value for students (including classes of special, local, or cultural relevance) should be available and supported within practical and affordable limits.

*To be accomplished, in part, through Regulation:*

**8060.01R** *First Nations Education Council*  
*and the:*  
*District Teacher Staffing Manual*

Student abuse must be reported, and will be dealt with according to the laws and special requirements that exist.

*To be accomplished, in part, through Regulation:*

**1030.08R** *Interviews with Students*  
**1030.14R** *Reporting of Child Abuse and/or Neglect*  
*and the:*  
*Human Resource Guidelines Manual*  
*Child Abuse Manual*  
*Critical Response Plan*  
*Student Support Services Handbook*  
*Inter-Ministry Child Abuse Handbook*  
*Special Needs Assistants Handbook*

Consistent with legal requirements, the confidentiality of student records should be maintained.

*To be accomplished, in part, through Regulation:*

**9040.01R** *Accessibility of Student Records*  
**9040.02R** *Access to Information (Federal Divorce Act)*

**NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83**

**POLICY**

**9030**

Adopted: 1997-05-13  
Amended: 2008-09-24  
Amended: 2010-10-20  
Amended: 2011-10-04

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Students should be protected from excessive and harmful pressure; such as peer, commercial, religious, or other. Outside organizations, business or commercial enterprises, special interest or religious groups, should not have access to children while in school to promote their particular case, product or view, unless it is consistent with the program of studies and, in the opinion of the principal of the school, a valuable educational experience.

*To be accomplished, in part, through Regulations:*

**1010.02R** *Conflict of Interest*  
**1030.06R** *Drug and Alcohol Incidents and Additions*  
**1030.08R** *Interviews with students*  
**1030.10R** *Student Suspension*  
**10020.06R** *Corporate Advertising and Sponsorship*

*and the:*

*Human Resources Guidelines*

*1.16 – Distribution of Information through Students*

The school district should try to keep students from feeling detached and the schools from feeling excessively impersonal to be accomplished through various school and district programs.

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2009-10-21  
Amended: 2010-10-20  
Amended: 2011-10-04

## **ACCESSIBILITY OF STUDENT RECORDS**

*In response to the policy on:*

**9030 - STUDENT NEEDS**

*and the School Act*

*and Ministerial Order 082/09*

1. A record shall be maintained for each pupil utilizing the standard form prescribed by the Ministry of Education and containing such information as is directly useful in facilitating and furthering the pupil's education. It shall be the responsibility of School Principals to ensure that records are kept up-to-date and School Principals will determine the manner in which records are kept.
2. Other information relative to a student's progress in school may be added to the student's records in accordance with procedures adopted by the School Principal.
3. School Principals shall develop procedures to ensure the confidentiality of student records. Such procedures shall specify security measures utilized, procedures to gain access to information for teachers, parents and students, location of information and a list of those items normally kept on file in the record.
4. When a parent or student seeks access to a student's records, the School Principal shall comply with the request within a one-week period.
5. At the school level, the School Principal or his/her designate will accompany the parent and/or the student as the student's file is reviewed and will be available to interpret all records for the parent and student.
6. At the District level, the Superintendent or designate will accompany the parent and/or the student as they review the student's file and will be available to interpret all records for the parent and student.
7. Copies of the contents of files will be issued when they are asked for.

NORTH OKANAGAN-SHUSWAP  
SCHOOL DISTRICT NO. 83

**REGULATION**

**9040.01R**

Adopted: 1997-05-13  
Amended: 2003-01-15  
Amended: 2009-10-21  
Amended: 2010-10-20  
Amended: 2011-10-04

8. Provision shall be made for students to have access to their own school records.
9. After a student leaves school, his/her Permanent Record Card will be kept securely on file at the school and, should the pupil's records not be required by another educational institution, fifty-five (55) years following the student's graduation, dropping out of school or leaving the School District, the records will be destroyed.
10. Highly sensitive reports arising from psychological, psychiatric, sociological and psycho-sociological assessments or observations conducted by personnel employed or contracted by the Board of Education will be kept in a separate Student Services file with access controlled by the Superintendent or designate, but a notation of the existence of the file would be maintained under "Inclusions" on the Permanent Student Record Card.

("Inclusion" should include Report type, date and who completed the assessment.)

These reports will be:

- a. shared with parents and/or students upon request;
- b. interpreted appropriately, if requested, by qualified professional staff for the parents and students as completed –in keeping with the best interest of the child, and the Board would prefer that records will be reviewed by parents prior to interpretation for the student;

11. In maintaining confidentiality of files, steps will be taken by the School Principal to ensure that access to a student's record is made available only to those persons who have a right to know:
  - a. Non-school district agencies, other than those specified in the *School Act*, applicable Ministerial Orders, and other legislation, will be permitted access to a student's record only with written consent of the parent;
  - b. any dispute regarding who has a right to know what is in the file will be appealed to the Superintendent or designate for final determination;

<p>THE BOARD OF EDUCATION NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</p> <p><b>REGULATION</b></p>	<p>Category: <b>9040.02R</b></p> <p>Adopted: 1997-05-13</p>
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## **ACCESS TO INFORMATION (FEDERAL DIVORCE ACT)**

*In response to the policy:*

**9030 - STUDENT NEEDS**

*And the Federal Divorce Act*

Consistent with the *Federal Divorce Act*, unless the court orders otherwise, a spouse who has been granted access to a child of the marriage has the right to make enquiries and to be given information by the school or school district as to the health, education and welfare of the child.

The following will apply:

- a) Information should normally be provided to access parents and custody parents equally.
- b) Permission is not required from the custody parent, nor can the custody parent prevent a school from providing information.
- c) Restrict access may be approved by the courts.
- d) School principals shall, when apprised, assure themselves that the access parent has an Order under the *Federal Divorce Act*.
- e) Any disputes regarding (d) should be referred to the courts for resolution.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>9050</b>
<b>POLICY</b>	Adopted: 2005-04-12 Amended: 2008-09-24 Amended: 2011-02-16

## **NUTRITION IN SCHOOLS**

Whereas there is an established link between good nutrition, healthy development, and academic achievement, the Board of Education North Okanagan-Shuswap School District #83 supports and promotes healthy nutrition in the schools. The Board believes the nutritional health of students is a shared responsibility between the parents and the schools.

The school responsibilities are to educate the students about the benefits of eating nutritious foods and to offer students nutritious food choices. Staff is encouraged to model good food choices for students and to encourage students to make nutritious food choices when available.

Each school in the district is expected, in consultation with their Parent Advisory Council (PAC), to develop a policy for implementing the sale and distribution of all food and beverage products in the respective schools. The policy will include vending machine products, special meals days, food for fundraising, cafeteria or contracted food services, sporting events, and food used as a reward. It is also expected that the school's nutrition food policy will adhere to district regulations as well.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>9050.01R</b>
<b>REGULATION</b>	Adopted: 2005-04-12

## **HEALTHY SCHOOLS NUTRITION**

School nutrition policy and guidelines will be developed through consultation with the school's Parent Advisory Council. This policy will be reviewed periodically by the principal, PAC, staff and students.

School nutrition policy and guidelines governing the sale and distribution of food products in/by schools or during school sponsored events will be based upon Interior Health guidelines and will reflect the following:

- a) that schools will focus on and promote the serving of foods from the "serve most" and "serve sometimes" lists from the Interior Health Food Selection Standards (attached).
- b) that choices from the "serve most" list must be provided wherever food or beverages are sold in schools. However, in elementary schools, all "serve least" foods must be removed from choice offerings. Policies may include exceptions for special days or fundraising events.
- c) that "serve least" advertising must be removed from all vending machines.
- d) that pricing should encourage the selection of healthy food and beverage choices.

All schools are expected to provide suitable nutrition education programs as outlined in Ministry of Education curriculum. Schools will ensure that all food and beverages sold or distributed in schools are an extension of the classroom and will complement the nutrition education experiences of students.

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**POLICY 310 STUDENT 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.

To maintain environments conducive to learning, the Board expects that student behaviour will comply with these student conduct expectations.

The Board further requires that Principals, in collaboration with the school community, will develop a school code of conduct that aligns with this policy.

**Guidelines**

**1. Scope**

**1.1.** The District Code of Conduct applies to students of the district engaged in, present at, or attending:

- a) School or any activity on school premises whether during a regular school day, outside the regular school day, or on a day that is not a school day;
- b) Travel on a school bus or other transportation contracted or arranged by the district or school;
- c) Any activity sponsored by, organized by or participated in, by the school regardless of the time or place;
- d) Any activity in and around the school premises occurring during the school day that involves the property of neighbouring residents; and,
- e) Any activity which may have a connection with the maintenance of order and discipline at a school.

**1.2.** A school principal has a responsibility and authority to respond to student misconduct occurring outside the school day or school-related or sponsored activities (e.g., cyberbullying in the evening) where the principal determines the conduct may negatively impact the school environment. The district and school will cooperate with outside agencies in cases where students violate the law.

**2. Conduct Expectations**

**2.1.** The Board expects students to conduct themselves in the following manner:

- a) Maintain courteous and respectful relationships with fellow students, teachers, support staff, and others involved in the school system;
- b) Respect public and personal property;

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- c) Adhere to all classroom, school and district rules and policies, and comply with Interior Health and any other provincial government directives;
- d) Comply with the reasonable directives of a teacher or other employee of the Board;
- e) Maintain appropriate standards of hygiene, dress and language;
- f) Attend school daily and promptly at the appointed hours;
- g) Work diligently and respectfully without disrupting the work of others;
- h) Demonstrate respect for all people, both in and outside school in compliance with the BC Human Rights Code;
- i) Demonstrate respect for diversity including, but not limited to, race, ethnicity, gender, age, ability, culture, ancestry, language, religious beliefs, sexual orientation, gender identity, and socioeconomic background.
- j) Personal digital devices will be restricted at school for the purpose of promoting online safety and focused learning environments. “Personal Digital Device” means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, smart watch, and IoT (Internet of Things) devices. All use of personal digital devices must be in compliance with Ministerial Order 89/2024 and Policy 122 Digital Citizenship whereby:
  - Use of student personal digital devices are intended for instructional purposes and to support equitable learning outcomes during hours of instruction, appropriate to a student’s age and developmental stage.
  - In elementary schools, students are encouraged to leave all personal digital devices at home. Any personal digital devices brought to an elementary school must be stored in a secure location, not on their person, not visible, and not used during school hours.
  - Personal digital devices may be used to support students with diverse abilities as outlined in students’ support plans and Individual Education Plans to address accessibility and accommodation needs.
  - Personal digital devices may be approved to support medical necessities.

### **2.2.** The Board regards the following as examples of serious misconduct that are unacceptable in and around the district’s schools and workplaces:

- a) Bullying (including cyberbullying, inappropriate and irresponsible text messaging and internet communications) Appropriate, responsible behaviour with regard to all technology use is expected;
- b) Verbal or physical harassment, disrespect, intimidation, or threats;
- c) Physical or emotional violence;
- d) Discrimination contrary to the BC Human Rights Code;
- e) The possession, use and/or trafficking of illegal or restricted drugs, alcohol,

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- cannabis, and/or other harmful or age restricted substances;
- f) The possession and/or use of weapons;
- g) The possession and/or use of fireworks or incendiary devices;
- h) The possession and/or use of noxious or toxic substances; and,
- i) Retaliating against a person who has reported incidents of unacceptable behaviour described above.

### **3. Consequences for Unacceptable Conduct**

- 3.1.** Where appropriate, consequences for unacceptable conduct should be preventative and restorative in nature and should provide students with opportunities for growth and reflection. Restorative and other measures, including student suspension and exclusion from school may be necessary for those occasions when efforts fail to result in a student complying with expected conduct standards. In such instances, disciplinary actions must recognize and adhere to certain principles.
- 3.2.** Each instance of student misconduct must be dealt with on an individual basis taking into consideration the individual circumstances of the student.
- 3.3.** Each case of student misconduct shall be dealt with as expeditiously as possible.
- 3.4.** Students who contravene the District or School Code of Conduct will be subject to discipline reflective of the age, maturity, and developmental level of the student and the severity and frequency of the unacceptable conduct:
  - a) Disciplinary consequences should be progressive in nature;
  - b) As students become older, behaviour expectations change and consequences of unacceptable behaviour should reflect this;
  - c) Discipline will be fair, consistent, meaningful, and supportive for the purpose of making restitution and enhancing student responsibility and self-discipline.
- 3.5.** The Board recognizes that, from time to time, it may be necessary to suspend students from educational programs. It is expected that a variety of approaches and strategies will be used to address student behaviour, and that suspensions will be issued for only the most serious student conduct violations.
- 3.6.** For all students, the school administrator will ensure that:
  - a) Such students have been adequately assessed;
  - b) Appropriate interventions are applied before discipline is considered;
  - c) The grounds for suspension are clear and appropriate;

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- d) Meaningful education programs or interventions are offered during any period of suspension;
- e) Planning is undertaken for successful re-entry of the student if suspension is imposed; and,
- f) In cases of property damage, the School Act assigns a liability for costs to the parents and student(s) involved.

**3.7.** In situations where a diverse learner may be unable to comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional, or behavioural nature, special considerations may apply.

## 4. School Code of Conduct

**4.1.** Each school shall establish a written School Code of Conduct, reflective of the District Code of Conduct, that will govern student behaviour and discipline. School principals will ensure these codes are:

- a) Reflective of the standards outlined in the Ministry of Education's Safe, Caring, and Orderly Schools Guide, 2008;
- b) Developed collaboratively with school communities;
- c) Made available to the public;
- d) Distributed to students, parents/guardians, and employees of the School Board at the beginning of each school year;
- e) Provided to students who enroll in the school during the school year;
- f) Displayed prominently in the school;
- g) Reviewed annually with staff, students, and parents/guardians; and,
- h) Actively incorporated in the classroom and school experience.

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**POLICY 380 ALLERGIES AND ANAPHYLAXIS**

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.

The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the students, parents/guardians/caregivers, the entire school community system, and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

While the Board of Education cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies.

**Guidelines**

All schools in SD83 must implement the steps outlined in District procedures on allergies and anaphylaxis, which include:

1. a process for identifying anaphylactic students;
2. a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record;
3. a process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's student record;
4. an education plan for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic-Alert identification;
5. procedures for storage and administering medications, including procedures for obtaining preauthorization<sup>1</sup> for employees to administer medication to an anaphylactic student<sup>2</sup>; and,
6. a process for principals to monitor and report information about anaphylactic incidents to the Board in aggregate form.

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<sup>1</sup> Must be obtained from both the student's physician and the student's parents

<sup>2</sup> For students who have not been identified as anaphylactic, the standard emergency procedure is to call emergency medical care (911 where available) – school staff should not administer medication to unidentified students.

References: Anaphylaxis Protection Order, BC Ministry of Education and Child Care Governance, Legislation and Workforce Branch  
Date Adopted: April 15, 2025  
Date Amended:

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

## Policy Manual

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### POLICY 390 ANTI-RACISM

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural) is embedded in our society and we support the ongoing commitment to eliminate racism. The Board has developed this policy in accordance with the British Columbia Human Rights Code, the *Canadian Multiculturalism Act*, the *British Columbia Declaration on the Rights of Indigenous Peoples Act*, the *Canadian Human Rights Act*, and the *Canadian Charter of Rights and Freedom*.

Racism is a set of assumptions, opinions, and actions based on the unfounded belief that one group of people, categorized by colour, ancestry, or culture, is inherently superior to another. Racism is often implicit in attitudes, everyday behaviour, policies, and practices, and/or values. Racism has profound, adverse social consequences including discrimination, stereotyping, hatred, bullying, harassment, physical and sexual violence, social and emotional isolation, substance abuse, homelessness, school truancy, physical and mental illness, self-harm, and suicide.

The Board is responsible for providing an education system that is a safe, welcoming environment free from racism, discrimination, harassment, and violence and that is inclusive and affirming for all students, staff, and community members. The Board recognizes that racism in all its forms is harmful not only to those directly affected, but also to all students, staff, families, and community members. Staff of School District 83 have a responsibility to ensure schools do not perpetuate stereotyping, bias, discrimination, racism, or inequality. Staff also should respond with timely intervention when these become evident.

The Board expects each member of the school district community to work to eliminate racism and to address the effects of historic, organizational, systemic, and attitudinal racism by:

- i. committing to equity and inclusion in all contexts, activities, and places;
- ii. in developmentally appropriate ways, becoming aware of privilege, bias, prejudice, stereotyping, discrimination, and racism in all forms, and by making connections to the Personal and Social Core Competencies;
- iii. learning about how to act, directly or as bystander, against all forms of racism and hate crime;
- iv. developing cross-cultural interactions to create understanding, show respect for, and to celebrate racial, ethnic, and cultural identity.

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Proactively addressing racism and oppression requires:

- acknowledgement that certain groups in our society are treated inequitably because of systemic barriers, individual bias, racism, and oppression.
- a clear understanding of how land ownership, and the forced displacement of the original inhabitants of this land, enables the ongoing oppression of Indigenous people.
- acknowledgement and increased awareness and understanding that we each have biases and that systemic and individual bias, racism, and oppression, exist within our school district, and may be perpetuated unless explicit, persistent, and determined action is taken to identify, challenge, and overcome them.
- the application of an equity lens at all levels and areas within school district including, but not limited to, policies, pedagogies, practices, program placements, and decision making.
- knowledge of practices and procedures which operate in school structures such as classrooms, hallways, and on school grounds that contribute to inequitable outcomes, including disparities in how Black, Indigenous, and Students of Colour experience education.
- knowledge of how curriculum and resource selections may reinforce bias and stereotypes.
- development of the skills necessary to recognize and respond effectively to a racist action.

School District 83 commits to equity by embedding anti-racist/anti-oppressive practices into its educational and operational functions to ensure that racism and oppression are not tolerated.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>9060.01R</b>
<b>REGULATION</b>	Adopted: 1999-01-12 Amended: 2018-11-14

## **STUDENT SUSPENSIONS**

*In response to the policy:*

**9030 - STUDENT NEEDS**

*And the School Act*

Discipline is to be dealt with in an objective, professional manner similar to that of a kind, firm judicious parent. Except for offenses of a flagrant nature, suspension should be considered only after all reasonable means of solution have been exhausted. Each child is to be treated in light of his/her individual needs.

The Board assigns to School Principals the responsibility of enforcing the code of conduct and other rules and policies of the Board. As well, School Principals, in exercising paramount supervisory and disciplinary authority within their school, have the power to enforce school rules that, for example, may require that no student shall:

1. Exhibit open defiance of authority;
2. Habitually be neglectful of duty;
3. Use improper or profane language or be involved in conduct that is injurious to the tone or well being of the school;
4. Be unduly absent and/or tardy;
5. Use improper conduct while riding a school bus; or
6. Jeopardize the safety of others.

### CONSIDERATIONS WHEN SUSPENDING STUDENTS

#### 1. Educational Program:

Any suspension must provide for a continuation of the student's educational program. Normally, this will be provided by the regular teaching staff, and would be completed before re-admittance.

#### 2. Alternatives:

Alternative forms of suspension should be the first to be considered, such as in-school suspensions, half day suspensions, and Saturday School, before out of school suspensions.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>9060.01R</b>  Adopted: 1999-01-12 Amended: 2018-11-14
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**3. Removal from Class:**

When a student is removed from class, the teacher shall report as soon as possible to the School Principal. The School Principal may reinstate or suspend the student after reviewing the circumstances of the incident. The School Principal, in ordinary circumstances, will notify the parent/guardian regarding the removal.

**4. Suspension From School (up to fifteen days):**

- a) In-house suspensions should be considered first, and School Principals are encouraged to develop school policies outlining the use of in-house suspensions.
- b) Where possible, a warning letter will be sent, with the second being the actual letter of suspension. Copies of suspension letter will be sent to the District Office.
- c) In the warning letter, the School Principal shall extend an opportunity for an interview with the parent/guardian.
- d) A file of written correspondence and other relevant communication with parents must be maintained.
- e) If possible, telephone contact will be made with the parent when a suspension is being considered.
- f) Student Support Services' staff may be consulted for advice in dealing with the student.
- g) The suspension may be appealed in accordance with Regulation **1030.09R** (Process for Resolution of Concerns).

**5. Suspension From School (exceeding fifteen days):**

- a) This section is to be used for repeat offences and for dangerous behaviours, such as involving weapons, fighting, and assaults. This section is the appropriate first stage to be used for situations involving such dangerous behaviours.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>  <b>REGULATION</b>	Category: <b>9060.01R</b>  Adopted: 1999-01-12 Amended: 2018-11-14
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- b) The School Principal shall refer the matter to the Superintendent/designate, and in exercising paramount disciplinary authority within his/her school, may suspend the student until a meeting with the parents, student, and Superintendent/designate has occurred. During the length of this suspension, the School Principal will ensure that provision will be made for the student to continue an educational program.
- c) The Superintendent/designate shall arrange a meeting with the parents and student to discuss the situation. On the basis of this meeting the Superintendent/designate may suspend the student for a period of up to 30 days. If a longer suspension is anticipated, a meeting with the Board will be arranged. Any recommendations to be given to the Board are to be made as a result of the meeting. Consequently, the parents will be informed of any decision to suspend and if a meeting with the Board is needed, what the recommendations to the Board will be, when they become available.
- d) The Board will hold a hearing to consider the terms and conditions of any further suspension of the student, and to consider the provision of an alternate educational program for the student. If the student wishes to appeal the suspension given by the Superintendent/designate, it will be heard at this time. At the hearing the board will consider the report from the School Principal, the recommendation of the Superintendent/designate, the explanation of the student and parents, the written or videotaped explanation of any victimized student(s) and their parents, and any other information the board finds appropriate.

6. Where the student is 16 years of age or older, Section 85(3) of the *School Act* may be involved, and the Board “may refuse to offer an educational program”.

7. A student suspended from another district and wishing to attend school in the NORTH OKANAGAN – SHUSWAP School District shall apply to the Superintendent of Schools for such permission.

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	Category: <b>9060.01R</b>
<b>REGULATION</b>	Adopted: 1999-01-12 Amended: 2018-11-14

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8. Where a student harms or threatens others and the student comes before the Board for a possible suspension, the Board must consider:

the safety and rights of the victim(s),  
 the safety and rights of other students and staff,  
 the credibility of the system and its efforts to promote safety,  
 ensuring an end to the dispute that caused the incident,  
 as well as the situation of the student(s) facing possible suspension.

The Board may consider advising a victim when and if a student will return to a school. If this is being considered it will be discussed with the offending student. Where the Board considers such release of personal information, notice of such disclosure will be given to the student.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>9080</b>
<b>POLICY</b>	Adopted: 2018-05-22

## **STUDENT ADMISSION, ATTENDANCE, AND WITHDRAWAL**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes its obligation under the School Act to provide an educational program to school age residents of the school district.

The Board believes that regular attendance is integral to student success and will establish procedures through the accompanying administrative regulations for student admission and school attendance.

The Board recognizes that, from time to time, it may be necessary to provide an alternative schedule or educational program. When necessary, schools may withdraw students in accordance with the administrative regulation and the School Act.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>9080.02R</b>
<b>REGULATION</b>	Adopted: 2018-06-06

## **STUDENT ATTENDANCE**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with District Policy, the ***B.C. Ministry of Education***, and the ***School Act***.

The success of the educational process is predicated on the continuity of instruction and therefore the Board expects that students shall attend school daily.

The school Principal is expected to:

1. Establish school attendance policies and procedures;
2. Notify parents, teachers, and students of the school's attendance policies and procedures at the beginning of each school year; and,
3. Be responsible for ensuring that parents and students are informed about the consequences of tardiness and unacceptable absenteeism.

A student is expected to:

1. Abide by attendance regulations as set forth in the School Act and the attendance policies and procedures of their school;
2. Follow the school's attendance procedures for late arrival, early dismissal, and absence;
3. Consult with subject teachers regarding class work or assignments missed as a result of tardiness or absenteeism; and,
4. Be punctual in attending all scheduled classes.

<b>NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83</b>	<b>9080.03R</b>
<b>REGULATION</b>	Adopted: 2018-06-06

## **STUDENT WITHDRAWALS**

The Board of Education of School District No. 83 (North Okanagan – Shuswap) establishes this regulation in accordance with District Policy, the *B.C. Ministry of Education*, and the *School Act*.

Upon the request of the parent/guardian of the student, or when appropriate, the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.

It is expected that schools will develop their own school-based procedures for withdrawal requests in order to facilitate student tracking and record keeping purposes. In these cases, it will be expected that requests will be submitted on the form (electronic or paper-based) developed by the school of origin.

At no time should schools perform mass disenrollment of students from a program or course.

Where a change of schools is involved, student records will be held until requested by another educational institution.

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## POLICY 362 SANCTUARY SCHOOLS

The Board of Education is committed to providing a safe and welcoming environment for all students and families who reside within the District, including those with precarious immigration status or no immigration status.

To uphold the Board's commitment to providing educational opportunities for all students in the District, the Board of Education recognizes the importance of extending this to include students with precarious immigration status or no immigration status.

### Guidelines

1. All school age children who are ordinarily resident in the District, including those with precarious immigration status or no immigration status in Canada, are entitled to admission to school.
2. The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law.
3. The Board of Education shall not permit Canada Border Services Agency (CSBA) officials or immigration authorities to enter schools or Board facilities unless required by law.
4. All District employees and volunteers shall be informed of this policy, and it will be communicated to requisite stakeholders.
5. The Superintendent will implement communication protocols and administrative procedures that will be reviewed annually with school district principals and clerical staff.
6. Orientation and training for school administration will be provided regarding the policy to promote expertise and sensitivity regarding the needs of students without immigration status in Canada.
7. All student registration forms, including electronic databases, which refer to immigration status in Canada, will be deemed strictly confidential.
8. All student registration forms, including electronic databases, will provide clearly stated options for any family which does not wish to share details of immigration status as a means of establishing that they are ordinarily resident in the District.
9. Where there is a need to verify a student's name, home address, or date of arrival in Canada, and where the usual supporting documentation is not available, the Board and schools will accept a combination of tenancy agreements, utility bills and/or letters from lawyers, medical doctors, religious and community leaders and others confirming their personal knowledge that the student is ordinarily resident in the District.

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10. Schools will continue to comply with current Ministry of Education requirements in the case of students for whom ELL funding claims are made but will not disseminate students' personal information.
11. Communication will be developed to share this policy in immigrant communities.

References: Ministry of Education and Child Care K-12 Newcomer Refugee Policy  
Date Adopted: October 15, 2024  
Date Amended:

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**220 INQUIRIES AND CONCERNS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that an individual's concern must be given respectful attention and that all reasonable efforts be made to assist those involved in achieving resolution. In order to provide a clear process for communication and resolution of concerns, the following procedure applies:

**Step 1: Initial Contact (Individual/Employee)**

The person(s) will express the concern(s) to the individual involved. Both parties will attempt to:

- define the concern(s);
- clarify the issue(s);
- develop an understanding of each other's point of view;
- document the information;
- commit to resolution; and
- resolve the concern(s).

If there is no resolution, the complainant may proceed to Step 2 by contacting the appropriate manager or supervisor (or school authority). The appropriate manager or supervisor (or school authority) will most likely be the school Principal or Vice-principal.

If the complaint is about a manager's (or school authority's) decision, then the complainant should proceed to Step 3.

**Step 2: Facilitated Contact (Manager)**

Within five (5) working days of being advised, the manager, supervisor (or school authority) will arrange to meet with the person(s) involved in the complaint. In the case of employees, refer to the appropriate collective agreement and established union practices. The employee can bring a union representative to this meeting. At the meeting, the manager or supervisor will gather and document information and will attempt to facilitate a resolution. If resolution is not achieved, proceed to Step 3 (an employee can bring a rep).

**Step 3: District Contact (Senior Leadership Team)**

If the complainant's concern(s) has not been resolved to their satisfaction, they may contact the Superintendent outlining their specific concern(s) and request support to achieve resolution. Within ten (10) working days of such contact, the attending supervisor will forward all

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documentation to the office of the Superintendent who will forward the file and supporting documentation to the appropriate senior staff member who is responsible to:

- review all information relevant to the matter;
- meet with the person(s) involved;
- attempt to resolve the concern; and
- summarize, in writing, the relevant information and the conclusion reached.

The Superintendent will review decisions made by the senior staff member prior to the initiation of the appeal in an attempt to resolve the complaint.

**Step 4: Appeal Process**

If there is no resolution to the complaint at Step 3, the complainant may consider an appeal under Section 11 of the School Act. The Section 11 Appeal process is encompassed within By-Law No. 2008-1 Appeals Procedure should the matter be appealable to the Board.

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**POLICY 230 PARENT ADVISORY COUNCILS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the educational program in each school is enhanced by strong community-school liaison. The School Parent Advisory Council should serve to provide input, which will favourably impact student learning and well-being.

Parent Advisory Councils have the right to establish their own by-laws. The creation of these by-laws are best done within a spirit of cooperation between the Principal and the Parent Advisory Council.

**Guidelines**

1. Parent Advisory Councils should work in collaboration with the School Principal with the Principal being an ex-officio of the Council.
2. Where a Parent Advisory Council does not already exist, the School Principal will inform the parents of the manner in which the School's Parent Advisory Council can be established.
3. Parent Advisory Councils should elect a Chairperson or President from its membership and include the principal as an ex-officio member of the council.
4. School Principals and Parent Advisory Councils are requested to jointly develop by-laws for the operation of the Parent Advisory Councils and the following terms of reference may be considered in drafting these by-laws:
  - a. Every parent/guardian has the right to belong to the Parent Advisory Council at their child's school.
  - b. The Parent Advisory Council is to provide a form of liaison between the school and community.
  - c. The Parent Advisory Council should aid the school in communicating with the community regarding educational programs and such other matters as may be appropriate.
  - d. The advice of the Parent Advisory Council should be channeled directly through the School Principal from the P.A.C. Executive.
  - e. The agenda for the Parent Advisory Council meeting should be shared in advance with the School Principal and elected officers of the Council for consideration of additional agenda items.
  - f. Since the Parent Advisory Council does not have direct administrative authority, it should not be used as vehicle to criticize individual school personnel, students or parents.

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Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 8]

Related Contract Article: Nil

Adopted: May 13, 1997

Amended: January 15, 2003

Amended: October 22, 2020

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- g. The School Principal or designate will be invited to attend all meetings of the Parent Advisory Council. Representatives from other employee groups are encouraged to attend regular meetings.
- h. Parent Advisory Councils should not advise on individual student or employee personnel matters. Such discussions should be conducted with the teacher or Principal by individual parents or guardians. Refer to the information booklet about resolving your questions/concerns – re Policy 220.

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Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 8]

Related Contract Article: Nil

Adopted: May 13, 1997

Amended: January 15, 2003

Amended: October 22, 2020

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**POLICY 240 VOLUNTEERS IN SCHOOLS**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that the education of students is an undertaking that should be shared among its employees, parents and members of the community. The active involvement of parents and appropriate use of volunteers as helpers has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community. Consequently, the Board encourages the use of volunteers to support the work of employees.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified and which do not interfere or replace employees performing their regular duties (*School Act Section 26.1*). Volunteers shall perform tasks only under the supervision and guidance of staff.

While encouraging the community context of schooling, the Board expects its schools to be a safe and secure environment. Therefore, the use of volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

**Guidelines**

**1. Selection of Volunteers**

- 1.1. In order to reinforce a sense of community, volunteers are encouraged and welcomed from within the community at large. Efforts should be made to involve a wide representation of the school and community.
- 1.2. Volunteers are to be selected on their ability to interact positively with students, skill in performing needed services, previous related experiences, interest in the activity, and personal character.
- 1.3. The Principal, or designate, is responsible for approving volunteers, and for decisions regarding the continuation or discontinuation of a volunteer's services.
- 1.4. It is the responsibility of the Principal, or designate, to ensure the screening of potential volunteers includes a signed release for a criminal record check and the information acquired is kept absolutely confidential.
- 1.5. Should a record search of a volunteer indicate a criminal offense, the Superintendent, or designate, shall determine if the offense or offenses are such to prohibit participation as a school volunteer.

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Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 7 & 26.1]

Related Contract Article: Nil

Adopted: March 23, 2004

Amended: September 22, 2020

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1.6. The cost of the criminal record check required by the School District shall be assumed by the School District.

**2. Utilization of Volunteers**

2.1. A cooperative team approach among staff members for the management of volunteers shall be used.

2.2. A program of orientation and training for volunteers shall be arranged by the Principal, or designate.

2.3. Volunteers will not provide services that would result in the displacement of an employee or a reduction in their assignment.

2.4. Volunteers shall not be permitted access to student records and/or personal or potentially discreet information, with the exception of telephone numbers upon Principal approval. Volunteers are in a position of trust and personal information and behaviour pertaining to students must be treated with the appropriate discretion.

2.5. Volunteers shall be covered by School Protection Program Insurance while engaged in activities authorized by the School District or a school.

2.6. Volunteers who use a private vehicle in the transportation of students shall be covered by a Special Excess Third Party Legal Liability Insurance policy as provided in Regulation 8050.01R Private Vehicle Use.

2.7. Anyone who will be provided access to students is required to have a current criminal record check on file at the site.

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Related Legislation: School Act [RSBC 1996, Part 2, Division 2, Section 7 & 26.1]

Related Contract Article: Nil

Adopted: March 23, 2004

Amended: September 22, 2020

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	10020.05R
REGULATION	Adopted: 1997-05-13 Amended: 2004-01-20
<b>CONTROL AND USE OF SCHOOL DISTRICT PROPERTY</b>	
PROCEDURAL BY-LAW NO. 1	
A By-law made pursuant to the School Act, pertaining to the control of the use of	
property owned or administered by School District <u>No. 83</u> ( <u>N. Okanagan-Shuswap</u> ).	
1. No person shall drive any motor vehicle, ride any bicycle or ride a horse on or over any land owned or administered by the Board of School Trustees, <u>N. Okanagan-Shuswap School District No. 83</u> (hereinafter called the “Board”) except:	
a. <u>Deliveries</u> : Persons proceeding to or from a public school on roadways provided for that purpose in the course of delivery or receiving chattels in connection with the operating at that school.	
b. <u>Board Employees</u> : Persons proceeding to or from a public school on roadways provided for that purpose in connection with their duties therein, or on other bona fide business pertaining to the operations at that school.	
c. <u>Students</u> : Persons proceeding to or from a public school on roadways provided for that purpose who are students registered at that school.	
d. <u>Other Persons</u> : Persons proceeding to or from a public school on roadways provided for that purpose in connection with the operation of the school, adult education, or other use of school facilities approved by the Board.	
2. No person shall:	

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	10020.05R
REGULATION	Adopted: 1997-05-13 Amended: 2004-01-20
<p><b>Animals:</b> Take or allow any livestock upon any land owned or administered by the board without the authority of the Board.</p>	
<p>3. Responsibility of Registered Owner:</p>	
<ul style="list-style-type: none"> <li>a. The owner of a motor vehicle shall be liable for any violation of this By-law or its regulations.</li> <li>b. On a prosecution of the owner of a motor vehicle for an offence under this section, the burden is on the accused to prove that: <ul style="list-style-type: none"> <li>i. the person in possession of the motor vehicle was not a person entrusted by the owner with possession; or</li> <li>ii. the registered owner is not the owner.</li> </ul> </li> <li>c. An owner of the motor vehicle is liable under subsection (b) i. notwithstanding that the motor vehicle, at the time of the violation, is unattended or is not in the possession of any person.</li> <li>d. In this section “owner” includes a person in possession of a motor vehicle under a contract by which he or she may become the owner on full compliance with the contract, and in whose name alone the motor vehicle is registered.</li> </ul>	
<p>4. Penalty</p>	
<p>Except as is otherwise provided in this By-law, any person contravening or committing any breach of, or committing any offence against any of the provisions of this By-law or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this By-law, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty, obligation, matter or thing whatsoever by this By-law prescribed or imposed or required to be done shall be subject to the provisions of the <i>Offence Act</i>, R.S. Chapter 305 and its amendments and regulations thereto and shall also be subject to civil remedies by way of injunctive relief.</p>	
<p>1. Authority to Make Regulations:</p>	
<ul style="list-style-type: none"> <li>a. The Board may by regulation:</li> </ul>	

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83	<b>10020.05R</b>
<b>REGULATION</b>	Adopted: 1997-05-13 Amended: 2004-01-20
Erect traffic control devices to regulate, prohibit, control and direct vehicular and pedestrian traffic on land owned or administered by the Board. The erection of such traffic control device shall be deemed as <i>prima facie</i> evidence that such device was erected at the direction of the Board.	

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

**Policy Manual**

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**POLICY 270 CORPORATE ADVERTISING AND SPONSORSHIP**

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that when engaging in business relationships, schools must be mindful of their obligation to the welfare of students and the responsibility to the integrity of the learning environment. All school-business relationships shall be ethical and not result in exploitation of students; as such, each school shall be guided by the following guidelines:

**Guidelines**

1. Corporate involvement shall not require or obligate students to observe, listen to, or read commercial advertising other than in an incidental manner.
2. Corporate involvement must support the goals and objectives of the schools.
3. Corporate involvement shall not limit the discretion of the schools to select or reject the use of any sponsored materials.
4. Schools and educators shall hold sponsored materials to the same standard used for the selection of curricular materials.
5. All school business relationships shall conform to the same standard of legal, ethical, and business criteria as required by the school district.
6. Sponsor recognition and corporate logos shall be for identification rather than commercial purposes and shall not supersede or dominate the identity of the school or school district property (i.e. busses).
7. All corporate sponsorship and advertising relationships shall be confirmed by a written agreement. This written agreement will be available to the public upon request under the terms of the Freedom of Information and Protection of Privacy Act.
8. Each school principal shall, in consultation with their staff, parents and students, and in accordance with the preceding principles and prior to engaging in a relationship, establish appropriate guidelines and procedures for the development of corporate sponsorship, advertising and relationship programs within the school. In the event of any unresolved issue concerning corporate sponsorship or advertising, the matter will be forwarded to the Superintendent for resolution.

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Related Legislation: Nil

Related Contract Article: Nil

Adopted: January 18, 2018

Amended: January 19, 2021