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<b>REFERENCE:</b>	<b>ADOPTED:</b> 00-02-22	<b>NUMBER:</b> 100
	<b>AMENDED:</b> 09-02-24	

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## **GOVERNANCE PRINCIPLES**

### **MANDATE**

The citizens of the province are the owners of the B.C. public school system. The citizens of School District No. 10 (Arrow Lakes) elect five individuals as a Board of Education to govern the school district on their behalf. Therefore, the Board's prime responsibility is to ensure that the school district addresses the expectations of the local community within the legal and financial parameters set by the province.

### **CORPORATE AUTHORITY**

The Board makes decisions as a corporate body based on a majority vote. Individual trustees have no authority to act for the school district or to direct staff. The Board Chair or designate will be recognized as the official spokesperson for the Board .

### **ROLE OF THE BOARD**

The Board governs rather than manages the operations of the school district by interpreting the community's vision and values for education and determining the district's strategic direction. Its prime functions are:

- a) student focus;
- b) linking with the community;
- c) establishing policies to direct and monitor the school district's performance;
- d) monitoring achievement of or compliance with the policies;
- e) fulfilling other legislated responsibilities;
- f) creating partnerships with other agencies.

### **APPROACH TO GOVERNANCE**

The Board directs and monitors the school district through policies which:

- a) articulate expected outcomes for the school district's performance;
- b) set parameters for staff action;
- c) establish processes by which the Board will conduct its business;
- d) describe the Board's relationship with staff.

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Policies are the Board’s expressions of the values and perspectives the Board believes the community holds with respect to particular matters. To avoid being too prescriptive, the Board makes policies concerning larger issues in each policy category rather than the smaller issues.

The Board monitors achievement or compliance with policy only against criteria it has previously set, using:

- a) authorized reports;
- b) reports from outside agencies or individuals;
- c) direct observation

The Board is responsible for identifying what information it needs to formulate and monitor policies. Board task groups and/or the Superintendent/Secretary-Treasurer assist the Board in formulating and monitoring policies by offering options and implications rather than by making recommendations.

## BOARD OPERATIONS

The Board establishes policies for conducting its business. It elects a Chair to provide leadership in complying with these policies, or a reasonable interpretation of them. It is the responsibility of the entire Board to support the Chair in exercising these duties.

Board task groups are constituted to help the Board do its job rather than to assist staff do their jobs. Task groups do not make decisions on behalf of the Board unless they are specifically authorized to do so.

Board meetings focus on governance rather than management issues. Agendas are developed on an annual basis (see Section 200, 2.6, Annual Agenda Cycle).

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#### THE SUPERINTENDENT/SECRETARY-TREASURER

The Board directs and evaluates only one employee, the Superintendent/Secretary-Treasurer, as its Chief Executive Officer. All other employees are directed and evaluated as determined by the Superintendent/Secretary-Treasurer in accordance with the parameters for staff action set by the Board.

The Superintendent/Secretary-Treasurer is responsible to the Board for ensuring that the school district achieves the articulated outcomes and complies with the parameters for staff action. The Superintendent/Secretary-Treasurer is authorized to manage the school district in accordance with Board policy, or a reasonable interpretation of it.

The Superintendent/Secretary-Treasurer takes direction only from the Board as a whole and not from individual Trustees or the Chair. The Superintendent/Secretary-Treasurer may accede to or refuse requests for information and/or assistance from individual Trustees or the Chair unless other wise directed by the Board.

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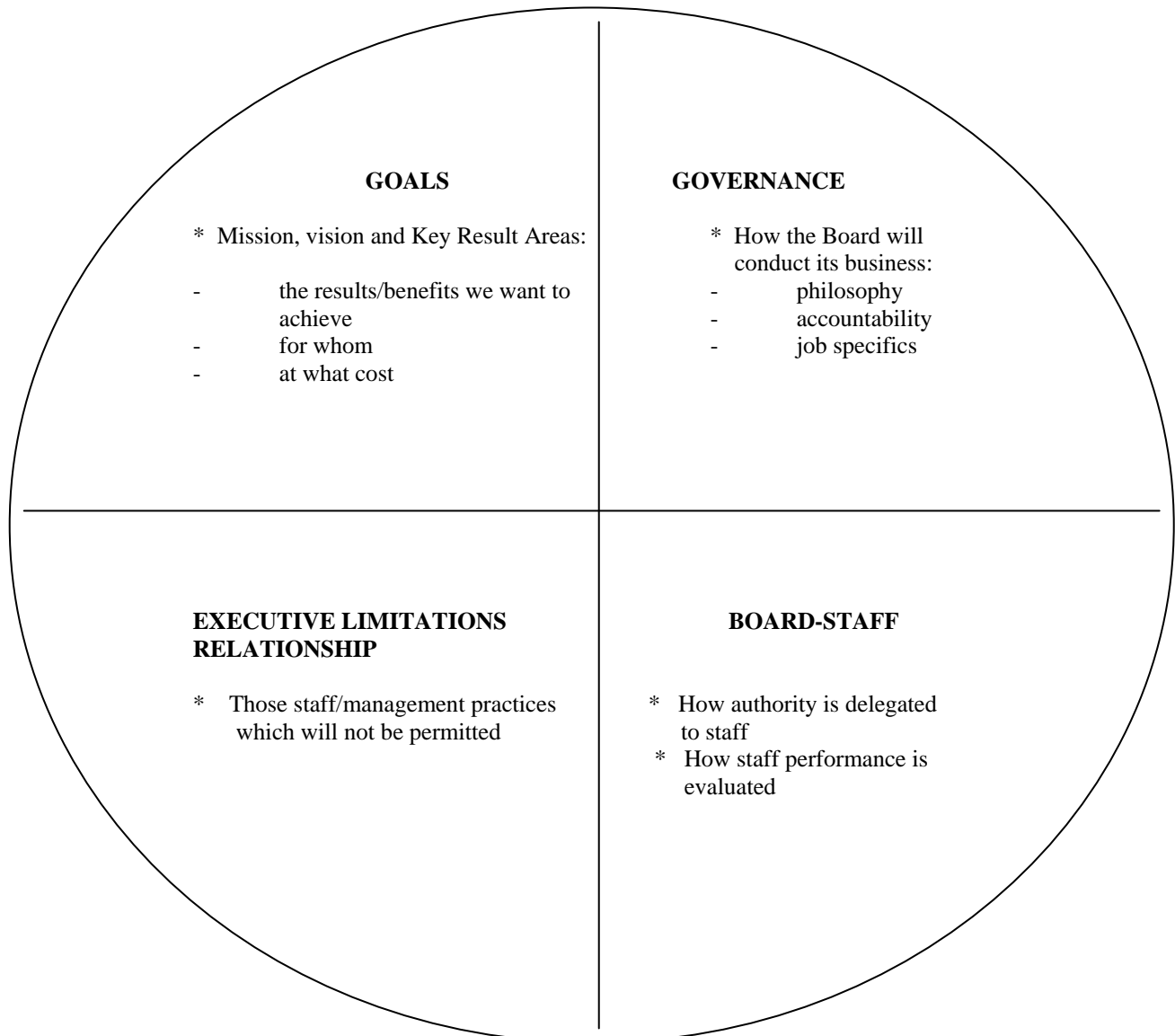
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## OUR GOVERNANCE POLICY FRAMEWORK

The Board's Job:

- Link with the "owners"
- Develop policies
- Assure school district performance



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## 1.0 *DISTRICT GOALS*

### 1.1 School District Vision Statement

Our vision is of a learning community which embraces global learning in a rural setting. School District No. 10 (Arrow Lakes) is a public school district which follows the guidelines and goals of the B.C. Ministry of Education

### 1.2 School District Mission Statement

Our mission is to provide all our students with an equal opportunity to achieve academic excellence to the utmost of their abilities, to learn to manage change, to learn to live and work in harmony with others and their environment and thus to grow into caring, intelligent and productive citizens.

We believe our mission can only be achieved by a highly professional staff and with active cooperation of the family and community.

### 1.3 Essential Result Areas

In order to achieve the School District Mission and Vision, we are committed to focus our efforts to achieve results in these essential areas:

#### 1.3.1 **Quality programs and learning environments:**

Programs and learning environments which support student learning.

#### 1.3.2 **Effective management of resources:**

Resource management which maximizes benefits to learners.

#### 1.3.3 **Advocacy:**

Advocacy which builds and maintains support for a quality public education system.

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1.3 Essential Result Areas – con't

1.3.4 **Effective communication:**

Interactive communications which promote a responsive education system.

1.3.5 **Planning and evaluation:**

Ongoing planning and evaluation processes which focus on improving the quality of education and anticipating future challenges.

1.3.6 **Quality Workforce:**

A workforce dedicated to service to students.

2.0 GOVERNANCE

2.1 Role of the Board

The citizens of the province are the owners of the B.C. public school system, and the citizens of School District No. 10 (Arrow Lakes) elect five individuals as a Board of Education to collectively govern the school district. The Board's prime responsibility shall be to ensure that the school district addresses the expectations of its communities within the legal and financial parameters set by the province.

Consequently, the Board shall:

2.1.1 Govern rather than manage the operations of the school district by establishing policies which express and interpret the communities' vision and values for education.

2.1.2 Make decisions as a corporate body. Individual trustees have no authority to act for the school district or to direct staff.

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## 2.0 GOVERNANCE

### 2.1 Role of the Board – con't

2.1.3 Link with the communities to advocate for the education of students and to ensure the system reflects the communities' values.

2.1.4 Direct and monitor the school district through policies which:

- a) articulate expected outcomes for the school district's performance;
- b) establish processes by which the Board will conduct its business;
- c) describe the Board's relationship with its staff;
- d) set parameters for staff action.

2.1.5 Monitor achievement or compliance with policy only with criteria it has previously set, using any or all of the following:

Internal Report: Authorized reports, District Review (self evaluation) / School Growth Plan Status / Outcome Report

GAAP Compliance Report

External Report: Reports from outside individuals or agencies, District Review, Deputy Minister Review

Direct Inspection: Direct observation, by the Board, a committee, or individual trustee.

Audited Financial Statements / Auditors Report

2.1.6 Use the results of monitoring to improve and/or validate performance by:

- a) reviewing existing policies;
- b) revising existing policies;
- c) formulating new policies.

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## 2.0 GOVERNANCE

### 2.1 Role of the Board – con't

2.1.7 Create partnerships with other agencies to foster effective and efficient delivery of education and other services to the citizens of School District No. 10 (Arrow Lakes).

2.1.8 Carry out other legislated responsibilities as required by the *School Act*, may include some or all of the following:

- a) Capital Plan
- b) Annual Operating Budget
- c) Achievement Contract
- d) Appointment of Auditor
- e) Class Size Report
- f) Special Education Reports
- g) GAAP Report
- h) Other reports as required by Ministry

### 2.2 Approach to Governance

The Board shall govern in a style characterized by outward vision, principled decision-making, diversity in viewpoints, strategic leadership, distinction of Board and staff roles, and proactivity.

Consequently, the Board shall:

2.2.1 Focus chiefly on expected long-term outcomes for school district performance.



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- 2.2 Approach to Governance – con’t
- 2.2.2 Inspire, direct and control the organization through the careful establishment and systematic monitoring of policies dealing with values and broad perspectives.
  - 2.2.3 The Board decides the largest issue in each policy category before the smaller issues.
  - 2.2.4 Require of itself and trustees the self-discipline needed to govern with excellence. This will include respect for roles, for decisions of the Board and for governance principles.
  - 2.2.5 Be accountable for the accomplishment of its obligations to:
    - a) the students, parents and community at large;
    - b) the internal organization of the school district;
    - c) Ministry of Education;
    - d) other relevant governments and agencies.
  - 2.2.6 Involve students, parents, and staff, in monitoring current performance and setting future direction.
  - 2.2.7 Develop and operate with a communications plan.
  - 2.2.8 Monitor and regularly discuss the Board’s own process and performance.
  - 2.2.9 Ensure the continuity of its governance capability by training and developing its members. Continuous development will include orientation of new members in the Board’s governance process and discussion of process improvement.

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- 2.2.10 Be responsible for identifying the information and resources it needs to formulate and monitor policies.
- 2.2.11 Recognize the expertise of individual trustees to enhance the ability of the Board, and will not substitute individual values for the Board's values.
- 2.2.12 Be an initiator of policy as well as receiving and considering staff initiatives.

### 2.3 Code of Conduct

The Board and Trustees shall operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.

Consequently, trustees:

- 2.3.1 Must represent unconflicted loyalty to the community at large which supersedes any conflicting loyalty to individual communities, advocacy or interest groups, other councils or boards, or personal interest.
- 2.3.2 May not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Specifically, trustees will recognize that:
  - a) any interactions they, as individuals, have with staff lack authority;
  - b) individual interaction with the public, press or other entities lacks authority;
  - c) evaluations of the Superintendent/Secretary-Treasurer are made only by assessing performance against explicit Board policies through the official process.

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- 2.3.3 Will recognize the high level of responsibility that elected trusteeship demand. They will conduct themselves in a manner that represents the Board in a positive light, taking no private action that will compromise the Board and its decisions.
- 2.3.4 Will make themselves knowledgeable about the roles and responsibilities of those who work with and for the Board and will respect the dignity and rights of these people.
- 2.3.5 Will undergo criminal record checks upon election.

#### 2.4 Role of the Chair

The Chair shall protect the integrity of the Board’s process, represent the Board to outside parties, and speak on behalf of the Board.

Consequently, the Chair:

- 2.4.1 Holds the Board to its own rules and those legitimately imposed upon the Board from outside the organization. These rules include the Board’s governance policy, bylaws and provincial and federal policy.
- 2.4.2 Ensures that meeting agendas and discussions are limited to those issues which, according to Board policy, are clearly in the Board’s jurisdiction, not the Superintendent/Secretary-Treasurer’s.
- 2.4.3 Keeps deliberation timely, fair, orderly, thorough, efficient, limited to time, and to the point.
- 2.4.4 Chairs Board meetings with all the commonly accepted powers (e.g. ruling, recognizing). Facilitate open and frank discussion in a safe environment.
- 2.4.5 Makes decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies on Governance and Board-Staff Relationship, and will keep the Board informed of such decisions.

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- 2.4.6 Has no individual authority to make decisions beyond policy created by the Board on Ends and Executive Limitations.
- 2.4.7 Has no authority to supervise or direct the Superintendent/Secretary-Treasurer.
- 2.4.8 May represent the Board to outside parties by stating positions consistent with Board policies, resolutions and bylaws, and will keep the Board informed of such representations.
- 2.4.9 Facilitates the Vice-Chair fulfilling the duties of the Chair in the absence of the Chair.

2.5 Role of Board Task Groups and Representatives

The Board shall operate a committee-of-the-whole comprised of Trustees, Superintendent/Secretary-Treasurer, and a representative from district administration, Arrow Lakes Principals and Vice Principals Association, Arrow Lakes Teachers' Association, Canadian Union of Public Employees Local 2450, District Parent Advisory Council, Students, and other individuals as required from time to time.

Consequently, Board task groups and representatives:

- 2.5.1 Shall not interfere with the wholeness of the Board's job, or with delegation from the Board to the Superintendent/Secretary-Treasurer.
- 2.5.2 Shall not speak or act for the Board except when formally given such authority for specific, time-limited purposes.
- 2.5.3 Are constituted to help the Board do its job, not to help the staff do its jobs. They assist the Board by preparing policy alternatives and implications for Board deliberation.
- 2.5.4 Shall avoid over-identification with organizational parts rather than the whole. A task group which has helped the Board create policy will not be used to monitor organizational performance on that same subject.

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2.5.5 Shall not exercise authority over staff. In keeping with the Board’s broader focus, task groups will normally not have direct dealings with current staff operations. The Superintendent/Secretary-Treasurer works for the full Board, and is not required to obtain approval of a Board committee or representative before taking executive action.

2.5.6 Shall operate within Terms of Reference which are approved by the Board.

2.6 Annual Board Agenda

To accomplish its job outputs consistent with Board policies, the Board will follow an annual agenda cycle. The agenda will focus Board attention on governance priorities using a systematic approach, notwithstanding that there may be continuous policy development and monitoring by the Board. The Board shall create a working calendar reflecting its’ work.

2.6.1 The Board’s annual agenda will include the following:

- 1.0 Board Development
- 2.0 Elections of Officers
- 3.0 Policy Evaluation, Review and Revision
- 4.0 District Accountability Contract
- 5.0 District Review – self evaluation
- 6.0 Superintendent/Secretary-Treasurer Evaluation
- 7.0 Board Evaluation

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2.6.2 The Board’s annual agenda cycle is as follows (Sample below):

	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>
<i>1.0 Report to Community</i>												X
<i>2.0 Board Development</i>	X	X			X							
<i>3.0 Election of Officers - Notice of Election</i>	X											X
<i>4.0 Policy Evaluation, review &amp; revision</i>	X	X	X	X	X	X	X			X	X	X
<i>1.0 End Results - Budget - Student Achievement</i>			X	X						X	X	
<i>2.0 Governance Process Review/Scheduling</i>		X										
<i>5.0 Superintendent Evaluation</i>						X	X					
<i>6.0 Board Evaluation</i>						X	X					

## 2.7 Communications

The Board will carry out its governance role emphasizing communications with the community and people of School District No. 10 (Arrow Lakes) in order to ensure that the school district addresses the expectations of the community, acknowledging and planning for the diversity in the community.

The Board of Education is committed to a communication plan that is accurate, clear, relevant, timely, effective and that meets the needs of its educational partners.

Consequently, the Board shall:

- 2.7.1 Ensure that all Board communications support and inform the Board’s vision, mission and goals.
- 2.7.2 Promote effective, balanced and civil communications and facilitate consensus building and accountability.

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- 2.7.3 Promote the means for the people of the school district to participate in district planning and to be informed about education issues, available services and provincial and district goals.
- 2.7.4 Establish effective communication links with:
- a) the community it serves;
  - b) the internal organization of the school district;
  - c) other school boards;
  - d) other local governing bodies and community agencies;
  - e) Ministry of Education, Skills and Training.
- 2.7.5 Operate within a Board communications plan which identifies:
- a) with whom the Board communicates;
  - b) what is communicated;
  - c) when communications activities occur;
  - d) the means of communications.
- 2.7.6 Support the development of communication skills.

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### 3.0 BOARD – STAFF RELATIONSHIP

#### 3.1 Delegation to the Superintendent/Secretary-Treasurer

All Board authority delegated to staff shall be delegated through the Superintendent/Secretary-Treasurer, so that all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Superintendent/Secretary-Treasurer.

Consequently:

- 3.1.1 The Board will direct the Superintendent/Secretary-Treasurer to achieve defined results, for defined recipients, at a defined cost through the establishment of Goals policies.
- 3.1.2 The Board will limit the latitude of the Superintendent/Secretary-Treasurer in practices, methods, conduct and other “means” to the ends only through establishment of Executive Limitations policies.
- 3.1.3 The Board changes the latitude of choice given to the Superintendent/Secretary-Treasurer by changing its Goals and Executive Limitations policies.
- 3.1.4 As long as the Superintendent/Secretary-Treasurer uses reasonable interpretation of the Board’s Goals and Executive Limitations policies, he/she is authorized to lead and manage the school district, and the Board and its members will respect and support his/her choices. This does not prevent the Board from obtaining information in the delegated areas.
- 3.1.5 Only decisions of the Board acting as a corporate body are binding upon the Superintendent/Secretary-Treasurer. Decisions or instructions of individual Board members, representatives, or task groups are not binding on the Superintendent/Secretary-Treasurer except in rare instances when the Board has specifically assigned such authority.



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3.1.6 In the case of Board members or task groups requesting information or assistance without Board authorization, the Superintendent/Secretary-Treasurer can refuse requests if, in the Superintendent/Secretary-Treasurer's judgment, they request a material amount of staff time or funds, or are disruptive.

### 3.2 Chief Executive Officer Job Description

As the Board's single official link to the operating organization, the Superintendent/Secretary-Treasurer shall function as Chief Executive Officer and his/her performance shall be considered to be synonymous with organizational performance.

Consequently:

3.2.1 The Superintendent/Secretary-Treasurer's job contributions shall be stated as performance in only two areas:

- a) accomplishment of the Board policies on Goals;
- b) compliance with the Board policies on Executive Limitations.

### 3.3 Monitoring Executive Performance

Monitoring executive performance shall be synonymous with monitoring organizational performance against Board policies on Goals and on Executive Limitations.

Consequently:

3.3.1 Information which does not determine the degree to which Board policies are being fulfilled will not be considered to be monitoring.

3.3.2 Any evaluation of the Superintendent/Secretary-Treasurer's performance, formal or informal, may be derived only from these monitoring data.

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- 3.3.3 Monitoring will be as automatic as possible, using a minimum Board time so that meetings can be used to create the future rather than to review the past.
- 3.3.4 A given policy may be monitored in one or more of three ways:
- a) Internal Report: Disclosure of compliance information to the Board from the Superintendent/Secretary-Treasurer.
  - b) External Report: Discovery of compliance by a disinterested, external auditor, specialist, or consultant who is selected by and reports directly to the Board. Reports must assess executive performance only against policies of the Board, unless the Board has previously indicated that the external party's opinion should be the standard.
  - c) Direct Inspection: Discovery of compliance by a Trustee, a committee or the Board as a whole through inspection of documents, activities or circumstances as directed by the Board which allows a "prudent person" test of policy compliance.
- 3.3.5 Upon the choice of the Board, any policy can be monitored by any method at any time. For regular monitoring, however, each Goals and Executive Limitations policy will be classified by the Board according to frequency and method.
- 3.3.6 The Board will be mindful of the professional, ethical and legal considerations in monitoring, especially in accessing records such as confidential client and personnel files.

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#### 4.0 EXECUTIVE LIMITATIONS

##### 4.1 General Constraints

The *Superintendent/Secretary-Treasurer* as Chief Executive Officer shall not allow the school district to operate illegally, unethically, imprudently, or in contravention of Board policies.

Consequently:

4.1.1 The Superintendent/Secretary-Treasurer shall not cause or allow any practice, activity, decision or organizational circumstance which is either, unlawful, in violation of commonly accepted sound professional and business ethics, imprudent or in contravention of Board policies.

##### 4.2 Relationships

The Superintendent/Secretary-Treasurer shall not treat or tolerate the treatment of students, parents, staff and the public in a way which is unreasonable, unfair, undignified or in contravention of Board policies.

Consequently, the Superintendent/Secretary-Treasurer shall not:

4.2.1 Fail to maintain a safe, healthy and respectful environment for learning and working.

4.2.2 Permit decisions on assigning, promoting, evaluating, or disciplining students or staff to be based on criteria other than those necessary to ensure effective and efficient student learning.

4.2.3 Operate without fair and consistent procedures for hiring and terminating staff.

4.2.4 Operate without procedures for handling complaints about the environment for learning and working, decisions of staff, or the education of students.

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- 4.2.5 Tolerate any form of harassment of any employee, volunteer, student, family or community member while on school district related business.
- 4.2.6 Prevent or unreasonably delay appeals to the Board by students, parents, staff and community when established avenues in policy, regulation and contractual agreements have been exhausted.
- 4.2.7 Fail to communicate the conduct expected and the rights assured under this policy.

#### 4.3 Programs and Services

The Superintendent/Secretary-Treasurer shall not permit programs and services which do not support achievement of 1.0 Goals policies.

Consequently, the Superintendent/Secretary-Treasurer shall not:

- 4.3.1 Permit schools to offer courses which have not been approved by the Ministry of Education or the Board.
- 4.3.2 Permit educational programs, teaching methods and assessment and evaluation practices which do not:
  - a) ensure achievement of provincial goals and local Goals policies;
  - b) foster an effective and efficient school system;
  - c) provide opportunities, where appropriate and feasible, for the involvement of students, staff, parents and community;
  - d) provide for self-evaluation;
  - e) solicit feedback from appropriate sources;
  - f) promote growth and improvement.
- 4.3.3 Hire or retain staff without the qualifications, competence and commitment to provide effective and efficient programs and services.

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#### 4.4 Finances

The Superintendent/Secretary-Treasurer shall not jeopardize the financial health and stability of the school district.

Consequently, the Superintendent/Secretary-Treasurer shall not:

- 4.4.1 Permit expenditures to exceed revenues at the end of the fiscal year, unless otherwise authorized by the Board.
- 4.4.2 Change his or her own compensation, benefits or other terms of employment without Board approval.
- 4.4.3 Promise or imply employment which cannot be terminated with notice.
- 4.4.4 Establish compensation and benefits which deviate from Public Sector Employers Council guidelines, except where necessary to provide pay equity and meet challenges of recruitment and retention of employees.

#### 4.5 Budgeting

The Superintendent/Secretary-Treasurer in preparation of annual budgets shall not neglect the Board's Goals policies, risk financial integrity, nor fail to demonstrate an acceptable level of foresight.

Consequently, the Superintendent/Secretary-Treasurer shall not:

- 4.5.1 Prepare a district budget and approve school budgets which neglect Board policies.
- 4.5.2 Fail to provide opportunities for input from students, parents, staff and the community in the development of the budgets of the district and each school.

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- 4.5.3 Prepare budgets which contain insufficient detail to enable reasonably accurate projection of revenue and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 4.5.4 Fail to inform the Board in a timely manner of any material deviation from the approved or anticipated budget, including an appropriate action plan.
- 4.5.5 Budget insufficient funds for Board meetings, communications and development, and fiscal audits.

4.6 Assets

The Superintendent/Secretary-Treasurer shall not fail to protect and maintain, and shall not unnecessarily risk, the assets of the school district.

Consequently, the Superintendent/Secretary-Treasurer shall not:

- 4.6.1 Fail to insure against theft, casualty, and liability losses to Board members, staff or the organization itself in accordance with provincial legislation and policy.
- 4.6.2 Allow uninsured personnel access to material amounts of funds.
- 4.6.3 Fail to provide a program of regular and preventative maintenance.
- 4.6.4 Unnecessarily expose the organization, the Board or staff to claims of liability.
- 4.6.5 Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 4.6.6 Invest or hold funds in insecure instruments.

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- 4.6.7 Acquire, encumber or dispose of real property without Board approval. This shall include determination of the following:
  - a) site selection;
  - b) partnering selection;
  - c) budget allocation;
  - d) development concept.
- 4.6.8 Fail to consider the protection of the cultural, heritage and environmental assets of the school district.
- 4.7 Communications with and Support to the Board
 

The Superintendent/Secretary-Treasurer shall not fail to keep the Board informed and supported in its work.

Consequently, the Superintendent/Secretary-Treasurer shall not:

  - 4.7.1 Fail to assist the Board in formulating policies, offering options and implications.
  - 4.7.2 Fail to submit the required monitoring data in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
  - 4.7.3 Fail to report in a timely manner:
    - a) actual or anticipated noncompliance with any policy of the Board;
    - b) relevant trends;
    - c) anticipated adverse media coverage;
    - d) material external and internal changes which have implications for Board policy.
  - 4.7.4 Fail to marshal as many staff and external points of view, issues and options as the Board requires to make informed choices.

<b>REFERENCE:</b>	<b>ADOPTED:</b>	<b>04-03-30</b>	<b>NUMBER: 400</b>
	<b>AMENDED:</b>	<b>09-02-24</b>	

- 4.7.5 Present information in unnecessarily complex or lengthy form.
  - 4.7.6 Issue information known to be inaccurate or an unfair representation of the district's operations.
  - 4.7.7 Fail to provide a mechanism for official Board, representative or committee communications.
  - 4.7.8 Fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to representatives or task groups duly charged by the Board.
- 4.8 Long-Term Planning
- The Superintendent/Secretary-Treasurer shall not fail to plan in a long-term and strategic manner to ensure that the Board's Goals priorities are being addressed.
- Consequently, the Superintendent/Secretary-Treasurer shall not:
- 4.8.1 Fail to ensure opportunities for the participation of students, staff, parents and the community in the development of school and district plans.
  - 4.8.2 Operate without a strategic communication plan.
- 4.9 Executive Succession
- The Superintendent/Secretary-Treasurer shall not fail to provide executive services to the Board.
- Consequently, the Superintendent/Secretary-Treasurer shall not:
- 4.9.1 Fail to ensure that a plan is in place for executive succession.



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<b>REFERENCE:</b>	<b>ADOPTED: 01-02-20</b>	<b>NUMBER: 1050</b>
	<b>AMENDED: 09-04-28</b>	

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**POLICY**

**COMMUNICATIONS AND PUBLIC RELATIONS**

The Board of Education is committed to a communication plan that is accurate, clear, relevant, timely, effective and that meets the needs of its educational partners.

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**REFERENCE:****ADOPTED: 01-02-20****NUMBER: 1050****AMENDED: 09-04-28**

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### **REGULATIONS**

1. Ensure that all Board communications support and inform the Board's vision, mission and goals.
2. Promote effective, balanced and civil communications and facilitate consensus building and accountability.
3. Promote the means for the people of the school district to participate in district planning and to be informed about education issues, available services and provincial and district goals.
4. Establish effective communication links with:
  - a) the community it serves;
  - b) the internal organization of the school district;
  - c) other school boards;
  - d) other local governing bodies and community agencies;
  - e) Ministry of Education, Skills and Training.
5. Operate within a Board communications plan which identifies:
  - a) with whom the Board communicates;
  - b) what is communicated;
  - c) when communications activities occur;
  - d) the means of communications.
6. Support the development of communication skills.

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<b>REFERENCE:</b>	<b>ADOPTED: 86-01-28</b>	<b>NUMBER: 1100</b>
	<b>AMENDED: 04-11-30</b>	

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**POLICY**

**PARTICIPATION OF THE PUBLIC AT SCHOOL BOARD MEETINGS**

The Board welcomes public participation at School Board Meetings. It encourages the public to follow procedures as outlined in addressing concerns.

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**REFERENCE:**

**ADOPTED: 86-01-28**

**NUMBER: 1100**

**AMENDED: 04-11-30**

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**REGULATIONS**

1. The Board suggests the following order of procedures for the public to use when a concern exists:
  - a) try to solve the problem at the level of the concern; e.g.: teacher or non-teaching staff member, etc.
  - b) meet with principal or immediate supervisor of teacher or non-teaching staff member;
  - c) meet with Superintendent or Secretary-Treasurer;
  - d) discuss the issue with an individual Trustee, except for personnel & staffing
  - e) present case to the Board of School Trustees;
  - f) petition the Minister of Education and notify the School Board.
2. Individuals or groups wishing to present a concern to the Board may be placed on the agenda by contacting the Superintendent at least one week prior to the meeting of the Board and indicating the nature of the concern.
3. Delegations must appoint a spokesperson who will present the main issues to the Board.
4. The Board makes an effort to respond as promptly as possible to the presentations made by delegations, acting to resolve the issue either later in the same meeting or at a subsequent meeting. The timing of the Board's response relates to the nature of the issue presented.
5. If, while attending a School Board Meeting, a member of the public has a general question or comment, this may be asked or stated at the question period at the end of the meeting.
6. Oral presentation of complaints about individual employees of the Board will not be permitted at Board Meetings. Such charges or complaints should be presented to the Board in writing indicating that the steps outlined in #1 above have been followed and should be signed by the person or persons making the charge or complaint.

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<b>REFERENCE:</b>	<b>ADOPTED: 89-10-24</b>	<b>NUMBER: 1200</b>
	<b>AMENDED: 04-11-30</b>	

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**POLICY**

**PARTICIPATION OF SCHOOL BOARD MEMBERS IN PUBLIC MEETINGS**

The Board welcomes the opportunity to participate in public meetings called by others as a method of explaining school district policy and procedures to the public. Individuals or organizations sponsoring such meetings are requested to follow procedures as outlined in Board Regulations when planning and conducting such meetings.

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**REFERENCE:**

**ADOPTED: 89-10-24**

**NUMBER: 1200**

**AMENDED: 04-11-30**

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**REGULATIONS**

1. The Board requests that the following procedures be followed when Trustees and Board personnel are asked to attend a public meeting:
  - a) invitations extended at least two weeks before the meeting;
  - b) an agenda for the meeting be provided at least two weeks before the meeting;
  - c) Trustees should be informed about what questions they may be asked and what information they may be requested to provide at least a week before the meeting in order to allow time to prepare the material and information;
  - d) an impartial and capable chairperson should be named, particularly if the meeting has been called to discuss controversial topics;
  - e) suitable facilities be provided.

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<b>REFERENCE:</b>	<b>ADOPTED: 85-01-22</b>	<b>NUMBER: 1500</b>
	<b>AMENDED: 05-04-26</b>	

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**POLICY**

**PARENT ADVISORY COUNCIL**

In order to encourage the participation of parents/guardians and others in the education of the children and in accordance with the School Act, each school shall have a Parent Advisory Council.

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**REFERENCE:**

**ADOPTED: 85-01-22**

**NUMBER: 1500**

**AMENDED: 05-04-26**

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**REGULATIONS**

1. There will be only one Parent Advisory Council for each school and it shall be recognized by motion of the Board of School Trustees for School District No. 10 (Arrow Lakes).
2. a) Burton Elementary School and Edgewood Elementary School may be considered as one school for the purpose of this Policy and may have one Parent Advisory Council for the three schools combined.  
  
b) The Board will approve, by motion at a regular meeting, the creation of one or more Parent Advisory Councils in the Southern Zone on the advice of the existing Parent Advisory Council(s).  
  
c) Schools in Nakusp may combine Parent Advisory Councils or create individual Parent Advisory Councils in the same ways as outlined for the Southern Zone.
3. All parents of students in each school will be permitted to participate fully in the Parent Advisory Council for the school or schools which their children attend.
4. Any membership fee adopted by a Parent Advisory Council will be voluntary. Non-payment will not exclude a parent from full participation in the Parent Advisory Council.
5. Parent Advisory Councils may allow other members of the community to join the Council, but non-parents may not vote.
6. Principals and Vice-Principals may be non-voting members of the Parent Advisory Council for their school.
7. Any constitution, bylaws or other regulating documents of a Parent Advisory Council must be approved by the Board of School Trustees for School District No. 10 (Arrow Lakes), and a copy filed with the Principal and the Superintendent of Schools. Any amendments to these documents must be approved by the Board of School Trustees of School District No. 10 (Arrow Lakes) and copies filed with the Principal and Superintendent of Schools.



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**REFERENCE:****ADOPTED: 85-01-22****NUMBER: 1500****AMENDED: 05-04-26**

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8. Bylaws of a Parent Advisory Council must be in accord with the School Act, Section 8 and this School District No. 10 policy.
9. Parent Advisory Councils should not allow discussion of personnel or individual student issues at a public meeting. The Councils must, through discussion with the principal, establish procedures in its bylaws to allow parents to obtain Parent Advisory Council help, if needed, in such cases. In general, issues related to personnel or individual student issues should be addressed following procedures established in Bylaw No. 4 and other pertinent Board Policies.
10. Staff may attend Parent Advisory Council meetings and are encouraged to do so. It is the Principals' responsibility to ensure that all staff are kept informed of Parent Advisory Council activities and concerns.
11. Insurance coverage for PAC members will be only as provided by the District's participation in the School Protection Program Self-insured Comprehensive General Liability.
12. Parent Advisory Councils may use school facilities to hold meetings, subject to Board Policy No. 3510. School supplies and equipment may be used only with the prior approval of the Principal.
13. Parent Advisory Councils will receive \$250 each from the School District each September to meet incidental expenses. An on-going accounting of those funds must be sent to the Secretary-Treasurer on or before June 30 of each year. If a Parent Advisory Council is dissolved, all its assets will accrue to School District No. 10, until such time as another Parent Advisory Council is established to replace the one dissolved. The assets will then be turned over to the new Parent Advisory Council.

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<b>REFERENCE:</b>	<b>ADOPTED: 92-01-28</b>	<b>NUMBER: 1510</b>
	<b>AMENDED: 05-04-26</b>	

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**POLICY**

**DISTRICT PARENT ADVISORY COUNCIL**

In order to encourage broader participation of the part of parents in the education of their children and in School District No. 10, a District Parent Advisory Council shall be established.

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<b>REFERENCE:</b>	<b>ADOPTED: 92-01-28</b>	<b>NUMBER: 1510</b>
	<b>AMENDED: 05-04-26</b>	

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### **REGULATIONS**

1. The District Parent Advisory Council will be composed of one representative elected by each Parent Advisory Council in this district, and a Trustee appointed by the Board for this purpose.
2. The District Parent Advisory Council and/or the School Board may add other community representatives for a term of one year or less.
3. The constitution, bylaws or other regulating documents of the District Parent Advisory Council and any amendments must be approved by the Board of School Trustees for School District No. 10 (Arrow Lakes).

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**REFERENCE:****ADOPTED: 05-04-26****NUMBER: 1515****AMENDED:**

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## **POLICY**

### **VOLUNTEERS / COMMUNITY COACHES**

The Board believes that the education of students is an undertaking that should be shared among its employees, parents/guardians and members of the community. The active involvement of parents/guardians 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/guardians and the community.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, environments for students. Therefore, the use of volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers. The School Board, through its employees, must maintain control of school programs and school-sponsored activities.

The delivery of effective services to students requires harmony between school staff and volunteers.

This policy and its associated administrative procedures are to be considered “rules” within the meaning of Section 7.1 and 85(2)(c)(v) of the School Act and to be construed in accordance with the terms of the School (Protection of Parent Volunteers) Amendment Act, 2001.

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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## **REGULATIONS**

### 1. Definitions

1.1 “Parent or guardian” means a parent or guardian, as defined in the School Act, which reads:

“**parent**’ means, in respect of a student or of a child registered under section 13,

(a) the guardian of the person of the student or child,

(b) the person legally entitled to custody of the student or child, or

(c) the person who usually has the care and control of the student or child.”

**‘guardian of the person’** when used in reference to a student or child, means guardian of the person of the student or child within the meaning of the Family Relations Act.”

1.2 A volunteer is a parent/guardian or other person who has made a commitment that has been accepted by a school to assist the school by handling a number of tasks, at or for the school, without expectation of compensation.

1.3 This policy does not apply to students and to school staff members who volunteer.

### 2. The Role of Volunteers and Relationships with School Staff

2.1 Volunteers must not be used to provide services that would result in the displacement of an employee (School Act s. 26.1(1), 85(4)).

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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2. The Role of Volunteers and Relationships with School Staff - con't

2.2 Volunteers should function as complementary extensions of the staff responsible for the teaching/learning situation; they should not undertake tasks that require their making program or educational decisions.

2.3 Volunteers must not be assigned tasks that would violate the privacy of students or their families and shall not be provided access to student records, except that contact information may be provided, where required (e.g., for callback programs).

3. Staff Responsibilities for Volunteers and Volunteer Programs

3.1 General

3.1.1 Recruitment, selection, assignment and training of volunteers is done at the local school level. Interested individuals should contact the local school Principal or designate. District-wide protocols and forms shall be used.

3.1.2 The Principal or designate shall be responsible for:

3.1.2.1 Defining tasks assigned to volunteers, in general terms, in consultation with the supervising staff member(s).

3.1.2.2 Screening and selection of volunteers and specific assignments.

3.1.2.3 Orientation and training of volunteers.

3.1.2.4 Decisions regarding the continuation or discontinuation of a volunteer's services or a volunteer-based program.

3.1.2.5 Overall supervision of volunteers and arranging for specific supervision of volunteers.

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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3. Staff Responsibilities for Volunteers and Volunteer Programs - con't

3.1.2.6 Discussion with all staff, volunteers and the school's Parent Advisory Council, the Board policy on volunteers in schools and these regulations, as required.

3.1.3 The Principal may delegate different functions to different staff in respect of different programs and volunteers.

3.1.4 Activities within a classroom shall be coordinated and be under the direction of the classroom teacher. Activities outside a classroom shall be coordinated with and be under the direction of the supervising staff member. The supervising staff member (teacher or other) shall determine the specific tasks assigned to a volunteer.

3.2 Approval of New Volunteer Functions or Programs Relating to Program Delivery

The Principal will advise the Superintendent or designate of any new program delivery initiatives that are to be of an ongoing nature and dependent on volunteer support. The Superintendent or designate will initiate appropriate communication with Unions representing employees.

3.3 Screening, Selection and Assignments

3.3.1 Volunteers are to be selected on the basis of an ability to deal with students, skill in performing needed services, previous related experiences, interest in the work and personal character. Applicants must complete a School Volunteer Information/Application Form, including a release to allow reference checks to be conducted.

3. Staff Responsibilities for Volunteers and Volunteer Programs - con't

3.3.2 The Principal or designate should review the information/application in light of the School Volunteers Screening Checklist and consider the need for reference checks and/or the need to interview the potential volunteer, giving consideration to the nature of the volunteer activity, the extent of supervision by teaching staff and knowledge of the potential volunteer.

3.3.3 All volunteers are required to undergo a criminal records check. When a volunteer will not be under the direction supervision or a teacher or administrative officer and will have regular and ongoing involvement with students, in addition to a criminal records check, an interview and reference checks may be considered by the Principal.

3.3.4 The purpose of an interview is to:

3.3.4.1 Understand the person's character, motivation and interests.

3.3.4.2 Identify the person's talents, skills and certifications relevant to the proposed activities.

3.3.4.3 Assess their suitability to work with students.

3.3.4.4 Consider their potential contributions to the school.

3.3.4.5 Decide whether to accept or reject the offer of service.

3.3.4.6 Specify an appropriate placement of accepted volunteers.



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**REFERENCE:****ADOPTED: 05-04-26****NUMBER: 1515****AMENDED:**

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3. Staff Responsibilities for Volunteers and Volunteer Programs - con't

- 3.3.5 The interviewer is permitted to request a criminal records check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. Circumstances where an interviewer could be more likely to request this type of checking include: minimal direct supervision; student contact which will be extensive or individual in nature; discomfort with interview responses.
- 3.3.6 The School District will pay the costs of a criminal records check where a fee is charged.
- 3.3.7 Should a criminal record search of a volunteer or information from a law enforcement agency indicate a criminal offence or pending charge, the Principal is authorized to notify the Superintendent who shall determine if the offence or offences are such to prohibit participation as a school volunteer.
- 3.3.8 It must be recognized that some applicants will not be suitable for volunteer work in a school setting.
- 3.3.9 Interviews, reference checks and criminal record checks shall be documented.
- 3.3.10 All information obtained through the application forms and interview is to be treated as confidential and only disclosed, as necessary, to staff with whom the volunteer works. Criminal record information is only disclosed, as necessary, for making a decision on the suitability of the applicant.
- 3.3.11 Assignments must take into account the volunteer's interests and abilities.
- 3.3.12 A volunteer's services may be terminated at the discretion of the Principal.

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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3. Staff Responsibilities for Volunteers and Volunteer Programs - con't

3.4 Orientation

3.4.1 An orientation program for volunteers should be conducted by the Principal or designate, when needed. The orientation process may include where applicable:

3.4.1.1 A general orientation to the school.

3.4.1.2 Processes of signing in by volunteers.

3.4.1.3 Staff responsibilities with respect to volunteers.

3.4.1.4 Review of school confidentiality protocol.

3.4.1.5 Confidentiality requirements for volunteers.

3.4.1.6 Emergency procedures, including emergency evacuation.

3.4.1.7 School code of conduct and relevant District policies, including: anti-discrimination and harassment policies; overview of the special programs and/or services at the school; review of applicable Collective Agreement provisions; accident procedures, including reporting of incidents; school calendar.

3.4.2 The supervising staff member shall provide any necessary supervision or direction specific to the individual's tasks, with particular attention to procedures relating to the safety of students.

3. Staff Responsibilities for Volunteers and Volunteer Programs - con't

3.4.3 Where a volunteer works directly and not under the direct supervision of a teacher, with a student who has a medical condition that could foreseeably result in a medical emergency (e.g., anaphylactic shock) to which the volunteer may have to respond, the volunteer shall be provided with appropriate information, with the consent of the student's parent/guardian or of the student, if of appropriate age and capacity. If there is no consent, the volunteer should not work with the student, if not knowing about the medical condition could compromise the student's safety.

3.4.4 Where a volunteer works directly and not under the direct supervision of a teacher with a student whose behaviour, under certain conditions, could constitute a safety risk to the volunteer, the volunteer shall be provided with appropriate information, with the consent of the student or student's parent/guardians. If such a consent is not obtained, the assignment shall be adjusted so that there is no foreseeable safety risk to the volunteer.

3.5 Supervision and Monitoring of Volunteers

3.5.1 Volunteers who are not under the direct supervision of a teacher must report to the office on arrival at the school, unless other arrangements have been made or approved by the Principal or designate.

3.5.2 Schools will maintain a log book to record the date, name and activity engaged in by any volunteer who are not under the direct supervision of a teacher.

3.6 Notification of Parents/Guardians

Principals or supervising staff members are encouraged to inform parents/guardians when their child is working on a regular basis as an individual or on a group basis with a volunteer.

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**REFERENCE:**

**ADOPTED: 05-04-26**  
**AMENDED:**

**NUMBER: 1515**

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4.0 Conduct of Volunteers

4.1 Volunteers are required to:

4.1.1 Meet all the criteria of conduct and deportment required of School District staff, including the District harassment and non-discrimination policies.

4.1.2 Not be under the influence of or in possession of illicit drugs or alcohol while students are under their care, while on school property, at school-sponsored functions, on extra-curricular trips or at any activities involving students.

4.1.3 Maintain confidentiality and keep all information received and observations made about students, families and staff, within the confines of the school.

4.1.4 Have no access to student records.

4.1.5 Direct all questions and concerns through District protocols.

4.1.6 Comply with all relevant and applicable legislation, including the Human Rights Code.

4.2 Complaints about volunteers should be handled by a supervising teacher or the school Principal, or a person with general responsibility for volunteers.

5. Special Provisions Governing Community Coaches

5.1 A community coach is a coach of a school team who is not a teacher in the School District.

5.2 A community coach must have a staff sponsor. A staff sponsor is a district employee.

5.3 Community coaches and their staff sponsors must comply with the British Columbia Sports' Association guidelines and policies.

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**REFERENCE:****ADOPTED: 05-04-26****NUMBER: 1515****AMENDED:**

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5. Special Provisions Governing Community Coaches - con't

- 5.4 Community coaches must be determined by the administration to have the necessary ability to work with young people and the appropriate level of training required for the sport and age level in question in accordance to the British Columbia Sports' Association guidelines and policies, especially in high risk sports such as gymnastics, rugby and wrestling. A copy of the qualifications of the community coach and other pertinent data should be kept at the school.
- 5.5 The staff sponsor will report to the Principal, on a regular basis, about the program and schedules of the team(s).
- 5.6 Staff sponsors are expected to be in the building during practices or should arrange for a designated staff contact for those times when the sponsor is not present. Staff sponsors must be present at all games, tournaments and travel events of that team. In a secondary school, the Principal or Vice-Principal may choose to take responsibility for waiving this requirement with some community coaches at his/her discretion for games, tournaments and travel events not involving overnight travel. Parents/guardians should be advised of all travel and supervision arrangements.
- 5.7 Student coaches and coaches under nineteen (19) years of age must be under the direct supervision of a teacher sponsor at all times.
- 5.8 Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.
- 5.9 The Principal may waive the requirement for a staff sponsor, on a temporary basis, where satisfied that student safety will not be compromised. Student coaches should have a staff sponsor present.

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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6. Approval of Volunteer Support in Areas Normally Handled by CUPE Personnel

- 6.1 Initiatives that require volunteer support in areas of maintenance or construction work normally performed by CUPE personnel (e.g., construction of playground equipment) will be communicated to the Secretary-Treasurer who will initiate appropriate communication with the CUPE Executive.
  - 6.1.1 A detailed plan, including a sketch of the proposed project, showing location on the school site (if applicable) is to be forwarded to the Secretary-Treasurer.
  - 6.1.2 The project will be reviewed by the District Safety Officer and Maintenance personnel to ensure safety of the students and no potential interference with maintenance of buildings and grounds or to underground services.
  - 6.1.3 The project, after being reviewed by the District Safety Officer and Maintenance personnel, will be returned to the Secretary-Treasurer for review with the Union Executive for their support.
  - 6.1.4 In all cases, the project will be supervised by an appropriate District Maintenance worker that will be provided by the District.
- 6.2 Initiatives requiring volunteer support in all other areas of work normally performed by CUPE personnel will be communicated to the Secretary-Treasurer who will initiate appropriate communication with the CUPE Executive.

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**REFERENCE:**

**ADOPTED: 05-04-26**

**NUMBER: 1515**

**AMENDED:**

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7. Liability, Insurance and Expenses

- 7.1 Claims (other than for libel or slander) against volunteers for damages or acts or omissions in providing volunteer services for the Board are barred by Section 94 (1.1) of the School Act, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct. The Board's liability insurance coverage applies to volunteers in the same way as it does to employees.
- 7.2 Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the School Board, the volunteer must promptly provide all information to the school to enable the school to inform its insurers. Failure to do so may prejudice coverage.
- 7.3 No honorarium or fee for services may be paid to volunteers.

## Volunteer Application Form

School District No. 10 (Arrow Lakes) Volunteers' Safety Check Application

Thank you for expressing interest in volunteering in our district.

In order to help secure the safest possible environment for students, it is the policy of the School Board that all volunteers complete a copy of the Volunteers' Safety Check Application.

School: \_\_\_\_\_

Name: \_\_\_\_\_

Last/First/Initial

Address: \_\_\_\_\_

Street/City/Province/Postal Code

Telephone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Please note: Volunteers' Safety Check Application (attached) forms part of Policy No. 1515

1. Are you currently a Block Parent? Yes/No
2. Have you ever been convicted of a criminal offence? Yes/No
3. Are there currently any outstanding criminal charges against you? Note: A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of the Volunteer activities and the circumstances related to the charge or conviction will be considered). Yes/No
4. Do you know of any reason why you should not participate as a volunteer where you will be in contact with children? Yes/No
5. Do you have any communicable or infectious disease? Yes/No

If any of the above questions are answered YES, please provide details in the space provided below. Confidentiality will be respected. Include at least one authority (name, position and telephone number) with whom we may discuss matters and confirm details.

6. Please provide the name, address and telephone number of two character references. (Please use the back of this form).

I certify that the information given in this form is true and correct and agree that falsification or omission of information called for may result in my removal as a volunteer. To ensure the safety and well-being of children, permission is hereby granted to conduct any investigation including a criminal record search, that may be deemed desirable regarding the information contained in this form.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Character References(to be completed as part of the Volunteers' Safety Check Application)

Please provide the name, address and telephone number of two character references.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## VOLUNTEER COACH APPLICATION FORM

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone:(H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax: \_\_\_\_\_

1) Coaching Qualifications:

Certification Level Theory:

Date Completed:

Certification Level Technical:

Date Completed:

Date Completed:

Date Completed:

2) Previous Coaching/Training Experience

School System:

Community/Other

3) Coaching Philosophy

4) For which activities would you like to volunteer, and at what level?

Activity:

Level:

Activity:

Level:

5) Personal History:

a) Have you ever been or are you currently under probation or suspension from coaching duties within any school or community program?

Yes

No

b) Have you ever been charged or convicted for a criminal offense?

Yes

No

If yes for 5 a) or 5 b) please provide details:

6) Medical

a) Do you know of any medical condition that may hamper or affect your ability to carry out coaching activities?

Yes

No

b) If yes, please provide details:

7) References

Please provide the names and contact information for two (2):

Coaching References:

a) Name  
Relationship  
Telephone

b) Name  
Relationship  
Telephone

Personal Reference:

a) Name  
Relationship  
Telephone

1. I agree to have a Criminal Record Check conducted and returned to the principal of \_\_\_\_\_ School prior to commencing any activity.
2. I understand and agree to uphold the principles and goals of extra-curricular activities at \_\_\_\_\_ School.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

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**REFERENCE:**

**ADOPTED: 97-05-27**

**NUMBER: 1520**

**AMENDED:**

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**POLICY**  
**INSURANCE EXTENSION TO PAC ACTIVITIES**

**1. Availability of Liability Insurance Coverage**

1.1 The school district's insurance coverage through the Schools Protection Program, enables third party legal liability insurance coverage to be extended to include Parent Advisory Councils (PAC), their members and employees:

- a) Where the PAC has been recognized by the Board (Policy 1500);  
and
- b) While they are engaged in activities connected to the School District.

1.2 PAC's retain the option to independently obtain liability insurance on their own account. Other risks, such as property damage or embezzlement of PAC funds are not covered.

**2. Coordination of insurance with the PAC**

2.1 Since insurance coverage is based on the activity being connected with the School District, PAC's are responsible to ensure insurance coverage by obtaining the Principal's sanction for the activity.

2.2 In order to minimize the risk of incidents and the costs of insurance, PAC's are responsible to communicate with Principals regarding the organization and operation of their activities.

2.3 If (a) a Principal considers a proposed PAC activity to be unacceptable due to its nature or inherent risks; (b) is unsuccessful in influencing the PAC to modify the proposed activity; and (c) the Superintendent of Schools concurs with the concern; then the Principal should disassociate the PAC activity from the School District by refusing to provide access to facilities and resources and refusing to accept funds generated by the activity.

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**REFERENCE:**

**ADOPTED: 97-05-27**

**NUMBER: 1520**

**AMENDED:**

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**2. Coordination of Insurance with the PAC - con't**

2.4 Principals are responsible to communicate to PAC's:

- a) Liability risk management practices which the school utilizes with respect to the type of activity planned by the PAC; and
- b) The district's reporting procedures for any incidents which may occur and any claims which may arise.

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<b>REFERENCE:</b>	<b>ADOPTED: 84-06-19</b>	<b>NUMBER: 2010</b>
	<b>AMENDED: 97-11-25</b>	

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**POLICY**

**SUPERINTENDENT OF SCHOOLS**

The Board employs a Superintendent of Schools as its Chief Executive Officer and Chief Educational Officer.

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**REFERENCE:****ADOPTED: 84-06-19****NUMBER: 2010****AMENDED: 97-11-25**

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### REGULATIONS

Duties of the Superintendent of Schools:

The Superintendent of Schools is the Chief Executive Officer of the School Board. He has general responsibility for advising the Board on matters arising in all areas of Board jurisdiction, for recommending appropriate policies to the Board in these areas, and for implementing the policies adopted by the Board. In the execution of this general function, the Superintendent of Schools shall give particular attention to the following:

1. Determining present and future educational needs of the school district and developing short and long-range plans for meeting those needs that are in accord with the District's Mission Statement;
2. Evaluating the operation of all aspects of the educational system and providing reports to the Board which will keep it informed on school system functioning;
3. Coordinating and integrating educational programs, physical facilities, and financial and human resources within the school district;
4. Providing leadership and fostering conditions which will ensure the improvement of the educational program, the efficient use of resources, and the effective performance of personnel;
5. Designing and staffing an organization which will ensure that educational and administrative functions are carried out effectively;
6. Developing specific procedures and regulations for the implementation of Board policies;
7. Carrying out such specific responsibilities as from time to time may be delegated to him by the Board;



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**REFERENCE:****ADOPTED: 84-06-19****NUMBER: 2010****AMENDED: 97-11-25**

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8. Acting on behalf of the Board, when necessary, in regard to matters not empowered to the Superintendent of Schools which must be submitted for ratification to the Board at its next meeting.

In accordance with the provisions of the School Act and Regulations, the Superintendent performs a dual function. On one hand, he is required to provide leadership to the Board in its formulation and implementation of educational policies and on the other hand he is responsible to the Minister of Education for the standard of instruction within the School District and for ensuring conformity of all educational policies, procedures and practices with the School Act and Regulations.

#### A. RESPONSIBILITIES TO THE BOARD

##### 1. School Board Operations

- a) Assists in the development of district goals.
- b) Assists the Trustees to develop policy and to arrange for review and revision of these policies as required, and implements such policy;
  - i) The Superintendent shall have the authority to make decisions in situations not covered by policy but such decisions shall be subject to review by the Board.
- c) Assists the Board in matters relating to its meetings.
- d) Assumes responsibility for evaluation of programs and services within budgetary limitations.
- e) Attends Board and Board Committees meetings when possible.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2010**

**AMENDED: 97-11-25**

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2. Communications and Public Relations

- a) Maintains an effective public relations program and assists the Board and professional staff in developing effective support for the school system.
- b) Maintains a climate of cooperation and communication between the schools and community.
- c) Provides the public with access to information about the education system.
- d) Acts as a spokesman for the District and for the Ministry as required.
- e) Establishes continuing relationships with various individuals, groups and associations.
  - i) Maintains an involvement in the educational community. (ie. Trustees, Officers of School Districts, University Faculties of Education, Provincial/National/International Organizations.)
  - ii) Establishes and maintains a climate of cooperation and communication with representatives of employee organizations.
- f) Facilitates citizens involvement in Education.

3. District Management

- a) Assesses District needs and develops goals and objectives.
- b) Initiates the development of management and leadership goals.
- c) Organizes staff and assigns responsibilities.
- d) Appraises District Staff performance.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2010**

**AMENDED: 97-11-25**

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3. District Management - con't

- e) Evaluates programs when requested by the Board.
- f) Initiates Communications with Board.

4. Educational Programs

- a) Assumes responsibility for the supervision of and for working towards the attainment of the standard of public education set by the Board and the Minister.
  - i) Maintains an effective relationship with professional staff in matters related to the provision of educational services to schools.
  - ii) Develops programs with administrators and staff to assist in the supervision of schools.
  - iii) Encourages programs and practices which develop a sense of pride and accomplishment in the system.
- b) Recommends to the Board district-wide programs that are consistent with the School District and Ministry goals.
- c) Implements attempts to discover community needs.
- d) Direct research and development.
- e) Directs curriculum planning.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2010**

**AMENDED: 97-11-25**

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- f) Implements program evaluation.
  - g) Supervises grade level articulation.
  - h) Monitors extra curricular programs.
  - i) Supervises grading and reporting practices.
  - j) Initiates Special Programs.
5. Finances and Business Management
- a) Assists the Board in the development of District Operational and Capital Budgets and assumes responsibility for translating these into educational programs and services.
  - b) Monitors Accounting and control procedures.
  - c) Monitors purchasing and auditing procedures.
6. Personnel Management
- a) Supervises and recruitment, selection, assignment and evaluation of the educational staff in a manner which facilitates effective performance.
  - b) Promotes in-service education for all professional staff.
  - c) Supervises changes of school administration personnel, transfers, etc. and selects supervisory personnel.
  - d) Approves leaves and professional development programs for the educational staff.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2010**

**AMENDED: 97-11-25**

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- e) Keeps the Board informed on changes to student enrolment figures and their possible impacts.
  - f) Acts as an advisor to the Board in Collective Bargaining situations, participates in contract discussions with the ALTA and provides the Board with background materials as needed.
  - g) Supervises contract administration.
7. Pupil Services
- a) Monitors guidance and counselling services.
  - b) Monitors psychological and social health services.
  - c) Monitors the maintenance of current pupil records.
  - d) Monitors the implementation of District and School discipline policies.
8. Support Services
- a) The Superintendent is responsible for the evaluation of the work of the Secretary-Treasurer.
  - b) Approves the closing of schools for inclement weather or other emergencies.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2010**

**AMENDED: 97-11-25**

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**B. RESPONSIBILITY TO THE MINISTRY**

1. Advises Boards in exercising their duties and powers as specified in the Act, Regulations and Ministry statements.
2. Performs such duties and exercises such powers as are assigned to the Superintendent in the Act, Regulations and Ministry statements.
3. Provides such other assistance to the Ministry as may be required and performs such duties as assigned by the Minister.

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**REFERENCE:****ADOPTED: 84-06-19****NUMBER: 2011****AMENDED: 05-10-11**

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**POLICY**

**EVALUATING THE SUPERINTENDENT/SECRETARY-TREASURER**

Once having employed a Superintendent/Secretary-Treasurer, the Board shares in the responsibility for his or her success. Annual evaluations where board members and the Superintendent/Secretary-Treasurer meet to assess the progress of the school district and the work of the Superintendent/Secretary-Treasurer often provide opportunities for improving performance and for recognizing commendable work.

Through evaluation of the Superintendent/Secretary-Treasurer, the Board shall strive to accomplish the following:

1. Clarify for the Superintendent/Secretary-Treasurer his role in the school system as seen by the Board;
2. Clarify for all Board members the role of the superintendent/secretary-treasurer in the light of his job description and the immediate priorities among his responsibilities as agreed upon by the Board and the Superintendent/Secretary-Treasurer;
3. Develop harmonious working relationships between the Board and Superintendent/Secretary-Treasurer;
4. Provide administrative leadership for the school system.

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**REFERENCE:**

**ADOPTED: 84-06-19**

**NUMBER: 2011**

**AMENDED: 05-10-11**

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### **REGULATIONS**

The Board of Education shall evaluate the Superintendent/Secretary-Treasurer performance as follows:

1. Annually, the Board and Superintendent/Secretary-Treasurer will jointly review the Superintendent/Secretary-Treasurer's job description to ensure that it accurately reflects both Board expectations and the realities of the Superintendent/Secretary-Treasurer's day-to-day responsibilities. To the extent that there are discrepancies, the job description will be modified.
2. Between May 1 and June 30 of each year, the Board will conduct an assessment which will focus on the following three areas:
  - : the district and its needs, objectives and priorities;
  - : the Board and its functioning;
  - : the Superintendent/Secretary-Treasurer and his role performance.
  - : The format of the evaluation will be mutually agreed to by the Board and the Superintendent/Secretary-Treasurer.

The Evaluation will be signed by the Board Chairperson and the Superintendent/Secretary-Treasurer and one copy shall be placed in the Superintendent/Secretary-Treasurer's personnel file. A duplicate copy will be retained by the Board Chairperson (or other designated individual). A signed copy will be given to the Superintendent/Secretary-Treasurer.

3. All evaluation meetings will be in private session and evaluation reports will be considered confidential.
4. As necessitated by the election of new members of the Board and other changing conditions, the Board and Superintendent/Secretary-Treasurer will review both the Board-Superintendent/Secretary-Treasurer relationship and appraisal process. Such review will include analysis of management responsibilities and the respective roles of the Board and Superintendent/Secretary-Treasurer.



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<b>REFERENCE:</b>	<b>ADOPTED: 86-09-30</b>	<b>NUMBER: 2210</b>
	<b>AMENDED: 09-02-24</b>	

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**POLICY**

**PRINCIPALS/VICE-PRINCIPALS**

Upon the recommendation of the Superintendent, the Board approves the appointment of Principals/Vice-Principals to the schools in the district. Principals/Vice-Principals include principals, vice-principals and any other district level Principals/Vice-Principal positions the Board may create.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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## REGULATIONS

### GENERAL RESPONSIBILITIES:

1. Principals/Vice-Principals are responsible to the Board of Education and to the Ministry of Education, through the Superintendent of Schools, for carrying out the policies and directives of the school district, and the provisions of the *School Act*, and the Regulations.
2. The school Principals/Vice-Principal, in accordance with the provision of the *School Act* and its related Regulations as well as Board Policy, is responsible for administering and supervising the school to which he/she has been assigned by the Board of Education.
3. The school Principals/Vice-Principal is expected to provide the educational leadership and management necessary to facilitate the best possible education for each student in the school. To do this, the principal must be knowledgeable about curriculum matters, effective classroom techniques, child growth and development practices and theories, business and personnel practices, communications, the *School Act* and its regulations, local policies and regulations. He/she must also understand the community of the school; must demonstrate initiative and must possess leadership qualities, decision-making skills and suitable credentials. To this end, the principal should ensure that programmes, strategies and procedures are developed and are maintained in the areas of:
  - a) school objectives and policies,
  - b) administration and organization,
  - c) implementation and supervision of curriculum; supervision of instruction,
  - d) evaluation of programme, personnel and resources,
  - e) school and community.

While meeting these five broad areas of responsibility, the Principals/Vice-Principal must work with four important groups - students, parents, staff, and general public.

4. The Principals/Vice-Principal is responsible for the discipline of students.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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5. The Principals/Vice-Principal will allow for a broad range of input into school decision making procedures. The range of input should encompass all who will be affected by the decisions.
6. The Principals/Vice-Principal will strive to improve, coordinate, evaluate and supervise instruction in the school.
7. The Principals/Vice-Principal will perform such other duties as may be assigned by the Board of Education through the Superintendent of Schools.
8. Vice-Principals are responsible for aiding the school principal to carry out all duties and responsibilities outlined in Policy and the *School Act*. Specific duties will be assigned by the Principal.
9. The Board of Education for School District No. 10 (Arrow Lakes) recognize in-school time must be allotted for the daily administration of each school.

In particular, this in-school time is needed for:

- a) Plant Management,
- b) Business Management,
- c) School Organization,
- d) Communication,
- e) Student Counselling & Discipline,
- f) Staff Development Planning,
- g) Instructional Leadership,
- h) Decision Making.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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10. ADMINISTRATIVE TIME:

- a) The Board will use the number of FTE teachers, student enrolment, as well as the school grade range, as guidelines in providing administrative time for Principals/Vice-Principals.

11. AUTHORITY FOR MAINTENANCE OF ORDER:

- a) In schools where there is a Vice-Principal, Administrative Assistant, or Head Teacher and the Principal is absent, he/she shall become the Acting Principal when the Principal is absent.
- b) If both the principal and vice-principal are absent, a teacher shall be appointed as acting principal in according with the Agreement between the Board of Education of School District No. 10 (Arrow Lakes) and the Arrow Lakes Teachers' Association.
- c) In schools where there is no Vice-Principal, Administrative Assistant, or Head Teacher and the Principal is absent, a staff member recommended by the Principal and approved by the Superintendent of Schools shall become the Acting Principal, in accord with the Agreement between the Board of Education of School District No. 10 (Arrow Lakes) and the Arrow Lakes Teachers' Association.
- d) The Principal shall institute procedures to implement this policy on Authority for Maintenance of Order. The procedures must:
  - 1. ensure that the school's teaching staff are made aware of the individual who is to take the principal's place in his or her absence.
  - 2. in the case of a prolonged absence of a school principal for more than a day, the Superintendent shall be informed in writing as to who will be in charge.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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e) In the absence of educational staff, the following personnel are authorized to give such directions and take such action as is necessary to maintain order and protect pupils.

- ◆ secretary
- ◆ custodian
- ◆ bus driver
- ◆ maintenance staff
- ◆ lunch hour supervisors
- ◆ other district employees

f) Where unusual circumstances arise, the Superintendent of Schools shall have the responsibility to delegate authority.

12. The following steps are to be taken in the event of violence or physical attacks on staff or pupils:

- a) Contact the police immediately,
- b) Obtain names and addresses of witnesses,
- c) Contact the Superintendent or in his/her absence, the Secretary-Treasurer immediately,
  - i) The Superintendent or Secretary-Treasurer will make arrangements to consult with the Board's solicitor to determine the course of action regarding a civil or criminal charge.
  - ii) The Superintendent or Secretary-Treasurer will inform the Chairperson of the Board as soon as possible.
- d) Follow steps outlined in Policy Number 4900: Creating Safe Schools: Responding to Violence

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**REFERENCE:****ADOPTED: 86-09-30****NUMBER: 2210****AMENDED: 09-02-24**

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### CODE OF PRACTICE

The Principals/Vice-Principals' role in the school is to direct, guide, and coordinate the educational programme towards excellence. The administrative team must carry out its responsibilities and duties in accordance with the School Act and local Board Policy. The Principals/Vice-Principals major leadership function is the improvement of instruction and learning. To be effective, the Principals/Vice-Principals should acquire and use skills in order to:

1. SET GOALS AND OBJECTIVES
2. DEVELOP EFFECTIVE INTER-PERSONAL RELATIONS
3. INTERPRET AND IMPLEMENT CURRICULUM
4. PROVIDE SOUND AND PERCEPTIVE INSTRUCTIONAL LEADERSHIP
5. ESTABLISH POSITIVE COMMUNITY RELATIONS
6. DISPLAY EXPERTISE IN ORGANIZATION AND MANAGEMENT
7. PURSUE PROFESSIONAL GROWTH AND DEVELOPMENT.

The purpose of the development and extension of these skills is to improve the educational climate of the school and the overall performance of students.

The following is an extended statement of the above points:

#### 1. SET GOALS AND OBJECTIVES

The Principals/Vice-Principal ensures the development and annual review of statements of school philosophy, goals and objectives by;

- knowing and understanding the District Mission Statement, Provincial and District goals and objectives and conveying these to staff and others, as appropriate.

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**REFERENCE:****ADOPTED: 86-09-30****NUMBER: 2210****AMENDED: 09-02-24**

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1. Set Goals and Objectives - con't

- knowing and using the School Act, Administrative Handbook, the School District Policy Books.
- having a clearly defined philosophy of education.
- having a process to determine the needs of the school, students, and the community.
- developing a school philosophy and encouraging input from all interested parties.
- developing strategies to convey school philosophy to teachers, students, parents and community.
- writing clear statements of goals and objectives.
- encouraging the development of goals and objectives by individual staff members.

2. DEVELOP EFFECTIVE INTERPERSONAL RELATIONS

- A. The Principals/Vice-Principal ensures that roles, duties, responsibilities and lines of communication for all school personnel are defined and understood.
- B. The Principals/Vice-Principal establishes and monitors practices which motivate staff and students by:
- setting clear expectations and modelling the relevant behaviours.
  - involving staff and students (where applicable) in decision-making.
  - ensuring frequent and consistent feedback.
  - giving positive reinforcement
  - practising fairness, consistency and equity in procedures.
  - being accessible to staff, students, and parents.
  - keeping people informed.
  - being visible throughout the school.
  - demonstrating genuine interest in teachers' personal and professional growth.
  - encouraging positive attitudes (eg. humour, integrity, and honesty).
  - promoting high self esteem.
  - demonstrating skills in group dynamics and conflict resolution.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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C. The Principals/Vice-Principal maintains open communication with the community (eg) parents, community, organizations, the general public, colleagues, district personnel, schools, colleges and universities.

D. The Principals/Vice-Principal works closely with the school's Parent Advisory Council.

### 3. INTERPRET AND IMPLEMENT CURRICULUM

A. The Principals/Vice-Principal has and pursues the knowledge applicable to curriculum implementation through a knowledge of:

- the major goals and objectives of the curricula.
- curriculum evaluation.
- various teaching strategies.

B. The Principals/Vice-Principal plans for curriculum implementation and assesses the school's needs with reference to school, district, and provincial goals and objectives and the District's Mission Statement.

C. The Principals/Vice-Principal works with the various personnel in the implementation process by:

- identifying the personnel needed.
- assigning staff to meet specific needs.
- integrating the use of support personnel.
- facilitating articulation.
- explaining programmes to students, parents, teachers and community.

D. The Principals/Vice-Principal assists in the identification, selection and provision of appropriate materials and resources.



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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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E. The Principals/Vice-Principal develops a plan to evaluate programmes by:

- analyzing pupils summative and formative assessment data.
- assessing the programme delivery.
- summarizing, interpreting and presenting findings.

4. PROVIDE SOUND AND PERCEPTIVE INSTRUCTIONAL LEADERSHIP

A. The Principals/Vice-Principal, in consultation with the Superintendent, selects and assigns teachers for the greatest potential of meeting school needs and goals by:

- determining vacancy positions consistent with the educational needs of the students.
- knowing and practising thorough and effective selection procedures: eg. interview skills, resume review, reference checks.
- where possible, assigning staff in accordance with their training, skills and experience.

B. The Principals/Vice-Principal determines the instructional needs of the school, in cooperation with the staff, and sets appropriate goals by:

- supporting professional goals of teachers.
- facilitating the communication of school goals.

C. The Principals/Vice-Principal follows the process for the supervision of instruction as determined by the Agreement between the Board of Education of School District No. 10 (Arrow Lakes) and the Arrow Lakes Teachers' Association.

D. The Principals/Vice-Principal uses effective evaluation procedures which:

- meet legal and contractual requirements.
- use consultation during the process.
- are based on objective data.
- culminate in a written report.

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**REFERENCE:****ADOPTED: 86-09-30****NUMBER: 2210****AMENDED: 09-02-24**

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E. The Principals/Vice-Principal supports the instructional efforts of the school by:

- protecting instructional time.
- reflecting district expectations.
- stressing academic excellence.
- creating an orderly environment.
- sharing research with teachers.
- encouraging teachers to share information and expertise.
- articulating instructional expectation/processes with staff, students, community.
- creating a climate of trust.
- providing leadership for the school staff's professional development.
- helping teachers analyze their own performance.
- stating expectations for success.

F. The Principals/Vice-Principal creates a positive climate for teacher growth by:

- developing a collegial support system.
- modelling appropriate behaviours for personal growth.
- maintaining an awareness of research and trends.
- informing staff of appropriate materials.
- sharing appropriate materials and programs with staff.

## 5. ESTABLISH POSITIVE COMMUNITY RELATIONS

A. The Principals/Vice-Principal strives to establish, promote and maintain positive attitudes towards education programmes among community members by:

- selecting and synthesizing school programme information for presentation.
- establishing systems to provide information to public.
- alerting staff personnel of their obligation to handle public contact, establish rapport and provide information.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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B. The Principals/Vice-Principal provides ways in which parents and other interest groups can become productively associated with the school by:

- facilitating the formation of a parent group, assisting in the establishment of its terms of reference, and nurturing its growth.
- communicating information and suggestions from public sources to school level professionals.
- supplying interest groups within the community with topical information.

6. DISPLAY EXPERTISE IN ORGANIZATION AND MANAGEMENT

A. The Principals/Vice-Principal ensures effective management and maintenance of school building and grounds by:

- understanding and working within the School Act and Regulations, District policy and regulations, personnel policies and procedures, and union contracts.
- planning for efficient and flexible use of the school building(s).
- inspecting building, equipment and grounds.
- supervising proper maintenance of building, equipment, and grounds.
- establishing and promoting appropriate procedures and rules for the use of building and grounds.
- providing input to District personnel concerning any maintenance or capital building modification.

B. The Principals/Vice-Principal provides for the acquisition of equipment and supplies by:

- establishing procedures for ordering and receiving necessary equipment and supplies.
- employing efficient accounting procedures.
- anticipating future needs and initiating appropriate procedures to meet those needs.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 2210**

**AMENDED: 09-02-24**

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C. The Principals/Vice-Principal develops and manages the budget by:

- developing with the staff a budgetary process that facilitates the achievement of school goals and priorities.
- ensuring that accounts are monitored and audited on a regular basis.
- determining appropriate means of school-based fund raising.

D. The Principals/Vice-Principal oversees school operations and routines by:

- developing procedures for the placement and assignment of students and instructional staff.
- providing adequate liaison and support for special programmes.
- supervising and improving health, safety and security provisions and advising district staff of needs in these areas.
- developing school rules and regulations, and establishing procedures for their implementation.
- maintaining accurate and appropriate records and files.
- maintaining effective working relationships with non-teaching personnel.

## 7. PURSUE PROFESSIONAL GROWTH AND DEVELOPMENT

A. The Principals/Vice-Principal participates in a continuous programme of professional development by:

- setting personal professional development goals.
- participating in workshops and in-service activities.
- acting as a resource person for professional in-service activities.
- participating in professional organizations.
- keeping informed of current trends, practices and research in the educational field.

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<b>REFERENCE:</b>	<b>ADOPTED: 97-11-25</b>	<b>NUMBER: 2211</b>
	<b>AMENDED: 09-02-24</b>	

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**POLICY**

**EVALUATION OF PRINCIPALS/VICE-PRINCIPALS**

The Superintendent/Secretary-Treasurer shall evaluate Principal/Vice-Principals. Vice-Principals may be evaluated by Principals if so directed by the Superintendent/Secretary-Treasurer.

Evaluations will be based on the commonly agreed upon characteristics of an effective Principal-Vice-Principal, including Administration, Communications within the School and District, Community Relations, Instructional Leadership, Professional Leadership and Student Services.

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**REFERENCE: S.A. 90-94**

**ADOPTED: 84-11-20**

**NUMBER: 3010**

**AMENDED: 97-11-25**

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**POLICY**

**SECRETARY-TREASURER**

The Secretary-Treasurer shall serve as the corporate officer of the Board and shall be responsible to the Board through the Superintendent of Schools for the business administration of the school district including the supervision of non-teaching employees.

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**REFERENCE: S.A. 90-94**

**ADOPTED: 84-11-20**

**NUMBER: 3010**

**AMENDED: 97-11-25**

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### **REGULATIONS**

Duties of the Secretary-Treasurer:

In accordance with the School Act and the Policies of the Board, the duties of the Secretary-Treasurer are as follows:

School Board Operations:

1. To ensure the custody of deeds, leases, agreements, contracts, insurance policies and other such corporate documents;
2. To oversee the custody and affixing of the District's official corporate seal;
3. To attend all Board and Committee meetings and be responsible directly to the Board for the preparation, maintenance and safe preservation of the minutes of all legally constituted Board and Committee meetings;
4. To organize, when necessary, trustee elections in accordance with the School Act and the Municipal Act;
5. To work with the necessary Board Committees in the preparation of tenders, the opening of bids, and the awarding of contracts;
6. To act as advisor and loyal confident of the Board, continually developing and recommending to them alternative policies and procedures regarding a wide range of business matters including:
  - accounting
  - budget control
  - inventory management
  - purchasing
  - insurance
  - financial reporting
  - personnel administration

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**REFERENCE: S.A. 90-94**

**ADOPTED: 84-11-20**

**NUMBER: 3010**

**AMENDED: 97-11-25**

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Communications and Public Relations:

1. To maintain liaison with municipal officials, auditors, bankers, the Ministry of Education and other organizations as required.
2. To receive communications and inquiries directed to the Board or the District and to refer, or respond to, these in accordance with District Policy or practice or as directed.

Finances and Business Management:

1. To prepare the Annual Operating and Capital Budgets in accordance with directions of the Board and as prescribed by the School Act;
2. To establish and supervise sound accounting practices relative to the District's Operating and Capital Budgets;
3. To receive and disburse all funds of the Board in accordance with the provisions of the School Act and regulations;
4. To maintain the general ledger, payroll, and general bookkeeping functions of the District;
5. To prepare and present to the Board such financial statements and management reports as required by the Board;
6. To approve all purchase orders;
7. To prepare and execute all corporate documents (correspondence, by-laws, debentures, agreements, and contracts);
8. To keep all accounts and prepare annual financial statements in accordance with procedures specified by the Ministry of Education;
9. To inform the Board of unauthorized expenditures and proposed expenditures for which funds are not provided in the Operating Budget or any other sources.



Personnel Management:

1. To supervise all non-teaching staff employed by the District;
2. To supervise and assign workload to district staff as directed by the Superintendent of Schools;
3. To analyze non-teaching staff requirements and recommend staffing disposition to the Chief Executive Officer;
4. To effect the negotiation and management of collective and individual agreements with non-teaching personnel;
5. To assist the District's negotiating team in the bargaining process with the Arrow Lakes Teachers' Association and assist the Superintendent in ensuring that all conditions and benefits of the collective agreement are met;
6. To establish sound personnel practices for the recruitment of non-teaching personnel.

Support Services:

1. To plan for district facilities through the development of the annual capital expenditures proposal to the Ministry of Education;
2. To oversee the maintenance and repair of all district facilities (schools, central offices, district resource centre, teacherage, maintenance shop, etc.), the on-going purchase, maintenance and disposal of district-owned equipment (E.T.V. equipment, office equipment, maintenance equipment, furnishings, etc.), and the development of policy relative to such purchases, maintenance and disposal;
3. To supervise the construction of new district facilities and to report to the Chief Executive Officer on the progress of such construction and to make recommendations regarding any variance of the contract/tender governing such construction;

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**REFERENCE: S.A. 90-94**

**ADOPTED: 84-11-20**

**NUMBER: 3010**

**AMENDED: 97-11-25**

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4. To liaise the Ministry of Education Officers/Officials, planners, architects, contractors and project managers relative to district facility construction, alteration and maintenance;
5. To oversee the safe and efficient conveyancing of pupils to and from district schools and all matters pertaining to such conveyancing;
6. To investigate all requests for new transportation routes and for transportation assistance to parents and to present to the Chief Executive Officer such recommendations as are considered necessary;
7. To develop district policy for the purchase, maintenance and disposal of all district-owned vehicles.

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**REFERENCE:**

**ADOPTED: 88-01-26**

**NUMBER: 3011**

**AMENDED:**

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**POLICY**

**EVALUATION OF THE SECRETARY-TREASURER**

The Board of School Trustees believes that performance and harmony are enhanced when the Secretary-Treasurer clearly understands his/her job duties, the priorities assigned to those duties by the Board and the Chief Executive Officer, and the extend to which these duties have been carried out.

**PURPOSES:**

1. To clarify for the Secretary-Treasurer his/her role in the school system as seen by the Board of School Trustees and the Chief Executive Officer.
2. To clarify for Board members the role of the Secretary-Treasurer.
3. To ensure harmonious working relationships among the Board, the Chief Executive Officer, and the Secretary-Treasurer.
4. To establish short and long term goals for the Secretary-Treasurer's operation.
5. To place priorities on the most critical tasks.
6. To improve the Secretary-Treasurer's day-to-day operations as well as to increase job satisfaction.
7. To allow the Secretary-Treasurer to receive feedback on his/her activities and performance from those who direct and supervise him/her.

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**REFERENCE:**

**ADOPTED: 88-01-26**

**NUMBER: 3011**

**AMENDED:**

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**REGULATIONS**

1. A formal evaluation shall take place once annually.
2. The evaluation will be conducted by the Chief Executive Officer.
3. The evaluation shall be based on the Boards written Policy #3010 concerning the duties and responsibilities of the Secretary-Treasurer.
4. The Chief Executive Officer will seek input from a wide variety of groups served by the Secretary-Treasurer.
5. The Chief Executive Officers' report on the Secretary-Treasurer will be put in writing, made available to the Secretary-Treasurer, and discussed with him by the Chief Executive Officer. Subsequently, the report will be presented to the Board.
6. The annual evaluation shall take place in February.
7. By March 31st, the Secretary-Treasurer will describe to the Board activities planned to correct deviations from expected performance, as well as limiting factors.

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**REFERENCE:****ADOPTED: 85-06-25****NUMBER: 3110****AMENDED: 04-11-30**

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**POLICY****SIGNING OFFICERS**

The Signing Officers for School District No. 10 (Arrow Lakes) are the Superintendent/Secretary-Treasurer, with the Chairperson of the School Board, and all Trustees designated by the Board by motion at a Special or Regular meeting of the Board.

In unusual circumstances, when none of the Trustee Signing Officers are available, the Superintendent/Secretary-Treasurer may act as Signing Officer. When this occurs, the Superintendent/Secretary-Treasurer will inform the Chairperson of the Board as soon as practical.

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**REFERENCE:****ADOPTED: 03-01-28****NUMBER: 3150****AMENDED:**

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**POLICY**

**SCHOOL CLOSURE**

The Board of School Trustees believes that one of its major responsibilities is to strive to provide school facilities throughout the District that will allow for operational efficiency and program effectiveness for all students. In keeping with the intent of its philosophies, objectives and major responsibilities, it may from time to time have to consider consolidation or closure of schools.

The Board will receive pertinent data to the educational and economic impact of declining and/or shifting enrollment on the organization of the schools. Should the data indicate an area to be studied for reorganization, the Board will initiate a process of discussion and consultation with parents, staff, and the community by passing a motion of intent to close the identified school or schools. The Board will then consult with the community for a minimum of a sixty (60) day period.

Subsequent to the sixty (60) day period the Board may make a decision to close a school or schools or further review and/or consult on the matter of school closure for an additional thirty (30) days then decide on the school closure(s). This will be implemented in accordance with Board policy and bylaw.

The Board will conduct consultation meetings:

- with school administration (minimum of one meeting)
- with school staff, teaching and non-teaching (minimum of one meeting)
- with the parents and public (a minimum of two meetings)

Notice of the above meetings:

- will be provided to staff by Memorandum (seven (7) days prior to the meeting(s))
- will be provided to parents and public through school newsletters and/or publication in local media sources (seven (7) days prior to the meeting(s))

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**REFERENCE:****ADOPTED: 03-01-28****NUMBER: 3150****AMENDED:**

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**Written Response:**

In order to provide adequate opportunities for written responses to proposed school closure(s) which may include advice, submission may be made to the Board. These submissions may be referred to future public meetings respecting the closure. The correspondent may specifically request that their name and address remain confidential. Written submissions may be made to:

Board of School Trustees  
School District No. 10 (Arrow Lakes)  
PO Box 340  
Nakusp, B.C.  
V0G 1R0

There will be a Discussion Board on School District No. 10 (Arrow Lakes) Website ([www.sd10.bc.ca](http://www.sd10.bc.ca)) and an email address ([closure@sd10.bc.ca](mailto:closure@sd10.bc.ca)) for direct email input.

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 3190**

**AMENDED:**

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**POLICY**

**SCHOOL FUNDS**

The Board holds principals personally responsible for the safekeeping of all funds entrusted to them by either students or the district.



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**REFERENCE:****ADOPTED: 85-06-25****NUMBER: 3190****AMENDED:**

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### REGULATIONS

1. All funds in any particular school shall be under the overall supervision of the principal in that school.
2. Each school will be required to have but one bank account for all funds collected. The funds collected are to be deposited in the name of the school, at a bank, and records of all receipts maintained in the school office. All expenditures from the school account are to be made by cheque, signed by two designated signing officers in the name of the school account (principal, plus a secretary or teacher).
3. A report of all receipts and expenditures must be made to the office of the secretary-treasurer by June 30 of each year. Books of accounts of the school should be kept current and available for review by the secretary-treasurer, the superintendent of schools, or delegates, as required.
4. Under no circumstances should money in cash, draft or cheque form be left on school premises after school hours other than authorized petty cash.
5. Each fund is to be operated on a trust fund basis with its own cash receipts register and cash disbursement register.
6. Prenumbered receipts are to be issued for all cash received.
7. All cash received is to be deposited in the bank.
8. Prenumbered cheques are to be issued for all expenditures other than petty cash expense.
9. Vouchers and receipts are to be retained in support of every expenditure.
10. Bank reconciliations are to be prepared each month.
11. A report should be forwarded to the Secretary-Treasurer of the Board on the status of each fund (as required).

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 3190**

**AMENDED:**

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12. Annual statement of receipts and disbursements for all funds shall be prepared by each school (see Ex. C). This statement may be subject to audit under the provisions of Section 247 (3) of the School Act.

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**REFERENCE:**

**ADOPTED: 89-04-25**

**NUMBER: 3192**

**AMENDED:**

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**POLICY**

**AUDIT OF SCHOOL ACCOUNTS**

The Board directs that the audit of school accounts be completed on a rotational basis as follows:

1. Nakusp Secondary School and Lucerne Elementary-Secondary School will be audited each year by the Secretary-Treasurer.
2. The remaining schools will be audited at least once every two years by the Secretary-Treasurer.

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**REFERENCE:**

**ADOPTED: 87-06-30**

**NUMBER: 3195**

**AMENDED: 04-11-30**

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**POLICY**

**FUNDRAISING**

Any fundraising done in the name of a school must be approved by the school principal.

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**REFERENCE:**

**ADOPTED: 87-06-30**

**NUMBER: 3195**

**AMENDED: 04-11-30**

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**REGULATIONS**

In considering whether or not to approve a fundraising project, the principal should be satisfied that:

1. the event will be adequately supervised, keeping in mind the risks;
2. all necessary licences or permits have been obtained, and
3. school board insurance coverage applies, or that other insurance arrangements have been made.
4. pending the Board approval for Capital alternations.

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<b>REFERENCE:</b>	<b>ADOPTED: 85-06-25</b>	<b>NUMBER: 3281</b>
	<b>AMENDED: 97-11-25</b>	

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**POLICY**

**PURCHASING**

The Board recognizes its responsibility to supervise purchasing procedures used in the district.

Further, the Board delegates the responsibility for the day-to-day supervision of such accounting and purchasing procedures to its Secretary-Treasurer.

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 3281**

**AMENDED: 97-11-25**

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**REGULATIONS**

A. General:

1. Where a contract or purchase is sufficiently large to merit obtaining quotations, local businesses and suppliers shall be given the opportunity to compete.
2. The lowest or any price will not necessarily be accepted.
3. In the absence of differences in quality and/or service, price shall be the primary determining factor in choosing the supplier or contractor.
4. The Secretary-Treasurer is authorized to issue purchase orders for the school district.
5. The Superintendent of Schools is also authorized to issue purchase orders for the school district.

B. Purchase Procedure:

1. Each school in the District is supplied with the standard Purchase Order form.
2. The originator should list the following:
  - a) Quantity required.
  - b) Catalogue number and description (be specific).
  - c) Unit price and total price.
3. The Purchase Order should be signed and coded \* by the Principal and forwarded to the Secretary-Treasurer.

\* Schools must indicate the account to which the purchase cost is to be charged. Purchase orders which are not coded will be returned to the originator.

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 3281**

**AMENDED: 97-11-25**

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4. In certain circumstances, some emergency items can be purchased locally from the Petty Cash account established with each school.
5. If a school encounters difficulties with suppliers, the Principal is encouraged to contact the Secretary-Treasurer re the problem and the district will follow-up on the concern.

C. Extraordinary Purchases:

1. The normal procedure for handling purchase orders will be as set down above in the section designated as Purchase Procedure. Schools are expected to follow the normal procedure when making purchases.
2. There will be instances when a school may request a deviation from the normal procedure eg. to make an extraordinary purchase ... extraordinary in the sense that it does not fit well into the normal budget categories, or because of the cost involved, or because the school wishes to by-pass the normal procedure.
3. In such instances, the principal must contact the Secretary-Treasurer and detail the full circumstances of the extraordinary purchase prior to it being made.
4. There will be few purchases which fall into the extraordinary category.
5. The above procedure will eliminate or greatly reduce the "Confirmation Only" type of purchase order, and will also eliminate the receipt of invoices for which there is no authorized purchase order.

D. Petty Cash Procedures:

1. Individual schools may, by arrangement with the Secretary-Treasurer, operate a Petty Cash Fund. Petty Cash Disbursements are deemed to be:
  - emergency supplies required until requisitioned goods arrive;
  - postage supplies;
  - stationery or short orders



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**REFERENCE:****ADOPTED: 85-06-25****NUMBER: 3281****AMENDED: 97-11-25**

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2. The principal is responsible for the safeguarding and proper use of all school funds. The daily operation of the Petty Cash Fund may be delegated to a teaching or non-teaching staff member.
3. A "Petty Cash Report", signed by the principal, is required each month. This report should be supported by receipts/invoices for each expenditure.
4. Upon receiving the Petty Cash Report, the Secretary-Treasurer will authorize release of sufficient funds to raise the Petty Cash Fund to its initial amount.
5. Principals must keep, or cause to be kept, an accounting of petty cash expenditures.

E. School Fund Accounting:

1. The principal is responsible for the safeguarding and proper use of all funds allocated to the school.
2. Each school is expected to maintain a record of commitments made against each of these funds.
3. This record should be available for examination by the Superintendent, or Secretary-Treasurer during school visits.

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**REFERENCE:**

**ADOPTED: 87-06-30**

**NUMBER: 3340**

**AMENDED: 09-02-24**

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**POLICY**

**BUS DRIVERS - PHYSICAL EXAMINATION**

All school bus drivers, including spare drivers, are required to take a medical examination every year.

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**REFERENCE:**

**ADOPTED: 87-06-30**

**NUMBER: 3340**

**AMENDED: 09-02-24**

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**REGULATIONS**

1. Medical examination forms may be obtained from Ministry of Transportation/Motor Vehicle Branch, Superintendent/Secretary-Treasurer or designate prior to the examination. This form is intended as a guide for the medical examiner.
2. The Board agrees to pay for the medical examination.
3. The Superintendent/Secretary-Treasurer or designate reviews the completed form and advises the employee of any conditions or restrictions which must be met.
4. Completed forms are retained in employee personnel file by the Superintendent/Secretary-Treasurer or designate and considered confidential.

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**REFERENCE:**

**ADOPTED: 84-10-23**

**NUMBER: 3350**

**AMENDED: 97-11-25**

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**POLICY**

**TRANSPORTATION ASSISTANCE**

The Board will assist in the payment of transportation for students who live in School District No. 10 (Arrow Lakes) and who are further than 4 kilometres for Kindergarten to grade 3 students, and 4.8 kilometres for grade 4 - 12 students from a school bus route.

1. "Transportation" means daily transportation from the student's home to the appropriate school or nearest bus stop.

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**REFERENCE:****ADOPTED: 84-10-23****NUMBER: 3350****AMENDED: 97-11-25**

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### **REGULATIONS**

1. The use of "assist" is deliberate. It is not the intent of this policy to pay the total cost of transportation.
2. In order to qualify for assistance each year, the student's parents must make application to the Secretary-Treasurer on the Transportation Assistance Allowance form.
3. The continued payment of the Transportation Allowance is dependent upon the student's regular attendance at school and satisfactory performance. Irregular attendance by the student or unsatisfactory performance may result in a discontinuation of payment.
4. Transportation Assistance rates shall be as approved by the Board of School Trustees. The reimbursement for Transportation Assistance will be for kilometres from home to the nearest school or bus stop, minus 4.0 kilometres for a kindergarten to grade 3 student, and 4.8 kilometres for a grade 4 to 12 student.
5. Full responsibility for safe transportation and insurance coverage rests with the vehicle owner.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 3400**

**AMENDED:**

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## **POLICY**

### **DISPOSAL OF LAND OR IMPROVEMENTS**

The Board recognizes that some existing facilities may become available for disposal due to school closures resulting from declining enrolment or a change in demographics throughout the district.

In order to reduce operating costs and gain efficiencies, the Board will consider the sale or lease of its surplus properties provided that they will not be required for future educational and/or operational purposes.

The method of disposition of surplus properties will be through a public process; this may include:

- public advertising (newspapers and District web site)
- public tender
- public auction
- request for proposals
- listing with real estate agencies.

The Board will apply the following criteria regarding disposals:

- the decision to sell or lease the property is consistent with Ministry policy and regulations
- the business case for selling the property is demonstrable and supportable after consideration of environmental issues, title searches, independent appraised value, and offers.
- the disposition will be at fair market value. Fair market value means the amount, price, consideration or rent that would be obtained by the Board in an arms length transaction in the open market between willing parties acting in good faith.
- that fair market value and/or highest and best use represents the most likely criteria for producing the greatest net return.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 3400**

**AMENDED:**

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- that considerations re market value and highest and best use could be superseded if:
  - a. The property could generate ongoing funding for the district through an educational partnership, or the property could generate ongoing funding, savings, or provide shared services to the district through partnership with other public bodies (i.e. lease arrangement with BC Transit).
  - b. The property has a history of a community relationship and past-usage with a committed organization in the community.
  - c. The property is the only public facility in the community that is suitable for community use.
  - d. The planned use of the property would have significant positive effect on a large number of the citizens that could not be gained in other ways.

The Board reserves the right to not accept any offers made on the property in favor of an anticipated future use.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 3400**

**AMENDED:**

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**Procedures**

**DISPOSAL OF LAND OR IMPROVEMENTS**

1. Prior to the disposition of surplus property, the following will be done:
  - full title search
  - statement of environmental issues relating to the property
  - independent appraisal of the property.
2. The Board will adopt a by-law approving the disposition.
3. The Board will provide the Minister of Education with a copy of the Disposition By-law and written notification of the disposition and allocation of the proceeds.
4. Proceeds from the sale of properties are to be deposited in the Capital Reserve Account of the District except for proceeds from properties that can be clearly identified as having been acquired through local funds. These proceeds are to be deposited to the Local Capital Reserve Account of the District.



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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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**POLICY**

**SCHOOL AND DISTRICT FACILITIES**

The school buildings and facilities are primarily for education and for use of the pupils and, therefore, can only be made available to other groups when it does not interfere with the district's education programs.

The Board of Education accepts the premise that all school facilities are public facilities and should be available to the public on a rental basis as outlined in the Regulations, provided that school programs and activities are given priority.

The responsibility for administering such regulations is vested in the Principal of each school.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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### **REGULATIONS**

For the benefit of organizations desiring the use of school premises and as a policy of a protective nature, the following rules have been established by the Board of Education. Persons found in violation of these rules will be required to leave the premises.

#### **General Provisions:**

1. The Regulations governing the use of school premises apply to all activities within the school building and/or on grounds.
2. The Board reserves the right to define a Schedule of Uses and has the right to refuse any request for use of facilities or equipment.
3. Schools have priority of use and all users are subject to bumping without notice. Notice will be given whenever possible.
4. All school facility users, including employees, must complete a "Rental Agreement for Use of School Facilities" application form. Applications accepted will be on a "first come, first served" basis. Completed application forms must be sent to the Maintenance Foreman at least five (5) working days prior to the requested use of the facility.
5. Any party or organization submitting an application for use of school premises is required to appoint a member of their party or organization to act as their representative in any dealings with the School Board or School Principal.
6. Rental fees **MUST** accompany the application forms signed by the authorized representative of the organizations **BEFORE** considerations will be given to the application. Payment of rental fees is to be made to the School Principal, payable to School District No. 10 (Arrow Lakes).
7. Custodians will open the building **ONLY ONCE** for an activity.
8. Unless special arrangements are made, functions in the school must cease one (1) hour before custodians leave the building. Users must leave the building clean and tidy.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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9. When School Board authorized personnel are not on duty, supervision and cleaning will be paid by the organization using the premises. Authorized School Board personnel must be hired.
10. For weekend use of premises, an authorized employee of the district must open and close facilities. Public functions must be completely covered by such a weekend person.

Responsibilities:

All groups or organizations booking school facilities shall:

- a) assume full responsibilities for adult supervision of the activity involved during the period of booking;
- b) ensure compliance with regulations;
- c) supervise entrances and adjacent areas to ensure that unauthorized persons do not enter the building;
- d) ensure that participants remain within the confines of the area assigned to the group. All other sections of the school will be strictly "Out of Bounds";
- e) ensure that participants stay within the time schedule allocated, and vacate the premises promptly;
- f) have Usage Permit on hand.

Condition of Premises:

All premises are "as is". Users are restricted to the use of the facilities as stated on the approved application form. Tables and chairs will be provided only to the extent that such items are specified on the approved application form.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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There is no guarantee expressed or implied on the part of the Board as to safety, suitability, or condition of the premises used. The user must accept the said premises at his own risk.

Cancellation:

Other than refunding rentals, School District No. 10 (Arrow Lakes) assumes no responsibility whatsoever if last minute cancellations are caused by power failure, furnace failure, inclement weather, regulation of the Fire Marshall, or other causes beyond the control of the Board.

Failure to comply with Usage Regulations could result in immediate cancellation. Facilities Use Applications may be revoked or cancelled at any time. In the event of such revocation or cancellation, there can be no claim or right to damage or reimbursement on account of any loss, damage, or expense whatsoever.

Financial Responsibility:

The User shall be held responsible for any damage to the building, furniture or fixtures resulting from use of the facility. The Board reserves the right to require the renter to provide adequate insurance in a form satisfactory to the Board.

Authorities:

Any person on School Board property as a result of a Facilities Application shall obey the instructions of the principal, custodian, or any other Board employee in authority, and in the event of being requested by such representative to leave the premises, shall do so immediately.

Supervision:

The User must provide adequate supervision at all times to prevent unauthorized persons from entering rooms or hallways not authorized on the rental permit.

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<b>REFERENCE:</b>	<b>ADOPTED: 86-09-30</b>	<b>NUMBER: 3510</b>
	<b>AMENDED: 09-02-24</b>	

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Protection of Floors and Walls:

THE USE OF STREET SHOES OR OTHER FOOTWEAR, WHICH WOULD DAMAGE THE FLOORS OF AUDITORIUM, GYMNASIUMS, OR OTHER AREAS SPECIFIED IN THE LEASE, IS STRICTLY FORBIDDEN. APPLICATION OF POWDERED WAXES OR OTHER SUBSTANCES TO GYMNASIUM FLOORS IS STRICTLY FORBIDDEN.

STAPLES, SCOTCH TAPE, MASKING TAPE, NAILS, OR TACKS ARE NOT TO BE USED ON WALLS, FLOORS, OR FOR DECORATING THE ROOM, HALLS OR STAGE.

Special Facilities:

Use of special facilities will not be rented to organizations. Special facilities include industrial education shops, home economics labs, science labs and computer room.

Holiday Use of Facilities:

The maintenance program will take precedence over use of facilities during the months of July and August, winter vacation and Spring Break.

Janitorial Supplies and Equipment:

Users will not use or have access to janitorial supplies and equipment.

Assistance to Custodial Staff:

Users may, if they so desire, assist custodial staff in moving tables, chairs, equipment and garbage, in order to reduce costs, but in no case may a User do actual cleaning, which MUST be done ONLY by district custodial staff. Rates charged for custodial staff will be as per the Collective Agreement with Local 2450, CUPE.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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**Furniture and Equipment:**

No equipment belonging to the school shall be used without specific permission granted by the principal.

Any organization using the school premises is required to make certain that all equipment and furniture is returned to its proper place immediately after the completion of the activity, all doors and windows are locked, and lights turned off.

Any party or organization using the school premises is required to remove any outside materials or stage properties not later than twenty-four (24) hours after the function has been held, or earlier if required by the principal of the school.

Fixtures and Private Property:

Stage decorations or any other private property may not be left or stored in school without permission of the principal. The Board will not be responsible for any such goods or properties.

Keys:

School keys are not to be issued to non-staff members.

Alcohol:

Alcoholic beverages may not be consumed on school premises without Board approval.

Smoking:

No smoking is allowed in school buildings and on school grounds.

Lost Items:

Any particular article of unknown ownership found on the premises will be turned into the principal's office to which all claims for lost articles should be directed.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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Audience Behaviour

It must be understood that neither the school principal nor the Board of Trustees can accept the responsibility for audience behaviour during any public function that is not a school activity. Any organization using the school premises shall be responsible to the Board of Education for the audience behaviour at the function.

Public Dances:

Public dances can only be held by signing a special agreement with the Board of Education.

Where school facilities are to be used to hold a public dance, regulations concerning allowable footwear will accompany the returned approved "Rental Agreement for Use of School Facilities".

Telephone:

Telephone service will not be made available to parties using facilities, except where a pay telephone is already provided, or in the event of an emergency.

Right of Refusal:

The Board reserves the right to refuse usage by any party.

Use of School Grounds:

1. a) When grounds are reserved by an organization, such organization must sign a contract indicating that it will be responsible for any damage to Board property during its occupation of the grounds.
- b) The Board reserves the right to cancel the use of grounds on short notice. Such cancellation may be due to inclement weather which may cause damage to the grounds. In this regard, it is the responsibility of the User, when adverse weather conditions exist, to check with the Maintenance and Transportation Supervisor to determine whether the grounds are available.

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**REFERENCE:**

**ADOPTED: 86-09-30**

**NUMBER: 3510**

**AMENDED: 09-02-24**

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- c) All conditions, with respect to use of buildings, will apply to use of grounds, and in addition the following:
- i) The organization may use grounds, as specified, only on those hours noted on the approved application;
  - ii) Water saturated or frozen grounds must not be used FOR ANY PURPOSE;
  - iii) The Board reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities;
  - iv) Users of grounds are not permitted inside the school buildings for any purpose, unless previously arranged;
  - v) Parking is permitted only in designated areas.

Liability:

The Board of Education shall not be liable or in any way responsible to any party or organization using school premises in respect of any loss, damage or injury suffered by property owned by such persons or others, however caused. The party or organization desiring the use of the school premises shall indemnify and save harmless the School Board against:

- i) proof of indemnity and insurance must be provided annually to the District
  - ii) any and all liability, loss claims, demands, damages, or expenses, including legal expense, due to or arising out of injury to any person (including injury resulting in death);
  - iii) damage to, loss of or theft of any property of any person arising out of any accident or other occurrence on or about the school premises or any act or neglect by the person using the premises or those over whom it might be expected to exercise control; and
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**REFERENCE:**

**ADOPTED: 88-06-07**

**NUMBER: 3711**

**AMENDED: 04-11-30**

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**POLICY**

**APPLICATION OF PESTICIDES AND HERBICIDES TO DISTRICT GROUNDS**

The Board of School Trustees recognizes the potential hazard of Pesticides and Herbicides application to human health and the environment. All applications of Herbicides and Pesticides shall be discussed with the Board.

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**REFERENCE:****ADOPTED: 88-06-07****NUMBER: 3711****AMENDED: 04-11-30**

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### REGULATIONS

The Board does, however, recognize the fact that situations may arise that would necessitate the use of pesticides or herbicides to ensure the safety of pupils, staff, and the general public.

Should such a situation arise and alternative methods prove ineffective, the Superintendent/Secretary-Treasurer or designate will ensure that:

1. After thorough research, only the safest product available will be employed.
2. Preferably, applications will be made during Spring Break or Summer holidays when school is not in session.
3. If an application must be made during the school year, 72 hours notice must be given to the Principal so that he/she may notify students and their parents.
4. Signs will be placed in areas being treated 72 hours in advance of application indicating that treatment is being made and the type of substance being used.
5. The applicator must possess awareness of safety precautions and thorough knowledge of the product being employed.
6. Safety clothing will be supplied and must be worn at all times where it is warranted for the safety of the applicator.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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**POLICY**

**RECRUITMENT AND SELECTION OF STAFF**

The Board of School Trustees for School District No. 10 (Arrow Lakes) believes that in order to provide the best possible educational programs for our students, it is essential to recruit, hire and retain highly qualified, well-trained, educationally committed and caring employees, who will be committed to working with the Board, other staff and the community to achieve our Mission Statement.

It is therefore the policy of School District No. 10 (Arrow Lakes) that opportunities for employment with the school district are open to all applicants on a competitive basis so that the candidate who is selected is, in the opinion of the selection committee, the most suitable for that position. All factors being equal, priority should be given to applicants who are members of staff. It shall be the Superintendents responsibility to ensure that candidates' stated credentials are documented.

The Board recognizes that, under the School Act, it is the Boards responsibility to hire staff. However, responsibility for the hiring of some staff is delegated to the Superintendent of Schools subject to this policy. The Superintendent of Schools may delegate the responsibility to others, subject to this policy. The Superintendent of Schools will notify the Board of all appointments of teachers and support staff as soon as possible after the appointments are made.

The Board values information and opinions from staff and parents to aid in the selection of employees, particularly administrative employees. Processes established in the Regulations for this policy to hire staff will include ways to gather appropriate information from staff and PAC's when warranted. As more decision-making powers and responsibilities are delegated to the schools and accepted by the staffs, staff members will assume a much greater professional responsibility for their colleagues than is presently reflected in this policy.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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**REGULATIONS**

1. Selection of the Superintendent of Schools/Chief Executive Officer:

When it is necessary to hire a Superintendent of Schools, the following process will be followed:

1.1 A committee composed of all available Board members and chaired by the Board Chairperson will meet to draw up the desired qualifications and characteristics for the position. The Board may ask staff and PAC representatives to sit on the committee, but in any event, the committee will ask for advice from employees, employee unions, PAC's and others. The Board may so chose to hire a recruiting company to assist with the process.

1.2 The position will be advertised provincially, and may be advertised nationally. The advertisement will be based on the list of qualifications and characteristics drawn up by the committee.

1.3 A short-list committee composed of Trustees, the Secretary-Treasurer and a Principal/Vice-Principal will examine all applications received and decide on a short-list of applicants based on the qualifications and characteristics for the position. References for the short-listed candidates will be thoroughly researched. The Committee will then recommend to the Board a final list of candidates for interview. The out-going Superintendent may be a member of this committee.

1.4 The short-listed candidates will be contacted and a schedule for interviews will be established by the Board. Candidates not selected for interview will be notified by letter and thanked for their interest. Short-listed candidates will be provided with information on the district.

1.5 The Committee established in 1.1 above will meet to draw up a bank of questions to be asked of each candidate during the interviews. The committee will ask for advice from employees, employee unions, PAC's and others.

- 1.6 The short-listed candidates will be invited into the district, at Board expense.  
The candidates will have the opportunity to:
- 1.6.1 tour the district and meet with staff;
  - 1.6.2 meet with the out-going Superintendent, if that is possible;
  - 1.6.3 attend an informal social with Trustees, PAC representatives and some representatives of the district's staff.
- 1.7 Each candidate will be interviewed by the Board of School Trustees of School District No. 10 (Arrow Lakes). Each candidate will be asked the same questions, although follow-up questions may differ from candidate to candidate. A representative from the District PAC, ALTA, CUPE and the Principal/Vice-Principal may attend the interviews and may be given the opportunity to ask one question to each candidate. These representatives must agree to respect the confidentiality of the process. The Secretary-Treasurer, out-going Superintendent and or Financial Comptroller may also be present.
- 1.8 At the completion of the interview, the staff representatives and the District PAC representative will be asked for their advice and comments.
- 1.9 The Trustees will then meet in private to select the new Superintendent of Schools. References may again be checked.
- 1.10 When a candidate has been selected, the Chairperson will contact the individual by telephone as soon as possible to offer the position, subject to confirmation of membership in B.C. College of Teachers.
- 1.11 The Board Chairperson and up to two other Trustees will meet the new Superintendent to negotiate a contract of employment based on directions from the full Board. The contract must be ratified by the Board.
- 1.12 The unsuccessful candidates will be notified by telephone as soon as possible and by mail thereafter.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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1.13 The Ministry, staff and general public will be notified of the appointment as soon as possible.

2. Selection of Secretary-Treasurer:

The selection process for hiring a new Secretary-Treasurer will follow the same process as for the Superintendent of Schools, except that:

2.1 The Superintendent will be a member of the selection committees.

2.2 The bank of questions used in the interviews will be drawn up by a committee composed of Trustees selected by the Board, the Superintendent, the out-going Secretary-Treasurer, if possible, a Principal/Vice-Principal, and a CUPE representative. The committee will solicit advice from staff and others.

2.3 Short-listed candidates will be interviewed by the Board and the Superintendent of Schools with a Principal/Vice-Principal representative and a CUPE representative present. The Board and Superintendent will select the Secretary-Treasurer in private.

2.4 When a candidate has been selected, the Superintendent will contact the individual by telephone as soon as possible to offer the position, subject to Policy No. 4700 - Criminal Record Search and the signing of a mutually agreeable contract.

2.5 The Superintendent will meet with the Secretary-Treasurer to negotiate a contract of employment based on direction from the Board. The contract must be ratified by the Board.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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3. Selection of Executive Assistant:

When it is necessary to hire a Executive Assistant, it shall be the responsibility of the Superintendent of Schools and the Secretary-Treasurer to establish a hiring process that includes input from central office staff. It shall be the Secretary-Treasurer's responsibility to negotiate a contract with the individual based on direction from the Board. The contract must be ratified by the Board.

4. Selection of Support Staff:

When it is necessary to hire support staff, it shall be the responsibility of the Secretary-Treasurer to establish a process that ensures:

- 4.1 the participation of Principal/Vice-Principal, the Working Foreman, teachers and support staff when, in the Secretary-Treasurer's opinion, it is appropriate to have any or all of them involved.
- 4.2 all positions are advertised and/or posted as per the Collective Agreement with CUPE, Local 2450.
- 4.3 All positions have suitable criteria established.
- 4.4 References are thoroughly checked.
- 4.5 Where more than one candidate is qualified, interviews are held.
- 4.6 Adherence to Policy No. 4700 - Criminal Record Search.



5. Selection of Principal/Vice-Principal:

When it is necessary to hire a Principal/Vice-Principal for a school, the following process will be followed:

- 5.1 A committee composed of the Superintendent of Schools (as chairperson), Trustees named by the Board, a Principal/Vice-Principal representative, a representative of the school's PAC and no more than four (4) representatives of the entire school's staff, will meet to draw up the desired qualifications and characteristics for the position. If the school has a principal and vice-principal, the Superintendent may add the Principal/Vice-Principal who is remaining on staff to the Committee.
- 5.2 The position will be advertised provincially and locally. The advertisement will be based on the list of qualifications and characteristics drawn up by the Committee.
- 5.3 A short-list committee composed of Trustees appointed by the Board, the Superintendent of Schools, a representative of the school's PAC, an Principal/Vice-Principal representative (in the case of hiring a vice-principal, this will be the principal), and two school staff members selected by the teaching and non-teaching staff members will examine all applications received and decide on a short list of candidates, based on the characteristics and qualifications drawn up for the position. All members of this committee must adhere to confidentiality requirements.
- 5.4 The Superintendent and other delegated by him or her shall thoroughly research references on the short-listed candidates and finalize the short-list. The committee will be consulted on any changes to the short-list.
- 5.5 Candidates not short-listed will be notified by mail and thanked for their interest.

**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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- 5.6 The short-list committee will meet to establish a bank of questions to be used during interviews.
- 5.7 The short-listed candidates will be invited to the district at Board expense. While in the district, the candidates will:
- 5.7.1 meet with representatives of the school's PAC for an interview (either formal or informal). The PAC representatives will meet with a Trustee immediately to discuss their views on the best candidate.
  - 5.7.2 meet with the school staff both informally and for a formal interview that will be chaired by the Superintendent of Schools. The Superintendent will then meet with the staff in private to discuss their views on the best candidate.
  - 5.7.3 if possible, tour the district.
  - 5.7.4 attend an informal social with trustees, staff and PAC representatives.
- 5.8 The short-listed candidates will be interviewed by the Board, the Superintendent of Schools and an Principal/Vice-Principal representative. Questions relating to issues raised by staff and the PAC may be asked. A representative of the staff and the PAC may be present and will be asked for advice at the conclusion of the interviews.
- 5.9 The Superintendent and Board will then meet in private to select a person for the position. If an assistant principal is being hired, the principal will also be present, if possible.
- 5.10 The Superintendent will contact the person selected by telephone to offer the position, subject to membership in B.C. College of Teachers and the signing of the Principal/Vice-Principals' contract. The contract must be ratified by the Board.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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5.11 The unsuccessful candidates will be notified by telephone as soon as possible and later by mail.

5.12 The staff and public will be notified of the appointment as soon as possible.

6. Selection of Teaching Staff:

When it is necessary to hire a teacher for a school in the district, the following process will be followed:

6.1 The principal of the school *will seek to obtain input from* staff to establish the qualifications and characteristics needed.

6.2 The Superintendent will then prepare an advertisement for the position based on the above qualifications and characteristics and on any further criteria the district may wish to add. The position will be advertised in all schools in the district, in local media and provincially. A position may, at the discretion of the Superintendent, be advertised only locally.

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**REFERENCE:**

**ADOPTED: 93-02-09**

**NUMBER: 4100**

**AMENDED: 05-10-11**

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- 6.3 The school's principal will compose a selection committee:
- 6.3.1 draw up a set of criteria based on the advertisement and any further input received, and prepare interview questions;
  - 6.3.2 examine all applications received and prepare a short-list;
  - 6.3.3 thoroughly research references of the short-listed candidates (only the Principal/Vice-Principals may carry out this task);
  - 6.3.4 finalize the short-list based on the reference checks;
  - 6.3.5 invite the short-listed candidates to the school for interviews, at the candidates' expense;
  - 6.3.6 interview each candidate. Each candidate will be asked the same questions, except that follow-up questions may differ.
- 6.4 Upon completion of the interviews, the selection committee will consult with the principal. It shall be the responsibility of the principal of that school to make the decision.
- 6.5 The principal will then notify the successful applicant as soon as possible and offer the position subject to membership in the B.C. College of Teachers and notify the Superintendent as soon as possible.
- 6.6 The principal will notify the unsuccessful candidates as soon as possible by telephone and later by mail. All other applications received will be acknowledged by mail.

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<b>REFERENCE:</b>	<b>ADOPTED: 93-02-09</b>	<b>NUMBER: 4100</b>
	<b>AMENDED: 05-10-11</b>	

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7. Resignations and Retirements:

Resignations and retirements shall be submitted in accordance with the respective collective agreements and personal employment contracts involved. The Board will be informed of all resignations and retirements as soon as possible. Resignations which are not automatic under the Collective Agreement or personal employment contract involved, may be approved by the Superintendent, but must be ratified by the Board.

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**REFERENCE:**

**ADOPTED: 84-10-23**

**NUMBER: 4300**

**AMENDED: 99-11-02**

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**POLICY**

**TEACHER'S LEAVES OF ABSENCE**

The Board recognizes that teachers, at one time or another, are required to participate in activities of a personal or professional nature which require incidental, short term or extended leaves from school time.

In accordance with the Agreement between the British Columbia Public School Employers' Association, British Columbia Teachers' Federation, the Arrow Lakes Teachers' Association, and Board of School Trustees of School District No. 10 (Arrow Lakes), and the Policies and Regulations of the Board, the Board, Superintendent, or Administrative Officer may grant a leave of absence. Unless otherwise provided, all requests for a leave must be made in writing prior to commencing the leave.

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<b>REFERENCE:</b>	<b>ADOPTED: 84-10-23</b>	<b>NUMBER: 4300</b>
	<b>AMENDED: 99-11-02</b>	

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### **REGULATIONS**

1. Where leave is granted without pay, the deduction in salary shall be 1/200th of the teacher's annual salary for each day.
2. Unauthorized absence by a teacher constitutes a breach of the teacher's employment contract. The Board may take action pursuant to the provisions of the School Act and the Provincial Collective Agreement for such absences.
3. Continuation of Fringe Benefits:

Those on approved leave-of-absence may continue to participate in Medical, Extended Health, Group Life Insurance, and/or the Dental Plan provided they make arrangements for the full cost of the premiums for this Plans in advance to the Secretary-Treasurer.

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**REFERENCE:****ADOPTED: 84-05-15****NUMBER: 4400****AMENDED: 09-02-24**

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## **POLICY**

### **PROFESSIONAL DEVELOPMENT**

The Board recognizes the need to support the professional development of all its staff so that they may continue their professional growth. Funds will be allocated in each fiscal year's budget to support professional development. School staffs will be requested to submit staff development plans each year and individual staff members will be encourage to develop personal growth plans.

#### **Definition**

A non-instructional day is a day (or part of a day) on which, with the approval of the Board, students are excused from attendance and teachers shall be subject to the direction of the Board. The Board may authorize a non-instructional day for the district, for one or more schools, or for a part of a school. The number of non-instructional days shall be as established by the Board in accord with the Agreement between the British Columbia Public School Employers' Association, British Columbia Teachers' Federation, the Arrow Lakes Teachers' Association and the Board of Education of School District No. 10 (Arrow Lakes), and the School Act.



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**REFERENCE:**

**ADOPTED: 84-05-15**

**NUMBER: 4400**

**AMENDED: 09-02-24**

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**REGULATIONS**

1. The dates for non-instructional days shall be circulated to schools, staff, parents and community members in accordance with provisions of the *School Act*.
2. Professional development funds agreed to in the Agreement between the British Columbia Public School Employers' Association, British Columbia Teachers' Federation, The Arrow Lakes Teachers' Association and the Board of Education of School District No. 10 (Arrow Lakes), will be administered by the Arrow Lakes Teachers' Association Professional Development Committee.
3.
  - a) Approval for teachers to participate in a Arrow Lakes Teachers' Association sponsored professional development activity requires the approval of the Professional Development Committee (in accord with its procedures) and the school principal. For other staff, approval must be given by the immediate supervisor or the Superintendent (for Principal/Vice-Principals and other administrative staff).
  - b) The Superintendent may authorize other professional development activities for staff.
  - c) Approval shall be granted if it is determined that a suitable substitute can be arranged, that school programs will not be unduly affected and that the activity is relevant and will benefit both the employee and the district. Applications must, except in very unusual circumstances, be forwarded to the signing officers at least five working days before the event.
  - d) Where appropriate, parents may be invited to attend professional development
4. Upon returning from an activity, employees should be ready and willing to share what they have learned with their colleagues.

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**REFERENCE:**

**ADOPTED: 87-12-08**

**NUMBER: 4520**

**AMENDED:**

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**POLICY**

**NON-TEACHING STAFF PERFORMANCE REVIEW**

**DELETE**

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**POLICY**

**SUPPORT STAFF DUTIES AND RESPONSIBILITIES**

The Board recognizes the important roles support staff play in helping the District work towards its Mission Statement. Therefore the Board believes that the major responsibility of each support staff employee is to work with other employees, students, parents and the Board in order to achieve the District's Mission and in order to achieve District and school goals.

In order to provide support staff and others with a generalized overview of the duties, qualifications and relationships expected of specific positions, the following descriptions are appended to this policy:

- Bus Driver
- Child Care Worker
- Custodian
- Groundskeeper
- Journeyman Tradesman
- Library Clerk
- Mechanic
- School Secretary
- Special Education Assistant

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**REFERENCE:**

**ADOPTED: 98-03-31**

**NUMBER: 4530**

**AMENDED: 05-10-11**

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### **BUS DRIVER**

The following description is meant to be informative as to the general duties and responsibilities expected of a bus driver.

#### **SUMMARY:**

Under the direction of the Transportation Working Foreman, operates a school bus to transport students.

#### **DUTIES:**

Transport students to and from school according to a pre-defined daily schedule.

When required transports students on non-scheduled trips as outlined in Appendix "A" of the collective agreement.

Maintains order on the bus and ensures adherence to safety rules while boarding and leaving the bus.

Conducts pre-trip and post-trip inspections.

Performs routine maintenance inspections of bus for repairs and regular servicing.

Fuelling of bus as required.

Cleans the interior of the bus daily. Washes interior and exterior of bus as required.

Performs a thorough end of school year cleaning of the interior and exterior of the bus.

Performs minor emergency repairs.

Completes and submits associated reports as required (ie. daily pre-trip inspections).

Performs other duties which can be considered reasonable, and as assigned by the Transportation Working Foreman.

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**REFERENCE:**

**ADOPTED: 98-03-31**  
**AMENDED: 05-10-11**

**NUMBER: 4530**

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**BUS DRIVER - con't**

**REQUIRED QUALIFICATIONS:**

Valid BC Class 2 drivers licence including a valid air endorsement.

Minimum of Grade 12 or its equivalent.

Ability to remain alert at all times whilst driving and to concentrate without being distracted.

Ability to act with authority and yet remain tactful and courteous.

Must be able to follow oral and written instructions.

Ability to communicate effectively with students, staff, parents and the general public

Annual medical examination to be completed and submitted to the Transportation Working Foreman prior to September 1st.

**DESIRABLE EDUCATION AND EXPERIENCE:**

Completion of the 'S' certificate course as recognized by the BC School Transportation Superintendent Association.

Basic knowledge of the working operation of a motor vehicle.

Ticket required to fuel a propane driven vehicle.

First Aid Ticket

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**REFERENCE:**

**ADOPTED: 98-03-31**

**NUMBER: 4530**

**AMENDED: 05-10-11**

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**BUS DRIVER - con't**

**RELATIONSHIP:**

The Transportation Working Foreman has overall responsibility for bus drivers, however drivers will work closely with school administration on matters concerning student conduct.

Courteous and co-operative manner with students, other employees, parents and the general public.

**CHILD CARE WORKER**

The following description is meant to be informative as to the general duties and responsibilities expected of a child care worker.

**SUMMARY:**

Under the direction of the Principal, provides support services to students identified as experiencing social/emotional/behavioral problems within the regular class/school or home setting.

**DUTIES:**

Participates as a team member with classroom teachers, other school personnel, and families in the development of individual student programs pertaining to social/emotional/behavioral needs.

Under direction, develops, implements, and evaluates behaviour programs for students to be used in or outside the classroom setting on a one-to-one or group basis.

Under direction, provides materials and resources necessary to meet specific needs for a variety of behaviour programs including information in making healthy choices.

Under direction, develops, implements, and evaluates coping, social, and life skills programs for students.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**CHILD CARE WORKER** - con't

DUTIES: con't

Collaborates with teachers, parents, or guardians to monitor individual student's program and progress.

Where directed, acts as a mediator/advocate for students and/or parents with concerns about parents, students, and/or the school.

Observes and documents student behaviour in the school and home environment.

Where directed, acts as a liaison with other agencies or professionals; refers students through their supervision where appropriate.

Maintains accurate records of individual or group programs.

Performs other duties, which can be considered reasonable, and as assigned by the Administrative Officer.

**REQUIRED QUALIFICATIONS:**

Completion of a post secondary degree/diploma in Child and Youth Care or related area.

Previous experience in dealing with children with social, emotional, and behavioral problems.

Able to work independently and maintain confidentiality.

**DESIRABLE QUALIFICATIONS:**

Bachelor of Social Work

Knowledge and experience in the use of computers and software applications.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**CHILD CARE WORKER - con't**

**RELATIONSHIP:**

Responsible to Principal.

Courteous and co-operative manner with students, other employees, parents, and the general public.

**CUSTODIAN**

The following description is meant to be informative as to the general duties and responsibilities expected of a custodian.

**SUMMARY:**

Under supervision of the Maintenance/Custodial Working Foreman, ensures that district facilities are maintained with regard to cleanliness, sanitation, safety and security by performing cleaning and minor maintenance tasks.

**DUTIES:**

Wash, clean, mop, sweep, scrub, dust, wax, disinfects, and keep in a clean and sanitary condition all rooms, stairs, halls, walls, woodwork, furniture, interior/exterior windows, entrance glass, and fixtures in allotted work area. Vacuum and spot clean carpeted areas.

Sanitizes washrooms and change rooms on a daily basis.

Collects and disposes of all waste paper and debris and cleans waste receptacles.

Ensures all lights are turned off once a room has been cleaned. Replace burnt out bulbs and tubes.

Maintain a clean and orderly custodian room and custodian equipment.



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**REFERENCE:**

**ADOPTED: 98-03-31**

**NUMBER: 4530**

**AMENDED: 05-10-11**

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**CUSTODIAN** - con't

DUTIES: con't

Performs minor maintenance in schools such as replacing missing screws, unplugging toilets, fixing windows, lockers, etc.

Requisition supplies as required and reports major maintenance repairs to the Maintenance/Custodial Working Foreman.

Accommodates public using and renting space in the building.

Locks building at beginning of shift or when advised by the Principal/Vice-Principal and performs security check upon completion of shift ensuring all doors and windows are secured.

Arm security systems where appropriate.

Perform annual summer cleaning during July and August.

Maintains updates of Material Safety Data Sheets (MSDS) bulletins.

Performs other duties which can be considered reasonable, and as assigned by the Maintenance/Custodial Working Foreman or Principal.

**QUALIFICATIONS:**

Minimum Grade 12 or equivalent.

Must be able to understand oral and written instructions.

Ability to communicate effectively with students, staff, and the general public.

Must be in good health and have the ability to perform manual physical labour.

Knowledge and use of materials, methods and equipment used in custodial work.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**CUSTODIAN - con't**

**DESIRED QUALIFICATIONS:**

Minimum two years cleaning experience in a school environment.

Successfully completed the Basic WHMIS training course.

**RELATIONSHIP:**

*The Maintenance/Custodial Working Foreman* has overall responsibility for custodians, however custodians will work closely with school administration.

Liaison with the Principal for the security and operation of the facility.

Courteous and cooperative manner with students, other employees and the general public.

**GROUNDSKEEPER**

The following description is meant to be informative as to the general duties and responsibilities expected of a groundskeeper.

**SUMMARY:**

Under the direction of the Maintenance/Custodial Working Foreman, ensures that District grounds and grounds equipment are maintained with regard to safety, serviceability, cleanliness, and appearance by performing skilled grounds maintenance tasks.

**DUTIES:**

Construction and maintenance of playing fields and grass areas, drainage systems, sanitary systems, storm drains, parking lots, tracks, driveways, all types of fences, and all playground equipment.

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**REFERENCE:**

**ADOPTED: 98-03-31**

**NUMBER: 4530**

**AMENDED: 05-10-11**

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**GROUNDSKEEPER - con't**

DUTIES: con't

Installation and maintenance of all grounds sprinkler systems.

Preparation of planting beds, planting of flowers, trees and shrubs.

Responsible for the care, servicing and use of specialized tools and equipment and must be familiar with all types of grounds maintenance equipment - reel mowers, rotary mowers, weed eaters, tractors, etc.

Snow clearing and sanding of parking lots, driveways, etc.

Carry out duties related to all aspects of landscaping, pruning, and removal of dead and dangerous trees.

Perform other duties which can be considered reasonable and as assigned by the Maintenance/Custodial Working Foreman.

**REQUIRED QUALIFICATIONS:**

Grade 12 or equivalent.

Diploma/certificate in Turf Management and/or Horticulture.

Physically fit and capable of performing duties.

Valid BC Class 5 drivers license.

Be able to effectively communicate with others orally and in writing.

Maintain current knowledge of provincial or municipal codes or regulations that have a direct bearing on this trade.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**GROUNDSKEEPER - con't**

**REQUIRED QUALIFICATIONS: con't**

Physically capable of performing the job duties.

Capable of effectively reading plans and/or blueprints.

**DESIRED QUALIFICATIONS:**

Previous experience in related work.

**RELATIONSHIP:**

Directly responsible to the Maintenance/Custodial Working Foreman.

Courteous and co-operative manner with students, other employees, and the general public.

**JOURNEYMAN TRADESMAN**

The following description is meant to be informative as to the general duties and responsibilities expected of a journeyman tradesman.

**SUMMARY:**

Under the direction of the Maintenance/Custodial Working Foreman, is responsible for the construction, repairs and decorative work in schools and school district buildings, and for the construction and repair of furniture and structural equipment.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**JOURNEYMAN TRADESMAN - con't**

**DUTIES:**

Constructs, renovates and repairs district equipment, furnishings, fixtures and removing or building walls, ceilings and doorways.

Repairs and/or replaces windows, doors, mirrors, furniture, chairs, tables and desks.

Builds and/or installs mounting boards, cupboards, book shelves, blackboards, door closures, locks and hardware, notice boards, tables and various holders.

Applies paint and other liquid coatings to interior and exterior of district buildings, equipment, furnishings and fixtures.

Sands and varnishes woodwork.

Estimates cost of materials and timelines for completion of district projects.

Maintain and use equipment such as table saw, hand saw, radial arm saw, planer, shaper, router, drill, ladder, scaffolding, etc.

Operates district vehicles and equipment used in construction and painting.

Performs other duties which can be considered reasonable and as assigned by the Maintenance/Custodial Working Foreman.

**REQUIRED QUALIFICATIONS:**

BC or Interprovincial Joinery trade certificate.

Valid BC Class 5 driver's license.

Completion of grade 12 or equivalent.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**JOURNEYMAN TRADESMAN - con't**

**REQUIRED QUALIFICATIONS: con't**

Ability to read and interpret plans and blueprints applicable to the trade.

Knowledge of building codes, restrictions, safety regulations.

Ability to estimate costs of a project and materials.

Physically capable of performing the job duties.

Experience in trade and/or other trades.

**RELATIONSHIP:**

Responsible to the Maintenance/Custodial Working Foreman.

Courteous and co-operative manner with students, other employees, and the general public.

**LIBRARY CLERK**

The following description is meant to be informative as to the general duties and responsibilities expected of a Library Clerk.

**SUMMARY:**

Under the direction of the Teacher Librarian or Principal, performs library clerical duties using a manual or computerized system in a school library.

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**REFERENCE:**

**ADOPTED: 98-03-31**

**NUMBER: 4530**

**AMENDED: 05-10-11**

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**LIBRARY CLERK - con't**

**DUTIES:**

Shelves, sorts, revises, alphabetizes and files fiction, non-fiction and shelf-list catalogue cards, pamphlets, pictures and correspondence; repairs books; prepares displays and updates picture/file posters.

Checks books and materials in and out; files borrowers' cards and records circulation; prepares overdue notices and maintains list of overdue; collects payment for lost books.

Composes and types routine correspondence, purchase orders, and catalogue cards.

Processes new books and materials by cataloguing, attaching spine labels and book pockets, book jackets, bar codes and organizing catalogue cards.

Checks invoices, orders and receives library supplies and stationery; assists with compilation of list for new books.

Assists students and staff in locating appropriate materials.

Supervises library operations in absence of the Teacher Librarian.

Assists in conducting annual inventory.

Performs other duties, which can be considered reasonable, and as assigned by the Teacher Librarian or Administrative Officer.

**REQUIRED QUALIFICATIONS:**

Completion of a post secondary degree/diploma in the library sciences.

Possess working knowledge of computer software applications, computer hardware including the use of CD-ROMs.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**LIBRARY CLERK** - con't

**REQUIRED QUALIFICATIONS:** con't

Ability to communicate effectively with students, staff and the general public.

Ability to organize and work with minimum supervision.

**DESIRED ASSETS:**

Experience working in a library setting, preferably in a school environment.

**RELATIONSHIPS:**

Responsible through the Teacher Librarian to the Principal.

Courteous and co-operative manner with students, other employees, and the general public.

**MECHANIC**

The following description is meant to be informative as to the general duties and responsibilities expected of a mechanic.

**SUMMARY:**

Under the direction of the Transportation Working Foreman, repairs and maintains vehicles and equipment.

**DUTIES:**

Repairs and maintains school buses and a variety of other vehicles and mechanical equipment in accordance with the BC Motor Vehicle Act, standard practices and School Board Policy and Procedures.

Metal fabricator for the district.



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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**MECHANIC - con't**

**DUTIES: con't**

Performs related duties including the use of diagnostic testing equipment, welding and the repair of electrical controls.

Reads and interprets drawings and specifications, and reports on work in progress as required.

Maintains a variety of records and assists in the compilation of inspection dates and the parts inventory.

Uses power equipment and hand tools as required.

Drives school bus as required.

Performs other duties which can be considered reasonable, and as assigned by the Transportation Working Foreman.

**REQUIRED QUALIFICATIONS:**

Grade 12 or equivalent.

Valid BC Trade Certification as a Commercial Mechanic.

Valid BC Class 2 drivers license including a valid air endorsement.

Valid Gas Safety Certificate for pressure fuels.

Knowledge of BC Commercial vehicle inspection program, regulations and safety standards.

Minimum of two years' previous experience as a commercial mechanic.

Ability to maintain established preventive maintenance programs.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**MECHANIC** - con't

**REQUIRED QUALIFICATIONS:** con't

Physically capable of performing the job duties.

**RELATIONSHIP:**

Responsible to the Transportation Working Foreman.

Courteous and cooperative manner with students, other employees and the general public.

### **SCHOOL SECRETARY**

The following description is meant to be informative as to the general duties and responsibilities expected of a school secretary.

**SUMMARY:**

Under the direction of the Principal or designate, the School Secretary ensures the organizing and directing of operations within the school office and performs a variety of secretarial and bookkeeping tasks on a computerized system as well as other duties for the administration and teaching staff.

**DUTIES:**

Performs receptionist duties; receives and processes a wide variety of visitor and telephone inquires, information and assistance to parents, students, teachers and the public pertaining to the school and school activities; processes confidential matters; maintains frequent contacts for Administrators and staff with public and School Board personnel.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**SCHOOL SECRETARIES - con't**

**DUTIES: con't**

Prepares and maintains a variety of school records, class lists, monthly reports, statements, registrations, pupil records, transfers, permanent record cards, report cards, provincial exam registrations and transcripts. Prepares monthly and annual reports for School Board such as employee absence forms or monthly enrollment forms. Prepares data for electronic transfer to Ministry of Education; prepares disks or transmits via modem; validates data.

Receives, sorts, distributes and files mail, including fax and electronic mail.

Assists in implementation of new or improved office methods and procedures including office automation.

Types school bulletins, memos to staff, newsletters, report cards, forms, exams, minutes and correspondence from oral or written instruction.

Collects cash, issues receipts, prepares cheques and cash statements, keeps accounts in balance with bank reconciliations, makes bank deposits, maintains and reconciles records of all financial transactions using computerized system.

Prepares requisitions and purchase orders; receives and verifies goods received against shipping copies; maintains office stock, ordering supplies as needed.

Prepares duplication of copies including sorting, collating and binding of materials.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**SCHOOL SECRETARIES - con't**

**DUTIES: con't**

Supervises students in the office area and monitors their behaviour/activity in absence of administrators; administers first aid to minor injuries, contacts parents.

Make arrangements for transportation, accommodation and types up itinerary for field trips, collects money, types necessary forms for field trips; make arrangements for school photos.

Operates and maintains typewriter, personal computer, printer, photocopier, P.A. system, fax, calculator, and/or adding machine.

Provides routine maintenance to keep office equipment in good working order.

Posts notice on appropriate notice on various bulletin boards.

Performs other duties which can be considered reasonable and as assigned by the Administrative Officer.

**QUALIFICATIONS:**

Completion of a post secondary school degree/diploma in office administration or related program. Such degree/diploma to include course work in word processing, record keeping, bookkeeping, and computerized applications.

Must possess ability to work with students and adults in a school environment.

Able to work independently and maintain confidentiality.

Ability to communicate effectively with students, staff, and the general public.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**SCHOOL SECRETARIES - con't**

**DESIRED QUALIFICATIONS:**

Considerable training and/or experience in the secretarial field preferably in a school setting.

**RELATIONSHIP:**

Responsible to Principal.

Courteous and co-operative manner with students, other employees, and the general public.

**SPECIAL EDUCATION ASSISTANT**

The following description is meant to be informative as to the general duties and responsibilities expected of a special education assistant.

**SUMMARY:**

Under direction of a teacher and/or Principal, assists teachers and other professionals in the delivery of educational programs to students.

**DUTIES:**

May assist in the design of individualized educational programs.

Where required and as determined by the Principal, meet with professional staff to discuss future strategies and compile information and materials for meetings with parents and relevant service personnel including participation in said meetings.

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**REFERENCE:****ADOPTED: 98-03-31****NUMBER: 4530****AMENDED: 05-10-11**

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**SPECIAL EDUCATION ASSISTANTS - con't****DUTIES: con't**

Performs assigned activities with a student or group of students. These assigned activities include but are not limited to such things as:

- marking objective assignments, reading to and listening to reading, preparing charts and displays, duplicating and collating materials.
- monitoring, observing, discussing and making recommendations to the teacher and principal on student progress
- assisting in maintaining files and records of classroom activities
- operating and assisting students with basic computer programs and computer equipment
- supervision on an individualized and/or group basis in a classroom or other area within the school facility including supervision of students in a community setting during school-related functions
- providing personal assistance to students with physical handicaps
- assisting students in clarifying teacher-determined appropriate behaviour and life skill goals, encouraging and supporting students in the development of personal skills and interests to promote independence
- assisting students in integrating and re-integrating into the regular school curriculum or into the work environment
- facilitating and encouraging positive social interaction between special needs students and other students in the school and the community
- acting as a liaison between the students and the professional staff, home, and community

Performs other duties, which can be considered reasonable, and as assigned by the teacher or principal.

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<b>REFERENCE:</b>	<b>ADOPTED: 98-03-31</b>	<b>NUMBER: 4530</b>
	<b>AMENDED: 05-10-11</b>	

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**SPECIAL EDUCATION ASSISTANT - con't**

**REQUIRED QUALIFICATIONS:**

Grade 12 or equivalent

A certificate or diploma from a recognized institution in a related field and approved by the district.

Basic operation of computer equipment and applications.

Ability to communicate effectively with students, staff and the general public.

Able to work independently and maintain confidentiality.

Experience in working with children with special needs.

Ability to work with students and adults in a program environment.

**RELATIONSHIPS:**

Responsible to the teacher and/or principal.

Courteous and co-operative manner with students, other employees and the general public.

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**REFERENCE:**

**ADOPTED: 90-02-27**

**NUMBER: 4700**

**AMENDED: 99-11-02**

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**POLICY**

**CRIMINAL RECORDS SEARCH**

All persons working for the School District and applying for employment with the School District must consent to a Criminal Records Search in accordance with the Criminal Records Review Act. The School District may also require a full criminal record search of applicants and staff.

Volunteers working with students in either curricular or extra-curricular activities are required to complete a Criminal Record Search through the local RCMP office.



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<b>REFERENCE:</b>	<b>ADOPTED: 97-11-25</b>	<b>NUMBER: 4900</b>
	<b>AMENDED: 09-02-24</b>	

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## **POLICY**

### **CREATING SAFE SCHOOLS: RESPONDING TO VIOLENCE**

School District No. 10 (Arrow Lakes) staff and students have the right to work and learn in an environment that is protected from violence or the threat of violence.

All school codes of conduct must clearly state violence is unacceptable and that serious consequences will ensue.

*The District Occupational Health and Safety Committee shall be informed of all violent incidents involving employees. The District Occupational Health and Safety Committee may make recommendations to the Board to reduce the risk of violence.*

The Board shall be informed of serious incidents of violence.

If staff experience a violent incident such as threats, intimidation or harassment at home or in the community as a result of being employees of this School District, this Policy applies.

## REGULATIONS

<b><u>Part 1:</u> General Information:</b> on what violence is and the rights of employees	Page 3
<b><u>Part 2:</u> Mandatory Response to Violence:</b> contains policy on:  a) staff responsibilities for reporting incidents of violence b) what must be reported c) when incidents must be reported d) how incidents should be reported	Page 3 Page 3-4 Page 4-5 Page 5-6
<b><u>Part 3:</u> Students With a History of Violence:</b> provides policy concerning students who may be violent	Page 6
<b><u>Part 4:</u> Weapons:</b> bans weapons from school district premises and contains general policy on reporting those incidents	Page 6
<b><u>Part 5:</u> Telephone Threats and Intimidation:</b> provides policy and procedures for dealing with threats and/or intimidation over the phone	Page 6-7
<b><u>Part 6:</u> Visitor Identification:</b> states all visitors to the school must report to the office and mandates notices to that effect	Page 7
<b><u>Part 7:</u> Suggested Procedures for Staff:</b> this section contains suggestions on how staff may handle a variety of possible incidents. These are:  a) Dealing with intruders who enter a school b) General advice on dealing with violent situations c) Advice on dealing with violent students d) Advice on dealing with a person (not a student) who possesses a weapon e) Advice on dealing with a student who possesses a weapon	Page 7-8 Page 9 Page 9-10  Page 11 Page 11-12
<b><u>Part 8:</u></b> The form that is to be used to report incidents of violence.	Page 13-15

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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### **PART 1 General**

Violence is any incident in which individuals are abused, threatened, assaulted or harassed by another employee, student or member of the public. This includes any application of force, threats with or without weapons, severe verbal abuse and/or persistent sexual, racial or psychological harassment.

All employees shall be informed by their supervisor of any risks of violence related to their job responsibilities that they may encounter during their work day.

### **PART 2 Mandatory Response to Violence**

- a) It is mandatory that staff respond without delay when incidents or situations involving violence or potential violence threaten the safety and security of staff, students, schools and workplaces and the larger school community.

A Threat/Violence Report must be filled out in ALL serious incidents.

- b) What to Report

Serious incidents are defined as those incidents that fall outside the typical kinds of conflicts that are usually dealt with by support staff, teachers and/or administrators without recourse to outside agencies.

Examples of such incidents include:

- physical and verbal assaults of a serious nature
- verbal or written threats
- sexual assault
- fighting with intent to injure
- students or intruders inciting others to violence
- damage/vandalism sustained during a violent incident
- gang-related violence

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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**PART 2 con't**

b) What to Report con't

- racial harassment
- weapons offences
- intimidation/threats
- repeated intruders on school property (acts of trespass)
- any incident where the police were contacted
- accumulated incidents that are not formally reported

Any staff member or student who feels that he/she has been involved in a violent situation has the right to complete and file a Threat/Violence Report.

c) When to Report

All incidents of violence and/or threats or risk of violence which involve staff, shall be reported and investigated.

The "Threat/Violence Report" shall be completed for each serious incident, a copy of which will be sent for review to the Principal, the Superintendent and, if the incident involves a teacher, the President of the A.L.T.A., and if the incident involves support staff, the President of CUPE, Local 2450.

Minor incidents which involve strictly students may be dealt with at the school level if the principal determines that the incident presents no threat of escalation or repetition (see Mandatory Response to Violence).

Incidents which the principal has identified as being strictly between students and are not likely to lead to any escalation or repetition of any sort of violence, should be documented, but a Threat/Violence Report need not be filled out. Responses must take into consideration the needs of the victims and potential victims of violence as well as appropriate consequences for those who cause violence.

**PART 2 con't**

c) When to Report con't

Principals should use their professional judgement. Situations such as "rough-housing", and the like, should be documented and dealt with, but a Threat/Violence Report need not be completed.

When staff are involved in a violent incident, it is the employee's responsibility to inform the Principal or other Supervisor of the incident. A Threat/Violence Report will then be completed.

However, if a Principal or other Supervisor becomes aware of a violent incident, he/she must investigate the incident and a Threat/Violence Report completed if required by this Policy.

d) How to Report

- i) Incidents which threaten the safety of staff or students must be reported immediately and steps taken immediately to safeguard staff and students.
- ii) If a staff member or student reports a violent incident, a Threat/Violence Report (appended to this Policy) must be completed. The staff member or student may complete the form privately or with the help of a Principal, other administrator, or Union official.

The Threat/Violence Report must be given to the Principal of the school where the staff member works or the student attends, or to the Maintenance Supervisor if that is appropriate. If the Principal or Maintenance Supervisor is involved in the incident, the Threat/Violence Report will be given to the Superintendent of Schools. If the Superintendent of Schools is involved in the incident, the Report will be given to the Secretary-Treasurer.

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<b>REFERENCE:</b>	<b>ADOPTED: 97-11-25</b>	<b>NUMBER: 4900</b>
	<b>AMENDED: 09-02-24</b>	

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**PART 2 con't**

d) How to Report con't

- ii) When the Threat/Violence Report is required to be completed, a copy will be sent to the Superintendent of Schools, and, if a teacher is involved, the President of the A.L.T.A., and if the report pertains to a student, the student's parents, and if a support staff is involved, the President of CUPE Local 2450. If the Threat/Violence Report pertains to a student, a copy will be placed in the student's file.

**PART 3 Students With a History of Violence**

If a student presents a risk of violence or a new student registers in the District and it is known that he/she presents a risk of violence, staff shall be informed. Staff must be reminded of the requirements of confidentiality of any information. The Principal will determine who else should be informed, if anyone.

If a student changes schools, information regarding the risk of violence that a student may pose will be passed on to the Principal of the new school.

**PART 4 Weapons**

Students and parents must be advised that weapons are prohibited on school district premises.

Any incident involving a weapon will be dealt with as very serious. The R.C.M.P. will be contacted immediately and the procedure for filling out the Threat/Violence Report will be followed.

**PART 5 Telephone Threats and Intimidation**

The duties of employees often require that they come in contact with the public over the telephone. Occasionally, conversations may become abusive.

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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**PART 5 con't**

If the conversation is abusive or threatening and is directed towards the staff member, the staff member should feel comfortable in the choices available to them. These choices may include:

1. discontinue the conversation
2. refer the caller to the principal or vice-principal
3. gather information about the caller so that the administration can follow-up
4. if there is a witness present, a speaker phone may be engaged to gather evidence for a follow-up

The choice of how to proceed is the staff members. The Threat/Violence Report should be filled out for all incidents.

**PART 6 Visitor Identification**

Any service personnel (non-district staff) or social services staff or any other visitor is required to report to the office of the school. Notices to that effect must be placed at all entrances to the school.

**PART 7 Suggested Procedures for Staff and Students**

a) Dealing with Intruders

Intruders

1. Identify yourself and ask the visitor to leave or to report to the Office to talk with the Principal or Vice-Principal. If possible, notify the Principal or Vice-Principal.

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<b>REFERENCE:</b>	<b>ADOPTED: 97-11-25</b>	<b>NUMBER: 4900</b>
	<b>AMENDED: 09-02-24</b>	

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**PART 7 con't**

a) Dealing with Intruders con't

2. Point out the following:
  - the staff have the responsibility and authority under the School Act to ensure that the proceedings of the school are not disturbed or interrupted;
  - the School Act states that when an unwanted visitor is directed to leave, he or she is to do so immediately and is not to return without prior approval;
  - failing to adhere to the above is an offence and staff have the authority to call the police for assistance.
3. If the person does not leave, call the police. Ensure the safety of staff and students.
4. If the "unwelcome visitor" refuses to identify him/herself, but attempts to leave the school property, you have NO authority to detain them for identification purposes. They must be allowed to proceed off the property.
5. The incident must be reported to the school Principal for any possible follow-up.



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<b>REFERENCE:</b>	<b>ADOPTED: 97-11-25</b>	<b>NUMBER: 4900</b>
	<b>AMENDED: 09-02-24</b>	

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## **PART 7 con't**

### b) Violent Situations

If you are faced with a situation which is violent or has the potential to develop into a violent situation;

#### ***Do This ...***

- If there is any question about personal safety, don't take any unnecessary risks ... CALL Police and report the incident.
- Get assistance from a staff member who can help you with the situation.
- If students are at risk, direct them to move into the nearest classroom or safe area.
- Get someone to locate and inform the school administrator that there is a crisis. If sending a student, send two.
- Isolate the student(s) involved, if possible or appropriate.
- Direct other students/onlookers to another area.

#### ***Follow Up***

- Report the incident directly to a school administrator.
- Complete the "Threat/Violence Report".

### c) Dealing with Violent Students

Unpleasant as the prospect might be, there may come a time when you are faced with an incident involving a violent youth (either an unwelcome visitor or some students). Each incident is unique and will require some modification to the basic "response guidelines" that are outlined below. Similarly, the situation during an assaultive incident may change as the incident progresses (student becomes more hostile, a crowd gathers to watch, others enter into the "dispute") and that change will require a quick decision on your part and probably a different approach to the situation.

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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c) Dealing with Violent Students con't

The suggested response guidelines are as follows:

1. **Approach the situation calmly, but with confidence:** Do not run. Your body language and your tone of voice should leave no doubt that you are in charge of the situation.
2. **Work in pairs:** If you are called to attend a violent situation, it is always in your best interest to take along an administrator, teacher, or district employee to assist you.
3. **As you approach, size up the situation:** If there is a crowd, decide how you are going to disperse it. Onlookers can seriously escalate the conflict. Assign tasks, such as *"go and get another teacher!"* In extreme circumstances. "Tell Ms. (Secretary) there is a fight involving weapons in progress and that she is to call the Police!"
4. **Self-Control:** Always remain "in control" during an altercation. If you are not in control of yourself (e.g. temper) you could have difficulty defusing a situation from being a volatile one to a manageable one.
5. **Communication:** Choose your words carefully, listen intently, reflect the individual's feelings, and be prepared to document everything verbatim once things "cool down". Don't make threats you can't back up.
6. **Identification:** Always be aware of visual and auditory signals (e.g. 'cat calls' from onlookers) that might signal an escalation of a violent situation.
7. **Spontaneity:** Be prepared to alter your technique. Things happen quickly during a crisis.
8. **Be patient:** Take as much time as is necessary to ensure the successful resolution of a violent situation.

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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d) Dealing with a Person who is in Possession of an Offensive Weapon

Situations involving offensive weapons should be considered extremely dangerous and serious even if the person is not intending to use the weapon "for the purpose of inflicting injury, damage or for the purpose of threatening".

In every case involving weapons, persons in authority must use their professional judgment, common sense, and discretion to prevent injury or death. At the same time, we should be careful not to over-react. Every situation will be different, ranging from a person carrying a weapon to inflicting injury. Obviously, both of these situations would be handled in very different ways - but, great care and proper judgment should be exercised in both cases.

The safety of all must be of paramount importance in dealing with situations involving weapons.

If you are unsure of the person's intent, call the Police and inform the operator that:

***"I AM REQUESTING IMMEDIATE ASSISTANCE FOR AN INCIDENT INVOLVING A WEAPON. THE WEAPON LOOKS LIKE A \_\_\_\_\_"***

e) Dealing with a Student who is in Possession of an Offensive Weapon

Staff should only try to deal with students who are in possession of a weapon, and then only if they feel capable and if they feel their safety is not threatened. All other instances should be dealt with by the Police.

Police must be contacted in all instances of a student possessing a weapon.

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**REFERENCE:**

**ADOPTED: 97-11-25**

**NUMBER: 4900**

**AMENDED: 09-02-24**

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It takes training and skill to deal effectively with a student who is in possession of a weapon. So the following is provided as a suggestion only:

If you suspect a student possesses a weapon, immediately remove all other students to a safe area. Ask him/her to place the weapon on the floor behind them and to walk toward you. If the weapon is a firearm and the student refuses to place the weapon on the floor and attempts to leave the premises, **DO NOT ATTEMPT TO CONTAIN OR DISARM.**

Isolate the student. If you suspect a student possesses a weapon, ask him/her to accompany you to an empty room or the Principal's office. If s/he refuses or draws the weapon, ask other students in the area to leave. Only when other students are safely out of the way, should you attempt to talk a youth into surrendering the weapon. By isolating the person, you relieve him/her from the feeling that s/he must "grandstand" before his/her peers.

It is also recommended that, if possible, at least two staff members work with an armed youth. A greater number of adults help maintain control of the situation and help stop the student's urge to take action. When two staff members are involved, less force is needed to quell a disturbance, and less chance exists of you or the student being injured.

Finally, keep a running dialogue going with the student until police arrive or you persuade the youth to put down the weapon.

**SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**THREAT / VIOLENCE REPORT**

Date of Report: \_\_\_\_\_

Name of person reporting: \_\_\_\_\_

Date of Incident being Reported: \_\_\_\_\_

Time of Incident being Reported: \_\_\_\_\_

Location of Incident being Reported: \_\_\_\_\_

Describe the incident. Please include every detail you can remember, what caused the incident, and the names of all people involved:

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If you do not know the names of individuals involved, please provide a description. Some characteristics you may use are: Gender, Age, Hair Colour, Wearing Glasses, Height, Weight, Speech Peculiarities (Accent, Speed, etc.), Facial Hair, Clothing, Complexion, other identifying features such as scars, tattoos, birth marks:

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FOLLOW-UP

To be completed by the Principal or other Supervisor

**ACTION TAKEN**

- |                          |     |                          |    |                                      |
|--------------------------|-----|--------------------------|----|--------------------------------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Principal / Vice-Principal notified? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Parent/Guardian notified?            |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Union (ALTA or CUPE) notified ?      |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have staff been informed?            |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Police notified?                     |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Police attended?                     |

Summary of action taken \_\_\_\_\_

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\_\_\_\_\_

Report sent to: Principal	- for ACTION ___ and/or INFORMATION ___
Superintendent of Schools	- for ACTION ___ and/or INFORMATION ___
President of ALTA	- for ACTION ___ and/or INFORMATION ___
President of CUPE	- for ACTION ___ and/or INFORMATION ___
Parent/Guardian	- for ACTION ___ and/or INFORMATION ___
Police	- for ACTION ___ and/or INFORMATION ___

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**REFERENCE:**

**ADOPTED: 84-10-23**

**NUMBER: 5200**

**AMENDED: 91-11-26**

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**POLICY**

**ADMISSION TO PRIMARY PROGRAM**

The Board adheres to the School Act and Regulations whereby a person is deemed to be of school age and eligible for entry into the Primary Program if she/he has attained or shall attain the age of five (5) or more years on or before the thirty-first (31) day of December in the school year entry is sought.

The Board authorizes the school principal, in consultation with his staff and parents, to determine the placement and programming of students in school.



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**REFERENCE:****ADOPTED: 08-04-01****NUMBER: 5210****AMENDED: 09-04-28**

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## **POLICY**

### **ANAPHYLAXIS**

#### **Preamble/Purpose**

The purpose of this policy is to provide schools within the District an overview of the key elements that must be addressed to ensure consistent appropriate management of anaphylaxis and severe asthma across all schools within the District. *An effective response to anaphylaxis depends on the cooperation of all members of the school community including students, parents, public health nurses, school personnel and volunteers*

This Policy is intended to support schools in their ability to build capacity and ensure the right things are done by the right people at the right time to manage anaphylaxis risks. The policy includes prevention as well as emergency response considerations on the premise that allergen avoidance will reduce the likelihood of having to respond to an emergency. At the same time, there is recognition that not all allergens can be eliminated and procedures must be in place to respond to anaphylactic incidents.

This Policy is developed to meet the requirements set out in Ministerial Order-*Anaphylaxis Protection Order*, Ministerial Order 232/07, September 13, 2007.

Regulations/Guidelines

1) *Definition of anaphylaxis*

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.

**Description of Potential Signs and Symptoms of Allergic Reactions**

**Signs** of Reaction of a severe allergic reaction can:

- occur within minutes of exposure to an offending substance.
- however, usually occur within two hours of exposure, but in rarer cases can develop hours later.
- Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from attack to attack in the same persons.

**Symptoms:** An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhoea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps in females.

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an **allergic student** expresses any concern that a reaction might be starting, the **student** should **always be taken seriously**. When a reaction begins, it is important to respond immediately, following instructions in the student’s *Anaphylaxis Emergency Plan (Student Emergency Response Plan / Protocols, Section B)*. The cause of the reaction can be investigated later.

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REFERENCE:

ADOPTED: 08-04-01

NUMBER: 5210

AMENDED: 09-04-28

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**The most dangerous symptoms of an allergic reaction** involve:

- breathing difficulties caused by swelling of the airways and/or
- a drop in blood pressure indicated by dizziness, light headedness or feeling faint/weak.

**Both** of these **symptoms may lead to death** if untreated.

2) *Process and Responsibility for identifying anaphylactic students:*

**School Responsibility**

- administer a common registration form to be filled and signed by parents including a section on life-threatening conditions. Ensure it is recorded in the student information system. Develop a master list of those students flagged with life threatening conditions and accompanying treatment advice and protocols. Share this list with all school personnel and volunteers who work with the student.
- Issue at the beginning of each school year a form to parents that updates new identification of life-threatening conditions. and ensure it is recorded in the student information system
- Record medical information whenever there is a significant change a parent reports in regard to their child/children
- Ensure the information is accurate and up-to-date

**Parents/guardians are responsibility**

- notify the school principal when a child is diagnosed as being at risk of anaphylaxis
- provide the school principal with updated medical information annually
- provide the school principal with updated medical information whenever there is a significant change related to their child/children

3) *Process for keeping a record related to each identified anaphylactic student*

The principal is responsible to develop a master list of those students flagged with life threatening conditions (anaphylaxis) and accompanying medical treatment advice and protocols. Share this list and treatment protocols with all school personnel and volunteers who work with the student in all school related activities.

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**REFERENCE:**

**ADOPTED: 08-04-01**

**NUMBER: 5210**

**AMENDED: 09-04-28**

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4) **Process for principals to monitor and report on anaphylactic incidents**

The principal will require that all anaphylactic incidents will be recorded in student accident/incident log and are recorded on “School Protection Program Risk Management Incident Report Form”

5) ***Process for establishing emergency procedure plans***

a) ***Student Level Emergency Procedure Plan***

Each principal in consultation with the student (where age appropriate), parent and public health nurse or other qualified members of the medical community will develop School Level **Student Emergency Response Plan/Protocol Form** (see attached form) for each student highlighting allergens that trigger the students anaphylaxis, specific reaction signs the student may exhibit and a treatment or intervention that will be required to assist the student who has the anaphylactic reaction.

The plan/protocol must be approved and signed by a physician or qualified allergenist and the parent. The plan/protocol will outline who must be trained to administer the auto-injection treatment, who will administer the treatment and the specific location of the where medication/injection is stored within the school or on a field trip. The principal will ensure that all personnel and volunteers who work with the student are provided the Emergency Response Protocol within the school or on field trips.

The principal must ensure that a copy of the **Student Emergency Response Plan/Protocol Form is signed by the student, parent, and physician** and is attached to the **Permanent Student Record**.

The student emergency protocol/response plan shall include at minimum:

- the diagnosis;
- the current treatment regimen;
- who within the school community is to be informed about the plan – e.g., teachers, volunteers, classmates; and
- current emergency contact information for the student’s parents/guardian.
- Those exposed to individual student emergency response plans have a duty to maintain the confidentiality of all student personal health information

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REFERENCE:

ADOPTED: 08-04-01

NUMBER: 5210

AMENDED: 09-04-28

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**The student's emergency response plan/protocol shall also explicitly address:**

- the parent's responsibility for advising the school about any change/s in the student's condition; and
- the school's responsibility for updating records.

**b) School Level Emergency Procedure Plan**

Each school must develop a School Level Emergency Procedure Plan, which must include the following elements:

1. Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
2. Call emergency medical care (911 where available)
3. Contact the child's parent/guardian
4. A second auto-injector may be administered within 10 to 15 minutes or sooner, after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
5. If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
6. One person stays with the child at all times.
7. One person goes for help or calls for help.

The school principal, or designated staff, must ensure that emergency plan measures are in place for scenarios where students are off-site (e.g. bringing additional single dose auto-injectors on field trips).

**6) *An education plan for encouraging the use of medical identification***

- The school in concert with the parents and the public health nurse will ensure that all parents *are* educated and encouraged to attain Medic Alert identification. For those with financial needs, Medic Alert provides bracelets free of charge to children through the *No Child Without*. The MedicAlert® identification enables emergency personnel to call an emergency hotline and have immediate access to the child's health record containing information on existing medical conditions, allergies, medications, medical devices, as well as the names and phone numbers of the child's physician and family contact. MedicAlert®: <http://www.medicalert.ca/en/why/assistance.asp>.

7) *Procedures for storage and administration of medications*

Epinephrine auto-injectors are life-saving medication. Access to auto-injectors is critical. Epinephrine auto-injectors are to be stored *in* a central **unlocked** location and information to the exact location of storage is provided on the **student’s emergency response plan/protocol**.

**Parents/guardians are informed that it is their responsibility:**

- to provide appropriate medication (e.g., epinephrine auto-injector) for their anaphylactic child;
- to inform the school where the anaphylactic child’s medication will be kept – i.e., with the student, in the student’s classroom, and/or other locations;
- to inform the school when they deem the child competent to carry their own medication/s, and it is their duty to ensure their child understands they must carry their medication on their person at all times;

***Should the following be stated: Concern: will parent/student rely on 2<sup>nd</sup> auto injector rather being “self-reliant”***

- *to provide a second auto-injector to be stored in a central, accessible, safe but unlocked location;*
- *to ensure anaphylaxis medications have not expired;*
- *to ensure that they replace expired medications.*

8) *Allergy awareness and prevention and avoidance strategies*

Avoidance is the cornerstone of preventing an allergic reaction. Much can be done to reduce the risk when avoidance strategies are developed. Schools must outline allergy avoidance strategies:

- for all schools where students at risk of anaphylaxis have been identified;
- for creating an allergy aware environment; and
- for managing risk associated with rarer allergies to other substances – e.g., a child is identified with allergies to medications, exercise, latex. The Ministry of Education requires allergy awareness, prevention and avoidance strategies are included in the school and district training policy.
- While it is impossible to eliminate all potential allergens from the school environment, schools should create an allergy-aware environment in response to the most common triggers for anaphylaxis: food allergens and insect stings

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**REFERENCE:****ADOPTED: 08-04-01****NUMBER: 5210****AMENDED: 09-04-28**

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**9) *Training strategy implemented by each school***

Anaphylaxis training is a critical component of managing risk associated with anaphylaxis. The anaphylaxis policies, procedures and guidelines established and maintained the board shall ensure:

- school principals communicate to all school community members (students, parents, teachers, volunteers, etc.) the school's anaphylaxis policies and procedures;
- training initiatives reflect key recommendations from the national anaphylaxis consensus guidelines, *Anaphylaxis in Schools and Other Settings, 2005*<sup>14</sup>;
- experts are consulted in the development of training policies and the implementation of training;
- distinction is made between needs of younger and older anaphylactic students (older students may be more likely to engage in risk behaviours);
- training is provided by individuals trained to teach anaphylaxis management;
- direct training is provided to all those reasonably expected to have supervisory responsibility of school-age and pre-school students – e.g., school staff, foodservice staff and volunteers; best practice suggests training should include student peers (depending on age and maturity);
- training is provided at least once a year; best practice suggests training twice a year is especially advised for secondary schools because of increased student mobility; and
- training encompasses information relating to:
  - signs and symptoms of anaphylaxis;
  - common allergens
  - avoidance strategies
  - emergency protocols
  - use of the epinephrine auto-injector
  - identification of at-risk students (as outlined in the individual student emergency response plan)
  - emergency plans
  - method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis<sup>15</sup>.

Student Emergency Response Plan  
Protocols

Attach to Permanent Record Card

Student Name: \_\_\_\_\_ PEN: \_\_\_\_\_

DOB: \_\_\_\_\_ *BC Care Card No.* \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Physician Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

A. Condition Description (Parent/Guardian / Physician)

1. a) Allergens that trigger the anaphylactic reaction: \_\_\_\_\_

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b) Steps taken within the school and home to avoid exposure to allergens: \_\_\_\_\_

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c) Symptoms of reaction: \_\_\_\_\_

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d) Changes in the condition from previous reports (medical updates annually from parent/guardian): \_\_\_\_\_

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B. Procedure for treatment (Step by Step): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standard School Emergency Plan:

- 1) Administer student's auto-injector
- 2) Call 911 (where available)
- 3) Contact parent/guardian
- 4) Administer second auto-injector (if provided by parent) within 10-15 minutes, or sooner, after first dose is given if symptoms have not improved or recur.
- 5) Have EMS transport to hospital

Parent have acquired MedicAlert (free): \_\_\_\_\_

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

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



**PARENT/GUARDIAN CONSENT FORM**

**PARENT/GUARDIAN CONSENT TO ADMINISTER MEDICATIONS:**

I hereby provide consent for the school to administer medication to my child as stated in Section B of the Student Emergency Response plan / protocols.

Student Name: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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**REFERENCE:**

**ADOPTED: 88-01-26**

**NUMBER: 5450**

**AMENDED: 07-02-06**

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**POLICY**

**PARTICIPATION IN GRADUATION CEREMONIES**

The Board believes that the purpose of graduation ceremonies is to recognize those students who will graduate from secondary school with a Dogwood Certificate or complete the individual education programs established for them by the school.

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**REFERENCE:**

**ADOPTED: 88-01-26**

**NUMBER: 5450**

**AMENDED: 07-02-06**

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**REGULATIONS**

1. Graduation ceremonies may be held at any appropriate time in a school year to recognize students who become eligible for graduation.
2. The principal shall post a list of students eligible to participate in graduation ceremonies at least twelve weeks before the ceremonies are scheduled to take place. (October 31 for January graduation, March 31 for June graduation.)
3. Criteria for participation in graduation ceremonies are:
  - a) the student must be eligible to graduate and receive the Dogwood Certificate or to complete an individual education plan in January or June;
  - b) the student may not enrol in correspondence course(s) in order to meet or maintain this requirement after March 31 for June graduation or after October 31 for January graduation. Enrollment in correspondence courses will be approved by the school;
  - c) the student has not been suspended for drug/alcohol incident at a pre-graduation function; (see Policy No. 5611, 6 c);
  - d) Rotary (or similar) exchange students who have attended the school as grade 11 or 12 students for at least one semester may also participate in the ceremonies.
4. Students who have displayed conduct unbecoming of a graduate may be excluded from graduation ceremonies by the Principal.
5. Appeals may be made to the Superintendent of Schools, and then to the Board of School Trustees (see Bylaw Number 4: Appeal Bylaw (Section 11)).
6. Grade 10, 11 and 12 students must be made aware of this policy at the beginning of each school year and as appropriate at other times during year by the Principal.

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**REFERENCE:****ADOPTED: 01-01-23****NUMBER: 5605****AMENDED: 09-01-27**

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## STUDENT CONDUCT AND DISCIPLINE

School District No. 10 (Arrow Lakes) supports a school code of conduct which is based on growth, development, and respect for self, others, and property and help make our schools safe, caring and orderly. The Board recognizes the paramount importance of maintaining a school environment that is free of violence, intimidation, harassment, and possession and use of illegal substances. Every pupil shall be subject to the code of conduct established for the school and district while on the school premises, in going to and returning from school, and at all school approved games and functions whenever and wherever held.

The District adheres to the B.C. Human Rights Code with respect to discriminatory publication and discrimination in accommodation, service and facility.

NOTE: Discipline sections of the following policies being replaced by the Interim Policy:

6900 - Field Trips - Regulations 5 (c)

"School policy will be adhered to on all extra-curricular and curricular field trips"

5450 - Participation in Graduation Ceremonies - Regulation 3 (c)

"the student has not been suspended for drug/alcohol incident at a pre-graduation function"

5600 - Discipline replace total policy

5611 - Drug and Alcohol Incidents replace total policy

5615 - Student Conduct While Riding A School Bus - 9

"Indefinite suspensions shall be authorized only by the Board of School Trustees of School District No. 10 (Arrow Lakes)."

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**REFERENCE:**

**ADOPTED: 01-01-23**

**NUMBER: 5605**

**AMENDED: 09-01-27**

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## **REGULATIONS**

### **1. B.C. HUMAN RIGHTS CODE:**

The District Discipline Policy and School Codes of Conduct adheres to the B.C. Human Rights Code in respect to discriminatory publication and discrimination in accommodation, service and facility.

Specifically, the district will not:

- 1) permit the publication, in any form, of a statement, notice, sign, symbol or emblem, that indicates discrimination or intention to discriminate against a person or class or persons or that is likely to expose a person or group or class of persons to hatred or contempt because of race, color, ancestry, place of origin, religion, marital status, physical or mental disability, sex, sexual orientation or age, of that person or group or class of person
- 2) a) deny, without a bona fide and reasonable justification, a person, a class of persons, any accommodation, service or facility customarily available and will not,  
b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available because of race, color, ancestry, place of origin, religion, marital status, physical or mental disability, sex, sexual orientation or age, of that person or group or class of person.

These statements in regard to the Human Rights Code will be included in School Codes of Conduct.

### **2. SCHOOL CODE OF CONDUCT:**

It is the intention of the Board that the District schools encourage students to develop behaviour patterns which will enable them to be responsible, contributing members of society. To this end, schools must develop policies and practices which are consistent with the District policy and which promote a positive learning environment and social responsibility. The School Code of Conduct and procedures must be shared with students and parents, staff, temp staff and visitors, and submitted to the Superintendent of Schools or designate annually. A Code of Conduct will be posted at each site, clearly visible to all.

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**REFERENCE:****ADOPTED: 01-01-23****NUMBER: 5605****AMENDED: 09-01-27**

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**3. CODE OF CONDUCT VIOLATIONS (Unacceptable Conduct):**

The conduct of any student that adversely affects the school environment or violates human rights as outlined in B.C. Human Rights Code in regard to publication of discriminatory materials shall be considered a serious offence which warrants appropriate intervention and/or action. The Board identifies the following as serious offenses in regard to student conduct:

1. Alcohol and Drugs - possession, use, trafficking
2. Offences to person - assault, bullying, threats, harassment, fighting, prejudiced remarks
3. Retribution – against person who has reported incidence(s)
4. Weapons - possession, use causing harm or death, fireworks, explosives
5. Offences to Property - destruction, defacing, vandalism, theft of property of others or of the Board.
6. Unacceptable Behaviour - contravention of district/school codes of conduct such as:
  - i) exhibiting open defiance of authority
  - ii) habitually being neglectful of duty
  - iii) using improper or profane language including written language on apparel, etc.
  - iv) being involved in conduct that is injurious to the tone or well being of the school
  
  - v) being unduly absent and/or tardy
  - vi) using improper conduct while riding a school bus
  - vii) jeopardizing the safety of others.

When intervention with regard to a serious offence is necessary, the school principal or designate *may*:

- 3.1 notify the parent/guardian(s) of offender and victim
- 3.2 consult with the Superintendent of Schools or designate, if deemed necessary
- 3.3 notify the Law Enforcement Agency, if an illegal act or substance is involved
- 3.4 arrange for the pupil to receive medical attention, if deemed necessary
- 3.5 arrange for a referral to a school or community counselling service
- 3.6 notification to all parents when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.



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**REFERENCE:**

**ADOPTED: 01-01-23**

**NUMBER: 5605**

**AMENDED: 09-01-27**

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3. CODE OF CONDUCT VIOLATIONS (Unacceptable Conduct): - con't

3.7 initiate positive outside intervention

3.8 implement disciplinary consequence(s)

4. RISING EXPECTATIONS:

As students become older, behaviour expectations and consequences of negative behaviour increase, with the intention of fostering a sense of personal responsibility and self discipline.

5. DISCIPLINARY ACTION:

The principal or designate has paramount authority and may utilize a variety of disciplinary actions wherever possible should be preventative and restorative rather than merely punitive.

Discipline may include in-school and out-of-school suspensions. The Board believes that student suspensions should be considered only when there is good reason to believe that the continued presence of a student is likely to have a harmful effect on students or the suspension is designed to assist the student in developing attitudes and habits that are necessary for success in later life.

To that end:

5.1 the principal or his designate may suspend a student for up to five (5) days;

5.2 the principal may suspend indefinitely with referral to the District's Discipline Committee for a determination on re-admission.

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**REFERENCE:**

**ADOPTED: 01-01-23**

**NUMBER: 5605**

**AMENDED: 09-01-27**

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**6. SUSPENSION PROCEDURES:**

6.1 the principal shall ensure that the student is given due process;

6.2 the principal will attempt to contact the parent/guardian by phone prior to implementation of this suspension;

6.3 parents are to be informed by letter of suspension including the appeal process, a copy of the letter is to be sent to the Superintendent of Schools or designate;

6.4 the school shall be responsible to supply an educational program consistent with a students course work to the student under suspension;

6.5 students will be given the opportunity to make up work missed during the suspension which could not have been completed in a home assignment. Students shall not lose marks for work that is made up;

6.6 a student under the influence of drugs or alcohol may only be released into the custody of his or her parents/guardians or responsible adult. If the parent or guardian or other adult cannot be contacted, the police will be consulted.

**7. DISCIPLINE COMMITTEE:**

The Superintendent of Schools/or designate shall establish a District Student Discipline Committee which will consist of, at least two school based administrator, and other advisors as deemed necessary. The Committee shall meet as necessary with the suspended student and their parent(s)/guardian(s) to review the indefinite suspension. The parent or student may be accompanied by an advocate. The decision of the Committee will be communicated to the student/parent as soon as possible after the meeting, and followed up in writing. The Superintendent of Schools/or designate will be informed of the decision and consequences.

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**REFERENCE:**

**ADOPTED: 01-01-23**

**NUMBER: 5605**

**AMENDED: 09-01-27**

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**8. RIGHT TO APPEAL:**

A decision which significantly affects the education, health or welfare of a student may be appealed as per School District No. 10 (Arrow Lakes) Bylaw 4 Appeal Bylaw under Section 11 of the School Act.

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**REFERENCE: S.A. 114**  
**Reg. 36**

**ADOPTED: 85-04-30**  
**AMENDED: 04-11-30**

**NUMBER: 5615**

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**POLICY**

**STUDENT CONDUCT WHILE RIDING A SCHOOL BUS**

The Board declares that school buses are an extension of the school.

The pupils traveling on school buses are under the jurisdiction of their Principal and are subject to the Code of Conduct of their school.

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**REFERENCE: S.A. 114**  
**Reg. 36**

**ADOPTED: 85-04-30**  
**AMENDED: 04-11-30**

**NUMBER: 5615**

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**REGULATIONS**

1. Principals are responsible for behaviour of all pupils transported on school buses.
2. Rules and regulations concerning safety and deportment are to be drawn up by the Principal and made known to the pupils.
3. Bus drivers are responsible for the maintenance of order on the bus, but shall report all cases requiring disciplinary action to the Principal on a form provided to the bus drivers for such purpose.
4. In spite of a teacher's presence on the bus, it shall be the driver of the bus who ultimately shall determine appropriate student behaviour which allows for safe operation of the bus.
5. Parents shall be advised by the Principal of all cases of misbehaviour reported by the bus driver to the Principal. A file shall be kept of such letters and reports, which file will be open to inspection by the Superintendent.
6. At their discretion, Principals shall have the authority to suspend, for repeated misbehaviour for a stated period, the privilege to ride on the buses. Where such action is taken, notification to parents shall be in writing, and a copy sent to the Board of School Trustees, School District No. 10 (Arrow Lakes) through the Superintendent.
7. Privilege of transportation shall be restored to pupils suspended only upon reassurance to the Principal of conforming to bus regulations.
8. Indefinite suspensions shall be authorized only by the Board of School Trustees of School District No. 10 (Arrow Lakes).

9. Prior to restoration of riding privileges, a pupil whose riding privileges are suspended shall be required to meet with the principal and, if necessary, with the Superintendent of Schools or his designate to determine the terms and conditions of restoring the privileges.

The pupil must be accompanied by the parents or legal guardian.

10. Pupils will be held responsible for willful damage to the school bus.

11. DECORUM ON SCHOOL BUSES:

Pupils shall:

remain in the area designated as a bus loading zone,

board or disembark a bus in an orderly manner,

remain seated in a seat assigned or assumed from the time they board a bus until the time they arrive at the destination,

refrain from putting their heads or arms out of windows,

be courteous to the other passengers,

maintain a noise level acceptable to the bus driver,

refrain from talking to the bus driver while the bus is in motion,

do everything possible to keep the bus clean, tidy and neat,

not smoke on a school bus,

not eat or drink on a school bus without the driver's permission,

abide by instructions given by the bus driver.

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**REFERENCE: S.A. 114**  
**Reg. 36**

**ADOPTED: 85-04-30**  
**AMENDED: 04-11-30**

**NUMBER: 5615**

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12. DISCIPLINARY ACTION:

Traveling on a school bus is a privilege which may be suspended or revoked for a pupil who does not observe the provisions of this policy.

A pupil who damages a school bus shall be responsible for the restitution of damages.

The principal may notify the parents in writing and/or by a phone call about a pupil's misbehaviour on the bus.

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**REFERENCE:**

**ADOPTED: 04-09-28**

**NUMBER: 5616**

**AMENDED:**

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### **School Bus Video Taping**

#### **RATIONALE:**

The Board recognizes that the videotaping of students and drivers on-board school buses can be useful in promoting safety and minimizing disputes. The Board also recognizes that the videotaping of students and drivers is a matter of sensitivity. Therefore, the Board believes the use of video cameras on-board school buses should be governed by strict policy guidelines and should only be carried out where circumstances have shown that it is necessary to ensure safety, order and discipline, including prevention of vandalism.

#### **POLICY:**

On-board videotaping is to be conducted only for the purpose of promoting bus safety and discipline. Videotaping is not to be conducted for any other purpose.

#### **GUIDELINES FOR VIEWING RECORDINGS:**

Video taping and viewing will occur when:

- A Driver's concerns about Discipline or Vandalism cannot be settled in any other manner than viewing the recording;
- Complaints that are accompanied by signed letters or bus discipline slips that cannot be settled in any other manner than viewing the recording:
  - The viewing of the recordings is restricted to school and district administration and the Transportation foreman
  - That any other person or persons that are found to have contributed to the discipline or vandalism problem while viewing the recording are to be included in subsequent discipline actions
  - That, at the time of viewing of any recordings of events on any bus, the driver be present during the viewing and, if the complaint is about the driver, their Union Rep. be present as well.



**POLICY**  
**CHILD ABUSE**

**DUTY TO REPORT ABUSE OR SUSPECTED ABUSE**

Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the *Child, Family and Community Service Act* to report the matter.

**HOW TO REPORT:**

Report to a child protection social worker in either a Ministry for Children and Families office, or a First Nations child welfare agency that provides child protection services.

- Monday to Friday, 8:30 a.m. to 4:30 p.m., call the local district office (listed in the blue pages of your phone book) or
- Monday to Friday, 4:30 p.m. to 8:30 a.m. and all day Saturdays, Sunday and statutory holidays, call the Helpline for Children. Dial 0 and ask the operator for Zenith 1234. This service is toll-free.

The child protection social worker will:

- Determine if the child needs protection;
- Contact the police if a criminal investigation is required
- Coordinate a response with other agencies, if necessary.

**If the child is in immediate danger, police should be called to intervene and a child protection social worker should be contacted to determine whether the child is in need of protection.**

**WHAT TO REPORT:**

The report should include the reporter's name, telephone number and relationship to the child; any immediate concerns about the child's safety; the location of the child; the child's age; information on the situation including all physical and behavioural indicators observed; information about the family, parents and alleged offenders; the nature of the child's disabilities, if any; the name of a key support person,; other child(ren) who may be affected; information about other persons or agencies closely involved with the child an/or family; and any other relevant information concerning the child and/or family such as language and culture.

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**REFERENCE:**

**ADOPTED: 94-10-25**

**NUMBER: 5720**

**AMENDED: 99-11-02**

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**POLICY**

**CRITICAL INCIDENTS PROTOCOL**

When a major event occurs that affects students and staff, our district follows the protocol below:

1. The Superintendent, principal(s) of the school(s) involved, and other agencies as necessary are immediately notified.
2. An emergency response team meeting is convened as soon as possible. The Team consists of: the Superintendent, the principal(s) and vice-principal(s) of the school(s) involved, school counsellors, and others whom the Superintendent feels can be helpful to the Team. The Superintendent will convene the meeting. In his absence, the principal involved will convene the meeting.
3. Other agencies are contacted for help as soon as the Team determines help is needed (ex: Social Services, RCMP, Community Services, Mental Health, EFAP). In any event, the agencies are notified that the event has occurred.
4. All media contacts are routed to the Superintendent. No one else is to speak with any media representative or issue statements unless specifically authorized to do so by the Superintendent.
5. The Board Chairperson and other Trustees are notified as soon as possible.
6. In general, the emergency response team will plan for the following:
  - a) support for students directly involved and their families, where possible and appropriate;
  - b) support for other students and their families, where possible and appropriate;
  - c) support for staff members and their families;
  - d) on-going monitoring of the situation;
  - e) follow-up as needed in the future;
  - f) who should be notified and how the notification should be handled, beyond those expressly noted in this protocol;

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<b>REFERENCE:</b>	<b>ADOPTED: 94-10-25</b>	<b>NUMBER: 5720</b>
	<b>AMENDED: 99-11-02</b>	

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- g) contacts with agencies or other school districts if further support than is available locally is needed.

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**REFERENCE:****ADOPTED: 97-06-24****NUMBER: 6240****AMENDED: 05-10-11**

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**POLICY****PERSONAL PLANNING: ALTERNATIVE DELIVERY**

Although Personal Planning is a provincially mandated part of the educational program offered to all students, the School District recognizes that the family should be the primary educator in the development of children's attitudes, standards and values. Therefore, students, with their parents'/guardians' permission, or parents'/guardians of students may choose an alternative delivery method for sensitive material.

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**REFERENCE:**

**ADOPTED: 97-06-24**

**NUMBER: 6240**

**AMENDED: 05-10-11**

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REGULATIONS

1. Before presenting any materials or teaching any learning outcomes that may be considered sensitive, schools must inform parents/guardians of the learning outcomes that will be taught and describe the materials and resources (including human) that will be used. This information must be mailed to the parents/guardians.
2. Parents/guardians must be given the opportunity to review any materials that will be used in teaching these sensitive areas before these materials are used.
3. PAC's should also be informed regarding these learning outcomes and materials and resources that will be used. It is suggested this be done at the beginning of each school year.
4. Expectations and standards required for students who opt for alternative delivery of prescribed learning outcomes in sensitive topic areas should be similar to that for other students.
5. The school will provide the parents/guardians with the prescribed learning outcomes and other support materials it deems appropriate. The school and parents/guardians will agree on how the learning outcomes will be addressed.

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**REFERENCE:**

**ADOPTED: 92-11-24**

**NUMBER: 6250**

**AMENDED:**

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**POLICY**

**FRENCH AS A SECOND LANGUAGE INSTRUCTION (FSL)**

Second language learning provides both cognitive and affective development, validates national, regional and local heritage, furthers cultural and racial tolerance, encourages global perception and exploration, enhances employment opportunities, and fulfils advanced education requirements for some programs.

The French language and French Canadian culture are, historically and presently, an important component in the education of Canadian people. School District No. 10 (Arrow Lakes) supports French language instruction and the professional development of teachers in second-language methodology. The District encourages the introduction of other second-language programs where feasible.

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**REFERENCE:**

**ADOPTED: 92-11-24**

**NUMBER: 6250**

**AMENDED:**

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**REGULATIONS**

1. FSL instruction will be offered to all students in Intermediate levels 1 to 5, using programs and materials appropriate to the student's FSL experience and skill level and in accordance with FSL Curriculum Guides.
2. FSL instruction shall be optional at Primary levels 1 - 4 and shall be offered as an elective program at Intermediate levels 6 - 7 and Graduation 1 - 2.
3. Formal FSL instruction shall be offered a minimum of 80 minutes per week at Intermediate 1 - 4. The number and length of instructional periods shall be at the discretion of the local school; however, such instruction shall take place at least three (3) times per week.
4. Wherever feasible, the classroom teacher shall deliver FSL instruction to his/her students.

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**REFERENCE:****ADOPTED: 95-12-19****NUMBER: 6340****AMENDED: 05-10-11**

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## **POLICY**

### **WORK EXPERIENCE**

All work experience will meet Ministry and the following School District No. 10 (Arrow Lakes) criteria, as well as school policy. School policies must be in accord with District policy.

1. The Work Experience must have educational value, enhance the student's skills and knowledge, and relate to the goals and aspirations identified in the student's Learning Plan.
2. The student must meet the requirements for prior approval at the school level for Work Experience. However, a maximum of one credit (30 hours) may be earned through non-school arranged work experience provided that:
  - a) the work experience meets the criteria stated in paragraphs #1, 3, and 6 of this section, and
  - b) the work experience site is an established enterprise conducting a business or service.
3. All participating students must be 15 years of age or older.
4. All school-arranged Work Experience must be preceded by an appropriate pre-placement orientation.
5. All participating students must have a designated teacher responsible for supervision and evaluation.
6. Related activities, including evaluation and self-assessment, must be completed in order to validate the Work Experience.
7. Work sites will be screened before students are assigned to them, and evaluated by staff and students after placements are completed.
8. Schools will establish policies and guidelines for students relating to special requirements related to specific work sites; for example confidentiality requirements in hospital settings.



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**REFERENCE:****ADOPTED: 95-12-19****NUMBER: 6340****AMENDED: 05-10-11**

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### Types of Work Experience

Because School District No. 10 (Arrow Lakes) believes that Work Experience should involve high quality experiences in an actual work setting, the following types of Work Experience placements will be accepted for credit, provided that Ministry, District and local school criteria are met:

1. Career Mentoring - a mentoring relationship with a community member involving work on a specific project or task.
2. Entrepreneurship - an entrepreneurial venture supervised by an appropriate sponsor.
3. On-Site Placement - hands-on experience under the supervision of a work site sponsor, in a business or volunteer organization.
4. Employment - out-of-school employment in an established business under the supervision of a work site sponsor.
5. Electronic - computer based communication and work with an established business under the supervision of a work site sponsor.

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**REFERENCE:**

**ADOPTED: 88-11-29**

**NUMBER: 6350**

**AMENDED:**

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**POLICY**

**ENVIRONMENTAL EDUCATION**

The Board believes that education has an essential role to play in the transformation of the individual towards a global consciousness and responsibility. One aspect of this global consciousness and responsibility is to provide students with an environmental awareness which will enable them to better comprehend the ideas of cause and effects, the intricacies of the natural environment, and an intimate understanding of their place in the natural community of life. Further, students should be exposed to environmental problems around the world in order to explore their cause and effects and possible solutions.

The Board believes that this task should be accomplished over the full spectrum of the school years. Means of accomplishing this task could include outdoor education, field trips, library resources, and integration with other subjects.

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**REFERENCE:**

**ADOPTED: 00-09-19**

**NUMBER: 6365**

**AMENDED: 07-05-29**

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**COMPUTERS, INTERNET AND BCeSIS USAGE AND ACCESS TO *ELECTRONIC INFORMATION***

**PREAMBLE;**

This policy shall govern the use of computer equipment, software, the network, e-mail, internet and BCeSIS access provided by the Board of School Trustees District No. 10 (Arrow Lakes), to students, employees, contractors and others.

Computers, software, networks, e-mail access to the Internet and BCeSIS are intended only for educational and/or administrative purposes and for conducting valid School Board business.

The Board endorses the use of these systems by all employees and approved users and actively encourages and supports the School District growing online community.

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**REFERENCE:****ADOPTED: 00-09-19****NUMBER: 6365****AMENDED: 07-05-29**

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**PRIVACY AND CONFIDENTIALITY;**

Use of the System including Internet access, is neither private nor confidential and may be tracked. Use of the System including the internet, by any individual, may be monitored or reviewed by the School Board system administrator(s) without prior notice. Users who wish their internet, e-mail, or voice mail communications to be private should not use School District systems.

In case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files on the system. The System administrator(s), in consultation with Administration, has the right to suspend or terminate a user's access to and use of the System upon any breach of this policy by the user. The District will ensure that a process for the investigation of allegations of misuse is developed and communicated to all users.

All users are expected to exercise the same good judgement and discretion when sending e-mail and voice-mail as they would when sending a formal letter, written memorandum or other correspondence.

The District will endeavour to screen objectionable and illegal information and access but cannot guarantee that such activity will not take place. District staff or supervisors will monitor the general use of the internet and e-mail in schools and District work sites. It is not practically possible for the School Board to constantly monitor or individually control student use of the system, nor to prevent inadvertent accessing of offensive material.

Employees are required to comply with the Policy and any rules and regulations respecting use of the System that are made by the School Board from time to time. Failure to do so may result in suspension or revocation of some or all of their access privileges and may also result in disciplinary action.

All use of BCeSIS may be tracked. Use of the System by any individual may be monitored or reviewed by the school district or Ministry BCeSIS system administrator(s) without prior notice.

In the case of misuse or suspicion of misuse of BCeSIS, the Ministry of Education or the school district reserves the right to access any files on the system.

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**REFERENCE:**

**ADOPTED: 00-09-19**

**NUMBER: 6365**

**AMENDED: 07-05-29**

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With respect to BCeSIS, unacceptable use includes: Violating the rights of privacy of students, their families, volunteers or employees of any district, and downloading, storing or printing files or messages that are in violation of Ministry or school district policies.

**PROHIBITED USE: USERS MAY NOT USE THE SYSTEM**

- To transmit any materials in violation of Canadian laws.
- To duplicate, store, download or transmit pornographic materials.
- To transmit or post threatening, abusive, or obscene material.
- To duplicate, store, download or transmit copyrighted material that violates copyright law.
- To participate in pyramid schemes.
- To violate, or attempt to violate the security of the system.
- To attempt to vandalize System accounts, this includes but is not limited to, the uploading or creation of computer viruses.
- To use another individual's account or password.
- For business purposes.
- For product and/or service advertisement or political lobbying.
- To send chain letters.
- To play unauthorized network or online games.
- For non-educational use of internet radio.
- To harass other users with unwanted or unsolicited e-mail messages.
- To participate in private or public chat forums save for those district authorized.
- Any other use that may be determined as inappropriate by the School District.

**STUDENT ACCESS;**

The purpose of student access to the system is to further the learning objectives of a student's educational program, including without limitation:

- a. providing training in the use of computer systems;
- b. providing access to a wide range of material with educational value to the student;
- c. facilitating communication with others around the school district and the world in furtherance of the student's education.

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**REFERENCE:**

**ADOPTED: 00-09-19**

**NUMBER: 6365**

**AMENDED: 07-05-29**

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Student access to the system may include one or more of the following, depending on the level of authorization:

- d. network access within the school district only;
- e. an e-mail account which permits the exchange of e-mail both within the school district and through the internet;
- f. access to the internet including access to the World Wide Web, telnet, newsgroups and FTP; or
- g. student remote access to the System in accordance to school access guidelines.

Authorization for access at any of these levels will be granted only when both the student and his or her parent(s)/legal guardian(s) have signed a form prescribed by the School Board agreeing to be bound by this policy and any rules and regulations respecting use of the System that are made by the School Board from time to time.

The System administrator(s) has the right to set quotas for disk/computer usage and download/time limits on the System.

See attached document for agreement.

SCHOOL DISTRICT # 10  
COMPUTER USE AGREEMENT FORM

---

STUDENT:

I \_\_\_\_\_ pledge to follow these rules while using the Computer/Internet at \_\_\_\_\_.

- ✓ I will never send a person my picture or any other personal information such as my address, phone number or the name and location of my school without my teachers permission.
- ✓ I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
- ✓ I will not attempt to use internet resources in any improper or unethical way. Any controversial material containing *pornographic* sexual content or literature will not be tolerated.
- ✓ I will always treat people online with respect and treat them as I would like to be treated.
- ✓ I will not reply to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away.
- ✓ I understand that transmission of any material in violation of any federal or Provincial regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, racist, or other obscene material, or material protected by trade secret.
- ✓ I understand that vandalism will result in cancellation of privileges. Vandalism is not confined to physical damage, but also includes any malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.
- ✓ I will not hold the School District responsible for any losses or financial obligations incurred by me through the use of District's facilities, internet access or software.
- ✓ I understand and will abide by the Computer/Internet Use Agreement.
- ✓ I further understand that any violation of the regulations above is unethical and may constitute a criminal offence.
- ✓ I also understand that if I allow any other person to use my user name and password, my account will be suspended.
- ✓ Should I commit any other violation, my account privileges may be revoked and other disciplinary and/or appropriate action may be taken.

STUDENT USER: \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

STUDENTS SIGNATURE: \_\_\_\_\_

PARENT OR GUARDIAN

As the parent or guardian of the student who has signed this agreement, I have also read the Computer/Internet Use Agreement. I understand that this access is designed for educational purposes, but I also recognize it is impossible for School District 10 staff to prevent access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account to my child and certify that the information contained on this form is correct.

PARENT/GUARDIAN'S NAME (please print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RELATION TO STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL

I authorize the above user to have access to computers, Internet and E-mail.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



School District No. 10 (Arrow Lakes)  
Internet and Email Network  
Staff Registration Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Work Location(s):    BES        EES        NES        LESS        NSS   

Your location will determine which staff mailing list(s) you are on and which email conferences you are subscribed to.

ALTA Member            CUPE Member            Exempt Staff       

Your User Id: \_\_\_\_\_  
(will be your first initial and last name, i.e. jsmith)

Choose a Password: \_\_\_\_\_  
(Should be between 5 and 12 characters and should not be easy to guess. You can change your password at any time. Please refer to teacher resource page on sd10 website.)

Please return this completed form to the Board Office. All staff are responsible for adhering to Policy 6365.

Your email password must be kept secure. It is for your use only and cannot be used by any other staff member or family member. Sensitive information may be sent to your account and that information must not be accessible to anyone other than the intended recipient.

I have carefully read Policy No. 6365 and agree to abide by those guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone NO.

\_\_\_\_\_  
FOR SYSTEM ADMINISTRATOR USE:

Account Created and ID and Password assigned, as above, on \_\_\_\_\_  
Date

Administrator Signature: \_\_\_\_\_

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 6390**

**AMENDED: 09-02-24**

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**POLICY**

**FEES FOR STUDENTS**

The Board of Education believes that curricular education should be free of charge for all students in School District No. 10 (Arrow Lakes) in accordance with School Act and Orders.

Each school is to establish policies and procedures to facilitate the participation of students IN CURRICULAR ACTIVITIES who would not otherwise be able to participate in activities due to financial hardship.

The Board of Education and the school may offset costs of Extra Curricular activities.

Fees may be charged for the rental or purchase of musical instrument, and for tools, equipment and materials required to participate in trades programs. If the Board offers a specialty Academy they may charge fees relating to the direct cost of the Academy. In addition, fees may be collected for field trips and special events that are optional and not part of the instruction or assessment of the students' educational program.

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**REFERENCE:**

**ADOPTED: 85-06-25**

**NUMBER: 6390**

**AMENDED: 09-02-24**

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REGULATIONS

A. TEXT BOOK FEES:

1. A school may institute a refundable deposit of a maximum of \$20 for text books and/or lock rental.
2. Students who do not return text books will forfeit the deposit toward the replacement costs.

B. ACTIVITY FEES:

1. A school may charge students a student council, student activity or cultural activity fee.
2. A school may charge students an appropriate fee to participate in a field trip. A student's lack of ability to pay the fee should *never* preclude the student from participating in a field trip.

- C. All communications with students and parents regarding fees and deposits will include a statement explaining that fees will not be a barrier to student participation.

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**REFERENCE:****ADOPTED: 86-04-29****NUMBER: 6500****AMENDED: 05-10-11**

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## **POLICY**

### **LIBRARIES**

As an integral part of our school system, the objectives, functions and purpose of the library must reinforce the educational aims of the school. It is the goal of the library to provide a multi-media center directed to fulfilling the needs of inquiry approach learning, thus providing students with the essential skills so that they will be well prepared to cope efficiently with our ever changing society. The student must have access to a large variety of educational materials which provide him/her with a means of information, enrichment and recreation and, in so doing, create greater interest, a sense of challenge, as well as desirable attitudes and an appreciation of learning. It is the responsibility of the library to provide students with materials and services that will meet the expectations of the curriculum yet be interesting and valuable to their total development and growth. The student must be given the chance to become more discriminating, more skilful, and better able to make intelligent judgments and adjustments that will affect his/her daily life. As well, the library must be stimulating for the staff, giving members the opportunity to become more professionally and culturally aware. Informative resources to encourage creative and critical thinking should be available and representative of various cultures, religions and ideals. It is through the integration of its services with the instructional programs that the library must attempt to contribute to the development and implementation of the curriculum. It is the responsibility of the library, at the same time, to create a lively and intriguing environment. At the same time it is the responsibility of the classroom teacher to understand the function of the library, to use the library appropriately, and to promote the use of the library with his/her students.

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<b>REFERENCE:</b>	<b>ADOPTED: 85-02-19</b>	<b>NUMBER: 6520</b>
	<b>AMENDED: 05-10-11</b>	

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## **POLICY**

### **SELECTION OF LEARNING RESOURCES**

School District No. 10 (Arrow Lakes) will provide a wide range of learning resources to meet the educational needs of students in the schools of the District.

#### **DEFINITIONS**

Learning resources include materials as Provincially Prescribed to acquire the learning outcome for the subject or from a variety of other sources related to the learning outcome. Should there be a variation, the professional staff will determine the learning resource needed.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6520**

**AMENDED: 05-10-11**

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## **REGULATIONS**

### SELECTION OF LEARNING RESOURCES

1. Professional Staff are responsible for ensuring that learning resources are selected to achieve the following objectives:
  - 1.1 To provide materials that will enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
  - 1.2 To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
  - 1.3 To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgment in their daily lives;
  - 1.4 To provide materials representative of the many ethnic and cultural groups and their contributions to our national heritage and the world community;
  - 1.5 To provide a range of recreational reading material reflecting student interests and abilities, as well as a range of content areas;
  - 1.6 To provide materials appropriate to the school community;
2. Professional Staff are responsible for ensuring that the following selection criteria are known by educational staff and adequately applied to the extent that each is appropriate to any given learning resource:
  - 2.1 Learning resources shall support the curriculum and be consistent with the educational goals of the province, the District, and the school.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6520**

**AMENDED: 05-10-11**

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- 2.2 Learning resources shall meet high standards of quality in factual content and presentation.
- 2.3 Learning resources shall be appropriate for the subject area and for the age, ability level, learning styles and social development of the students for whom the materials are selected.
- 2.4 Learning resources shall have aesthetic and/or literary and/or social values.
- 2.5 Learning resources shall have a physical format appropriate for their intended use.
- 2.6 Learning resources shall be fair, objective, free from propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.
- 2.7 Learning resources by or about a Canadian person, about a Canadian region or event, and/or published or produced in Canada will be given priority where appropriate and where quality is not compromised.
- 2.8 Learning resources shall be readable, interesting and manageable in the teaching/learning situation.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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**POLICY**

**CONTROVERSIAL LEARNING RESOURCES**

Any resident of the School District may challenge the appropriateness of learning resources used in the District's educational program.



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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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**REGULATIONS**

1. The school receiving a challenge regarding a learning resource shall try to resolve the issue internally.
  - 1.1 The principal or other appropriate staff shall explain to the challenger the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
  - 1.2 The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the educational usefulness, and additional information regarding its use.
2. If the challenger wishes to file a further complaint, a copy of the District policy, Selection of Learning Resources, shall be provided by the Principal to the party concerned:
  - 2.1 All formal objections to learning resources must be made on a Request for Reconsideration of Learning Resources form (attached), signed by the challenger, and filed with the principal.
  - 2.2 The school principal shall forward one copy of the Request for Reconsideration of Learning Resources form to the Superintendent of Schools.
  - 2.3 The Superintendent of Schools may, at his discretion, establish a reconsideration committee to re-evaluate the resource and to prepare a report with recommendations. When appropriate, the committee shall include representation from the following groups: District staff, teaching staff, principals, community, and student body.
    - 2.3.1 if the Superintendent of Schools decides against the establishment of a reconsideration committee, the challenger may make a written appeal to the Board of School Trustees.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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- 2.4 The Superintendent shall review the reconsideration committee report and advise the challenger and the school principal of his decision.
- 2.5 Written reports, once filed, are confidential and available for examination by trustees and appropriate personnel only.
- 2.6 The challenger and/or the school principal shall have the right to appeal to the Board of School Trustees for a final review.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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**PROCEDURES**

1. Complete and sign the Request for Reconsideration of Learning Resource Form.
2. Retain one copy and forward remaining copies to the school principal.
3. The school principal will forward one copy of the reconsideration form to the Superintendent of Schools.
4. The Superintendent of Schools may establish a reconsideration committee to re-evaluate the learning resource.
  - 4.1 If the Superintendent of Schools decides against the establishment of a reconsideration committee, a written appeal may be made to the Board of School Trustees.
5. The reconsideration committee shall proceed in accordance with the following guidelines.
  - 5.1 Examine the challenged resource;
  - 5.2 Determine professional acceptance by reading critical reviews of the resource;
  - 5.3 Weigh values and faults and form opinions based on the material as a whole, rather than on passages or selections taken out of context;
  - 5.4 Discuss the challenged resource in the context of the educational program;
  - 5.5 Discuss the challenge item with individual challenger when appropriate;
  - 5.6 Prepare a written report and file with the Superintendent of Schools.
6. The Superintendent of Schools will review the report and advise the challenger and the school principal of his decision.

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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7. The written report, once filed, is confidential and available for examination by trustees and appropriate officials only.
8. The Challenger and the school principal have the right to appeal the decision to the Board of School Trustees.
9. Access to challenged material shall not be restricted during the reconsideration process.

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**REFERENCE:** \_\_\_\_\_ **ADOPTED: 85-02-19** **NUMBER: 6530**  
**AMENDED:** \_\_\_\_\_

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**EXHIBIT**

**SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Initiated by: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Address: \_\_\_\_\_

Name of School: \_\_\_\_\_

Age or Grade of Student(s) Using the Challenged Material: \_\_\_\_\_

**REPRESENTING**

Self: \_\_\_\_\_ Group (give name): \_\_\_\_\_

Organization (give name): \_\_\_\_\_

**RESOURCE QUESTIONED**

Book: Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_

Hardcover \_\_\_\_\_ or Paperback \_\_\_\_\_

Nonbook: Type of Resource \_\_\_\_\_  
(Magazine, Film, Filmstrip, Record, etc.)

Title/Name \_\_\_\_\_

Publisher or Producer (if known)

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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Please respond to the following questions. If sufficient space is not provided, feel free to use additional sheets of paper.

1. Did you review the entire item? \_\_\_\_\_ If not, what sections did you review? \_\_\_\_\_

2. To what do you object? Please be specific \_\_\_\_\_

3. What do you believe is the main idea of this material? \_\_\_\_\_

4. What do you feel might be the result of a student using this material? \_\_\_\_\_

5. Is there anything good about this material? \_\_\_\_\_

6. Are you aware of the judgement of this material by professional critics?

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**REFERENCE:**

**ADOPTED: 85-02-19**

**NUMBER: 6530**

**AMENDED:**

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7. In your opinion, for what age group would this material be more appropriate? \_\_\_\_\_

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8. In the place of this material, would you care to recommend other material that you consider to convey a similar perspective of society and set of values? \_\_\_\_\_

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Date

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Signed

PLEASE RETURN THIS FORM TO THE SCHOOL PRINCIPAL



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**REFERENCE:**

**ADOPTED: 94-10-25**

**NUMBER: 6710**

**AMENDED: 95-09-26**

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**PROPOSED POLICY**

**LETTER GRADES ON REPORTS, GRADES 4 TO 7**

In accord with Ministerial Order 17/90, the Student Progress Report Order, and in accord with the School District's desire to meet both the educational needs of our students and parent expectations regarding reporting, the following process will be followed each year regarding the placement of letter grades on report cards for students in grades 4 to 7 inclusive:

1. At least four (4) weeks prior to the issuing of the first report card in any school year, the following letter will be mailed to all parents/guardians of students in grades 4 to 7:

Dear (parent/guardian name),

The British Columbia Ministry of Education has determined that all students in grades 4 to 7 will be issued letter grades. These letter grades will form a part of each student's permanent record.

However, the Ministry of Education has also decided that the letter grades need not be placed on student report cards, at the discretion of each school district.

School District No. 10 has decided to leave the choice up to the parents/guardians of each student in our district.

Please be advised that (name of school) Elementary School will place letter grades on your child's report cards this school year, unless you return the bottom portion of this letter to (name of school) by (date).

Letter grades will be placed on report cards for all subject areas or, at the parents'/guardians' discretion for no subject areas. It is not an option to place letter grades on report cards for some subjects but not for others. When a parent requests that letter grades not be placed on a student's report card, these letter grades will not be reported to the student concerned in any manner unless specifically requested by the student's parents/guardians.

All parents will receive structured written reports whether letter grades are on the report cards or not.

If you have any questions or concerns, please contact me.

Yours truly,

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**REFERENCE:**

**ADOPTED: 94-10-25**

**NUMBER: 6710**

**AMENDED: 95-09-26**

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(School Principal)

Please return this form if you do not want letter grades placed on your child's report card. Please complete a form for each child if you have more than one attending grades 4 to 7. If you decide not to have letter grades placed on the report card, you may obtain the letter grades assigned to your child by contacting your child's classroom teacher.

I, We       (name's)      , do not want the letter grades assigned to my/our child       (name)       in (name of school) placed on his/her report cards for this school year (199 - 199 ).

\_\_\_\_\_  
Signature

Please return to the school by (date). If not returned by that date, letter grades will be placed on your child's report cards.

2. Forms received will be placed in the student's file.
3. Teachers will be given a list of any parents of students in their classrooms who do not want letter grades placed on the report cards, at least one week prior to the date the first report cards are to be completed. Letter grades will not be placed on those students' report cards, nor reported to the students concerned unless specifically requested by the student's parents/guardians.
4. Parents of students new to the district during the school year will be sent a similar letter by the school principal as soon as practical.
5. During a school year, parents/guardians may change their decision regarding letter grades on report cards by sending a written request to the school principal. Such requests will be granted as soon as the principal in consultation with the teacher concerned decide it is possible.

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**REFERENCE:**

**ADOPTED: 84-09-18**

**NUMBER: 6720**

**AMENDED: 06-01-31**

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**POLICY**

**GRADE TWELVE DISTRICT SCHOLARSHIP**

The purpose of the District Scholarship is to acknowledge excellence in learning fields other than academic.

School District No. 10 (Arrow Lakes) is allotted \$1,000 to be distributed as follows:

- a) A qualifying candidate to receive a District Award of \$500.
- b) In addition, a District Scholarship of \$500 will be awarded to the District Award winners who proceed to a post secondary institution to pursue studies outside traditional academics, or who enroll in a training program approved by the Ministry of Labour within eighteen months of the award being announced.

Previous district scholarship winners were:

Christopher McMechan	Violin Cello Performance
Steffan Adam	Technical Stage Set-up and Take down
Laird Bilinski	Diesel Motor "How it Works Mechanics"
Emi van der Pol	Foods, Woodworking, Music
Leah Nixon	Presentation on "Volunteer Hours to Lifetime Employment"
Vanessa Tatlock	Fashion Show
Jade Dennill	Golf Presentation at local Golf Course

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**REFERENCE:**

**ADOPTED: 84-09-18**

**NUMBER: 6720**

**AMENDED: 06-01-31**

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**REGULATIONS**

1. Candidates must be Grade Twelve students graduating from a secondary school in School District No. 10 (Arrow Lakes).
2. Candidates for the District Scholarship:
  - i) must be able to graduate in June;
  - ii) must be Canadian citizens or have landed immigrant status.
3. Candidates must:
  - i) Provide the Committee with a list of all courses taken in Grades 11 and 12 with marks.
  - ii) Candidates must have achieved an average letter grade in Grade 11 and 12 of at least C+ (67%), with no failing marks.
4. The Board will establish a District Scholarship Committee, which shall include at least two (2) Trustees.

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**REFERENCE:**

**ADOPTED: 84-09-18**

**NUMBER: 6720**

**AMENDED: 06-01-31**

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5. Candidates are to submit by April 15<sup>th</sup> the application form, a personal resume, and future educational and career plans to the District Office, along with an outline of a research essay, a project, experiment, or presentation they wish to complete as evidence of their scholarship in a particular field.
6. The District Scholarship Committee will shortlist from the applications received
7. Shortlisted Candidates will be required to attend an interview with the District Scholarship Committee, to discuss and demonstrate their projects. Candidates should select a topic of sufficient depth/scope to provide the District Scholarship Committee with evidence of their scholarship. Some possibilities might include:
  - a) arts or science topic;
  - b) industrial education project;
  - c) fine arts presentation;
  - d) commerce project;
  - e) community services project;
  - f) another topic considered suitable for examination.
  - g) any combination of the above
8. It is recommended that candidates obtain a teacher advisor to give guidance in the selection, preparation and presentation of the essay, project or experiment, or presentation.
9. The award recipient will be notified at the Graduation Ceremonies.

**SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**Number: 6720**

**Grade 12 District Scholarships**

**Date: 06-01-31**

**Application Form**

I. Name of Applicant: \_\_\_\_\_  
Surname Given Name(s)

S.I.N. \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Attending: \_\_\_\_\_

II. Transcript (attached)

III. Two letters of reference. One must be from a staff member at the school. (attached)

IV. Personal Resume (attached)

V. Future educational and career plans (attached)

VI. Outline of project (attached)

\_\_\_\_\_  
Student Signature

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<b>REFERENCE:</b>	<b>ADOPTED: 00-10-24</b>	<b>NUMBER: 6725</b>
	<b>AMENDED: 09-04-28</b>	

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**TRUSTEE MISSION STATEMENT AWARD**

The purpose of the Trustee Mission Statement Award is to acknowledge the Grade 12 student who best exemplifies the attributes of the District Mission Statement.

The award shall be \$350.00.

***Mission Statement:***

*Our mission is to provide all our students with an equal opportunity to achieve academic excellence to the utmost of their abilities, to learn to manage change, to learn to live and work in harmony with others and their environment and thus to grow into caring, intelligent and productive citizens. We believe our mission can only be achieved by a highly professional staff and with the active cooperation of family and community members.*

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**REFERENCE:**

**ADOPTED: 00-10-24**

**NUMBER: 6725**

**AMENDED: 09-04-28**

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REGULATIONS

1. Candidates must be Grade Twelve students graduating from a secondary school in School District No. 10 (Arrow Lakes).
2. Candidates for the Trustee Mission Statement Award:
  - i) must be able to graduate in June;
  - ii) must be Canadian citizens or have landed immigrant status.
3. Candidates must:
  - i) Provide the Committee with a list of all courses taken in Grades 11 and 12 with marks.
4. Candidates must have achieved an average letter grade in Grade 11 and 12 of at least C (60%), with no failing marks.
5. The School Board will establish a District Award committee composed of one or more Trustees and members of the public to select the appropriate candidate for the award.
6. Candidates are to submit application forms, personal resumes and transcripts on or before April 15th.
7. Shortlisted Candidates will be required to meet with the District Award Committee to provide compelling evidence as to how they exemplify the District Mission Statement. This session shall be no more than one hour.
8. The aware recipient will be notified at the Graduation Ceremonies.





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<b>REFERENCE:</b>	<b>ADOPTED: 96-12-17</b>	<b>NUMBER: 6730</b>
	<b>AMENDED: 08-10-28</b>	

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## **POLICY**

### **CHALLENGE**

Challenge is a tool used to assess students' prior learning. Through Challenge, students can obtain credit for a Grade 10, Grade 11, or Grade 12 course.

Challenge is a rigorous process for students who provide compelling evidence of being exceptional in a subject area and who have a high likelihood of successfully meeting the learning outcomes of a course.

It is anticipated that Challenge will apply to only a small number of students.

Challenge is not envisioned as a way for students to improve their course marks, nor as a replacement for the valuable experience students gain by being in a classroom setting.

#### **PRINCIPLES SUPPORTING CHALLENGE:**

- 1) Students learn in a variety of ways and at different rates.
- 2) The diverse needs and abilities of students should be acknowledged.
- 3) Relevant learning acquired by students outside of the school should be acknowledged.
- 4) Consistent and equitable Challenge procedures should be applied across the District.
- 5) Students should be able to demonstrate readiness to Challenge for credit.
- 6) Students should demonstrate they have met the Intended Learning Outcomes (ILOs) for the course being Challenged to receive course credit.
- 7) The Challenge process should maintain the high standards of a quality education.

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**REFERENCE:****ADOPTED: 96-12-17****NUMBER: 6730****AMENDED: 08-10-28**

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## **REGULATIONS**

### **ELIGIBILITY:**

- 1) Students must be enrolled at a school in School District #10.
- 2) Students may Challenge for credit only those Ministry courses, or Board / Authority Authorized (BAA) courses approved by School District #10, which are offered at the Grades 10, 11, and 12 level. Should students wish to Challenge courses not offered locally, a decision will be made by a Principal as to the possibility of an intra- or inter-district Challenge. If students wish to Challenge a Board / Authority Authorized (BAA) course from another district, the course must first be approved by School District #10.
- 3) There is no limit to the number of Grade 10, 11, or 12 designated courses that students can Challenge for credit.
- 4) Students arriving from other jurisdictions may Challenge for credit where equivalency is not appropriate.
- 5) Only students who have not completed the course are eligible to Challenge it for credit.
- 6) The entire course must be Challenged regardless of credit value; partial credit will not be granted through the Challenge process.
- 7) Students do not have to be enrolled in Grade 10, 11, or 12 to Challenge a Grade 10, 11, or 12 designated course for credit.
- 8) In most cases, students will be granted only one opportunity to Challenge a specific course.

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**REFERENCE:****ADOPTED: 96-12-17****NUMBER: 6730****AMENDED: 08-10-28**

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- 9) Students who qualify for Challenge must go through an application process which will reflect the following:
  - a) that Challenge is in their best interests;
  - b) exceptional ability;
  - c) independent learning in a related area;
  - d) prior learning in another jurisdiction;
  - e) how the Challenge will meet the students' educational goals; and
  - f) understanding of the Intended Learning Outcomes of the course.
- 10) A teacher may recommend a student for Challenge.
- 11) The final decision for eligibility will be the responsibility of the Principal, in consultation with students, their parents, teachers, and other educators / mentors.
- 12) Students must demonstrate they have met the ILOs of a course for the Challenge to be successful.
- 13) Students will be awarded a letter grade and percentage mark for a course which has been successfully Challenged. It will be reported to the students and their parents at the appropriate reporting period and will be recorded on the students' transcripts.
- 14) Successful Challenge of a Grade 12 course does not result in credit being granted for the Grade 11 pre-requisite course. If students wish to obtain credit for the pre-requisite Grade 11 course, they must either enrol in the course or Challenge it separately.
- 15) In order to Challenge a course with a provincial examination, students must first successfully Challenge the school portion of the mark. If successful, students will then be provided the opportunity to write the provincial examination at the first available examination date. The final letter grade and percentage mark will be based on the blended school and examination marks.

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**REFERENCE:****ADOPTED: 96-12-17****NUMBER: 6730****AMENDED: 08-10-28**

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16) The Principal shall designate a “Challenge Coordinator” who is responsible for the administration, monitoring, and reporting of the Challenge process.

**PROCEDURES:**

- 1) An interested student meets with the Challenge Coordinator and states the reason for the challenge. If the possibility of a Challenge exists, the Coordinator will provide a copy of the course ILOs and a “Challenge Application Form”.
- 2) Once the application form is submitted, the Coordinator may convene a panel to review the form and to consider the compelling evidence.
- 3) If the application is accepted, a “Challenge Agreement Form” will be completed. This Form will indicate the Challenge details and the assessment criteria.

**ASSESSING AND EVALUATING THE CHALLENGE:**

The strategies involved in a Challenge should reflect the range and depth of the ILOs for the course, and could include:

- 1) laboratory demonstrations
- 2) oral / aural performances
- 3) portfolios or collections of work
- 4) interviews
- 5) term and final school-based examinations
- 6) distance education materials
- 7) shop skills demonstrations
- 8) reports, essays, or other written forms of expression
- 9) translations
- 10) documentation of specific ILOs having been met
- 11) knowledge of or demonstration of safety consciousness
- 12) other assessment strategies.

The assessment and evaluation strategy should include more than a single activity, and should involve a process over time.

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**REFERENCE:**

**ADOPTED: 96-12-17**

**NUMBER: 6730**

**AMENDED: 08-10-28**

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The assessment and evaluation strategy should be established jointly by teachers, administrators, Challenge students, and their parents. The final decision shall rest with the Principal.

The assessment and evaluation strategy must be completed at least four weeks prior to the start of the semester exam schedule.









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**REFERENCE: SA Reg. 97 (b)**

**ADOPTED: 86-06-24**

**NUMBER: 6900**

**AMENDED: 01-12-18**

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## **POLICY**

### **FIELD TRIPS**

The Board of School Trustees affirms the educational value of well planned and supervised curricular and extra-curricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to develop their intellectual, social and physical capabilities. Such trips will supplement the curricular and extra-curricular programs in schools. In utilizing time from the instructional day, the public must be assured that the activities undertaken:

- a) are/or can be, directly related to the tasks the public school is expected to perform in a relatively short school year;
- b) cannot be appropriately undertaken in out-of-school time;
- c) have been planned to achieve specific educational aims.

Field trips are a privilege and not a right. The Board of School Trustees emphasizes that field trips must be for specific educational purposes related to classroom activities or related to participation in extra-curricular activities.

## REGULATIONS

### 1. DEFINITIONS

#### a) Curricular Program

Consists of curricular activities as prescribed by the Ministry of Education or as locally approved by the Board of School Trustees.

#### b) Extra-Curricular Program

Consists of those joint pupil and district employee (including exempt staff, teachers and support staff) endeavours that take place beyond the prescribed curriculum. An extra-curricular activity emanates from the operation of a club, team, or from an activity occurring outside the regular instructional hours. It may have an indirect relationship to the curriculum and should provide experiences that enrich the pupil's life rather than the content of a particular course.

#### c) Curricular Trip

Consists of a part of, or a direct extension of the curriculum involving teachers and their classes outside the school setting.

#### d) Extra-Curricular Trip

Consists of a part of, or a direct extension of the extra-curricular program outside the school setting.

### 2. CATEGORIES OF CURRICULAR AND EXTRA-CURRICULAR TRIPS

#### a) Local

Trips taken within the West Kootenay's and not requiring pupils to be away overnight.

b) Extended

Trips requiring travel outside the West Kootenay's or involving up to two nights' stay but not requiring more than one school day.

c) Special

i) Trips requiring travel outside B.C. or involving two or more school days.

ii) Trips of any duration involving an unusual or potentially hazardous situation are to be included in this category. Any trip which includes swimming shall be included as a Special Field Trip.

iii) Provincial, inter-provincial and national competitions.

iv) wilderness and camping trips.

### 3. APPROVALS

a) Granting final approval for Local and Extended Trips shall be the responsibility of the principal.

b) Granting final approval for Special Trips under 2(c) shall be the responsibility of the Superintendent of Schools.

c) The principal of each school shall formulate written procedures for approval and supervision of Local Field Trips.

d) In all cases, approval in principle must be obtained prior to the commencement of detailed planning or fund raising.

- e) Requests for Extended Trips are to be submitted for approval to the principal of the school at least thirty days prior to the planned trip.
- f) When approval has been granted for Extended Trips, a copy of the approval is to be forwarded to the School Board Office prior to the trip.
- g) After a principal has endorsed a request for a Special Trip, the request must be submitted to the Superintendent of Schools for approval at least thirty days prior to the planned trip.
- h) Where team schedules are available, it will be acceptable to submit these in total to the Principal for approval by attaching the list of games.
- i) Under certain circumstances where it is impossible to foresee Special Trips such as championships, special consideration will be given without the usual thirty day notice.
- j) In seeking approval for Extended and Special Trips, the submission must include:
  - i. time involved
  - ii. purpose of the trip
  - iii. objectives
  - iv. number of students
  - v. sources of finances
  - vi. transportation
  - vii. detailed itinerary
  - viii. adult supervision
  - ix. an indication of what parental consent has or will be obtained
  - x. pre-trip preparation; e.g. equipment, food, safety, discipline, medical, emergency contact, previous check-out of area.

The Special Field Trip approval form must be submitted completed in full.

- k) Written parent/guardian approval must be obtained for all students prior to any field trip. The form "Parent/Guardian Consent Form" must be used and completed in full to fulfill this requirement.

#### 4. PRECAUTIONS

The organizers of a field trip should take every possible precaution to ensure the safety of all participants. The following list of precautions is the minimum required.

a. Supervisors for non-Wilderness and non-camping activities:

- i. Elementary Field Trips - at least one district employee for every 20 pupils with adult to pupil ratio being at least 1 to 15. If the trip is overnight, there must be both a male and female supervisor
- ii. Secondary Field Trips - at least one district employee for every 30 pupils with an adult to pupil ratio of at least 1 to 15. If the trip is overnight, there must be both a male and female supervisor.
- iii. Additional chaperons may be non-district employees, who are over the age of 19 and who have undergone a criminal record check.

b. Supervisors for Wilderness and camping activities:

- i. Elementary field trips of 6 to 10 pupils must have a minimum of 1 district employee and three adults. Under six pupils there may be only 3 adults including a district employee if the destination can be reached by ambulance. In any situation away from road access for an ambulance there must be at least 4 adults regardless of the number of students. For trips over 10 students, a ratio of 1 adult to every 10 students over the first 10 students must be maintained.

- ii. Secondary field trips of 6 to 10 pupils must have a minimum of 1 district employee and two adults. Under six pupils, there may be only 2 adults including a district employee if the destination can be reached by ambulance. For trips over 10 students, a ratio of 1 adult to every 15 students over the first 10 students must be maintained.
- iii. In a wilderness setting it is mandatory that at least one of the Supervisors be a qualified first aid person.
- c. Each participating pupil should be encouraged to carry individual accident insurance for all trips and extended health insurance for out-of-province travel. Students must have extended health insurance for out-of-country travel.
- d. Pupils shall behave in such a manner as to observe the same rules and regulations as if they were attending school.

RATIONALE - Pupils, district employees or chaperons on field trips are goodwill ambassadors of the School District. Every activity undertaken away from the District must be carefully planned for the safety of all participants, for its educational and cultural value, and for displaying exemplary performance.

- e. All equipment must be in good working order and safe to use.
- f. Every effort must be made to secure responsible billets.

## 5. GENERAL

- a. Each school shall make a provision for compensating instruction missed in course work due to participation in curricular or extra-curricular trips.
- b. Ability of an individual student to pay his/her share of the cost must not be a factor in determining participation in trips involving school time.

- c. School policy will be adhered to on all extra-curricular and curricular field trips.
- d. Students will not be allowed to transport other students on school field trips.

**6. TRANSPORTATION: IN GENERAL**

- a. When more than 20 students are being transported, a school bus or commercial vehicle and professional driver should be used.
- b. If private vehicles are to be used, the Principal must ensure that the Volunteer Driver application Form is signed by the driver(s) and that all conditions on the form are met.
- c. The Principal will decide whether a volunteer may or may not drive students based on the volunteer's driving record and any other factors the Principal may consider relevant. The Principal's decision is final.
- d. Request for use of buses is to be made in writing through the principal of the school only.
- e. Bus requests from principals are to be submitted to the Maintenance/Transportation Supervisor at least one week prior to the departure date of the trip.



**SPECIAL FIELD TRIP\***  
**APPROVAL FORM**

\_\_\_\_\_  
**District Employee's Signature**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date of Submission**

\_\_\_\_\_  
**Date of Approval**

**1. GENERAL INFORMATION**

1. School: \_\_\_\_\_
2. Trip Destination: \_\_\_\_\_
3. Date(s) of Trip: \_\_\_\_\_ No. of School Days: \_\_\_\_\_
4. Grades or Classes Involved: \_\_\_\_\_
5. Number in above Classes: \_\_\_\_\_ No. taking trip: \_\_\_\_\_
6. Reasons for less than whole class taking trip, if this is the case: \_\_\_\_\_  
\_\_\_\_\_
7. Plans for students in the class not taking trip (if any): \_\_\_\_\_  
\_\_\_\_\_

NOTE: No student will be denied participating in a proposed field trip because of financial difficulties.

8. Purpose of the Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 
- \*  
i) trips requiring travel outside B.C. or involving two or more school days.  
ii) trips of any duration involving an unusual or potentially hazardous situation.  
iii) provincial, inter-provincial, or national competition.  
iv) trips into the wilderness and camping trips.

9. EDUCATIONAL OBJECTIVES:

Briefly list objectives as they relate to the school/classroom program:

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_
- d. \_\_\_\_\_  
\_\_\_\_\_

10. COSTS: (Proposed):

- a) Accommodation - detail by day and total \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) Transportation - detail by type \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) Tours - detail singly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Meals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e) Miscellaneous \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Revenues: list all sources of funds (i.e.: school funds, fees, donations, money raised, etc.):

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11. SUPERVISORS: (Note the Supervisor(s) who is/are qualified in first aid)

NOTE:

- a. Supervisors for non-Wilderness and non-camping activities:
  - i. Elementary Field Trips - at least one *district employee* for every 20 pupils with adult to pupil ratio being at least 1 to 15. If the trip is overnight, there must be both a male and female supervisor
  - ii. Secondary Field Trips - at least one *district employee* for every 30 pupils with an adult to pupil ratio of at least 1 to 15. If the trip is overnight, there must be both a male and female supervisor.
  - iii. Additional chaperons may be non-*district employees*, who are over the age of 19 and who have undergone a criminal record check.
- b. Supervisors for Wilderness and camping activities:
  - i. Elementary field trips of 6 to 10 pupils must have a minimum of 1 *district employee* and three adults. Under six pupils there may be only 3 adults including a *district employee* if the destination can be reached by ambulance. In any situation away from road access for an ambulance there must be at least 4 adults regardless of the number of students. For trips over 10 students, a ratio of 1 adult to every 10 students over the first 10 students must be maintained.
  - ii. Secondary field trips of 6 to 10 pupils must have a minimum of 1 *district employee* and two adults. Under six pupils, there may be only 2 adults including a *district employee* if the destination can be reached by ambulance. For trips over 10 students, a ratio of 1 adult to every 15 students over the first 10 students must be maintained.
  - iii. In a wilderness setting it is mandatory that at least one of the Supervisors be a qualified first aid person.

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12. ITINERARY:

Provide, on a separate sheet, each day's projected activities correlated to time.

i.e.: Saturday, June 3

7:30 a.m. - breakfast, pack up, prepare lunch  
8:30 a.m. - .....  
9:00 a.m. - ..... etc.

13. PRE-TRIP PREPARATION:

- a) Equipment \_\_\_\_\_  
\_\_\_\_\_
- b) Food \_\_\_\_\_  
\_\_\_\_\_
- c) Safety \_\_\_\_\_  
\_\_\_\_\_
- d) Discipline \_\_\_\_\_  
\_\_\_\_\_
- e) Medical (In the event of a medical emergency, what plans do you have? Explain in detail):  
\_\_\_\_\_
- f) Emergency Contact \_\_\_\_\_  
\_\_\_\_\_
- g) Previous Check out of Area \_\_\_\_\_  
\_\_\_\_\_

14. ATTACHMENTS:

Includes letter to parents/guardians outlining:

- a) Trip
- b) Supervision
- c) Permission, etc.

**SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**PARENT/GUARDIAN CONSENT FORM**

**(Field Trips)**

SCHOOL: \_\_\_\_\_

TRIP OR ACTIVITY: \_\_\_\_\_

DISTRICT EMPLOYEE SPONSOR: \_\_\_\_\_

TRANSPORTATION: Walk, School Bus, Charter Bus, Private Vehicle, Rented Vehicle \_\_\_\_\_

DATE OR PERIOD: \_\_\_\_\_

\_\_\_\_\_

STUDENT CARE CARD NUMBER: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

Swim Policy:

All students wishing to swim must be able to demonstrate that they can swim 25 metres without stopping or touching the ground. If they are unable to swim this distance, it is required that they wear a life jacket.

Do you want your child to swim?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Can your child swim 25 metres without stopping or touching the ground?                      \_\_\_\_\_

Home Phone: \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_

If your son/daughter has any condition (temporary/permanent) which could be aggravated by participation in the above, please indicate.

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

I consent to have my son/daughter participate in the trip described above, under the conditions described above.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

NOTE: It is School District policy that no student may be denied access to any activity due to financial hardship. If this is a difficulty, please contact the school Principal and the matter will be handled confidentially.

**SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**VOLUNTEER DRIVER APPLICATION**

SCHOOL: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**VEHICLE TO BE USED:**

Year / Make / Style \_\_\_\_\_

Colour \_\_\_\_\_

License Plate No. \_\_\_\_\_

Passenger Capacity \_\_\_\_\_

Owner's Name \_\_\_\_\_

Insur. Expiry Date \_\_\_\_\_

**Regulations**

In volunteering to transport students, I confirm my awareness of the following School District Regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$1,000,000. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when traveling.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation, is in good mechanical condition.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident free for at least three years and cannot be a secondary school student under the age of 21. The driver must provide a copy of his/her current driver's license, vehicle registration, insurance documents, criminal record search results, and driving abstract to the school principal/vice-principal.
5. The vehicle must be equipped with winter, all season tires with the M/S (mud and snow) designation and/or chains for winter conditions.
6. For safety and health reasons, volunteer drivers must not allow smoking in their vehicles while transporting students.

7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any other substances which impair a person's ability to operate a motor vehicle.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

NOTES: A. If a vehicle is rated to carry 10 to 24 occupants, the driver must have a Class 4 drivers, license, regardless of the number of persons being carried.  
B. The School District Provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District.

#### VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATION

I/We have read the above items 1 through 8, including notes, regarding transportation of students for sanctioned school activities and agree to follow these School District regulations.

\_\_\_\_\_  
(Driver's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Vehicle Owner's Signature)

\_\_\_\_\_  
(School District)

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<b>REFERENCE:</b>	<b>ADOPTED: 88-09-13</b>	<b>NUMBER: 7100</b>
	<b>AMENDED:</b>	

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**POLICY**

**CAPITAL PLAN PREPARATION**

The preparation of a District Capital Plan Proposal is simply the consolidation of a continuous planning process at a particular date each year.

The process requires consideration of factors which includes:

- : enrolment patterns and projections
- : existing facilities
- : educational programs
- : Board policies

Initial preparation work generally will be by the Superintendent of Schools, the Secretary-Treasurer, and other senior district staff. Preliminary proposals should be prepared for discussion with the Board, which may require participation in the process by other interested local groups.



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**REFERENCE:**

**ADOPTED: 88-09-13**

**NUMBER: 7110**

**AMENDED:**

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**POLICY**

**EVALUATING EXISTING BUILDINGS**

All existing school facilities will be evaluated periodically with an emphasis on the safety and soundness of the buildings, on energy conservation, and on the enrolment as compared to school capacity.

In addition to the inspections provided by district personnel, planning for replacement or renovation of district facilities will be incorporated in a school district 5-year plan which will be reviewed annually.

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**REFERENCE:**

**ADOPTED: 88-09-13**

**NUMBER: 7120**

**AMENDED: 96-11-26**

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**POLICY**

**CAPITAL BUDGET PLANNING CYCLE**

The planning and preparation of the District's Five Year Capital Plan and Annual Capital Allowance Plan shall be in accordance with the following procedure:

**OCTOBER** Student projections for the next ten years are developed for each school based on historical and current information and trends.

Educational program changes are identified which may necessitate changes to facilities.

Review previous capital requests for inclusion into current five year plan.

**NOVEMBER** Capital Project Request forms updated with revised student enrollment projections and program changes are sent to Principals/Maintenance Supervisor.

**NOVEMBER / DECEMBER / JANUARY**

Capital projects identified by schools and maintenance and completed Capital Project Request forms submitted to the District Office for consideration.

**FEBRUARY** Capital Projects classified by funding source:

- major capital project (cost over \$1.5 million)
- minor capital project (cost under \$1.5 million)
- annual capital allowance

District rank projects using Ministry of Education criteria.  
Ranking reviewed and finalized with Principals/Maintenance Supervisor.

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<b>REFERENCE:</b>	<b>ADOPTED: 88-09-13</b>	<b>NUMBER: 7120</b>
	<b>AMENDED: 96-11-26</b>	

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MARCH/APRIL Cost estimates developed by the district for approved projects.

MAY Draft five year capital plan presented to Board of School Trustees for consideration and discussion.

Draft annual capital allowance plan presented to Board of School Trustees for consideration and discussion.

JUNE Five year capital plan and the annual capital allowance plan approved by the Board of School Trustees.

JULY/AUGUST Five year capital plan submitted to the Ministry for consideration and approval.





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**REFERENCE:****ADOPTED: 88-09-13****NUMBER: 7130****AMENDED:**

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**POLICY**

**ENROLMENT PROJECTIONS**

The Board and the Ministry of Education will maintain student enrolment data for the 5 years before and 10 years after the current period. Individual school enrolment trends will be established by analysis of that data, together with transportation patterns, housing starts, emigration and immigration figures, and maturation statistics. The projection figures will be upgraded annually by agreement between the Board and the Ministry of Education, and summarized on Ministry CP-1 and CP-3 forms.

The content of a Capital Plan Proposal must be based on these enrolment projections.

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**REFERENCE:**

**ADOPTED: 88-09-13**

**NUMBER: 7140**

**AMENDED:**

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**POLICY**

**PARTICIPATION IN THE PLANNING OF FACILITIES**

A. Planning Committee

A planning committee will be formed to co-ordinate input and disperse information involving any new construction or renovation. The planning committee will consist of two Trustees, the Superintendent of Schools, the Secretary-Treasurer, the Maintenance Supervisor, one Administrative Officer from the school concerned, one teaching staff member from the school concerned, and one member from the respective Home & School Association. The architect shall take direction only from the planning committee.

B. Staff Involvement

When the School District contemplates new construction or renovations, the employee organization shall be advised. Input from the teaching personnel will be channelled through the staff member on the planning committee. Input from the non-teaching personnel will be directed through the Maintenance Supervisor.

C. Public Involvement

Proposed new construction or renovations will be discussed in public at Regular Board Meetings and local public meetings will be scheduled as necessary to inform the local citizen group and to permit the public to present views on matters affecting the particular community or school. Public input into the project will be channelled through the representative from the Home & School Association on the planning committee.

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**REFERENCE:**

**ADOPTED: 87-03-31**

**NUMBER: 8010**

**AMENDED: 00-10-24**

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**MISSION STATEMENT**

**OF**

**SCHOOL DISTRICT NO. 10 (Arrow Lakes)**

Our mission is to provide all our students with an equal opportunity to achieve academic excellence to the utmost of their abilities, to learn to manage change, to learn to live and work in harmony with others and their environment and thus to grow into caring, intelligent and productive citizens. We believe our mission can only be achieved by a highly professional staff and with the active cooperation *of family and community members.*



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**REFERENCE:**

**ADOPTED: 99-05-25**

**NUMBER: 8012**

**AMENDED:**

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**POLICY**

**DISTRICT LEARNING PLAN**

**I. RATIONALE**

The District Learning Plan is based on a number of premises supported by current research on staff development and effective schools. The three most important premises are:

1. The single largest factor affecting student learning is the effectiveness of individual teachers.
2. Individual teachers and schools are most likely to improve student learning if needs and solutions are determined at the school level, with District support.
3. If people in an organization work together to learn as much as they can about what it is they are doing, how they are doing it and what the results are, they are more likely to improve the results of their work and be more satisfied with their own work.

The District Learning Plan therefore focuses on school based initiatives which in turn focus on improving student learning, usually through improving teaching.

The District Learning Plan also addresses the following issues which relate to the premises above and District growth:

1. How can we improve student learning and instruction using what we have learned from research on teaching and learning, and research on successful staff development? How can we best use the limited funds and time we have for working on improvements?
2. How can we continue our present growth, i.e.: build on our successes?
3. How can we build a learning organization/district?
4. How can we support all our staff in being a part of our process?
5. How can we enlist the support of parents and community?
6. How can we know that what we are doing is improving student learning?
7. How can we demonstrate to all that we are:
  - a) improving student learning?
  - b) providing a quality (excellent) education to our students?

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8. How can the District best support what happens in schools?
9. How can we address the accountability agenda of the Ministry/Government in a way that best serves the students?
10. Can we do more long term planning than at present?

Improvements to student learning are most likely to occur if student needs are identified and solutions for these needs are planned and carried out at the school level, all with strong District support. This plan calls for school based planning, action and accountability, with District support and overall accountability. The process used is based on the new accreditation process because it provides each school with a model for continuous improvement which should be demonstrated each year. Our District model insists on yearly updates and reports to parents and communities from schools and the District.

## **II. ACCREDITATION**

The school Accreditation Program focuses schools on assessing and evaluating how schools are meeting the provincial goals of Education which are: Intellectual Development, Human and Social Development and Career Development.

As stated in the School Act, schools are responsible for students' intellectual development, while responsibility for human, social and career development is shared with the communities and other organizations.

## **III. PARTNER ROLES**

### **The Schools' Role**

Our District planning/learning process is based on the schools' development, implementation and review of a school growth plan:

- a) during an accreditation year each school uses the data collected over the past years to review its performance and develops a school growth plan

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**REFERENCE:****ADOPTED: 99-05-25****NUMBER: 8012****AMENDED:**

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- b) during the next five years, the school staff implements the plan, evaluates how they are doing, gathers data continuously, refines the school growth plan, and reports on progress.
- c) The implementation funds the District receives and the funds allocated out of its own operating budget (ie: the funds the Education Change Committee now handles) will be given to the schools based on their school growth plans. The criteria for receiving the funds will be:
  - i) the provincial criteria for school growth plans, and
  - ii) the criteria established by the Education Change Committee. Under these criteria, the plans will demonstrate how the school will:
    1. improve student learning in a measurable way (plans will include base line and summative measures)
    2. relate to needs determined by the school and/or the District
    3. relate to school and District Mission Statements
    4. be based on current educational research
    5. encourage staff to explore sources of support outside their schools
    6. be evaluated during the process and upon completion
    7. expend funds (a detailed budget must be included)
    8. include methods to share results and learnings with others (eg. PAC's, other schools, Board, students, community, etc.)

In short, staffs identify needs related to student learning, plan to train themselves to meet those needs, implement what they've learned and show that what they have done has improved student learning in some way.

- d) The original school growth plans must be approved by the District. The emphasis continues to be on student learning, but funds are available to support work in other areas as well.

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**REFERENCE:**

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**AMENDED:**

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- e) How Are School Growth Plans First Approved and Funding Provided ?
- i) The Education Change Committee assists schools, and helps them with plans if requested.
  - ii) The School Board approves or rejects the plan, upon recommendation from the Superintendent.
  - iii) In years 2 to 6, each school will continually review and, if necessary, revise its School Growth Plan.
  - iv) In October of each year, each school will report to the Board and its PAC on progress made toward achieving its Growth Plan by providing information and data that demonstrate progress, information on student learning growth and plans for revision of the Growth Plan if needed.
  - v) The Superintendent will review each report and provide comments to the Board.
  - vi) The Education Change Committee will review each report and may provide comments to each school.
  - vii) Implementation funds under the control of the Education Change Committee will be provided to the schools in support of their School Growth Plans each year. The Education Change Committee will equitably distribute these funds.

### **District Support Role**

The District's role is to provide support for the schools to achieve their growth plans by:

1. Providing the vision of the learning organization
2. Providing the training on the skills and knowledge needed to succeed (leadership, collaboration, conflict resolution, facilitation skills, etc.). Part of each school's yearly review / data collection / reporting process will be to tell the District what it needs, and where the staff needs support.
3. Collecting data and report the big picture to the public. This will be done in the Annual Report and through the district day during Education Week (see "Yearly Education Week Session" later in this plan).

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4. Ensuring our focus is on student learning.
5. Providing information, research, etc. for staff to help them improve teaching (ex: assessment/evaluation strategies).
6. Developing the most efficient and effective ways to operate to support student learning (systems approach / changes to infrastructure).
7. Ensuring provincially mandated curricula, etc. are integrated into school growth plans, especially new IRP's and technology.
8. Being involved in programs that support these goals (ex: Telecommunication Consortium, Navigator, Secondary/College Proposal, etc.).

### **Education Change Committee Role**

The Education Change Committee will:

1. Assist schools (if requested) in developing the initial school growth plans.
2. Equitably distribute the implementation funds provided to the Committee each year.

NOTE: The implementation funds allocated for a school during its accreditation year would go to the school automatically to support the accreditation process. That means during the accreditation year, a school would receive the accreditation funding as well as the implementation funds to support their accreditation work.

3. Support other projects, if it wishes.
4. Help to assess how we are doing.
5. Continue to play an important District wide role in planning for change and program implementation.

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**PAC Role**

1. Be involved in the development of school growth plans as outlined in the accreditation program.
2. Support the school growth plans.
3. Provide data, etc. during the five year data collection phase (parent views, wishes, etc.).
4. Be involved in the accreditation process when the school goes through it.
5. Review yearly reports on school growth plans.

**DPAC Role**

1. Assist in the collection of data at the District level and in reporting the "big picture" to the public.
2. Assist in ensuring our focus is on student learning.
3. Assist in developing the most efficient and effective ways to operate to support student learning.
4. Assist in ensuring that provincially mandated curricula are integrated into school growth plans.

**Students' Role**

1. Actively participate in accreditation year process as appropriate for grade level.
2. Actively participate in collecting and providing data on the success of the school growth plan as appropriate.
3. Participate in annual review of school growth plans as appropriate.

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4. Evaluate their own learning and participation in the learning process as appropriate.

### **Support Staff Role**

1. School growth plans will include those support staff who are integral to the success of those plans. Some plans may include all of a school's support staff, some may include only some.
2. Support staff will be included in District training sessions on skills and knowledge needed for this systems approach.
3. There will continue to be a need for funding for particular in-service training for support staff on an as needed basis. For example all custodians may need a session on a new procedure introduced by the District, or a teacher assistant may need training to work with a particular child.
4. Funds will be allocated to include support staff in planning for the implementation of "Providing Excellent Support for Learning", which follows:

### **Providing Excellent Support for Learning**

The District Learning Plan establishes a system which focusses schools and their staffs on improving student learning. Our support services exist to help create and maintain an excellent learning environment. Just as schools will regularly collect data on their performance, the Maintenance, Transportation, Secretarial and Administrative areas should do the same.

To set the stage for a regular system of assessments, we will develop this process during the 1998 - 1999 school year.

1. Determine the precise areas that will be examined. For example, in Maintenance there will be: grounds, preventative maintenance, on-going repairs, capital projects, etc.
2. For each area, describe the service that is to be provided, if at all possible in terms of support to student learning. (In other words, what do we do ?)

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**REFERENCE:****ADOPTED: 99-05-25****NUMBER: 8012****AMENDED:**

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3. For each service described above, provide the indicators that would demonstrate we are doing an excellent job. (In other words, how do we show we are doing a good job ?)
4. For each service described above, determine what data should be collected regularly to help us assess how we are doing and to help us plan for improvement.
5. Use the information above to set improvement goals for the next year and to determine if changes are needed in the way we do things in order to do our work more efficiently and effectively.

Once this initial work is done, the information collected each year will be used to set goals for each area. These may be short term and long term goals. Reports will be made annually to the Board on the progress made in achieving the goals established.

#### **IV. AVAILABLE NON-INSTRUCTIONAL DAYS**

These should be planned in collaboration with the ALTA and CUPE to support schools in achieving their school growth plans. This would include:

1. time for each school to work on its individual school growth plans
2. time for schools to work collaboratively with other schools on school growth plans
3. time for district focussed sessions on needed skills and knowledge to help staffs succeed.
4. time for a school to work on its accreditation during its accreditation year.



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**REFERENCE:**

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**V. YEARLY EDUCATION WEEK SESSION**

We will hold our yearly District Planning Session during Education Week. We will include all the partners: staff, students, parents, community, business, trustees. The intent of our yearly session will be a yearly "reporting out" session. We will report to the community on how we are doing in all the attributes of the school system and the goals:

- ◆ intellectual development
- ◆ human and social development
- ◆ career development
  
- Accessibility
- Relevance
- Equity
- Quality
- Accountability

Schools will report briefly on progress on their School Growth plans.

We will ask for input on District direction, ie: areas of concern? areas of strength? etc.

**VI. AN EXAMPLE: SCHOOL "A" FOLLOWS THIS PROCESS**

Year One: School A is involved in its internal/external accreditation review year. The accreditation report is prepared, the school growth plan is developed (with Education Change Committee help if needed or desired), the external team visits and accredits the school. The school's growth plan is presented to the Board for approval upon recommendation of the Superintendent. During this year, School A receives the funds allocated through the Accreditation process and the implementation funds for which it would have been eligible. All funds are used to support the accreditation process.

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Year Two: School A begins to implement its school growth plan. Both accreditation funds and implementation funds are used.

NOTE: A school's growth plan may include some long term plans which mean that expenditure of its first (or any subsequent) year's implementation funds will be deferred to the next year. As long as this is clearly identified in the plan, the funds will be held from one year to the next for that school. Unplanned surpluses in school funds will continue to be rolled over into the next year's total implementation funds account.

During the year, School A begins to collect data that will be used in the next accreditation year and data that demonstrates how successful it is in carrying out its school growth plan. School A also identifies skill areas needed by the staff to follow this process, and requests assistance from the District for training. The District collates this information with the same information from the other schools and develops plans for staff training. This may include use of some NI Days and may be jointly planned with ALTA, CUPE and the Education Change Committee.

School A briefly reports on progress towards its growth plan at the Education Week session.

Year Three, Four, Five and Six: School A follows essentially the same process as in Year Two, except that some adjustments may be made to the school growth plan based on the data the school has gathered over the past year. In October, the school reports on progress to the Board and its PAC, and on changes to the School Growth Plan. During Year Six some time is also given over to preparing for the school's accreditation which occurs the following year.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 8013**

**AMENDED: 04-11-30**

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## **SCHOOL PLANNING COUNCILS**

### **INTERIM POLICY**

The Board of School Trustees of School District No. 10 (Arrow Lakes) (“the School Board”) supports the establishment of School Planning Councils for the purposes set out in the *School Act*.

Where a school is able to supply volunteer representatives as contemplated by the *Act*, the School Board will establish a School Planning Council for that school. Where no teacher or parent representatives are put forward within a reasonable period, the School Board shall consider whether it will make appointments to a School Planning Council for that school.

No remuneration to members shall be provided other than reasonable and necessary expenses and normal salary.

This policy and its associated procedures will expire no later than August 30, 2004, to be replaced by policy and procedures established following the consultation process set out in Board Policy 8500: *Policy on Policies*.

The School Board shall consult with the School Planning Council as required by the *School Act*.

The School Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the *School Act* to represent the school community in the process of school planning.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 8013**

**AMENDED: 04-11-30**

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**INTERIM PROCEDURES:**

**1. Purpose and Role of School Planning Councils**

1.1 The role of a School Planning Council is:

- a. Preparation of a proposed school plan
- b. Consultation on matters referred to it by the School Board, the superintendent or the superintendent's designate.
- c. Consultation on matters referred to it by the Principal
- d. Consultation on matters referred to it by the Parent Advisory Council
- e. Functions assigned in these procedures
- f. Functions that are ancillary to the above.

1.2 The following are not within the mandate of the School Planning Council:

- a. Personal and confidential information on students, parents, teachers and other employees
- b. Performance or conduct of individual employees, students and parents
- c. Terms and conditions of individual employment contracts
- d. Activities beyond the advisory and consultative roles set out in the School Act and this policy.

**2. Support**

2.1 The superintendent or designate shall act as district liaison for School Planning Councils. This district liaison officer will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee, and may designate another board officer or employee to attend in his or her place.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 8013**

**AMENDED: 04-11-30**

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**3. Establishment**

- 3.1 If no School Planning Council is in place in a school that is not a provincial resource program, the principal shall proceed as in (4.) below to obtain named representatives and shall report to the board when all representatives have been named. The board shall then establish a School Planning Council for that school.
- 3.2 For a school that is a provincial resource program, the board will consider the establishment of a School Planning Council on receipt of a request from at least 3 parents of students attending the provincial resource program. If the board decides to establish the School Planning Council, the principal will proceed to obtain named representatives as below.

**4. Membership**

- 4.1 The Principal of the school, one teacher representative elected annually, by secret ballot, by the teachers who teach at that school and three parent representatives, one who is an elected PAC officer, elected annually who are not employees of the School District, a secondary student from student body who attend that school (with one vote), comprise the membership of the School Planning Council for the school.
- 4.2 The Principal shall consult with the Parent Advisory Council on its bylaws for the election of representatives to the School Planning Council to ensure that the bylaws safeguard the rights of parents to participate in this decision.
- 4.3 By October 1<sup>st</sup> of each year the Principal of each school shall advise the Parent Advisory Council, if one exists, and the teachers in the school, of the need to elect representatives and the required process.
- 4.4 If there is no parent advisory council in the school, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments of parent representatives, and shall report to the School Board by November 1<sup>st</sup> of each year.

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**REFERENCE:**

**ADOPTED: 03-05-27**

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- 4.5 If an insufficient number of parent representatives are elected by the Parent Advisory Council by November 1<sup>st</sup>, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report by November 15<sup>h</sup> of each year.
- 4.6 The principal shall coordinate the holding of the election for the teacher representative and shall ensure that the election is carried out by secret ballot and in accordance with the School Act.
- 4.7 If no teacher representative is named by *November 1<sup>st</sup>*, the principal shall notify teachers and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report to the School Board by November 15<sup>th</sup> of each year.
- 4.8 Teachers and parent advisory councils may elect alternate representatives.
- 4.9 The principal may designate another principal or vice-principal to act as his alternate for one or more meetings.
- 4.10 Other representatives may be added should the School Act in regard to membership change.
- 4.11 During their term of office, if a teacher representative or a PAC representative resigns, or respectively does not continue to be a teacher or PAC member of the school, or if during their term of office, a teacher representative or PAC representative fails to attend two duly called meetings in a row, unless the SPC agrees otherwise; then the membership of that teacher representative or PAC representative on the SPC will cease, and the alternative will take the previous representative's place on the SPC. If there is no alternate, then the group the representative represents will elect another representative within one (1) month of the representative's loss of SPC membership, or the Board will appoint a representative.

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**REFERENCE:****ADOPTED: 03-05-27****NUMBER: 8013****AMENDED: 04-11-30**

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- 4.12 The teacher and PAC representatives must maintain the confidence of those who elect them. If the teaching staff or PAC holds a vote of non-confidence in their representative and that vote of non-confidence is supported by a two-thirds majority of those members at a meeting called for that purpose, with each member being provided with written notification at least one week in advance of the meeting; then the SPC membership of that representative ends immediately; and the alternate will take the previous representative's place on the SPC. If there is no alternate, then the group the representative represents will elect another representative within one (1) month of the representative's loss of SPC membership, or the Board will appoint a representative.

#### **4.13 Secondary school student.**

### **5. Inaugural meeting**

- 5.1 When the representatives have been named, the principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall decide a schedule of future meetings and may outline future agendas.

### **6. Chair**

- 6.1 The principal of the school shall be the chair of the School Planning Council and preside over all meetings unless a new chair is chosen by the School Planning Council. Where the principal has delegated another principal or vice-principal to attend a meeting in his or her stead, the principal or vice-principal shall perform the functions of chair for that meeting.

### **7. Meetings**

- 7.1 School planning councils may invite others to attend and/or participate in their meetings but no such guest shall have a vote. School staff, students and others may be called upon for input and feedback.
- 7.2 Except when dealing with confidential matters, meetings shall be open to members of the School Planning Council, alternates, invited guests and others who have permission from the Council.

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- 7.3 The chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the council.
- 7.4 Alternates, when they are present but not functioning as the designated representatives, are observers.
- 7.5 A School Planning Council shall meet at least 3 times per school year, as decided at the inaugural meeting.
- 7.6 Quorum shall be the principal (or a vice-principal alternate) and two other members or their alternates.
- 7.7 The School Planning Council may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.
- 7.8 Additional meetings may be convened at the call of the chair, upon at least one week's notice. Notice may be waived unanimously. An additional meeting must be called if requested by 3 members.
- 7.9 Any member may place an item on the proposed agenda of the next meeting by request to the chair. Agendas shall be provided at least one week in advance, but this shall not prevent members from adding matters to the agenda for discussion without prior notice.
- 7.10 The chair shall ensure that a record is kept in the custody of the school of meetings held and subjects discussed (in general terms) and decisions made and whether the decisions are by consensus or by vote. Meeting agenda and minutes will be posted in each school.



## **8. Decision-making**

- 8.1 School Planning Councils shall operate on consensus. Votes are not taken except on the approval of a proposed School Plan. On matters other than the School Plan referred to the Council in accordance with 1.1, if the members of the Council cannot agree on a response, the Council will so report. Members may submit individual reports.
- 8.2 A vote shall be held to approve the proposed School Plan before presentation to the School Board as required by the *School Act*. Each member shall have one vote. The chair shall vote at the same time as other members. Alternates may vote if they are the designated representatives for that meeting.
- 8.3 A School Planning Council may create sub-committees to investigate matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

## **9. Non-retaliation**

- 9.1 Teacher representatives on the council are not subject to the direction of administration and will not suffer any discipline or retaliation through the employer for their participation in the council or for positions taken with respect to council business.
- 9.2 Any retaliation by administration or school staff members against parent representatives or their children for their participation in the council or for positions taken with respect to council business will not be permitted.

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<b>REFERENCE:</b>	<b>ADOPTED: 03-05-27</b>	<b>NUMBER: 8013</b>
	<b>AMENDED: 04-11-30</b>	

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## **10. Financial**

10.1 Meeting expenses are the responsibility of the school.

10.2 Members may claim reimbursement for reasonable and necessary expenses in accordance with the school board policy governing employee expenses (policy reference). Expense claim forms (other than the principal's) must be approved by the principal.

10.3 A School Planning Council has no power to raise or expend money.

## **11. Annual School Plan**

11.1 Work with the staff (teaching and non-teaching) and Principal to monitor the School Growth Plan and report out to the school community;

11.2 Develop a School Growth Plan according to the following procedures:

11.2.1 Work with staff to examine achievement and other data collected by the school and determine how the information should be used in developing the School Growth Plan.

11.2.2 Work with staff to develop a draft of a school growth plan.

11.2.3 Consult with the PAC during the preparation of the draft School Growth Plan;

11.2.4 Review the draft School Growth Plan, ensuring that it accurately reflects the data collected by the school;

11.2.5 Approve the School Growth Plan for presentation to the Board.

11.3 The Council is responsible for the preparation of a proposed annual school plan, to be submitted to the Superintendent by May 1<sup>st</sup> of each year and presented to the School Board by June 1<sup>st</sup> of each year. This time may be extended by the superintendent.

11.3.1 Any SPC member may present a minority report to the School Board.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 8013**

**AMENDED: 04-11-30**

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## **12. Confidentiality and Conduct**

- 12.1 From time to time, the School Planning Council may be provided with information by or on behalf of the School Board that has been designated as confidential. The members of the Council are expected not to disclose such information without permission given by or on behalf of the School Board and to abide by any restrictions or conditions placed on disclosure of the information.
- 12.2 It is expected that parent representatives will function as representatives of all school families and represent their community of interest, not the interests of any subgroup.
- 12.3 Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the rulings of the chair.
- 12.4 Any member of a School Planning Council may request the district liaison officer appointed under s. 2.1 to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.
- 12.5 Any complaint about the functioning of the School Planning Council should be made to the Council through its chair. If the complaint is not resolved, then the complainant may address the complaint to the district liaison officer.
- 12.6 If it appears to the School Board, following investigation, that a member of a School Planning Council has been guilty of misconduct, including but not limited to breach of confidentiality, the School Board may discharge the member and request that a new member be elected, or may appoint a new member if elections are not feasible. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.

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**REFERENCE:**

**ADOPTED: 03-05-27**

**NUMBER: 8013**

**AMENDED: 04-11-30**

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**13. School Board Consultation with School Planning Councils**

13.1 The School Board must consult with the School Planning Council in respect of (a) allocation of staff and resources in the school; (b) matters contained in the School Board 's accountability contract relating to the school; (c) educational services and educational programs in the school.

13.2 A School Planning Council may provide the School Board with input on any of these matters at any time.

13.3 By Preliminary Budget time the School Board shall provide the School Planning Council with draft proposals for the educational services and educational programs in the school and the allocation of staff and resources in the school for the upcoming year and the matters contained in the board's accountability contract relating to the school; the School Planning Council will have until May 1<sup>st</sup> to respond. The superintendent may adjust these dates if necessary to integrate with the school district planning cycle, and may set different dates for different components of the consultation process.

**14. Acceptance, Rejection, Modification of School Plans**

14.1 In order for the proposed school plan to be adopted by the School Board, it must be consistent with the educational objectives, strategic directions and policies of the School Board as outlined in the Accountability Contract, meet legal requirements, be supportable from available resources, and be reasonably likely to achieve its goals. The goals of the plan must be specific, measurable, achievable, relevant and timely.

14.2 If the School Board rejects or modifies a proposed school plan, it shall provide reasons to the School Planning Council. Should the School Board reject or require modifications, the School Planning Council will have fifteen (15) days to revise their plan.

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<b>REFERENCE:</b>	<b>ADOPTED: 03-05-27</b>	<b>NUMBER: 8013</b>
	<b>AMENDED: 04-11-30</b>	

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*Time Frames for Planning*

1. *September staff meeting Principal ensures election of teacher representative*
2. *By October 1<sup>st</sup>, Principal advises Parent Advisory Council of election.*
3. *By November 1<sup>st</sup>, Principal submits representatives names to Superintendent.*
4. *By November 15<sup>th</sup>, Principal decides if Board requires notification of vacancies and recommends representatives to the Board of appointment*
5. *Inaugural meeting, Principal establishes minimum of three (3) meeting dates for the School Planning Council.*
6. *By May 1<sup>st</sup>, School Planning Council submits proposed annual school growth plan to the Superintendent for subsequent presentation to School Board by June 1<sup>st</sup>.*

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<b>REFERENCE:</b>	<b>ADOPTED: 87-06-30</b>	<b>NUMBER: 8100</b>
	<b>AMENDED: 09-04-28</b>	

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**POLICY**

**TRUSTEE INDEMNITY**

The Board will pay an annual indemnity to each trustee who is a member of the Board.

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**REFERENCE:**

**ADOPTED: 87-06-30**

**NUMBER: 8100**

**AMENDED: 09-04-28**

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**REGULATIONS**

1. The annual indemnity paid to a trustee will be \$8,000.00.
2. The annual indemnity paid to the Vice-Chairperson will be \$8,000.00
3. The annual indemnity paid to the Chairperson will be \$10,000.00.
4. The indemnity will be paid along with the Teachers Payroll once per month (the last day of the month).
5. As per Income Tax Interpretation Bulletin IT-292, one-third (1/3) of the annual indemnity will be considered as a nontaxable expense allowance and two thirds (2/3) as taxable salary.
6. The taxable portion of the annual indemnity will be subject to Canada Pension Plan deductions but not Unemployment Insurance Commission deductions as per the Revenue Canada Taxation Booklet of premium tables.
7. Income tax will not be deducted from the taxable portion of the annual indemnity unless specifically requested by an individual Trustee.

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**REFERENCE:**

**ADOPTED: 85-04-30**

**NUMBER: 8200**

**AMENDED: 90-11-27**

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**POLICY**

**TRAVEL EXPENSES**

The Board, as a decision making body, recognizes its responsibility to be aware of modern trends in education and believes that there is value in trustees *and our educational partners* attending education conventions, workshops and seminars. Such conventions, workshops and seminars provide valuable in-service training and all trustees are encouraged to participate within the financial limitations of the Board.

It shall be the policy of this Board to approve, by motion, the attendance of trustees at conventions, workshops and seminars outside of the district where attendance is considered by the Board to be of benefit to the district.

It is also important for the *Superintendent/Secretary-Treasurer* to be aware of modern trends affecting the educational system, and therefore, they shall be expected to attend appropriate conventions, workshops and seminars as well as their particular professional meetings. *Other employees or representatives of the school district will be required to receive prior approval for expenses by the Superintendent/Secretary-Treasurer. All expenses will be paid as per Regulations.*

This policy provides that Board employees required to travel on District business shall not be out-of-pocket for reasonable expenses incurred. This policy covers the Board of School Trustees and all employees, including travel for committee purposes but excludes travel on teacher-initiated professional development.

Agreements signed between the Board of School Trustees of School District No. 10 (Arrow Lakes) and the Canadian Union of Public Employees, Local 2450, the Arrow Lakes Teachers' Association or individual employees may supersede this policy.



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**REFERENCE:**

**ADOPTED: 85-04-30**

**NUMBER: 8200**

**AMENDED: 90-11-27**

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**REGULATIONS**

1. TRAVEL

Air fare (*regular fare, the Board will not pay for first class travel*) plus mileage to *an* airport *at the rate contained within Board policy of \$.42/km.*

Mileage will be paid when air transportation is not available *or in the opinion of the Superintendent/Secretary-Treasurer is impractical*

*If an individual Trustee or educational partner for personal reasons, chooses to drive rather than fly, mileage will only be paid to a maximum of \$600.00 per return trip or unless prior approval has been agreed to by the Superintendent/Secretary-Treasurer.*

*Car Pools – Where practical, individuals are encouraged to use the most economical and convenient mode of travel possible.*

Ground transportation will not be paid to more than one person if two or more are traveling together in the same vehicle.

2. MEAL ALLOWANCE

*Each authorized traveler may claim a per diem allowance for meals without receipts. Meals may be claimed when, for breakfast, if the traveler leaves home before 7 a.m., for lunch, when it is not provided, and supper when you return home after 6 p.m. The per diem amounts to be paid will reflect those contained within Board policy:*

Breakfast:	\$ 9.00
Lunch:	13.00
Supper:	23.00

When meals are provided as part of a meeting, the appropriate deduction will be made from the per diem

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**REFERENCE:**

**ADOPTED: 85-04-30**

**NUMBER: 8200**

**AMENDED: 90-11-27**

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3. ACCOMMODATION

Provided an individual is required to travel on School District business and overnight accommodation away from his regular place of domicile is necessary, he may claim the actual cost of accommodation on production of receipts.

When an individual stays with friends or relatives, their hospitality may be recognized to a limit of \$30 per night.

4. MISCELLANEOUS

Miscellaneous items such as bus fare, taxi, etc, will be reimbursed at cost upon presentation of receipts.

5. REGISTRATION FEES

When an individual is directed to attend a convention, workshop, seminar, professional meeting, etc. by the Board, Superintendent/**Secretary-Treasurer**, the registration fee to attend such a gathering will be paid for by the District.

6. ADVANCES

Advances will be issued to assist in avoiding out-of-pocket expenses. ***Where possible, hotel accommodations will be booked in advance and charged directly to the school district. To support this policy, Trustees and Executive Officers will be issued credit cards which may be used to cover approved travel expenses. If individuals require an advance, first contact the Superintendent/Secretary-Treasurer a minimum of 12 working days prior to the planned travel. Once approved, complete an advance Travel Allowance Claim form based on 75% of anticipated travel costs and submit to Board Office no less than 10 working days prior to planned travel.***

No advances will be allowed for anticipated car rental unless specifically authorized by an executive officer

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**REFERENCE:**

**ADOPTED: 85-04-30**

**NUMBER: 8200**

**AMENDED: 07-12-12**

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**POLICY**

**TRAVEL EXPENSES**

The Board, as a decision making body, recognizes its responsibility to be aware of modern trends in education and believes that there is value in trustees *and our educational partners* attending education conventions, workshops and seminars. Such conventions, workshops and seminars provide valuable in-service training and all trustees are encouraged to participate within the financial limitations of the Board.

It shall be the policy of this Board to approve, by motion, the attendance of trustees at conventions, workshops and seminars outside of the district where attendance is considered by the Board to be of benefit to the district.

It is also important for the *Superintendent/Secretary-Treasurer* to be aware of modern trends affecting the educational system, and therefore, they shall be expected to attend appropriate conventions, workshops and seminars as well as their particular professional meetings. *Other employees or representatives of the school district will be required to receive prior approval for expenses by the Superintendent/Secretary-Treasurer. All expenses will be paid as per Regulations.*

This policy provides that Board employees required to travel on District business shall not be out-of-pocket for reasonable expenses incurred. This policy covers the Board of School Trustees and all employees, including travel for committee purposes but excludes travel on teacher-initiated professional development.

Agreements signed between the Board of School Trustees of School District No. 10 (Arrow Lakes) and the Canadian Union of Public Employees, Local 2450, the Arrow Lakes Teachers' Association or individual employees may supersede this policy.

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<b>REFERENCE:</b>	<b>ADOPTED: 85-04-30</b>	<b>NUMBER: 8200</b>
	<b>AMENDED: 07-12-12</b>	

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**REGULATIONS**

1. TRAVEL

Air fare (*regular fare, the Board will not pay for first class travel*) plus mileage to *an* airport *at the rate contained within Board policy of \$.47/km.*

Mileage will be paid when air transportation is not available *or in the opinion of the Superintendent/Secretary-Treasurer is impractical*

*If an individual Trustee or educational partner for personal reasons, chooses to drive rather than fly, mileage will only be paid to a maximum of \$600.00 per return trip or unless prior approval has been agreed to by the Superintendent/Secretary-Treasurer.*

*Car Pools – Where practical, individuals are encouraged to use the most economical and convenient mode of travel possible.*

Ground transportation will not be paid to more than one person if two or more are traveling together in the same vehicle.

2. MEAL ALLOWANCE

*Each authorized traveler may claim a per diem allowance for meals without receipts. Meals may be claimed when, for breakfast, if the traveler leaves home before 7 a.m., for lunch, when it is not provided, and supper when you return home after 6 p.m. The per diem amounts to be paid will reflect those contained within Board policy:*

Breakfast:	\$ 9.00
Lunch:	13.00
Supper:	23.00

When meals are provided as part of a meeting, the appropriate deduction will be made from the per diem

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<b>REFERENCE:</b>	<b>ADOPTED: 85-04-30</b>	<b>NUMBER: 8200</b>
	<b>AMENDED: 07-12-12</b>	

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### 3. ACCOMMODATION

Provided an individual is required to travel on School District business and overnight accommodation away from his regular place of domicile is necessary, he may claim the actual cost of accommodation on production of receipts.

When an individual stays with friends or relatives, their hospitality may be recognized to a limit of \$30 per night.

### 4. MISCELLANEOUS

Miscellaneous items such as bus fare, taxi, etc, will be reimbursed at cost upon presentation of receipts.

### 5. REGISTRATION FEES

When an individual is directed to attend a convention, workshop, seminar, professional meeting, etc. by the Board, Superintendent/*Secretary-Treasurer*, the registration fee to attend such a gathering will be paid for by the District.

### 6. ADVANCES

Advances will be issued to assist in avoiding out-of-pocket expenses. *Where possible, hotel accommodations will be booked in advance and charged directly to the school district. To support this policy, Trustees and Executive Officers will be issued credit cards which may be used to cover approved travel expenses. If individuals require an advance, first contact the Superintendent/Secretary-Treasurer a minimum of 12 working days prior to the planned travel. Once approved, complete an advance Travel Allowance Claim form based on 75% of anticipated travel costs and submit to Board Office no less than 10 working days prior to planned travel.*

No advances will be allowed for anticipated car rental unless specifically authorized by an executive officer

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**REFERENCE: School Act  
Section 90**

**ADOPTED: 85-04-30  
AMENDED: 90-11-27**

**NUMBER: 8200**

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**POLICY**

**TRAVEL EXPENSES**

The Board, as a decision making body, recognizes its responsibility to be aware of modern trends in education and believes that there is value in trustees attending education conventions, workshops and seminars. Such conventions, workshops and seminars provide valuable in-service training and all trustees are encouraged to participate within the financial limitations of the Board.

It shall be the policy of this Board to approve, by motion, the attendance of trustees at conventions, workshops and seminars outside of the district where attendance is considered by the Board to be of benefit to the district.

It is also important for the Superintendent of Schools, the Secretary-Treasurer, and the Maintenance Supervisor to be aware of modern trends affecting the educational system, and therefore, they shall be expected to attend appropriate conventions, workshops and seminars as well as their particular professional meetings.

This policy provides that Board employees required to travel on District business shall not be out-of-pocket for reasonable expenses incurred. This policy covers the Board of School Trustees and all employees, including travel for committee purposes but excludes travel on teacher-initiated professional development.

Agreements signed between the Board of School Trustees of School District No. 10 (Arrow Lakes) and the Canadian Union of Public Employees, Local 2450, the Arrow Lakes Teachers' Association or individual employees may supersede this policy.

**REGULATIONS**

1. TRAVEL

Air fare (economy, if available) plus mileage to the nearest airport at *\$.37/km.*

Mileage will be paid when air transportation is not available.

Ground transportation will not be paid to more than one person if two or more are traveling together in the same vehicle.

Where practical, expenses for most economical and convenient mode of travel will be paid.

2. MEAL ALLOWANCE

Each authorized traveler, when away in excess of 12 hours, may claim a per diem allowance of \$45.00 without receipts. If time away is less than 12 hours, then the following meal allowance will be in effect:

Breakfast:	\$ 9.00
Lunch:	13.00
Supper:	23.00

When meals are provided as part of a meeting, the appropriate deduction will be made from the per diem.

3. ACCOMMODATION

Provided an individual is required to travel on School District business and overnight accommodation away from his regular place of domicile is necessary, he may claim the actual cost of accommodation on production of receipts.

When an individual stays with friends or relatives, their hospitality may be recognized to a limit of \$15 per night.

4. MISCELLANEOUS

Miscellaneous items such as bus fare, taxi, etc, will be reimbursed at cost upon presentation of receipts.

5. REGISTRATION FEES

When an individual is directed to attend a convention, workshop, seminar, professional meeting, etc. by the Board, Superintendent, or Secretary-Treasurer, the registration fee to attend such a gathering will be paid for by the District.

6. ADVANCES

Advances will be issued to assist in avoiding out-of-pocket expenses. Where possible, hotel accommodation will be booked in advance and charged directly to the district. These advances will include:

- a) \$45.00 for each night's accommodation or the exact cost of accommodation providing the amount is known and supported and where payment is not previously arranged.
- b) \$45.00 for each full day of meals and the meal allowance for part days.
- c) The exact amount of economy airfare where payment is not previously arranged.

No advances will be allowed for anticipated car rental unless specifically authorized by an executive officer. Notice of four (4) working days is required for the production of an advance cheque, providing the authorized travel advance form is properly completed.

Advances will not normally be provided unless signed by the claimant.



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<b>REFERENCE: School Act</b>	<b>ADOPTED: 85-04-30</b>	<b>NUMBER: 8200</b>
<b>Section 90</b>	<b>AMENDED: 90-11-27</b>	

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7. HOSPITALITY EXPENSES

When incurred as a direct result of carrying out business for the Board, hospitality and/or entertaining of guests may be a responsibility of the Board, collectively or individually, or its executive officers. Hospitality or entertainment expenses will be reimbursed only when the reason for the expense and the persons for whom the expenditure was made are clearly stated, and the purpose is considered acceptable under proper business procedures. Receipts must be attached if the claim exceeds \$15.00.

TRAVEL ADVANCE REQUEST

CHEQUE PAYABLE TO: \_\_\_\_\_  
Name

REASON FOR ADVANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_ DATES OF TRAVEL: From \_\_\_\_\_ to \_\_\_\_\_

Per Diem	_____	days @ \$ _____	\$ _____
Partial Days (meals)	- breakfast	@ \$ 9.00	\$ _____
	- lunch	@ \$ 13.00	\$ _____
	- dinner	@ \$ 23.00	\$ _____
Accommodation:	_____	days @ \$ _____	\$ _____
Travel (vehicle):	_____	km. @ \$ _____	\$ _____
Travel (other):	_____		\$ _____
Other:	_____		\$ _____
TOTAL ADVANCE			\$ _____

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Account Code: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Secretary-Treasurer

Advance Regulations Are Subject To The Terms Noted Below:

Advances will be issued to assist in avoiding immediate out-of-pocket expenses where hotel expenses are required. These advances will include:

- a) \$45.00 for each night accommodation or the exact cost of accommodation providing the amount is known and supported.
- b) \$45.00 for each full day of meals. (\$9.00 - breakfast; \$13.00 - lunch; \$23.00 - dinner)
- c) The exact amount of economy air fare (ticket receipts must be submitted).

No advances will be allowed for anticipated car rental unless specifically authorized by an executive officer. Notice of four (4) working days is required for the production of an advance cheque, providing the authorized travel advance form is properly completed.

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<b>REFERENCE:</b>	<b>ADOPTED: 84-03-27</b>	<b>NUMBER: 8500</b>
	<b>AMENDED: 99-06-29</b>	

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## **POLICY**

The Board believes that its policies are guidelines which chart a course of action. They tell what is wanted and may also include why and how much. They are broad enough to allow discretionary action by the administration in meeting day-to-day requirements, yet they are specific enough to give clear guidance. It is hoped that policy can direct, inspire, encourage, upgrade and lead to great achievements. Policy is an idea with power.

### **DEFINITION OF TERM:**

1. **Policy**

This is a general statement expressing the will of the Board. It is a statement on a particular issue which provides the district with a specific direction for achieving its Mission Statement.

2. **Regulations**

These are the statement of required guidelines for the implementation of a related policy and, where necessary, the specification of personnel affected. Not all policy statements will require regulations.

3. All other legal terms are as defined in the School Act and its Regulations.

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<b>REFERENCE:</b>	<b>ADOPTED: 84-03-27</b>	<b>NUMBER: 8500</b>
	<b>AMENDED: 99-06-29</b>	

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## REGULATIONS

### 1. Policy Development, Modification and Evaluation

1.1 The Board reserves the right to develop and implement policy; however, it will seek advice from many sources before finalizing or modifying policy. The Board will evaluate policy in terms of it being fair, just, understandable, clear and in accord with the District Mission Statement.

1.2 The Board recognizes the importance of maintaining an up-to-date Policy manual. To this each Policy will be reviewed regularly. Policies which do not require amendments will be reaffirmed and this will be indicated in the manual index.

### 2. Policy Manual

2.1 The Board will provide a Policy Manual containing all policies and regulations and provide regular updates to each of the following:

- a) Trustees
- b) Superintendent of Schools
- c) Secretary-Treasurer
- d) Administrative Officers
- e) Each School
- f) Parent Advisory Committees
- g) Arrow Lakes Teachers' Association
- h) C.U.P.E., Local 2450

2.2 Any person may request a copy of specific policies and will be provided with a copy free of charge.

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**REFERENCE:****ADOPTED: 84-03-27****NUMBER: 8500****AMENDED: 99-06-29**

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## PROCEDURES

### Policy Development Procedures

1. Suggestions and reasons for policy will be received by the Board from any committee of the Board, any Trustee, the Secretary-Treasurer, the Superintendent of Schools, the Arrow Lakes Teachers' Association, C.U.P.E., Local 2450, Parent Advisory Committees and (through these media) from any other interested party.
2. It will be the responsibility of the Superintendent of Schools to draft policy proposals or policy options for the Board's consideration. Prior to developing a policy proposal, consultation may take place with reference groups in order to obtain information and ideas with respect to a specific proposed policy.
3. Policy proposals will be presented for first reading ("approval in principle") at an Education Committee or Operations Committee meeting by the Superintendent of Schools and/or Secretary-Treasurer. Copies of the policy proposed shall be circulated to the Trustees with the Agenda for that meeting or earlier, if possible.
4. Proposed policies which receive "approval in principle" from the Board shall be circulated by the Secretary-Treasurer to the following:
  - a) Trustees
  - b) Each School
  - c) Administrative Officers
  - d) Parent Advisory Committees
  - e) Arrow Lakes Teachers' Association
  - f) CUPE, Local 2450
  - g) Any other person or persons as directed by the Board.
5. Proposed policies which receive "approval in principle" shall be adopted, amended or defeated at the Regular Meeting of the Board in the month following the Education or Operations Committee meeting at which the proposed policy received "approval in principle".

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**REFERENCE:**

**ADOPTED: 84-03-27**

**NUMBER: 8500**

**AMENDED: 99-06-29**

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6. During the period between "approval in principle" and adoption, amendment or defeat of a proposed policy, all interested parties are free to submit written commentary, suggestions for amendments or additions to the proposed policy to the Superintendent of Schools. The Superintendent of Schools and/or the Secretary-Treasurer shall inform the Trustees of all such submissions and make recommendations regarding them to the Board.
7. Any proposed policy that has received "approval in principle" may also be discussed at any meeting of the Board between "approval in principle" and the Regular Meeting of the Board at which the proposed policy will be adopted or defeated.
8. The only exception to paragraph 4, 5, 6, and 7 above shall be when policy has been drafted as a result of agreements between the Board and employee groups through contract bargaining or liaison meetings. When agreement has been reached for policy development between employee groups and the Board, the policy shall come into effect on the date agreed to between the two parties or at the convenience of the Board.
9. When amendments to existing policies are of a "housekeeping" nature, only excerpts of such policies will be circulated to interested parties for information and reason for the change provided. Following ratification, copies of the amended sections will be circulated so that all manuals are maintained up-to-date.

Examples of such "housekeeping" would include changes to sections of the School Act, ministerial orders, ALTA/BCTF or CUPE contracts.

10. Before any policy is finally adopted, the Board shall receive a recommendation for disposition from the Superintendent of Schools and/or the Secretary-Treasurer.

**THE BOARD OF EDUCATION FOR  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 12**

**TRUSTEE ELECTIONS BYLAW**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

**PREAMBLE:**

Whereas under the School act, the Board of Education may, by by-law, determine various procedures and requirements to be applied in the conduct to trustee elections; and

Whereas trustee elections which are the responsibility of the school board may be conducted by the school board directly or by the local government under an agreement with the school board made pursuant to Section 38(4) of the School Act; and

Whereas the Board of Education wishes to established various procedures and requirement under the authority of the School Act for trustee elections,

Now therefore the Board of Education in an open meeting of the Board, enacts as follows:

**1. Definitions**

The terms used shall have the meaning assigned by the School Act and the Local Government Act, except as the context indicates otherwise.

“Election” means a trustee election including general school elections and by-elections.

“Board” or “School Board” means the Board of Education of School District No. 10 (Arrow Lakes).

**2. Order of Names on the Ballot**

The order of names of candidates on the ballot will be alphabetical.

**3. Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Local Government Act.

**4. The Provincial Voters List be utilized for Trustee Election purposes.**

As authorized under Section 59(1) of the Local Government Act.

**5. Advance Voting Opportunities**

- (i) As authorized by Section of the Local Government Act and Section 1) of the School Act, the mandatory advance voting opportunity will be held on the tenth day before general voting day from 8:00 a.m. to 8:00 p.m.

**6. Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the School Board will provide a special voting opportunity as authorized under Section 99 of the Local Government Act for each general election:

- i) At the following location in the Village of New Denver:

Slocan Community Health Centre  
401 Galena Avenue  
New Denver, B. C.

- ii) On the third Saturday in November in the year of the general school election.

- iii) During the hours of 10:00 a.m. and 12:00 p.m. for the following location:  
Slocan Community Health Centre  
401 Galena Avenue  
New Denver, B. C.

- iv) In the Village of Nakusp if a special voting opportunity is provided, Council authorizes the Chief Election Officer to establish the special voting opportunity and to designate the location, the date and the voting hours within the limits set out in Section 99 of the Local Government Act.

- (b) The following restrictions apply to persons who may vote at this special voting opportunity:

- (i) Only electors who are residents, patients or workers may vote at the special voting opportunity.

- (c) The number of candidate representatives who may be present at the special voting opportunity is limited to one representative.

- 7. This bylaw may be cited as “School District No. 10 (Arrow Lakes) Trustee Elections Bylaw No. 12”. Bylaw No 10 is hereby rescinded.

Read a first time this 24<sup>th</sup> day of June, 2008  
Read a second time this 24<sup>th</sup> day of June, 2008  
Read a third and final time this 24<sup>th</sup> day of June, 2008

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Chairperson

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Superintendent/Secretary-Treasurer



**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 4**

**APPEAL BYLAW UNDER SECTION 11 OF THE SCHOOL ACT**

1. A student entitled to an educational program in the School District may appeal a decision of an employee of the School Board which significantly affects the education, health or safety of the student. The failure of an employee to make a decision shall be deemed to be a decision for the purpose of bringing an appeal.
2. Every appeal to the School Board must be commenced by a written Notice of Appeal which shall state:
  - a) the name and address of the student and/or parent or guardian bringing the appeal and, where the parent or guardian is initiating the appeal on behalf of the student, the name of the student;
  - b) the current placement of the student (i.e. school, grade and teacher);
  - c) the decision which is being appealed and the date the student and/or parent or guardian bringing the appeal was informed;
  - d) the name of the School Board employee(s) who made the decision being appealed;
  - e) the grounds for the appeal and the relief sought.
3. Upon receipt of a Notice of Appeal, the School Board or the Superintendent of Schools may direct the students and/or parent or guardian bringing the appeal to discuss the decision under appeal with one or more persons where provided by School District policy or where the School Board or the Superintendent of Schools considers it appropriate. The Board shall refuse to hear an appeal where the pupil and/or the parent or guardian bringing the appeal has not first discussed the decision with the employee who made the decision, unless the employee does not wish to discuss the matter with the pupil and/or the parent or guardian.
4. Where discussions directed under Section 3 do not resolve the appeal, the Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the student and/or parent or guardian bringing the appeal, and to the employee whose decision is being appealed and to that employee's union. The report will contain a copy of the Notice of Appeal.

5. The School Board will invite written submissions from the student and/or parent or guardian bringing the appeal and from the employee whose decision is being appealed, and may decide the appeal based upon the written submissions. The School Board will decide the appeal based on the oral and written submissions presented to it.
6. Where the School Board considers it necessary to receive oral submissions, it shall set a time, date and place for this purpose and shall give notice to the student and/or parent or guardian bringing the appeal, and to the employee whose decision is being appealed. A student bringing forward an appeal may be accompanied by an adult advocate. The employee may be accompanied by a union representative.
7. The School Board may establish a committee(s) to investigate matters pertaining to an appeal and the committee shall report to the School Board on such matters and in the manner directed by the School Board. The School Board may, in its discretion, appoint trustees, senior officials, administrative officers, teachers or any other person the School Board considers appropriate as members of the committee.
8. The School Board may make any interim decision it considers necessary pending the disposition of the appeal.
9. The decision of the School Board shall be in writing and the School Board shall promptly notify the student and/or parent or guardian bringing the appeal and the employee of its decision.
10. The School Board may refuse to hear an appeal where:
  - a) the appeal has not been commenced within thirty (30) days from the date the decision significantly affecting the student's education, health or safety was made; or
  - b) the student and/or parent or guardian has refused or neglected to discuss the decision under appeal with the person(s) directed by the School Board or its designate; or
  - c) the decision does not in the opinion of the Superintendent significantly affect the education, health or safety of the student.
11. The following decisions shall be deemed to significantly affect the education, health or safety of a student:
  - a) disciplinary suspension from school for a period in excess of ten (10) consecutive days;
  - b) suspension from school for a health condition;
  - c) placement in an educational program;

d) grade promotion and graduation;

e) refusal to offer an educational program to a student 16 years of age or older;

and any other decision that in the opinion of the School Board or the Superintendent of Schools significantly affects the education, health or safety of a student.

12. The School Board may consider an appeal notwithstanding any defect in form or other technical irregularity.

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Board Chairperson

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Secretary-Treasurer

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 1**

"A Bylaw to provide for the organization and operation  
of the Board."

**PART 1 - INAUGURAL MEETING**

**1. Time of Meeting**

The Inaugural Meeting of the Board shall be held at the time, place and date determined by the Board in the previous year; and in the event that the Board shall not so determine, then such meeting shall be held at the Administration Office at 12 noon on the first Saturday in December.

**2. Election of Officials**

The Superintendent of Schools or, in his absence, the Secretary-Treasurer shall call the meeting to order and shall preside at such meeting until a Chairman shall have been elected. The presiding official shall proceed to read to the Board the returns of the election as certified by the Returning Office or City Clerk, and shall then report whether or not the trustees-elect have completed the declaration required by the School Act.

**3. Election of**

The presiding official shall then conduct the elections of Chairman according to the rules provided herein.

3. Election of - con't

a. The procedure for election of Chairman, Vice-Chairman, or such other Board Officer as may be required from time to time shall be as follows:

- i. Any trustee may be nominated by any other trustees and no seconder shall be required.
- ii. Nominations shall be called three times unless a motion is passed that nominations cease.
- iii. A motion that nominations cease shall be always in order and, upon being seconded, shall be voted on without debate.
- iv. All voting shall be by ballots.
- v. Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall be dropped.

4. Election of Vice  
-Chairman

Upon election, the Chairman shall assume the chair and shall immediately conduct the election of the Vice-Chairman.

5. Appointment of  
Committee Chairman

The Chairman shall then appoint such committees and committee chairmen as are required by these bylaws and shall name the Board's appointees to such other Boards and organizations as are required.

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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6. Procedure of Appointing  
Committee Chairman

In order to assist the chairman in making the appointments required under 5 above, the following procedure shall be used:

- i. At least one week prior to the Inaugural Meeting, the Secretary-Treasurer shall provide each trustee and trustee-elect with a copy of this bylaw and a form on which are listed all of the standing committees of the Board and all of the special appointments.
- ii. Each trustee and trustee-elect shall indicate a first and second preference for standing committee appointments, and a first and second preference for other appointments; and shall return the form to the Secretary-Treasurer by 5:00 p.m. on the day prior to the Inaugural Meeting.
- iii. The Secretary-Treasurer shall compile the preferences of all trustees into a single report including therein, where possible, the capacities in which any trustees have served in the past, and shall make the report available to all trustees at the Inaugural Meeting.

The meeting shall then proceed with such other matters as are properly brought before it.



4. Notice of Meetings

- a) forty-eight hours' notice in writing shall be given of each regular and special meeting of the Board, which notice must be given to each trustee by delivery of the same at the place designated by him for notice, or failing any such designated place, then at his address as set out in his nomination paper.
- b) Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

5. Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

- a) If, thirty minutes after the time appointed for the meeting of the Board, there should not be a quorum present, then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the Chairman, or, in default of the Chairman's fixing the same, then until the next regular meeting. The Secretary-Treasurer shall record the names of the members present at the expiration of such thirty minutes.
- b) No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a regular or special meeting called and held as herein provided.



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**REFERENCE: School Act  
Section 89A**

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**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

6. Private Session

All matters coming before the Board shall be considered in public sessions except the following:

- a. Personnel Matters
  - i. Salary claims and negotiations
  - ii. Efficiency, discipline, or retirement of employees
  - iii. Employee promotion or termination
- b. Legal Matters
  - i. Accident claims
  - ii. Legal action brought by or against the Board
  - iii. Legal opinions respecting any matters which are to be considered in private session.
- c. Student Matters
  - i. Indigent students
  - ii. Student discipline
- d. Property Matters
  - i. Negotiations regarding purchase, lease or sale of property
  - ii. Future site planning and designation.
- e. Medical matters respecting individual students or employees.
- f. Such other matters as the Board may, in public session, determine.

PART 3 - COMMITTEE

1. Standing Committees                      The standing committees of the Board shall be as follows:
  - a) Education
  - b) Operations and each committee will be composed of all members of the Board.
  
2. Standing Committee Meetings                      Standing committees shall be expected to meet at least once in each six week period following the Inaugural Meeting.
  
3. Committee Membership
  - a) Membership of all committees shall be upon appointment by the Chairman of the Board at the Inaugural Meeting of the Board, or at the next succeeding regular meeting, but shall be subject to the approval of the Board.
  - b) the Chairman of the Board shall be ex officio a voting member of all committees and shall be counted in forming a quorum.
  
4. Quorum    For all committees a quorum shall be a majority of the members of the committee.
  
5. Committee Meetings                      A meeting of any committee shall be convened by the Chairman of the committee.
  
6. Vacancies    Should a vacancy occur on any committee of the Board, the Chairman of the Board shall name a successor to fill the vacancy.
  
7. Committee Reports                      All committees shall report to the Board on a regular basis. A minority of any committee may also report.

7. Committee Reports - con't
- a. No action shall be taken on the report of any committee until formally approved by the Board, unless the Board, by a majority vote, has given the committee power to act in certain clearly defined cases.
  - b. The Superintendent of Schools and/or Secretary-Treasurer shall confer with and keep all chairmen of committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.
  - c. Committees may require the Superintendent of Schools and/or the Secretary-Treasurer to bring to committee meetings such other members of the School District Staff as may be deemed desirable.
  - d. No trustee shall serve as chairman of more than one standing committee.
8. Termination of Committees
- All committees of the Board shall be automatically discharged on November 30 of each year or at such earlier date as the work of the committee has been completed.
9. Committee of the Whole
- The Board shall meet in Committee of the Whole at the call of the Chairman. Committee of the Whole meetings shall be called only to deal with specific items of interest to the total Board which have major implications in the area of responsibility of both of the standing committees.
10. Committee of the Whole Sessiouns
- A session of the Committee of the Whole shall consist of the meeting, or number of meetings, called to deal with a particular agenda.

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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11. Committee of the Whole  
Meeting Agenda

The agenda for the Committee of the Whole meetings shall be approved by the Board in advance of the meeting.

**PART 4 - FUNCTIONS AND JURISDICTION OF STANDING COMMITTEES**

1. Jurisdiction of Education  
Committee

The jurisdiction of the Education Services Committee shall include all matters concerned with the delivery of the educational program and its educational support services.

- a. To meet with the Superintendent, the Secretary-Treasurer, and other staff to review and recommend to the Board policies for the delivery of the educational program and its support services.
- b. To review and to recommend to the Board policies related to short and long term educational objectives.
- c. To review regular reports on the quality of educational programs and receive representations from educators and others on programs-in-place.
- d. To review and, where appropriate, make recommendations to the Board on all matters pertaining to curriculum, personnel, special education, student discipline and District scholarships.
- e. To review periodically the progress statements related to the budget of Education Services.
- f. To provide representation from the Board to the District Scholarship Committee.

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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2. Jurisdiction of Operations  
Committee

Jurisdiction of the Operations Committee shall include:

- a. To meet with the Superintendent, the Secretary-Treasurer, and other staff to review those aspects of the School District pertaining to facilities, equipment, transportation, purchasing, and finances.
- b. To review and to recommend to the Board policies related to short and long term operational objectives.
- c. To review regular reports on status of facilities, equipment, transportation and purchasing.
- d. To review and make recommendations to the Board regarding all plans for construction, renovation, demolition, or disposal of any School District buildings.
- e. To prepare a Capital Expenditures Program budget for the Board's approval.
- f. To consider and to recommend the selection, improvement and maintenance of school sites.
- g. To review periodically the progress statements related to the budget of District Operations.
- h. To review and to recommend to the Board policies related to short and long term financial objectives.
- i. To prepare recommendations to the Board concerning District Staff salaries, teachers salaries and non-teaching personnel salaries.

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**REFERENCE: School Act  
Section 89A**

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**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

2. Jurisdiction of Operations

Committee to negotiate salaries and benefits with the District Staff personnel, Arrow Lakes Teachers' Association and Non-Teaching Personnel on the Board's behalf.

k. To review and approve objectives for accounting, budgeting and data processing.

l. To review periodically the progress statements related to the budget pertaining to Financial Services.

m. To be responsible for submission of the recommended annual Operating Budget to the Board.

**PART 5 - CHAIRMAN AND PRESIDING OFFICERS**

1. Chairman

The chairman shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.

2. Vice-Chairman

The vice-chairman shall preside in the absence of the chairman or when the chairman vacates the chair.

3. Presiding Officer

In the event that neither the chairman nor the vice-chairman are able or willing to take the chair, the presiding officer shall be such person as the board may elect for that meeting.

4. Term

The chairman and the vice-chairman shall be elected for a term of one year at the first meeting after November 30 each year.

5. Rulings

The presiding officer shall rule on all points of order and shall state his reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the board. An appeal may only be requested immediately after a ruling and before resumption of business.

The chairman shall vote in accordance with paragraph 9.3.

6. Voting Rights

**PART 6 - RULES OF ORDER**

1. Robert's Rules of  
Order

Where these rules are silent and where not inconsistent with these rules, Robert's Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.

2. Procedural Rule

The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the trustees present.

3. Amending Rules

The rules may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.

4. Point of Order

The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in paragraph 6.1 herein.

5. Appeals

An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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6. Deciding the Question
7. Filing Bylaws

All questions shall be decided by a vote on the motion.  
A copy of the board's procedural bylaw and all amendments thereto shall be filed with the Ministry of Education (Section 89 SA).

#### PART 7 - MOTIONS

1. Phrasing

Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.

2. Dividing a Motion

The presiding officer may divide a motion containing more than one subject if he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

3. Duplicate Motions

No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.

4. Seconding

All motions shall be seconded except in committee.

5. Non-Debatable Motions

All motions are debatable except in the following:

- a. Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
- b. Motion to fix time for adjournment or a meeting;
- c. Motion to proceed to the next business;
- d. Motion to go into committee of the whole for closed session.



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**REFERENCE: School Act  
Section 89A**

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**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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6. Non-Amendable Motions

All motions shall be subject to amendment except the following:

- a. Motion that the question be now put;
- b. Motion for adjournment of debate or adjournment of a meeting;
- c. Motion to table unless such a motion contains a date for further consideration of the matter tabled;
- d. Motion to refer to committee;
- e. Motion to proceed to next business.

7. Amendments

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

8. Reconsideration

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-third majority.

**PART 8 - DEBATE**

1. Relevancy of Debate

Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this rule.

2. Recognition by Chair

No trustee shall speak until recognized by the chairman.

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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3. Speaking Rights

No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The chairman may caution a trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.

4. Point of Privilege

A matter of privilege (a matter dealing with the rights or interests of the board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

5. Interruption of Speaker

No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

**PART 9 - VOTING**

1. Abstention

All trustee present at a meeting must vote although a trustee must abstain from voting in the event that he has a conflict of interest by reason of having a direct pecuniary interest in a vote. A trustee may also abstain from voting if he states at the meeting his reasons thereon.

2. Method of Voting

Voting shall be by a show of hands and only the results recorded unless a trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.

3. Voting Rights of  
Chairman

The chairman shall vote at the same time as the other members of the board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the chairman shall so declare.

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**REFERENCE: School Act  
Section 89A**

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**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

4. Deciding the Question All questions shall be decided by a majority of the votes of the trustees present and voting shall be the same as otherwise provided by these bylaws or the School Act.

#### PART 10 - BYLAWS AND RESOLUTIONS

1. Deciding Resolutions & Bylaws All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw shall have three readings.
2. Bylaws The following matters shall only be resolved by bylaw:
- a. Amendments to bylaws;
  - b. The rules of procedure of the board and rules relative to the organization of meetings of the board;
  - c. Regulation and control of the use of property owned and administered by the board; (Section 89(e) SA)
  - d. Where required by the School Act.
3. Written Notice of Bylaws Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading.
4. Stages of Bylaws Every bylaw shall be dealt with in the following stages:
- a. First reading - no debate or amendment;
  - b. Second reading - discussion of the principle of the bylaw;
  - c. Committee - if the question for second reading passes, the bylaw shall automatically be referred to the committee of the whole for detailed consideration unless a motion is passed for referral to a standing committee for detailed consideration;

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**REFERENCE: School Act  
Section 89A**

**ADOPTED: 84-09-18  
AMENDED: 88-02-23**

**NUMBER: Bylaw 1**

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4. Stages of Bylaws - con't
- d. Third reading - consideration of amendments made in committee.
5. Amending Bylaws
- When a bylaw has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed except by vote of a two-thirds majority.
6. Advancing a Bylaw
- Every bylaw shall receive three readings on different days. A bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the chairman.
7. Certification of Bylaw
- The secretary shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed in committee.
8. Withdrawing a Bylaw
- The trustee who introduces a bylaw may withdraw the same at any stage with unanimous consent.

This Bylaw may be cited for all purposes as "School District No. 10 (Arrow Lakes) By-Law No. 1".  
A bylaw to provide for the organization and operation of the Board and is in all respects in accordance with the provisions of the "School Act".

Read a first time the 9th day of February, 1988 .  
Read a second time the 16th day of February, 1988 .  
Read a third time the 23rd day of February, 1988 .  
Finally Passed and Adopted the 23rd day of February, 1988 .

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Secretary-Treasurer

Chairperson of the Board

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<b>REFERENCE:</b>	<b>ADOPTED: 85-09-24</b>	<b>NUMBER: 9200</b>
	<b>AMENDED:</b>	

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**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 2**

A bylaw to establish a perpetual Trust Fund for the handling of financial contributions for purposes acceptable to the Board.

WHEREAS Revenue Canada, Taxation Department, has approved the Board's application for "registered charity" status and

WHEREAS the Board may therefore issue receipts which may be used by contributors to support deductions claimed under Sub-Paragraph 110(1)(a)(i) of the Income Tax Act and

WHEREAS the Ministry of Education has granted its approval to establish the Trust in accordance with Section 240(3) of the School Act.

NOW THEREFORE the Board of School Trustees, School District No. 10 (Arrow Lakes) in open meeting enacts the following:

THAT the Secretary-Treasurer cause to be established upon the Board's books of accounts and in a bank as shall be declared from time to time by the Board, a separate account designated as "School District No. 10 (Arrow Lakes) Charitable Trust".

THE SPECIFIC PURPOSE for the Trust shall be:

To provide a mechanism by which individuals and/or private corporations may contribute financially for purposes acceptable to the Board of School Trustees, School District No. 10 (Arrow Lakes).

THE TERMS OF THE SAID TRUST shall be as follows:

1. Revenue

a) Approved Programs

- i. On receiving a Trust contribution designated to an approved or an existing program, the Secretary-Treasurer or his designate shall issue a receipt bearing the income tax registration number 0705327-20-26.
- ii. The receipt shall identify the program for which the contribution has been designated.

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REFERENCE:	ADOPTED: 85-09-24	NUMBER: 9200
	AMENDED:	

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b) Unapproved Programs

- i. On receiving a contribution to an unapproved or non-existent program, the Secretary-Treasurer or his designate shall issue an interim receipt which does not bear the income tax registration number.
- ii. The contribution shall be credited to the general Suspense Account and the Secretary-Treasurer shall report the contribution to the Board at its next meeting.
- iii. In the event the Board approves the establishment of the program for which the funds were contributed, the Secretary-Treasurer or his designate shall then issue a receipt bearing the income tax registration number 0705327-20-26. The receipt shall identify the program for which the contribution is to be used.
- iv. In the event, however, the Board does not approve the establishment of the program for which the funds were contributed, the funds shall be returned forthwith to the contributor with the Board's regrets.

c) Allocation of Contributions

- i. No contributor shall be permitted to specify that the contribution is to be directed towards a particular school or person.

2. Disbursements

All commitments and disbursements made against the Trust shall be cleared through the Secretary-Treasurer.

3. Auditing

All records, books and documents concerning the Trust shall be available for auditing as required by law.

Read a first, second and third time, finally passed and adopted the 24th day of September, 1985.

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Board Chairman

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Secretary-Treasurer

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**REFERENCE:**

**ADOPTED:  
AMENDED:**

**NUMBER:**

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**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 3**

**"A Bylaw to provide for the organization and operation of the Board"**

**PART 1 - INAUGURAL MEETING**

- 1. Time of Meeting**

The Inaugural Meeting of the Board shall be held at the time, place and date determined by the Secretary-Treasurer within thirty (30) days from the date that the new Board begins its term of office.
- 2. Call to Order**

Secretary-Treasurer or, in his absence, the Superintendent of Schools shall call the meeting to order and shall preside at such meeting until a Chairperson shall have been elected. The presiding official shall proceed to read to the Board the returns of the election as certified by the Returning Officer or Village Clerk, and shall then report whether or not the trustees-elect have completed the declaration required by the School Act.
- 3. Election of Chairperson**

The presiding official shall then conduct the election of Chairperson according to the rules provided herein.

  - a) The election of Chairperson and Vice-Chairperson shall be held:**
    - i) at the inaugural meeting**
    - ii) at any other regular meeting during the year, upon written notice to all trustees at least thirty (30) days prior to the regular meeting at which a vote will be held.**
  - b) The procedure for election Chairperson, Vice-Chairperson, or such other Board officer as may be required from time to time shall be as follows:**
    - i) Any trustee may be nominated by any other trustee and no seconder shall be required.**

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**REFERENCE:**

**ADOPTED:  
AMENDED:**

**NUMBER:**

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- ii) Nominations shall be called three times unless a motion is passed that nominations cease.
- iii) A motion that nominations cease shall be always in order and, upon being seconded, shall be voted on without debate.
- iv) All voting shall be by ballots.
- v) Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall continue as a nominee.

**4. Election of Vice-Chairperson**

Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson

**5. Interim Appointment of Committees, Organizations and Committee Chairpersons**

The Chairperson shall then appoint such committees and committee chairpersons as required by these bylaws and shall name the Board's appointees to such other Boards and organizations as are required, on an interim bases.

**6. Procedure for Appointing to Committees, Organizations, and Committee Chairpersons**

The Chairperson, in making appointments, shall use the following procedure:

- i. Prior to the Annual Retreat, the Secretary-Treasurer shall provide each trustee a list on which are listed all of the standing committees of the Board and all of the special appointments.
- ii. Each trustee shall indicate a first and second preference for standing committee appointments, and first and second preference for other appointments to the Chairperson at least two (2) weeks prior to the Annual Retreat.
- iii. The Chairperson shall make appointments of chairperson, committees, etc., at the Annual Board Retreat. The appointments will be ratified at the following Regular Board meeting.



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**REFERENCE:****ADOPTED:  
AMENDED:****NUMBER:**

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**PART 2 - MEETINGS****1. Regular Meetings**

The Board may, by ordinary resolution, set Regular Meeting dates at the Inaugural Meeting and may vary such Regular Meeting dates from time to time.

**2. Order of Business**

The order of business, at all regular meetings, unless varied by motion, shall be:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Adoption of the Minutes**
- 4. Presentations**
- 5. Disposition of Previous Presentation**
- 6. Question Period**
- 7. Reports:**
  - a. Chairperson**
  - b. Committees:**
    - i. Education;**
    - ii. Operations;**
  - c. District and Parent Advisory Committee Meetings**
  - d. Branch**
  - e. Secretary-Treasurer**
  - f. Superintendent of Schools**
  - g. Unfinished Business**
  - h. New Business**
  - i. Next Meeting Dates**
  - j. Questions from the Public**
  - k. Adjournment**

**3. Special Meetings**

- a) A special meeting of the Board may be called by:**
  - 1) the Chairperson**
  - 2) the Secretary-Treasurer, upon written request by a majority of the trustees holding office**
- b) No business other than that for which the meeting was called shall be conducted at the special meeting.**

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**REFERENCE:**

**ADOPTED:  
AMENDED:**

**NUMBER:**

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**4. Notice of Special Meeting**

- a) **Forty-eight hours' notice in writing shall be given of each special meeting of the Board, which notice must be given to each trustee by delivery of the same at the place designated by him for notice, or failing any such designated place, then at his address as set out in his nomination paper.**
- b) **Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.**

**5. Quorum**

**A quorum shall be a majority of trustees holding office at the time of the meeting.**

- a) **If, thirty minutes after the time appointed for the meeting of the Board, there should not be a quorum present, then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the Chairperson, or, in default of the Chairperson's fixing the same, then until the next regular meeting. The Secretary-Treasurer shall record the names of the members present at the expiration of such thirty minutes.**
- b) **No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a regular or special meeting called and held as herein provided.**

**6. Private Session**

**All matters coming before the Board shall be considered in public sessions except the following:**

- a) **Personnel Matters**
  - i. **Salary claims and negotiations**
  - ii. **Efficiency, discipline, or retirement of employees**
  - iii. **Employee promotion, termination, or hiring.**

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**REFERENCE:**

**ADOPTED:  
AMENDED:**

**NUMBER:**

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**b) Legal Matters**

- i. Accident claims**
- ii. Legal action brought by or against the Board**
- iii. Legal opinions respecting any matters which are to be considered in private session.**

**c) Student Matters**

- i. Indigent students**
- ii. Student discipline**

**d) Property Matters**

- i. Negotiations regarding purchase, lease, or sale of property**
- ii. Future site planning and designation.**

**e) Medical matters respecting individual students or employees.**

**f) Such other matters as the Board may, in public session, determine.**

**PART 3 - COMMITTEE**

**1. Standing Committees**

**The standing committees of the Board shall be as follows:**

- a) Education**
- b) Operations**

**and each committee will be composed of all members of the Board.**

**2. Standing Committee Meetings**

**Standing committees shall be expected to meet at least once in each six week period.**

**3. Committee Membership**

- a) Membership of all committees shall be upon appointment by the Chairperson of the Board at the Annual Board Retreat and shall be subject to the approval of the Board.**
- b) The Chairperson of the Board shall be ex officio a voting member of all committees and shall be counted in forming a quorum.**

<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
<b>4. Quorum</b>	For all committees a quorum shall be a majority of the members of the committee.	
<b>5. Committee Meetings</b>	A meeting of any committee shall be convened by the Chairperson of the committee.	
<b>6. Vacancies</b>	Should a vacancy occur on any committee of the Board, the Chairperson of the Board shall name a successor to fill the vacancy.	
<b>7. Committee Reports</b>	<p>All committees shall report to the Board on a regular basis. A minority of any committee may also report.</p> <p>a) No action shall be taken on the report of any committee until formally approved by the Board, unless the Board, by a majority vote, has given the committee power to act in certain clearly defined cases.</p> <p>b) The Superintendent of Schools and/or Secretary-Treasurer shall confer with and keep all chairpersons of committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.</p> <p>c) Committees may require the Superintendent of Schools and/or the Secretary-Treasurer to bring to committee meetings such other members of the School District Staff as may be deemed desirable.</p> <p>d) No trustee shall serve as chairperson of more than one standing committee.</p>	
<b>8. Termination of Committees</b>	All committees of the Board shall be automatically discharged the day prior to the Annual Retreat of each year or at such earlier date as the work of the committee has been completed, or at the expiration of the Trustee's term of office.	
<b>9. Committee of the Whole</b>	The Board shall meet in Committee of the Whole at the call of the Chairperson. Committee of the Whole meetings shall be called only to deal with specific items of interest to the total Board which have major implications in the area of responsibility of both of the	

standing committees.

<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
<b>10. Committee of the Whole Sessions</b>	<b>A session of the Committee of the Whole shall consist of the meeting, or number of meetings, called to deal with a particular agenda.</b>	
<b>11. Committee of the Whole Meeting Agenda</b>	<b>The agenda for the Committee of the Whole meetings shall be approved by the Board in advance of the meeting.</b>	

**PART 4 - FUNCTIONS AND JURISDICTION OF STANDING COMMITTEES**

- |  |   |
|--|---|
| <b>1. Jurisdiction of Education Committee</b>  | <b>The jurisdiction of the Education Committee shall include all matters concerned with the delivery of the educational program and its educational support services.</b><br><br><b>a) To meet with the Superintendent, the Secretary-Treasurer, and other staff to review and recommend to the Board policies for the delivery of the educational program and its support services.</b><br><br><b>b) To review and to recommend to the Board policies related to short and long term educational objectives.</b><br><br><b>c) To review regular reports on the quality of educational programs and receive representations from educators and others on programs-in-place.</b><br><br><b>d) To review and, where appropriate, make recommendations to the Board on all matters pertaining to curriculum, personnel, special education, student discipline and District scholarships.</b> |
| <b>2. Jurisdiction of Operations Committee</b> | <b>Jurisdiction of the Operations Committee shall include:</b><br><br><b>a) To meet with the Superintendent, the Secretary-Treasurer, and other staff to review those aspects of the School District pertaining to facilities, equipment, transportation, purchasing, and finances.</b><br><br><b>c) To review and to recommend to the Board policies related to short and long term operational objectives.</b>  |

<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
2. Jurisdiction of Operations Committee - con't	<ul style="list-style-type: none"> <li>d) To review and make recommendations to the Board regarding all plans for construction, renovation, demolition, or disposal of any School District buildings.</li> <li>e) To prepare a Capital Expenditures Program budget for the Board's approval.</li> <li>f) To consider and to recommend the selection, improvement and maintenance of school sites.</li> <li>g) To review periodically the progress statements related to the budget of District Operations and Financial Services.</li> <li>h) To review and to recommend to the Board policies related to short and long term financial objectives.</li> <li>i) To review and approve objectives for accounting, budgeting and data processing.</li> </ul>	

**PART 5 - CHAIRPERSON AND PRESIDING OFFICERS**

- 1. Robert's Rules of Order      Where these rules are silent and where not inconsistent with these rules, Robert's Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
  
- 2. Procedural Rule              The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings and notice of a vote on the chairperson may be suspended by unanimous consent of the trustees present.
  
- 3. Point of Order                The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in Part 6.1 above.
  
- 4. Appeals                        An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.
  
- 5. Deciding the Question      All questions shall be decided by a vote on the motion.

<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
<b>6. Filing By-laws</b>	<b>A copy of the Board's procedural by-law and all amendments thereto shall be filed with the Ministry of Education.</b>	
<b>PART 7 - MOTIONS</b>		
<b>1. Phrasing</b>	<b>Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.</b>	
<b>2. Dividing a Motion</b>	<b>The presiding officer may divide a motion containing more than one subject if he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.</b>	
<b>3. Duplicate Motions</b>	<b>No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.</b>	
<b>4. Seconding</b>	<b>All motions shall be seconded except in committee, or a motion to adjourn.</b>	
<b>5. Non-Debatable Motions</b>	<b>All motions are debatable except in the following:</b>	
	<ul style="list-style-type: none"> <li><b>a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;</b></li> <li><b>b) Motion to fix time for adjournment of a meeting;</b></li> <li><b>c) Motion to proceed to the next business;</b></li> <li><b>d) Motion to go into committee of the whole in closed session.</b></li> </ul>	
<b>6. Non-Amendable Motions</b>	<b>All motions shall be subject to amendment except the following:</b>	
	<ul style="list-style-type: none"> <li><b>a) Motion that the question be now put;</b></li> <li><b>b) Motion for adjournment of debate or adjournment of a meeting;</b></li> <li><b>c) Motion to table unless such a motion contains a date for further consideration of the matter tabled;</b></li> </ul>	

<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
6. Non-Amendable Motions - con't	d) Motion to refer to committee;  e) Motion to proceed to next business.	
7. Amendments	An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.	
8. Reconsideration	A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-third majority.	
<b>PART 8 - DEBATE</b>		
1. Relevancy of Debate	Debate shall be strictly relevant to the questions before the meeting and the presiding officer shall warn speakers who violate this rule.	
2. Recognition by Chair	No trustee shall speak until recognized by the chairperson.	
3. Speaking Rights	No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. The Chairperson may allow a Trustee to speak more than once. No trustee shall speak for a period in excess of five minutes at one time. The chairperson may caution a trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.	
4. Point of Privilege	A matter of privilege (a matter dealing with the rights or interests of the board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.	
5. Interruption of Speaker	No trustees shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.	



<b>REFERENCE:</b>	<b>ADOPTED: AMENDED:</b>	<b>NUMBER:</b>
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**PART 9 - VOTING**

- |                                 |  |
|---------------------------------|--|
| 1. Abstention                   | All trustees present at a meeting must vote although a trustee must abstain from voting in the event that he has a conflict of interest. A trustee may also abstain from voting if he states at the meeting his reasons therein. |
| 2. Method of Voting             | Voting shall be by a show of hands and only the results recorded unless a trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.                                      |
| 3. Voting Rights of Chairperson | The chairperson shall vote at the same time as the other members of the board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the chairperson shall so declare.     |
| 4. Deciding the Question        | All questions shall be decided by a majority of the votes of the trustees present and voting shall be the same as otherwise provided by these bylaws or the School Act.  |

**PART 10 - BYLAWS AND RESOLUTIONS**

- |                                    |  |
|------------------------------------|--|
| 1. Deciding Resolutions and Bylaws | All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw shall have three readings.  |
| 2. Bylaws                          | The following matters shall only be resolved by bylaw: <ul style="list-style-type: none"> <li>a) Amendments to bylaws;</li> <li>b) The rules of procedure of the board and rules relative to the organization of meetings of the board;</li> <li>c) Where required by the School Act.</li> </ul> |

REFERENCE:	ADOPTED: AMENDED:	NUMBER:
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- |                           |  |  |
|---------------------------|--|--|
| 3. Stages of Bylaws       | Bylaws shall be dealt with in the following stages:  |  |
|                           | <ul style="list-style-type: none"> <li>a) Written notice of intention to propose a bylaw shall be given at an Education or Operations Committee meeting or a Special Meeting. Such notice shall include important specifics to be included in the bylaw. All Trustees not present at the meeting shall be notified by the Secretary-Treasurer as soon as possible following the meeting.</li> <li>b) First and second reading of the proposed Bylaw shall be at the first Regular meeting following the Committee meeting where notice was given.</li> <li>c) Copies of the proposed bylaw will be sent to holders of the policy manual and others as determined by the Board as soon as possible after the second reading.</li> <li>d) The proposed bylaw will be discussed at the next Education or Operations Committee meeting or at a Special Meeting. At that time amendments may be proposed and discussed.</li> <li>e) Third and final reading of the proposed bylaw with any proposed amendments shall be given at the following Regular meeting of the Board.</li> </ul> |  |
| 4. Advancing a Bylaw      | A bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.  |  |
| 5. Certification of Bylaw | The secretary shall certify on a copy of each bylaw the readings and the times thereof.  |  |
| 6. Withdrawing a Bylaw    | The trustee who introduces a bylaw may withdraw the same at any stage with unanimous consent.  |  |

**PART 11 - RESCINDING OF BYLAW NO. 1**

1. Bylaw No. 1 is hereby rescinded.

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**REFERENCE:**

**ADOPTED:**

**NUMBER:**

**AMENDED:**

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**This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 3, "a Bylaw to provide for the organization and operation of the Board", and replaces School District No. 10 (Arrow Lakes) Bylaw No. 1.**

**Read a first time the 26th day of March, 1991.**

**Read a second time the 26th day of March, 1991.**

**Read a third time the 26th day of March, 1991.**

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**Secretary-Treasurer**

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**Chairperson of the Board**

**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 5**

**TRUSTEE ELECTIONS BYLAW**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

**PREAMBLE:**

Whereas under the School Act, the Board of School Trustees may, by by-law, determine various procedures and requirements to be applied in the conduct of trustee elections; and

Whereas trustee elections which are the responsibility of the school board may be conducted by the school board directly or by the local government under an agreement with the school board made pursuant to Section 47 (4) of the School Act; and

Whereas the Board of School Trustees wishes to establish various procedures and requirements under the authority of the School Act for trustee elections,

Now Therefore the Board of School Trustees in an open meeting of the Board, enacts as follows:

**1. Definitions**

The terms used shall have the meaning assigned by the School Act and the Municipal Act, except as the context indicates otherwise.

"Election" means a trustee election including general school elections and by-elections.

"Board" or "School Board" means the Board of School Trustees of School District No. 10 (Arrow Lakes).

**2. Order of Names on the Ballot**

The order of names of candidates on the ballot will be determined by lot in accordance with Sections 54 (1) and 55 (3) of the School Act and Section 107 of the Municipal Act.

**3. Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Sections 54 (1) and 55 (3) of the School Act and Section 141 of the Municipal Act.

#### **4. Voting Day Registration**

- (a) As authorized under Section 54 (1) of the School Act and Section 55 of the Municipal Act, at each election, electors who wish to vote must register at the time of voting;
- (b) Registration as an elector under paragraph (a) is effective only for the election for which the voting is being conducted at that time.

#### **5. Advance Voting Opportunities**

- (i) As authorized by Section 97 (2) and 97 (2.a) of the Municipal Act and Section 54 (1) of the School Act, the mandatory advance voting opportunity will be held on the tenth day before general voting day from 8:00 a.m. to 8:00 p.m.
- (ii) As each Trustee Electoral Area has a population of 5000 or less, no additional advance voting opportunity referred to by Sections 97 (2) and 97 (2.b) shall be held.
- (iii) The Chief Election Officer is hereby authorized to designate the voting places for the advance voting opportunity established above.

#### **6. Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the School Board will provide a special voting opportunity as authorized under Section 99 of the Municipal Act and Section 54 (1) of the School Act for each general election:

- i) at the following locations:

Slocan Community Hospital and Health Care Centre  
401 Galena Avenue  
New Denver, B.C.

Arrow Lakes Hospital  
97 - 1st Avenue N.E.  
Nakusp, B.C.

Halcyon Community Home Society  
83 West 8th Avenue  
Nakusp, B.C.

- ii) on the third Saturday in November in the year of the general school election.

iii) during the hours of 10:00 a.m. and 12:00 p.m. for the following locations:

Slocan Community Hospital and Health Care Centre  
401 Galena Avenue  
New Denver, B.C.

Arrow Lakes Hospital  
97 - 1st Avenue N.E.  
Nakusp, B.C.

and during the hours of 9:00 a.m. and 10:00 a.m. for the following locations:

Halcyon Community Home Society  
83 West 8th Avenue  
Nakusp, B.C.

(b) The following restrictions apply to persons who may vote at this special voting opportunity:

(i) only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as a patient to the institution or is a resident of the institution.

(c) The number of candidates representatives who may be present at the special voting opportunity is limited to one representative.

7. This bylaw may be cited as "School District No. 10 (Arrow Lakes) Trustee Elections Bylaw No. 5".

Read a first time this 14th day of September, 1993.

Read a second time this 14th day of September, 1993.

Read a third and final time this 14th day of September, 1993.

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Chairperson

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Secretary-Treasurer

**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 6**

**AMENDMENT TO SCHOOL CALENDAR**

The Board may amend a school calendar approved by it in accord with the School Act in the following manner:

1. approval for the proposed amendment to the calendar must be obtained from the school(s)' Parent Advisory Council(s) by a vote of the Parent Advisory Council(s) held at a regular meeting of the Parent Advisory Council(s) or at a special meeting called by the Parent Advisory Council(s).
2. approval for the proposed amendment to the calendar must be obtained from the school(s)' employees. The employees' manner of approving the proposed amendment will be determined by the ALTA for teaching staff, by CUPE for support staff and by the ALAA for principals and vice-principals for each school.
3. The Board must, by letter, provide to the employees and parents through their respective Unions, PAC's, and ALAA, at least seven days written notice of the Board's intention to seek that approval.
4. In the same letter sent pursuant to Section 3, the Board will establish the date on which a decision will be made and the date by which it requires approval for the amendment from the employees and parents.
5. This bylaw may be cited as "School District No. 10 (Arrow Lakes) Amendment to School Calendar Bylaw No. 6".

Read a first time this 24th day of May, 1994.

Read a second time this 24th day of May, 1994.

Read a third and final time this 24th day of May, 1994.

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Chairperson

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Secretary-Treasurer





**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 7**

**AMENDMENT TO SCHOOL CALENDAR**

If the Board wishes to adopt a school calendar that differs from the standard school calendar for one or more of its schools the following process will be followed:

(i) a Committee, chaired by the Superintendent or designate, will be formed consisting of representatives chosen by and from the following groups:

- \* Trustees (two);
- \* Arrow Lakes Teachers' Association (two);
- \* CUPE, Local 2450 (two);
- \* District Parent Advisory Council (two);
- \* Principal's/Vice-Principal's (one);
- \* Students (two, one each from NSS and LESS); and

(ii) this Committee will make a recommendation to the Board of School Trustees regarding a school calendar that differs from the standard school calendar;

(iii) the endorsement of the following four groups will then be required for any variation to the standard school calendar:

- \* Arrow Lakes Teachers' Association;
- \* CUPE, Local 2450;
- \* District Parent Advisory Council; and
- \* Principal's/Vice-Principal's.

This Bylaw may be cited for all purposes as "School District No. 10 (Arrow Lakes) Amendment to School Calendar Bylaw No. 6. Bylaw No. 6 is hereby rescinded.

READ A FIRST TIME THE 25th day of March, 1997

READ A SECOND TIME THE 25th day of March, 1997

READ A THIRD AND FINAL TIME THE 22nd day of April, 1997

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Chairperson

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Secretary-Treasurer

THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)

BY-LAW NO. 8

"A Bylaw to provide for the organization and operation of the Board"

PART 1 – INAUGURAL MEETING

1. Time of Meeting

The Inaugural Meeting of the Board shall be held at the time, place and date determined by the Secretary-Treasurer within thirty (30) days from the date that the new Board begins its term of office

2. Call To Order

The Secretary-Treasurer or, in his absence, the Superintendent of Schools shall call the meeting to order and shall preside at such meeting until a Chairperson shall have been elected. The presiding official shall proceed to read to the Board the returns of the election as certified by the Returning Officer or Village Clerk, and shall then report whether or not the trustees-elect have completed the declaration required by the *School Act*.

3. Election of Chairperson

The presiding official shall then conduct the election of Chairperson according to the rules provided herein.

- a) The election of Chairperson and Vice-Chairperson shall be held:
  - i) at the inaugural meeting
  - ii) at any other regular meeting during the year, upon written notice to all trustees at least thirty (30) days prior to the regular meeting at which a vote will be held.
- b) The procedure for election of Chairperson, Vice-Chairperson, or such other Board officer as may be required from time to time shall be as follows:
  - i) Any trustee may be nominated by any other trustee.
  - ii) Nominations shall be called three times unless a motion is passed that nominations cease.
  - iii) A motion that nominations cease shall be always in order and, upon being seconded, shall be voted on without debate.
  - iv) All voting shall be by ballots.
  - v) Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall continue as a nominee

4. Election of Vice-Chairperson

Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson.

5. Interim Appointments of Committees, Organizations, and Committee Chairperson

The Chairperson shall then appoint such committees and committee chairpersons as required by these bylaws and shall name the Board's appointees to such other Boards and organizations as are required, on an interim bases.

6. Procedure for Appointing to Committees, Organizations, and Committee Chairpersons

The Chairperson, in making appointments, shall use the following procedures:

- i) *At the December Meeting*, the Secretary-Treasurer shall provide each trustee a list on which are listed all of the standing committees of the Board and all of the special appointments
- ii) Each trustee shall indicate a first and second preference for standing committee appointments, and first and second preference for other appointments to the Chairperson at least two (2) weeks prior to *the January Regular Meeting*.
- iii) The Chairperson shall make appointments of chairperson, committees, etc., at *the January Regular Board Meeting*. *The appointments will be ratified at that time.*

PART 2 – MEETINGS

1. Regular Meetings

The Board may, by ordinary resolution, set Regular Meeting dates at the Inaugural Meeting and may vary such Regular Meeting dates from time to time.

2. Order of Business

The order of business, at all regular meetings, unless varied by motion, shall be:

1. Call to Order
2. Adoption of Agenda
3. Adoption of the Minutes
4. Presentations
5. Disposition of Previous Presentation
6. Question Period
7. Reports:
  - a. Chairperson
  - b. Committees:
    - i. *Committee of the Whole*
  - c. District and Parent Advisory Committee Meetings
  - d. Branch
  - e. *Superintendent/Secretary-Treasurer*
  - f. Unfinished Business

- g. New Business
- h. Next Meeting Dates
- i. Questions from the Public
- j. Adjournment

3. Special Meetings

- a) A special meeting of the Board may be called by:
  - 1. The Chairperson
  - 2. The Secretary-Treasurer, upon written request by a majority of the trustees holding office
- b) No business other than that for which the meeting was called shall be conducted at the special meeting.

4. Notice of Special Meeting

- a) Forty-eight hours notice in writing shall be given of each special meeting of the Board, which notice must be given to each trustee by delivery of the same at the place designated by him for notice, or failing any such designated place, then at his address as set out in his nomination paper.
- b) Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

5. Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

- a) If, thirty minutes after the time appointed for the meeting of the Board, there should not be a quorum present, then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the Chairperson, or, in default of the Chairperson's fixing the same, then until the next regular meeting. The Secretary-Treasurer shall record the names of the members present at the expiration of such thirty minutes.
- b) No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a regular or special meeting called and held as herein provided.

6. Private Session

All matters coming before the Board shall be considered in public sessions except the following:

- a) Personnel Matters
  - i) Salary claims and negotiations
  - ii) Efficiency, discipline, or retirement of employees
  - iii) Employee promotion, termination, or hiring
- b) Legal Matters
  - i) Accident claims
  - ii) Legal action brought by or against the Board
  - iii) Legal opinions respecting any matters which are to be considered in private session
- c) Student Matters
  - i) Indigent students
  - ii) Student discipline
- d) Property Matters
  - i) Negotiations regarding purchase, lease, or sale of property
  - ii) Future site planning and designation
- e) Medical matters respecting individual students or employees
- f) Such other matters as the Board may, in public session, determine.

PART 3 – COMMITTEE

1. Standing Committees

The standing committees of the Board shall be *composed of all members of the Board.*

2. Standing Committee Meetings

*The schedule of the meetings will be determined by the Standing Committee.*

3. Committee Membership

- a) *Membership of all committees shall be upon appointment by the Chairperson of the Board and shall be subject to the approval of the Board.*
- b) The Chairperson of the Board shall be ex officio a voting member of all committees and shall be counted in forming a quorum.

4. Quorum

For all committees a quorum shall be a majority of the members of the committee.

5. Committee Meetings

A meeting of any committee shall be convened by the Chairperson of the committee.

6. Vacancies

Should a vacancy occur on any committee of the Board, the Chairperson of the Board shall name a successor to fill the vacancy.

7. Committee Reports

All committees shall report to the Board on a regular basis. A minority of any committee may also report.

- a) No action shall be taken on the report of any committee until formally approved by the Board, unless the Board, by a majority vote, has given the committee power to act in certain clearly defined cases.
- b) The *Superintendent/Secretary-Treasurer* shall confer with and keep all chairperson of committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.
- c) Committees may require the *Superintendent* and/or the *Secretary-Treasurer* to bring to committee meetings such other members of the School District Staff as may be deemed desirable.
- d) No trustee shall serve as chairperson of more than one standing committee.

8. Termination of Committees

*All committees of the Board shall be automatically discharged the day the work of the committee has been completed.*

9. Committee of the Whole

- *Meet once a month prior to the regular Board Meeting*
- *That it includes all trustees plus representatives from CUPE, ALTA, P/VP, DPAC and Secondary Student representative*
- *Where possible, items are placed on the agenda in motion format including rationale (Board Chair and Secretary-Treasurer to develop these motions for recommendation at the Regular Meeting of the Board*
- *Community members / groups can request opportunity to present (guideline to be established)*
- *That the Board Chairperson can direct that a working group be formed to gather information and/or develop a position on a given topic*
- *District representatives, shall formulate the Committee of the Whole agenda with input from the Board Chairperson*

- *Notification of items to be put on the agenda should come forward the week prior to the meeting date to the Board Chairperson or district representatives*
- *Urgent and emergent issues will be dealt with at the discretion of the Board Chairperson and may be placed on the agenda*

## PART 5 – CHAIRPERSON AND PRESIDING OFFICER

### 1. Robert’s Rules of Order

Where these rules are silent and where not inconsistent with these rules, Robert’s Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the *School Act*, the *School Act* shall apply over the rule in question.

### 2. Procedural Rule

The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings and notice of a vote on the chairperson may be suspended by unanimous consent of the trustees present.

### 3. Point of Order

The presiding officer’s ruling on a point of order shall be based on Rules of Order as stated in Part 5.1 above.

### 4. Appeals

An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.

### 5. Deciding the Question

All questions shall be decided by a vote on the motion.

### 6. Filing Bylaws

A copy of the Board’s procedural bylaw and all amendments thereto shall be filed with the Ministry of Education.

## PART 6 – MOTIONS

### 1. Phrasing

Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.

2. Dividing a Motion

The presiding officer may divide a motion containing more than one subject if he feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

3. Duplicate Motions

No motion other than to postpone consideration of questions, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.

4. Seconding

All motions shall be seconded except in committee, or a motion to adjourn.

5. Non-Debatable Motions

All motions are debatable except the following:

- a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
- b) Motion to fix time for adjournment of a meeting;
- c) Motion to proceed to the next business;
- d) Motion to go into committee of the whole in closed session.

6. Non-Amendable Motions

All motions shall be subject to amendment except the following:

- a) Motion that the question be now put;
- b) Motion for adjournment of debate or adjournment of a meeting;
- c) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
- d) Motion to refer to committee;
- e) Motion to proceed to next business.

7. Amendments

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

8. Reconsideration

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-third majority.



PART 7 – DEBATE

1. Relevancy of Debate

Debate shall be strictly relevant to the questions before the meeting and the presiding officer shall warn speakers who violate this rule.

2. Recognition by Chair

No trustee shall speak until recognized by the chairperson

3. Speaking Rights

No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. The Chairperson may allow a Trustee to speak more than once. No trustee shall speak for a period in excess of five minutes at one time. The chairperson may caution a trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.

4. Point of Privilege

A matter of privilege (a matter dealing with the rights or interests of the board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

5. Interruption of Speaker

No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

PART 8 – VOTING

1. Abstention

No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the district. A trustee may also abstain from voting if he states at the meeting his reasons therein.

2. Method of Voting

Voting shall be by a show of hands and only the results recorded unless a trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.

3. Voting Rights of Chairperson

The chairperson shall vote at the same time as the other members of the board an, in the case of equality of votes for and against a motion, the question is resolved in the negative and the chairperson shall so declare.

4. ~~Deciding the Question~~ → \_\_\_\_\_

All questions shall be decided by a majority of the votes of the trustees present and voting shall be the same as otherwise provided by these bylaws or the *School Act*.

PART 9 – BYLAWS AND RESOLUTIONS

1. Deciding Resolutions and Bylaws

All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw shall have three readings.

2. Bylaws

The following matters shall only be resolved by bylaw:

- a) Amendments to bylaws;
- b) The rules of procedure of the board and rules relative to the organization of meetings of the board;
- c) Where required by the *School Act*.

3. Bylaw Process

A bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.

4. Certification of Bylaw

The secretary shall certify on a copy of each bylaw the readings and times thereof.

5. Withdrawing a Bylaw

The trustee who introduces a bylaw may withdraw the same at any stage with unanimous consent.

PART 10 – RESCINDING OF BYLAW NO. 3

1. Bylaw No. 3 is hereby rescinded.

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 8 “a Bylaw to provide for the organization and operation of the Board”, and replaces School District No. 10 (Arrow Lakes) Bylaw No. 3.

Read a first time the 28<sup>th</sup> day of June, 2005

Read a second time the 28<sup>th</sup> day of June, 2005

Read a third time the 28<sup>th</sup> day of June, 2005

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Secretary-Treasurer

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Chairperson

**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 9**

**AMENDMENT TO SCHOOL CALENDAR**

If the Board wishes to adopt a school calendar that differs from the standard school calendar for one or more of its schools the following process may be followed:

- (i) a Committee will be formed consisting of representatives chosen by and from the following groups:
- \* Trustees;
  - \* Arrow Lakes Teachers' Association;
  - \* CUPE, Local 2450;
  - \* District Parent Advisory Council;
  - \* Principal's/Vice-Principal's;
  - \* Students (two, one each from NSS and LESS); and
- (ii) this Committee will make a recommendation to the Board of School Trustees regarding a school calendar that differs from the standard school calendar;
- (iii) the calendar will be set as per current *School Act* and Regulations which states under 78 (3.1) A board may not adopt a school calendar under subsection (3) unless, in accordance with the regulations, parents of the students enrolled in the school and representatives of employees of the board assigned to the school have been consulted.

This Bylaw may be cited for all purposes as "School District No. 10 (Arrow Lakes) Amendment to School Calendar Bylaw No. 9. Bylaw No. 7 is hereby rescinded.

READ A FIRST TIME THE 28<sup>th</sup> day of June, 2005  
READ A SECOND TIME THE 28<sup>th</sup> day of June, 2005  
READ A THIRD AND FINAL TIME THE 28<sup>th</sup> day of June, 2005

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Chairperson of the Board

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Superintendent/Secretary-Treasurer

**THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)**

**BY-LAW NO. 10**

**TRUSTEE ELECTIONS BYLAW**

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

**PREAMBLE:**

Whereas under the School Act, the Board of School Trustees may, by by-law, determine various procedures and requirements to be applied in the conduct of trustee elections; and

Whereas trustee elections which are the responsibility of the school board may be conducted by the school board directly or by the local government under an agreement with the school board made pursuant to Section 47 (4) of the School Act; and

Whereas the Board of School Trustees wishes to establish various procedures and requirements under the authority of the School Act for trustee elections,

Now Therefore the Board of School Trustees in an open meeting of the Board, enacts as follows:

**1. Definitions**

The terms used shall have the meaning assigned by the School Act and the Municipal Act, except as the context indicates otherwise.

"Election" means a trustee election including general school elections and by-elections.

"Board" or "School Board" means the Board of School Trustees of School District No. 10 (Arrow Lakes).

**2. Order of Names on the Ballot**

The order of names of candidates on the ballot will be determined by lot in accordance with Sections 54 (1) and 55 (3) of the School Act and Section 107 of the Municipal Act.

**3. Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Sections 54 (1) and 55 (3) of the School Act and Section 141 of the Municipal Act.

4. The Provincial Voters List be utilized for Trustee Election purposes.

**5. Advance Voting Opportunities**

- (i) As authorized by Section 97 (2) and 97 (2.a) of the Municipal Act and Section 54 (1) of the School Act, the mandatory advance voting opportunity will be held on the tenth day before general voting day from 8:00 a.m. to 8:00 p.m.
- (ii) As each Trustee Electoral Area has a population of 5000 or less, no additional advance voting opportunity referred to by Sections 97 (2) and 97 (2.b) shall be held.
- (iii) The Chief Election Officer is hereby authorized to designate the voting places for the advance voting opportunity established above.

**6. Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote an opportunity to do so, the School Board will provide a special voting opportunity as authorized under Section 99 of the Municipal Act and Section 54 (1) of the School Act for each general election:

- i) at the following locations:

Slocan Community Hospital and Health Care Centre  
401 Galena Avenue  
New Denver, B.C.

Arrow Lakes Hospital  
97 - 1st Avenue N.E.  
Nakusp, B.C.

Halcyon Community Home Society  
83 West 8th Avenue  
Nakusp, B.C.

- ii) on the third Saturday in November in the year of the general school election.

iii) during the hours of 10:00 a.m. and 12:00 p.m. for the following locations:

Slocan Community Hospital and Health Care Centre  
401 Galena Avenue  
New Denver, B.C.

Arrow Lakes Hospital  
97 - 1st Avenue N.E.  
Nakusp, B.C.

and during the hours of 9:00 a.m. and 10:00 a.m. for the following locations:

Halcyon Community Home Society  
83 West 8th Avenue  
Nakusp, B.C.

(b) The following restrictions apply to persons who may vote at this special voting opportunity:

(i) only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as a patient to the institution or is a resident of the institution.

(c) The number of candidates representatives who may be present at the special voting opportunity is limited to one representative.

7. This bylaw may be cited as "School District No. 10 (Arrow Lakes) Trustee Elections Bylaw No. 10". Bylaw No. 5 is hereby rescinded.

Read a first time this 28<sup>th</sup> day of June, 2005

Read a second time this 28<sup>th</sup> day of June, 2005

Read a third and final time this 28<sup>th</sup> day of June, 2005

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Chairperson

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Secretary-Treasurer

THE BOARD OF SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 10 (ARROW LAKES)

BY-LAW NO. 11

"A Bylaw to provide for the organization and operation of the Board"

PART 1 – INAUGURAL MEETING

1. Time of Meeting

The Inaugural Meeting of the Board shall be held at the time, place and date determined by the Secretary-Treasurer within thirty (30) days from the date that the new Board begins its term of office

2. Call To Order

The Secretary-Treasurer or, in his absence, the Superintendent of Schools shall call the meeting to order and shall preside at such meeting until a Chairperson shall have been elected. The presiding official shall proceed to read to the Board the returns of the election as certified by the Returning Officer or Village Clerk, and shall then report whether or not the trustees-elect have completed the declaration required by the *School Act*.

3. Election of Chairperson

The presiding official shall then conduct the election of Chairperson according to the rules provided herein.

a) The election of Chairperson and Vice-Chairperson shall be held:

- i) at the inaugural meeting
- ii) at any other regular meeting during the year.

b) The procedure for election of Chairperson, Vice-Chairperson, or such other Board officer as may be required from time to time shall be as follows:

- i) Any trustee may be nominated by any other trustee.
- ii) Nominations shall be called three times unless a motion is passed that nominations cease.
- iii) A motion that nominations cease shall be always in order and, upon being seconded, shall be voted on without debate.
- iv) All voting shall be by ballots.
- v) Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least number of votes, a special ballot shall be taken for the purpose of determining which name shall continue as a nominee

4. Election of Vice-Chairperson

Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of the Vice-Chairperson.

5. Interim Appointments of Committees, Organizations, and Committee Chairperson

The Chairperson shall then appoint such committees and committee chairpersons as required by these bylaws and shall name the Board's appointees to such other Boards and organizations as are required, on an interim bases.

6. Procedure for Appointing to Committees, Organizations, and Committee Chairpersons

The Chairperson, in making appointments, shall use the following procedures:

- i) At the December Meeting, the Secretary-Treasurer shall provide each trustee a list on which are listed all of the standing committees of the Board and all of the special appointments
- ii) Each trustee shall indicate a first and second preference for standing committee appointments, and first and second preference for other appointments to the Chairperson at least two (2) weeks prior to the January Regular Meeting.
- iii) The Chairperson shall make appointments of chairperson, committees, etc., at the January Regular Board Meeting. The appointments will be ratified at that time.

## PART 2 – MEETINGS

1. Regular Meetings

The Board may, by ordinary resolution, set Regular Meeting dates at the Inaugural Meeting and may vary such Regular Meeting dates from time to time.

2. Order of Business

The order of business, at all regular meetings, unless varied by motion, shall be:

1. Call to Order
2. Adoption of Agenda
3. Adoption of the Minutes
4. Financial Update
5. Questions re: Financial
6. Presentations
7. Disposition of Previous Presentation(s)
8. Question Period
9. Reports
10. Unfinished Business
11. New Business
12. Next Meeting Dates
13. Questions from the Public
14. Adjournment



3. Special Meetings

- a) A special meeting of the Board may be called by:
  - 1. The Chairperson
  - 2. The Secretary-Treasurer, upon written request by a majority of the trustees holding office
- b) No business other than that for which the meeting was called shall be conducted at the special meeting.

4. Notice of Special Meeting

- a) Forty-eight hours notice in writing shall be given of each special meeting of the Board, which notice must be given to each trustee by delivery of the same at the place designated by him for notice, or failing any such designated place, then at his address as set out in his nomination paper.
- b) Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

5. Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

- a) If, thirty minutes after the time appointed for the meeting of the Board, there should not be a quorum present, then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the Chairperson, or, in default of the Chairperson's fixing the same, then until the next regular meeting. The Secretary-Treasurer shall record the names of the members present at the expiration of such thirty minutes.
- b) No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a regular or special meeting called and held as herein provided.

6. Private Session

All matters coming before the Board shall be considered in public sessions except the following:

- a) Personnel Matters
  - i) Salary claims and negotiations
  - ii) Efficiency, discipline, or retirement of employees
  - iii) Employee promotion, termination, or hiring

- b) Legal Matters
  - i) Accident claims
  - ii) Legal action brought by or against the Board
  - iii) Legal opinions respecting any matters which are to be considered in private session
- c) Student Matters
  - i) Indigent students
  - ii) Student discipline
- d) Property Matters
  - i) Negotiations regarding purchase, lease, or sale of property
  - ii) Future site planning and designation
- e) Medical matters respecting individual students or employees
- f) Such other matters as the Board may, in public session, determine.

### PART 3 – COMMITTEE

#### 1. Standing Committees

The standing committees of the Board shall be composed of all members of the Board.

#### 2. Standing Committee Meetings

The schedule of the meetings will be determined by the Standing Committee.

#### 3. Committee Membership

- a) Membership of all committees shall be upon appointment by the Chairperson of the Board and shall be subject to the approval of the Board.
- b) The Chairperson of the Board shall be ex officio a voting member of all committees and shall be counted in forming a quorum.

#### 4. Quorum

For all committees a quorum shall be a majority of the members of the committee.

#### 5. Committee Meetings

A meeting of any committee shall be convened by the Chairperson of the committee.

6. Vacancies

Should a vacancy occur on any committee of the Board, the Chairperson of the Board shall name a successor to fill the vacancy.

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## PART 5 – CHAIRPERSON AND PRESIDING OFFICER

### 1. Robert’s Rules of Order

Where these rules are silent and where not inconsistent with these rules, Robert’s Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the *School Act*, the *School Act* shall apply over the rule in question.

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The presiding officer’s ruling on a point of order shall be based on Rules of Order as stated in Part 5.1 above.

### 4. Appeals

An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.

### 5. Deciding the Question

All questions shall be decided by a vote on the motion.

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### 1. Phrasing

Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed.

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### 2. Recognition by Chair

No trustee shall speak until recognized by the chairperson

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No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. The Chairperson may allow a Trustee to speak more than once. No trustee shall speak for a period in excess of five minutes at one time. The chairperson may caution a trustee who persists in tedious and repetitious debate and may direct him to discontinue if he persists.

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The following matters shall only be resolved by bylaw:

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- b) The rules of procedure of the board and rules relative to the organization of meetings of the board;
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A bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chairperson.

4. Certification of Bylaw

The secretary shall certify on a copy of each bylaw the readings and times thereof.

5. Withdrawing a Bylaw

The trustee who introduces a bylaw may withdraw the same at any stage with unanimous consent.

PART 10 – RESCINDING OF BYLAW NO. 8

1. Bylaw No. 8 is hereby rescinded.

This Bylaw may be cited for all purposes as School District No. 10 (Arrow Lakes) Bylaw No. 11 “a Bylaw to provide for the organization and operation of the Board”, and replaces School District No. 10 (Arrow Lakes) Bylaw No. 8.

Read a first time the 12<sup>th</sup> day of December, 2006

Read a second time the 12<sup>th</sup> day of December, 2006

Read a third time the 12<sup>th</sup> day of December, 2006

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Secretary-Treasurer

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Chairperson