



BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

REGULAR MEETING AGENDA
Wednesday, June 13th, 2018 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Celebrating Education: Aboriginal Education Month – K. Mahlman
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – May 9, 2018..... Pg. 3-9
6. Reports
 - a. Executive Reports
 - i. Superintendent's Report..... Pg. 10-11
 1. Strategic Plan Reports:
 - a. Goal 1.h – Experiential Learning..... Pg. 12-13
 - b. Goal 2.g. – Celebrations..... Pg. 14-15
 - c. Goal 1.j. – Indigenous Learning / Goal 3.f. – Sechelt and Squamish Nations..... Pg. 16
 2. Administrative Regulations:
 - a. Circulating prior to being repealed (until July 2, 2018):
 - i. Regulation 2150 – Alternative Programs..... Pg. 17
 - ii. Regulation 2920 – Students over School Age..... Pg. 18
 - b. Revised and Circulating until August 8, 2018:
 - i. Regulation 1040 – International & Non-Resident Students..... Pg. 19-21
 - ii. Regulation 1480 – Medical Exclusions..... Pg. 22-23
 - iii. Regulation 1650 – Partnerships & Corporate Sponsorship..... Pg. 24-25
 - iv. Regulation 2200 – Assessment & Evaluation of Student Learning..... Pg. 26
 - v. Regulation 2800 – Inclusive Education..... Pg. 27
 - vi. Regulation 2900 – Student Suspensions..... Pg. 28-30
 - vii. Regulation 3700 – Access to Facilities / School Keys..... Pg. 31-32
 - c. Regulations to be received:
 - i. Regulation 1740 – Responding to Suicidal Behaviour & Self-Harm..... Pg. 33-36
 - ii. Regulation 3400 – Moving Classrooms..... Pg. 37-38
 - iii. Regulation 3800 – Transportation of Students..... Pg. 39-43
 - ii. Secretary-Treasurer's Report..... Pg. 44
 1. Expenditures by Object – May 2018..... Pg. 45
 2. Larger Cheques Written in the Month of May 2018..... Pg. 46-47
 - b. Board/Committee Reports
 - i. Board Report..... Pg. 48
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Committee of the Whole Notes – May 22, 2018..... Pg. 49-21
 1. District Report to the Ministry (*motion*)
 2. Appointment of Chief Elections Officer and Deputy Chief Elections Officer (*motion*)..... Pg. 52
 - iii. Education Committee Notes – May 23, 2018..... Pg. 53-54

- iv. Operations Committee Notes – May 31, 2018.....Pg. 55-57
 - 1. Catchment Area Updates (*motion*).....Pg. 58-60
 - 2. Five Year Capital Plan (*motion*).....Pg. 61-62

MOTION: "TO receive the reports."

7. Questions and Enquiries from the Public Relating to the Board Meeting

8. Next Meeting

The next public board meeting will be held on September 12th, 2018.

MOTION: "TO approve the committee agendas."

9. Adjournment

COMMITTEE MEETINGS 2017 – 2018				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
June	19 from 11:45 – 1:15 pm	21 from 12:30 – 2 pm	-	19 from 9:30 – 11:30 am

Agendas for Upcoming Meetings:

Committee of the Whole – Tuesday, June 19th from 9:30 – 11:30 a.m. at the SBO

1. Strategic Plan Year in Review
2. Regulation 1600 – Information Technology: District-Wide Network and Internet Appropriate Use
3. Communication Plan (standing item)

Policy Committee – No meeting in June

Education Committee – Tuesday, June 19th from 11:45 – 1:15 p.m. at the SBO

1. Regulation 2230 – Career Programs
2. Regulation 2350 – Distance Education: Distributed Learning
3. Regulation 3050 – Animals in Schools
4. Curriculum (standing item)
5. Parent Engagement (standing item)

Operations Committee – Thursday, June 21st from 12:30 – 2:30 p.m. at the SBO

1. Emergency Preparedness
2. Summer Work
3. Regulation 1885 – Trespassing and Maintaining Order
4. Regulation 1888 – Use of Privately Owned Personal Computers
5. Regulation 1890 – Video Surveillance
6. Regulation 1950 – Visitors
7. Regulation 3870 – Use of Potentially Dangerous Equipment
8. Transportation Review (standing item)
9. Local Government OCP / Zoning Referrals (standing item)



MINUTES OF THE REGULAR MEETING OF THE
BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

Held on Wednesday, May 9th, 2018
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: L. Pratt (Chair), B. Baxter; D. Mewhort, G. Russell, P. Ruth,
C. Younghusband; P. Deasey (Student Trustee)

STAFF: P. Bocking, Superintendent of Schools
P. Bishop, Director of Instruction
V. White, Director of Instruction
N. Weswick, Secretary-Treasurer
E. Reimer, Executive Assistant (Recording Secretary)

REGRETS: L. Dixon, Trustee

#63. Call to Order

The meeting was called to order at 7:02 p.m.

Chair Pratt acknowledged that the meeting was taking place on the territory of the Squamish Nation and welcomed those in attendance.

#64. Celebrating Education: International Education – Dave Hunt and Students

Dave Hunt, International Education Program Coordinator, reported to the board on activities for international program students. Recent activities have included local hikes, boat tours in Pender Harbour, trips to Science World and Lynn Canyon, as well as curling at local facilities. Mr. Hunt reported that students are afforded opportunity to learn about Canadian culture and through their homestays are able to take part in authentic Canadian experiences. Four students accompanied Mr. Hunt; Fiorenza Leonardo from Italy, Leonie Steiger from Switzerland and Manuel Flesche from Germany, as well as Pender Harbour student Kimberly Fielding, who took part in an exchange to the Netherlands. The students shared highlights of their trips and responded to inquiries from trustees.

#65. Public Question Period

- There were no questions.

#66. Adoption of the Agenda

MOTION: Ruth/Younghusband

"THAT the agenda of May 9, 2018 be adopted."

Carried.

#67. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

- Regular Meeting – April 11, 2018
- Record of Closed Meeting – April 11, 2018

MOTION: Mewhort/Russell

"THAT the minutes of Regular Meeting of April 11, 2018 and the Record of Closed Meeting of April 11, 2018 be adopted."

Carried.

#68. Reports

a. Executive Reports

i. Superintendent's Report

Superintendent Bocking spoke to his written report.

1. Strategic Plan Reports:

a. Goal 1.f. – Music

The report was submitted as written.

b. Goal 1.k. – Graduation

The report was submitted as written

Director Bishop responded to questions regarding changes to the curriculum, assessments and transitions.

c. Goal 2.i. – Facilities

Secretary-Treasurer Weswick spoke to his written report highlighting research on best practices in facilities maintenance.

d. Goal 3.c. – International Education

The report was submitted as written.

2. Administrative Regulations to be Received:

Superintendent Bocking reported that the following regulations circulated for eight weeks and are submitted for receipt.

a. Regulation 3300 – Damage to Personal Property

b. Regulation 6450 – General Hygiene, Communicable Diseases and Medical Concerns

ii. Secretary-Treasurer's Report

Secretary-Treasurer Weswick reported that the district was not successful in their playground equipment application.

1. Expenditure by Object – April 2018

Secretary-Treasurer Weswick noted that Short and Long Term Sick lines remain close to budgeted amounts, while the Employee Benefits line is lower than expected due to the recent changes to MSP billing. He reported that the purchase of multi function buses early in the year have resulted in the line for Furniture and Equipment Replacement coming in higher than anticipated for this time of year.

2. Larger Cheques Written in the Month of April 2018

Trustees inquired on cheques written to Metric Modular and the Sechelt Indian Band. Secretary-Treasurer Weswick indicated that the cheques were for the purchase of portables and to return the underspent funding amount from a prior year's deposit, respectively.

b. Board/Committee Reports

i. Board Report

The report was presented as written. Trustees spoke to their experiences at the Gibsons Welcome Poll Raising and the DSLT Student Forum. Trustees and senior management noted their appreciation for the RCMP Youth Liaison Officer.

MOTION: Russell/Mewhort

“THAT the chair write a letter to the local RCMP detachment to encourage and express support for the continuation of the RCMP Youth Liaison Officer position in schools.”

Carried.

Chair Pratt reported that long term service recognition took place at the recent BCSTA Annual General Meeting. Trustees Baxter and Younghusband were recognized for two terms of service; Chair Pratt was recognized for one term of service; and Trustees Dixon, Russell and Mewhort were recognized for five terms of service.

1. BCSTA Report – Disposition of Motions

Vice-Chair Ruth was pleased to report that all four of the board’s motions to the BCSTA AGM carried, including three motions relating to the student voice and one relating to wired glass in schools. Trustees attending the AGM reported that they actively sought support for the motions at the hospitality event early in the conference. The process proved beneficial in garnering support for the motions.

Vice-Chair Ruth shared that branch elections would be postponed until after the general trustee elections.

2. BCPSEA Report

Trustee Mewhort reported that BCPSEA continues to prepare for bargaining through consultations with staff. Secretary-Treasurer Weswick and Director Bishop plan to attend a bargaining preparation session in June.

3. Student Trustee Report

Student Trustee Deasey shared a report on activities at local secondary schools, highlighting the following:

- Quiz Night Fundraiser at Pender Harbour Secondary,
- Elphinstone Secondary recently hosted a grade 6-7 dance and is currently holding a plant sale and looking forward to their prom.
- Chatelech Secondary will be holding their prom as well. The Mentors in Violence Prevention program is wrapping up for the year. Students will engage in capstone project interviews and will be presenting e-portfolios to Rotarians in the days following the board meeting.
- SD46 Has Got Talent was a success. The DSLT raised over \$900 for the food bank.
- Great conversations took place at the Student Forum.

Student Trustee shared her impressions of the BCSTA AGM and reported enjoying the opportunity to attend.

The board watched a recording of a pecha kucha presentation by Chair Pratt and Student Trustee Deasey from this year’s Civic Governance Conference.

ii. Operations Committee Notes – April 18, 2018

The notes were presented as written.

MOTION: Baxter/Ruth

"THAT the Board of Education of School District No. 46 (Sunshine Coast) support the 2018-19 Budget."

Carried.

MOTION: Russell/Baxter

"THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a first time."

Carried.

MOTION: Russell/Ruth

"THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a second time."

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Russell/Baxter

"THAT School District No. 46 (Sunshine Coast) Annual Budget Bylaw for fiscal year 2018/2019, in the amount of \$46,571,205, be read for a third time, passed and adopted."

Carried.

iii. Committee of the Whole – April 24, 2018

The notes were submitted as written.

MOTION: Younghusband/Baxter

"THAT the board advocate to the Ministry for additional funding for public education and to question the intent of the Funding Model Review."

Carried.

Trustees shared their thoughts on the funding review model and noted that with no new money being added to the education system, any change to the funding model would result in an inequitable imbalance where some districts "win" and others "lose".

iv. Policy Committee – April 24, 2018

The notes were submitted as written.

MOTION: Younghusband/Ruth

"THAT the board approve the Surplus Policy as presented."

Carried.

MOTION: Younghusband/Mewhort

"THAT the board approve the Trustee Orientation and Professional Development Policy as presented."

Carried.

The board proceeded to approve the bylaws reviewed at the April 24th Policy Committee meeting.

MOTION: Younghusband/Baxter

"THAT the board approve Trustee Elections Bylaw as presented. "

Carried.

MOTION: Younghusband/Ruth

"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a first time."

Carried.

MOTION: Younghusband/Ruth

"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a second time."

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Younghusband/Ruth

"THAT School District No. 46 (Sunshine Coast) Trustee Elections Bylaw No. 76, be read for a third time, passed and adopted."

Carried.

MOTION: Younghusband/Ruth

"TO approve the revised Procedural Bylaws: 50 – Inaugural Meetings, 55 – Presiding Officers and 62 – Committees, as presented."

Carried.

MOTION: Younghusband/Baxter

"THAT School District No. 46 (Sunshine Coast) Inaugural Meetings Bylaw No. 50, be read for a first time."

Carried.

MOTION: Younghusband/Baxter

"THAT School District No. 46 (Sunshine Coast) Inaugural Meetings Bylaw No. 50, be read for a second time."

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Younghusband/Baxter

"THAT School District No. 46 (Sunshine Coast) Inaugural Meetings Bylaw No. 50, be read for a third time, passed and adopted."

Carried.

MOTION: Younghusband/Mewhort

"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a first time."

Carried.

MOTION: Younghusband/Ruth

"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a second time."

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Younghusband/Mewhort

"THAT School District No. 46 (Sunshine Coast) Presiding Officers Bylaw No. 55, be read for a third time, passed and adopted."

Carried.

MOTION: Younghusband/Mewhort

"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a first time."

Carried.

MOTION: Younghusband/Ruth

"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a second time."

Carried.

Trustees agreed unanimously to proceed to a third reading.

MOTION: Younghusband/Mewhort

"THAT School District No. 46 (Sunshine Coast) Committees Bylaw No. 62, be read for a third time, passed and adopted."

Carried.

v. Education Committee Notes – April 25, 2018

The notes were submitted as written.

MOTION: Baxter/Russell

"TO receive the reports."

Carried.

#69. Questions and Enquiries from the Public Relating to the Board Meeting

- A member of the press requested background information on the wired glass motion to BCSTA AGM. Trustee Mewhort shared the impetus for the motion and spoke to incidents taking place at Pender Harbour Secondary.
- A member of the public requested clarification on the way in which universities plan to use the new secondary numeracy and literacy assessments. Director Bishop reported that it is unknown at this time how universities will use the assessments.

#70. Next Meeting

The next public board meeting will be held on June 13th, 2018.

MOTION: Russell/Mewhort

"TO approve the committee agendas."

Carried.

#71. Adjournment

MOTION: Ruth/Russell

The meeting adjourned at 9:25 p.m.

Carried.

Chair

Secretary-Treasurer

REPORT TO THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.46 (SUNSHINE COAST)

Superintendent's Report

Submitted by Superintendent Patrick Bocking
May 9th, 2018



1. Students

- a. Elementary students ran, jumped and threw at the **Elementary Schools Track Meet** on May 31st at Elphinstone. Staff and students enjoyed the day of friendly competition as they performed the skills learned in their physical education classes and after school practices. (1e)
- b. **Band Blast** was a blast! All grade 7 band students came together on May 10th in the Chatelech School Gymnasium to present to their fellow students, and then as an entire group playing together on the same piece. Spectacular! (1f)
- c. Our **International Students** went on a tour of Pender Harbour thanks to the Slo Cat and later had the chance to climb to the top of Pender Hill (photo above). (1g, 3c)

2. Staff

- a. The **FreshGrade** communication platform continues to be of great interest to many of our teachers, students and parents. The schools in the Innovation Project have deepened the use of the tool and it is well accepted. (2d)
- b. The **SD 48 (Sea to Sky)** leadership team came over to meet with our leadership team to compare notes of addressing the curriculum and other challenges and opportunities faced by school and district leaders. They visited Elphinstone Secondary to learn more about the inclusive model being employed there and to have a delicious breakfast provided by the teacher, chef and students of the Cougar Café. They learned about the Chekwhelp story pole, new build processes and gender-neutral student washrooms at Gibsons Elementary. (2a, 3a)
- c. The Superintendent met with Ministry staff and all superintendents to review curriculum and other implementation issues in all districts. The positive energy in the

room suggested a team approach in B.C. education.

3. Community

- a. Our first annual **Family Expo** was a huge success! On May 25th we had Deborah MacNamara as the keynote speaker, who talked to parents about the need for children to learn resilience and how to foster this valuable skill development. The next day, over 55 registered families and many drop-ins attended a day of workshops, free yoga, chair massages, and an amazing lunch hour concert with Charlotte and Matt Diamond. Thank you to our many community partners who provided information booths for families - Open Door, MCFD, Vancouver Coastal Health, DPAC, Family Smart, and the RCMP. Stay tuned for next year! (2d, 3b)
- b. Our district participated in the cross-Ministry **Mental Health Conference** on May 10th and 11th in Richmond. Dr. Stan Kutcher presented "Mental Health Literacy", a new program for secondary students designed to increase knowledge and decrease stigma. We are sending a team of three in September to become trained and facilitate this program in our schools. (2a, 2g, 3b)

REPORT TO THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO.46 (SUNSHINE COAST)

Strategic Plan Report: Experiential Learning
Submitted by Superintendent Bocking
June 13th, 2018

Goal 1.k.: *Our students will encounter, challenge, explore and pursue interests, and develop core competencies through experiential learning and personalized inquiry.*

"Today we live in a state of constant change. It is a technology-rich world, where communication is instant and information is immediately accessible. The way we interact with each other personally, socially, and at work has changed forever. Knowledge is growing and information is changing extremely quickly, creating new possibilities. This is the world our students are entering. British Columbia's curriculum is being modernized to respond to this demanding world."

- *Building Student Success, Min of Ed Curriculum Website*

Background:

Inquiry and Project-Based learning have been used by teachers in a variety of forms for many years. "Personalized learning" can be defined in many ways, but is a key feature of our Individualized Learning Plans and Universal Design for Learning.

Discussion:

The redesigned British Columbia curriculum is highlighting the "Core Competencies" of Communication, Creative and Critical Thinking, Positive Personal and Cultural Identity, Personal Awareness and Social Responsibility. These competencies are self-assessed with varying levels of support through the grades and are a key feature of the renewed curriculum. "Competencies come into play when students are engaged in "doing" in any area of learning" (Ministry of Education Core Competencies Curriculum page)

Highlights:

Elementary

Teachers are continuously developing new and exciting lessons that involve outdoor and site-based learning, indoor activities designed to stimulate students' creativity and continual conversations about meta-cognition: the thinking about thinking that ensures our students understand their learning processes.

ADST Curriculum

1. Skills Canada Inspire program presentations for grades 6/7/8 classes to learn about Electrical and Plumbing trades. <http://skillscanada.bc.ca/programs/inspire/>
2. Robotics classes/Club at Chatelech Secondary as a part of their Passion Block program.

Grade 10-12

1. Train in Trades (ACE IT) and Work in Trades (Apprenticeships): Students currently work as apprentices in the following trades: Auto Service Technician, Carpenter, Cook, Hair Stylist, Automotive Refinishing, Sheet Metal Worker. Students are gaining work experience in the following careers: Teaching, Nursing,

Mechanical Engineer, Marine Science, Early Childhood Education, Librarian, Dance Instructor, Clerical Assistant.

2. "Skills Exploration" Courses are offered at CSS and PHSS. Supported through the ITA as the "Youth Explore the Trades" program. Students participate in hands on activities to learn more about Carpentry, Electrical, Mechanical and "Core" Employability skills. Students at PHSS, for example, are building sheds that incorporate both carpentry and electrical skills.

Goals of Experiential Education are to provide "hands on learning" and to have "options to follow your passions where ever they may lead".

Next Steps:

1. The district is has developed training to deepen understanding of Core Competencies and to support graduation years teachers as the curriculum reaches grades 10, 11, and 12 over the next two years.
2. The Teaching, Learning Collaborating (TLC) project of supporting principals and teachers to deepen their understanding of the curriculum, particularly the Core Competencies, will be developed and begun in the new school year.

REPORT TO THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

Strategic Plan Report: Communicate and Celebrate
Submitted by Superintendent Bocking
June 13th, 2018

Goal 3.a.: *Our district will **communicate and celebrate** the superb learning that is public education and particularly the work of our schools in our community and the world*

Celebrate what you want to see more of.

Tom Peters

Background:

Our students, our staff and our community contribute remarkable energy and joy to education on the Sunshine Coast. Our district believes in a philosophy of sharing and celebrating as a goal and value to be cherished to truly achieve, "Excellence in all we do!"

Discussion:

The board and district staff do their very best to model communication and celebration. To that end we communicate in many ways:

- Facebook: very steady sharing of exciting events around our district by students, staff and community members.
- Twitter: sharing and celebrating highlights of what we do.
- Staff receives a monthly edition of the *EduCoaster* to keep us all informed of district events and initiatives.
- Parent Engagement Committee communicates with parents through a school newsletter insert providing home based activities for developing core competencies.
- Newsletters from our schools to their communities.
- Radio: children/youth convey messages of information and celebration (graduation, holiday starts and ends, etc.).
- PAC / DPAC: sharing school and district information and ensuring a voice for parents.
- *Annual Report to the Community* in the Coast Reporter.
- Professionally prepared materials to share the Board's Strategic Plan, Core Competencies and student excellence website.
- Regular "Education Matters" column in the Local by members of the Board.
- Synvoice phone and messaging system is quick and current.
- The retirement celebration deeply honours careers in education.
- Grade 7 Band Blast celebrates the accumulated learning of musical instruments in our schools.
- Teacher and Parent Coaches are recognized with a personal hand written thank you card from the Superintendent.
- Scholarship and Bursary Community Donors are celebrated at the annual Scholarship and Bursary Donor Recognition Tea at Chatelech Secondary School. The Coast Reporter picked

- up the story and continued the celebration of our generous donors with an article on a record year for donations, totaling \$300,000.
- *ENGAGE!*, an electronic sharing site, was launched this year and created a user friendly place for communication within the district.
 - The Superintendent's Blog posts videos a number of times per year on *ENGAGE!* celebrating our staff and students.
 - Our spaces are celebrated through events that honour the territory they are built on. This year, SD46 and Skwxwú7mesh Nation carver Chixsten – Wes Nahanee celebrated the reveal of the Chekwelhp Story Pole at Gibsons Elementary School.
 - Celebrating student voice and our student trustee at the provincial level through BCSTA meetings and conferences and the success of the motions at BCSTA.

Next Steps:

- We will continue to encourage a culture of sharing and celebrating all that we do!
- Further develop Partners in Learning.

REPORT TO THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

Strategic Plan Report: Aboriginal Education
Submitted by Superintendent Bocking
June 13th, 2018

Goal 1.j.: *Our students will explore indigenous cultures in our community and the diversity of cultures in the world through experience, instruction and language learning.*

Goal 3.f.: *Our district will enhance relationships with the shíshálh Indian Band, the Sk̓wx̓wú7mesh Nation and other cultural groups.*

"For over 100 years, Aboriginal children were removed from their families and sent to institutions called residential schools. The government-funded, church-run schools were located across Canada and established with the purpose to eliminate parental involvement in the spiritual, cultural and intellectual development of Aboriginal children. The last residential schools closed in the mid-1990s."

- trc.ca

Background:

The schools of Sunshine Coast are honoured to operate on the unceded lands of the shíshálh and Sk̓wx̓wú7mesh Nations. Out of respect and appreciation for the rich history and culture, and in partnership with local indigenous people, our district has established a comprehensive Aboriginal education program for all of our students.

Discussion:

The district is pleased to work closely with the Sechelt Indian Band for their children and youth's cultural, social and learning needs.

Many of our students are also from other Indigenous groups. Representatives from those groups are invited to the Aboriginal Education Advisory Circle to discuss priorities for the education of all children of both Aboriginal and non-aboriginal descent. Further, there are many intersections of the aboriginal education efforts with the strategic plan including social emotional learning, participating in outdoor/place based learning and sustainable practices, collaborating with other associations, being a healthy, highly skilled, professional and inspired team, embracing community schools, effective communication and, of course, graduating with a clear focus on their futures.

This year our Aboriginal Education Team developed a new strategy of immersive week-long experiences at each of our schools. The intensity yielded deep learning and appreciation for indigenous culture for our students and staff.

Next Steps:

The Aboriginal Education team will continue to enhance program offerings, including incorporating the new B.C. curriculum into supports for teachers. In partnership with the shíshálh Nation and the Ministry of Education, Indigenous Language division, the she sháshishálhem Language and Culture program will continue to be transformed in order to more closely reflect Indigenous ways of learning and strengthen language and culture revitalization. District staff will be working with districts that are also on the territory of the Sk̓wx̓wú7mesh Nation to develop common Enhancement Agreement elements to meet the needs of all Sk̓wx̓wú7mesh people.



School District No. 46 (Sunshine Coast)
Administrative Regulations

EDUCATION

2150

ALTERNATIVE PROGRAMS

1. Alternative programs/courses are defined as those that include any or all of the following:
 - a. The suggested class size differs from the normal size for the age group;
 - b. Additional financial support is required;
 - c. A need is identified for the recruitment of teachers with specialized skills other than those that would normally be found amongst teacher applicants;
 - d. The suggested curriculum is other than the usual British Columbia curriculum;
 - e. The location for the program/course is other than a school;
 - f. Students are to be drawn from outside the catchment area of the suggested location;
 - g. Specialized equipment is necessary to support the program/course;
 - h. The method of delivering the program/course is markedly different from normal classroom practices.

2. If any of these factors are present, Board approval of the program/course is required.

3. Requests to the Board for programs for the following year shall be presented to the board office by March 30TH of each year and provide answers to the following questions:
 - a. What evidence, if any, is there of the need or demand for the proposed program/course?
 - b. Is this an appropriate offering in public schools at the level suggested?
 - c. Is the program/course significantly different from existing ones?
 - d. Is the program/course supported by students, parents, staff and administration?
 - e. Has a sound educational rationale been developed and written?
 - f. Has a clear set of goals and learning outcomes been developed and written?
 - g. Is the proposed program/course congruent with the mission and goals of the province and the purpose and principles of the district?
 - h. Is the program/course consistent with the guidelines contained in relevant district policies, regulations, legal requirements and contracted agreements?
 - i. Are facilities and resources available to support the program/course in both the short and long term?
 - j. To what extent is the program/course accessible to all eligible students?
 - k. Does the program/course meet Ministry requirements regarding special needs students?
 - l. To what extent will the proposed program/course impact on other programs/courses? What research has been done to support assurances?
 - m. Is the proposed program/course capable of being offered in other schools?
 - n. Is the staff available to provide the specialized instruction required?
 - o. Have the developers identified available textbooks and/or materials?

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Date adopted: January 1996
Revised: April 20, 2001; July 15, 2002;
 January 25, 2006

Reference: Board Policy 4.3.4

Supt. Signature:



School District No. 46 (Sunshine Coast)
Administrative Regulations

EDUCATION

2920

STUDENTS OVER SCHOOL AGE

1. "School Age" shall mean "the age between the date on which a person is permitted under Section 3 (1) to enrol in an educational program provided by the Board and the end of the school year in which the person attains the age of 19 years".
2. Under normal circumstances, a person over school age who has not graduated is expected to enrol in an alternative program, e.g. community college or Sunshine Coast Alternative School program; however, subject to space availability, persons over school age who have not graduated may attend regular school classes, either full or part-time, in accordance with the conditions noted below:
 - 2.1 The student has met and discussed alternatives with the principal.
 - 2.2 The student has attained the approval of the principal.
 - 2.3 The student agrees to comply with the School Code of Conduct. Violation of the Code may lead to removal from the educational program.
 - 2.4 The student maintains a satisfactory level of performance and attendance.

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Date adopted: August 15, 2000
Revised:

Reference: School Act, Sec. 1, Board Policy
 1.3

Supt. Signature:

Title: **International and Non-Resident Students**

Category: **Administration**

Number: **1040**

Circulating until August 8, 2018

I. Rationale:

The District believes in the value of diverse school cultures and providing an opportunity for our students to learn from students from other countries, while ensuring that students who do attend meet Ministry requirements for school attendance.

II. General:

- A. Non-resident students may be enrolled in district schools as a means of:
 - 1. increasing intercultural and international understanding; and
 - 2. generating supplementary revenues.
- B. Specific circumstances under which non-resident students may be admitted to district schools include students who:
 - 1. participate in bona fide International Student Exchanges;
 - 2. participate in the district International Student Program;
 - 3. are landed immigrant students not ordinarily resident in the district;
 - 4. are Canadian students not ordinarily resident in the district; or
 - 5. are accepted for humanitarian reasons.
- C. Immigration clearance documentation must be kept on file by the school.
- D. For the purpose of admission, (*School Act*, Section 2), “resident” means a student of school age who has residence in the school district in his/her customary mode of life, as opposed to special or occasional or casual residence. A student who is resident in the school district is one who makes or intends to make his/her permanent home in the district, that is the home where his/her father and/or mother and/or guardian permanently reside.
- E. For the purpose of charging tuition fees, (*School Act*, Section 82, 1 and 2) “resident” means “the student is ordinarily resident and the guardian of the person of the student is ordinarily resident in British Columbia.

III. International Non-Resident Students:

International students are off-shore, non-resident, or “foreign” students who are admitted to district schools in one or more of the following Board-sanctioned programs or under the following conditions:

Title: **International and Non-Resident Students**

Category: **Administration**

Number: **1040**

Circulating until August 8, 2018

A. International Student Exchanges:

1. International Student Exchanges are sponsored by the district or private organizations sanctioned by the district whereby international students may be admitted to district schools in exchange for similar services being provided to local students in other countries.
2. Participation shall be on a limited basis and visits shall be for no longer than one year. Exchange organizations shall be responsible for:
 - a) initiating arrangements through the office of the Superintendent or designate;
 - b) screening international applications for immigration clearance;
 - c) ensuring the completion of required documentation;
 - d) providing copies of documentation for the registering school;
 - e) making all home-stay arrangements.
3. Exchange students shall have a basic proficiency in the English language; if extra sessional classes in English-as-a-second language are required, these may be provided and will be at the expense of the student.
4. If no reciprocal exchange has occurred or is going to occur within two (2) years, full fees shall apply.

B. International Student Program:

1. International students may be enrolled in the district International Student Program on a fee-for-service basis.
2. Application for admittance must be made to the Superintendent or designate at least two (2) months in advance of each semester or school year by sending a completed application form, or by applying through an approved student selection agency.
3. Proof of guardianship for students nineteen (19) years of age and under shall be required. (The Immigration Department requires any person under sixteen (16) years of age to have a guardian.)
4. The full fee shall apply and be payable in advance.

C. Humanitarian Appeals:

Upon consideration of individual appeals, international students may be admitted on humanitarian grounds, subject to Immigration requirements.

Title: **International and Non-Resident Students**

Category: **Administration**

Number: **1040**

Circulating until August 8, 2018

IV. **Other Non-Resident Students**

The following categories of non-resident students may be admitted to district schools upon application to the Superintendent or designate.

- A. Canadian, or landed immigrant non-resident students from another Canadian territory or province.
- B. Students whose parents are on a work or study permit. A copy of the work or study permit must be produced before the student is admitted.
- C. Fees may apply if the student is not ordinarily a resident or if his/her guardian is not ordinarily a resident in British Columbia.

V. **Visitor Status**

- A. Students who are in Canada on a Visitor Visa may not be registered at a school.
- B. If the school agrees, a visiting student may attend as a guest for a maximum of four (4) weeks.
- C. Visiting students shall not be officially registered and shall not be covered by school district insurance. The parent or guardian shall be asked to sign a release form which shall be kept on file at the school.

VI. **Appeal Procedure**

- A. Decisions regarding admissions and/or payment of fees may be appealed in writing to the Superintendent of Schools.

Received:

References: Min. of Ed. Policy – International Students

(<https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding>)

Attachments: Decision Aid (August 2002)

Title: **Medical Exclusions**

Category: **Administration**

Number: **1480**

Circulating until August 8, 2018

I. Rationale:

Our goal is that all of our students and staff will thrive in safe and healthy schools. In accordance with the *School Act*, Section 91, it may be necessary, under extremely specific conditions, to medically exclude a student from attendance at school. The decision to medically exclude a student should only come as a final culmination after other adaptations, modifications and interventions have proven to be ineffective and the health condition of the child endangers the health or welfare of the students of a school or the employees of the board.

II. Process to Medically Exclude:

A. The principal shall arrange a meeting to discuss the proposed exclusion of students under Section 91 with the Director of Instruction for Student Support Services and the Chief Medical Officer.

B. If the exclusion is deemed an appropriate action as a result of the aforementioned meeting, the principal shall notify the parents or guardians in writing that they are suspending the student under Section 91 and has informed the Chief Medical Officer. This letter shall be sent by double registered mail, or courier if necessary, and copied to the Director of Instruction for Student Support Services and the Chief Medical Officer. As per Regulation 2900 (Student Suspensions), the Superintendent shall also be informed of a suspension in writing. The exclusion shall be noted on the student's permanent record card.

C. The Chief Medical Officer shall inform the parent, in writing, that the student may not return to school until they have been assessed by appropriate professionals, (e.g. psychologist, psychiatrist, M.D.), treatment has been initiated and/or completed, and a written report with specific recommendations has been provided to the Chief Medical Officer. Copies of the Chief Medical Officer's letter to the parent shall be sent to the principal and the Director of Instruction for Student Support Services.

D. An educational program shall be made available as required by the School Act.

E. If appropriate, the student's well-being shall be discussed with representatives of community agencies (e.g. Mental Health/Ministry of Children and Family Development) and the Chief Medical Officer to ensure that responsibilities for follow-up are clearly designated.



Title: **Medical Exclusions**

Category: **Administration**

Number: **1480**

Circulating until August 8, 2018

F. The student's status shall be reviewed every month by the principal until the student returns to school or is placed for treatment.

G. The principal shall inform the Director of Instruction for Student Support Services of the results of the review.

H. The Chief Medical Officer shall send a certificate to the principal and the Director of Instruction for Student Support Services, lifting the exclusion once they have received the written report referred to in II.C and are satisfied that the student is no longer considered to be a danger to the health or welfare of students and staff. Copies of this certificate shall be sent to the parent/guardian.

I. The student shall be placed in an appropriate setting as determined by the principal, the Director of Instruction for Student Support Services and the Chief Medical Officer.

J. A checklist of these actions shall be maintained by the principal.

K. A periodic follow-up of the student's well-being shall be conducted by the principal in consultation with School-Based Team.

Received:

References: *School Act, s91*



Title: **Partnerships and Corporate Sponsorship**

Category: **Administration**

Number: **1650**

Circulating until August 8, 2018

I. Rationale:

The Board believes we live in a healthy, involved and creative community that supports our students and their families. As such, we often enter partnerships with our community partners. This regulation outlines parameters to ensure the success of these partnerships.

II. General Guidelines:

A. Partnerships, shall:

1. meet an identifiable educational or operational need;
2. not replace funding for which the Ministry of Education has a responsibility to fund;
3. include a prior consultation which allows for discussion within the school or district community;
4. have clear terms and conditions of the partnership. The finalized terms and conditions will include clearly stated goals and objectives, roles and responsibilities for each party, a working plan, provision for evaluation including timeline for the evaluation and an agreement concerning copyright and ownership of intellectual property, real estate/buildings and other resources as required;
5. understand that making the public aware of the partnership is necessary and, in fact, is seen by both as legitimately and mutually beneficial;
6. marketing or advertising must be mutually pre-approved by the partners according to the guidelines of each organization.
7. not be in conflict with the goals of the B.C. school system, and/or those of School District No. 46;
8. be consistent with the social values of equity, access, inclusiveness, and open, fair and due process.

B. Possible examples of advertising or sponsorship could include:

1. learning resources selected by teachers, public health nurses or dental hygienists, including websites, magazines, newspapers, pamphlets, and other learning resources;
2. on vending machines and score clocks;
3. of a limited type in school or district publications.

Title: **Partnerships and Corporate Sponsorship**

Category: **Administration**

Number: **1650**

Circulating until August 8, 2018

C. Sponsorship identification may be considered on:

1. athletic uniforms and related equipment;
2. temporary signs indicating the sponsors names, logos, names of products or services and accurate product and/or service information which are put in place for the duration of the sponsored program, event, tournament, production or activity;
3. public notices or school newsletters;
4. plaques, pictures or other notices;
5. event or activity programs.

D. Any advertising using the School District No. 46 name and logo must have the approval of the Superintendent.

E. Any partnership, advertising or sponsorship identification agreement, commercial relationship or corporate sponsorship shall be approved only after consultation with the Superintendent or Secretary-Treasurer. The Superintendent and Secretary-Treasurer reserve the right to withhold approval of any such agreement.

F. Where a proposed partnership and/or corporate sponsorship involves the use of school district property and/or facilities, or has potential to require district funding, the proposal shall be in compliance with Regulation 3550 – Facility Rentals.

Received:

References: Policy 4.1, Regulation 3550 – Facility Rentals



Title: **Assessment and Evaluation of Student Learning**

Category: **Education**

Number: **2200**

Circulating until August 8, 2018

I. Rationale

The District believes that effective assessment and evaluation of student learning are an integral part of attaining educational excellence for its students.

II. Reference

BC's new curriculum requires a new approach to assessment. The Ministry of Education's assessment page provides detailed information on integrating assessment with reporting and curriculum delivery: <https://curriculum.gov.bc.ca/redesigning-assessment>

III. Principles of Quality Assessment

A. Quality assessment:

1. is fair, transparent, meaningful and responsive to all learners,
2. focuses on all three components of the curriculum model – knowing, doing, understanding,
3. provides ongoing descriptive feedback to students,
4. is ongoing, timely, specific, and embedded in day to day instruction,
5. provides varied and multiple opportunities for learners to demonstrate their learning,
6. involves student in their learning,
7. promotes development of student self-assessment and goal setting for next steps in learning,
8. allows for a collection of student work to be gathered over time to provide a full profile of the learner and learning,
9. communicates clearly to the learner and parents where the student is, what they are working towards and the ways that learning can be supported.

Title: **Inclusive Education**

Category: **Education**

Number: **2800**

Circulating until August 8, 2018

I. RATIONALE:

The Board of Education of School District No. 46 (Sunshine Coast) believes that we have the capacity to enable each of our students to excel. Our philosophy is based on best practice, inclusionary strategies and is complementary to the Ministry of Education's Special Education Manual. Our service delivery model is based on the tiered model of intervention.

II. GENERAL:

A. Staff will use the Student Support Services Handbook as their guiding document. This handbook will be kept on the District Engage site.

B. Staff will use the Handbook in conjunction with best practices and strategies as listed in the Ministry of Education's Special Education Manual (https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/inclusive/special_ed_policy_manual.pdf).

Received:

References:



Title: **Student Suspensions**

Category: **Education**

Number: **2900**

Circulating until August 8, 2018

I. Rationale:

The goal for any disciplinary action should be that the student learn and develop more appropriate skills from the experience and, as such, all disciplinary measures should reflect this philosophy. There may be times when it is necessary to use suspension as part of the disciplinary process for a student. Suspensions are used in very specific situations when other disciplinary measures have been tried and found to be ineffective, and/or when the exhibited behaviour is severe enough that it places the student and/or others at risk.

II. General Guidelines:

A. At the beginning of the school year, or at the time of registration, the principal shall ensure that parents and students are made aware of the school's code of conduct along with the possible consequences for the violation of these expectations.

B. Other than for serious offences, suspensions shall be considered as the culmination of a series of incremental disciplinary consequences.

C. Corrective measures shall include a due warning to both the student and the parent/guardian that continued infractions of the code of conduct could ultimately lead to a suspension.

D. Accurate records shall be maintained of significant infractions of the code of conduct and the related disciplinary measures that were followed. These records should also include the type and time of communication with the parent/guardian with regard to these infractions.

E. Whatever the length of suspension or medical exclusion, the principal shall ensure the continuance of an educational program for the student.

F. Parents are entitled to appeal decisions to suspend or exclude by using the procedures in Regulation 5350 (How to Communicate with Us) and Bylaw 70 (Appeals Bylaw).

G. The student and the parent/guardian shall be informed that they have the right to appeal under Regulation 5350 and Bylaw 70.

H. By September 30th of each year, the principal of each school shall notify the Superintendent in writing, of the names of any Principal/Vice-Principal or teacher

Title: **Student Suspensions**

Category: **Education**

Number: **2900**

Circulating until August 8, 2018

designated as having authority to suspend students from school.

III. In-School Suspensions:

- A. A principal or designate may suspend a student from attendance in classes and have the student spend the period of suspension in a designated area of the school.
- B. Parents or guardians shall be notified of the in-school suspension, including the length, the reason and any conditions for reinstatement.
- C. Provision shall be made for the continuance of an educational program for the student during the period of in-school suspension.
- D. The principal shall provide for adult supervision of the student during this period.

IV. Out-of-School Suspensions:

- A. A principal or designate may suspend a student from attendance at a school and may determine the length of the suspension. In the case of students with special needs, the principal will ensure that such students have been adequately assessed, that appropriate interventions have been applied, that the grounds for suspension are clear and appropriate and if applicable, that the potential for the involvement of the Ministry for Children and Families has been assessed, before suspension is used.
- B. The student will remain at the school under the administrator's supervision and control until contact has been established with the student's parents or designated adult family alternative and a plan put in place for the return of the student to the parents.
- C. All suspensions will be reported to the superintendent in writing.
- D. All student suspensions in excess of five days will be immediately reported to the superintendent.
- E. Parents or guardians shall be notified of the out-of-school suspension in writing. The communication will clearly identify the length of, and the reason for, the suspension and a re-entry plan.

Title: **Student Suspensions**

Category: **Education**

Number: **2900**

Circulating until August 8, 2018

F. Provision shall be made for the continuance of an educational program for the student during the period of the out-of-school suspension and in the case of special needs students, that appropriate interventions are offered and planning is undertaken for successful re-entry.

G. The superintendent has the authority to readmit a student who has been suspended.

V. Exclusions:

A. Please refer to Regulation 1480 (Medical Exclusions).

Received:

References: *School Act*, Section 26, 85 (2) c, d; Board Policies 1.3 and 11.5; Regulation 1480 (Medical Exclusions), Regulation 5350 (How to Communicate with Us) and Board Bylaw 70 (Appeals Bylaw)

Title: **Access to Facilities / School Keys**

Category: **Facilities**

Number: **3700**

Circulating until August 8, 2018

I. Rationale

Recognizing the significant investment in buildings, grounds, supplies and equipment, the District has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

II. Access to Facilities

A. Only authorized individuals shall be given unsupervised access to facilities.

B. Personal use of facilities by staff must be booked through the district as a user group and will be subject to standard booking protocols, insurance requirements and user fees.

C. The last person leaving a building must ascertain that no unauthorized individuals remain in the building, all doors and windows are closed and locked, the security system is turned on, and all unnecessary lights have been turned off.

D. Generally, sites operate weekdays during the school year, 7:00 a.m. to midnight, excluding statutory holidays and District closure days. The exceptions are the Board Office and Maintenance Facility, which are also open during District closure days and may be open during break periods.

E. If, for any reason, an authorized individual must be in the building after midnight, that person must receive prior approval from the Principal/Vice Principal or supervisor.

F. When school is not in session there are opportunities for the district operations staff to update and maintain district facilities. Therefore access to sites during these periods must be coordinated with the Facilities Department prior to their being authorized by the Principal/Vice Principal.

III. School Keys

A. All keys/codes are the property of the District and all keys/codes, be they additional or replacement, shall be the responsibility of the Facilities Department, unless otherwise specified in this regulation. Unauthorized duplication of District keys is prohibited.

B. The Manager of Facilities shall provide a suitable system of storing and recording the distribution of all keys to district facilities.

C. Upon written request of a site supervisor the Manager of Facilities shall authorize cutting and distributing keys.

D. Master keys shall be held only by the Superintendent, Director(s) of



Title: **Access to Facilities / School Keys**

Category: **Facilities**

Number: **3700**

Circulating until August 8, 2018

Instruction, Secretary-Treasurer, Manager of Facilities, Assistant Manager of Facilities and authorized maintenance employees.

E. Site master keys for specific schools and buildings shall be held only by principals, vice-principals, site managers, technology department staff and custodians.

F. Only the principal, or his/her designate, may distribute keys to teachers, substitute teachers, support staff or other authorized users.

G. Principals and site managers are responsible for collecting keys from employees who are moving to a new site; employees who are leaving the district due to retirement, resignation or termination; as well as employees on a long term leave.

H. The loss of any key or access code shall be reported immediately to the direct supervisor who shall promptly notify the Facilities Department. A decision will then be made regarding the changing of locks or code. This normally will only be done when an exterior door key is missing.

I. The cost of replacing a lost key and/or changing locks or codes may be charged to the school/department or recovered from the individual who is responsible, depending on the circumstances.

Received:

References:



Title: **Responding to Suicidal Behaviour and/or Self-Harm**
 Category: **Administration**
 Number: **1740**

I. Rationale

This regulation is designed to guide school personnel in responding effectively to suicidal behaviour in troubled students, in those who threaten or attempt suicide, and in others potentially at risk in the aftermath of a death by suicide. Protocols clarify for school personnel their role in suicide prevention and crisis intervention and lessen the burden on individual school employees.

II. Response to Suicidal Behaviour

A. Prevention

1. Principals and teachers shall strive to ensure that all students receive instruction that promotes suicide prevention education, through the teaching of responsible decision-making, positive self-esteem, overall good emotional health, well-being and interpersonal connectedness.
2. Principals and teachers shall remain aware of current scientific knowledge and instructional techniques related to child and youth suicide prevention education. Principals will ensure teachers are given information on recognizing the warning signs of suicidal behaviour through an annual in-service with school counsellors.
3. Principals and teachers shall remain aware of the Child and Youth Suicide Prevention guide.
4. Students and parents shall be made aware of available counseling services and other support services outside of the school.
5. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the administrator, help to develop a positive peer influence in the area of child and youth suicide prevention.
6. The District Support Services will facilitate annual training of district protocols and procedures to respond to suicidal behaviour.
7. To be qualified to administer a suicide risk assessment, examiners will participate in bi-annual training of protocols and procedures to respond to suicidal behaviour.

B. Intervention

1. When there is a concern regarding suicide, the procedure (see attached or see section: Suicidal Behaviour Intervention Procedure) for a Suicide Risk Assessment will be initiated by qualified and trained personnel.

Title: **Responding to Suicidal Behaviour and/or Self-Harm**
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2. In making decisions about suicide intervention procedures, the administrator shall be guided by the concept of “in loco parentis” and shall consider what is best for the individual student as well as the health, safety and wellbeing of other students and staff members.

3. If an assessment is required, the usual rules of confidentiality must be broken and the legal guardian must be informed. However, if informing the legal guardian is perceived to increase the level of risk to the youth, the Ministry of Children and Family Development must be notified immediately.

4. School staff involved with the student will connect the student and their parents to available counseling services and other supports outside of the school.

C. Postvention

1. Postvention is a term used to describe support interventions following a death by suicide.

2. In the case of a death by suicide, the principal will initiate the District’s Critical Incident Response Team.

3. Refer to the District document “Response to Loss of Life”.

D. Suicidal Behaviour Intervention Procedure

1. If a concern arises regarding the suicide risk of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance.

2. The principal will facilitate the initiation of a suicide risk assessment by a person qualified to conduct a Suicide Risk Assessment as soon as possible.

3. The qualified examiner will conduct the Suicide Risk Assessment.

4. The qualified examiner in consultation with the school principal and another qualified examiner, if available, will **ASSESS** the level of risk and will **ACT** on information and observations.

5. If the risk is assessed as **HIGH**, provide one-to-one supervision of the child or youth at all times, until qualified suicide prevention supports and a plan are clearly in place including safe transport to the hospital emergency department.

Title: **Responding to Suicidal Behaviour and/or Self-Harm**
 Category: **Administration**
 Number: **1740**

6. If the risk is assessed as **MEDIUM**, provide one-to-one supervision for the child or youth at all times, until the parents and/or guardian have been informed. The student will be kept safe under the supervision of school district staff until a parent and/or guardian arrives to take responsibility for the physical care of the child and a safety plan has been developed.

7. The qualified examiner will file a report of the incident with District Support Services, who will inform the Superintendent. The qualified examiner will place a copy of the Confidential District Risk Assessment Notification form in the student's file.

8. If the risk is assessed as **LOW**, a report will be filed at the discretion of the assessor.

9. Assessors will refer to Regulation 1745 (Responding to a Threat or Potential Violent Behaviour) to determine if a Violent Threat Risk Assessment may also need to be completed.

III. **RESPONSE TO SELF-HARM**

Definition: Self-harm is the act of purposefully causing harm to oneself, typically without the intent of suicide.

A. **Prevention and Intervention**

While self-harm behaviours typically do not involve suicidal intent, there is an increased risk of suicide and/or serious bodily harm to students who engage in this behaviour; therefore it is important for school personnel to understand and recognize the signs of a student at risk and to follow the same Prevention and Intervention steps as listed in Part 1 of this regulation to determine risk level.

B. **Self-harm Intervention Procedure**

It is important that a student engaging in self-harm behaviour be referred to personnel trained in how to deal with this situation.

1. If a concern arises regarding the suicide risk of a child or youth the principal will be informed as soon as possible. Time shall be of the essence and priority given to expedite interventions and assistance.

2. The principal will facilitate the initiation of a suicide risk assessment by a person qualified to conduct a Suicide Risk Assessment as soon as possible.

3. The qualified personnel will conduct a Suicide Risk Assessment and follow steps II.D. 3-8 as necessary.

4. If the student is not deemed to be at medium or high risk for suicide, the

Title: **Responding to Suicidal Behaviour and/or Self-Harm**
Category: **Administration**
Number: **1740**

qualified personnel will engage in a therapeutic manner to develop a plan for the student based on best practice and current training. This may include a referral to Child and Youth Mental Health, a physician or other external counsellor.

5. While only qualified personnel should be involved in the intervention procedure, it is important that all staff have a general knowledge and understanding of the signs of suicide and/or self-harm and how to interact with the student until qualified personnel can be engaged. It is recommended that school staff receive a short in-service each year for an overview of the risk factors, signs, and best practices in responding to students engaging in self-harm. This in-service should be completed by the school counsellor at a staff meeting.

FORM (attached):

Suicide Behaviour Assessment Report

Received: June 2016

References: Board Policy 11.5 and 11.6

Title: **Moving of Classrooms and Offices**
Category: **Facilities**
Number: **3400**

I. Rationale:

Efficient deployment of resources occasionally requires changes in building use. This regulation is intended to provide structure to the moving process.

II. Procedures:

A. To accommodate a move of a classroom or office within a school or worksite, the following guidelines apply:

1. School Principals will determine the location of classes and programs within their schools, in consultation with the Superintendent (or designate) and the Facilities Department.
2. Staff affected by a change in building use will be given a written notice of at least five (5) working days prior to commencement.
3. All drawers, desktops and bookshelves that are being moved must be emptied and boxed.
4. Staff must identify and box personal effects and may request maintenance to move them.
5. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials that have been labeled for moving (including professional materials).

B. To accommodate a move to a new worksite, the following guidelines apply:

1. Maintenance department staff will move a staff members belongings to a different worksite if that person is being displaced or moved for operational purposes only. Staff who choose to move locations will not be provided with moving services.
2. Furniture, including furniture or equipment purchased for medical accommodation, is the property of the facility and will not be moved to another location unless the site Administrator gives prior approval.
3. Classes will not be disrupted for moving purposes, except in an emergency situation or with consent from the building Principal.
4. To accommodate a move to another location, all personal materials to

Title: **Moving of Classrooms and Offices**
Category: **Facilities**
Number: **3400**

be moved must be boxed, labeled and ready to move by July 1st. (school name, full teacher name and destination room number). The receiving school must make maintenance requests for building changes, related to the move, with reasonable notice.

5. Materials moved during summer will be delivered to the new school at least one week before the start of school year.

C. Miscellaneous

1. When a maintenance/capital project requires the displacement of a classroom or program, materials will be returned to the general area from which they came.

Received: June 2016

References:



Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

I. Rationale

Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the board's administrative regulation.

II. Entitlement/Eligibility

A. Walk to School Limits:

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following walking distances from that school:

1. Elementary Grades K-7: 2.0 km
2. Secondary Grades 8-12: 3.2 km

Transportation for students residing within the above noted walk limits is the responsibility of the parent/guardians

B. Registration for Ridership:

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to be considered during the bus routing process. A paper registration form will be made available upon request. Bus routes will be established based on registered riders, prior to August 15 of each year, at which point registration will be re-opened.

Registered rider bus lists will be made available to the school principal by the Contractor before September 1 of each year.

C. Bus Routes:

Bus routes will be established based on eligible registrations received prior to the June 15 deadline.

An extension of an established bus route will be considered if four or more students reside beyond the walk limits to the nearest stop on that route. Road conditions and the impact on the existing run shall be considered in such a situation.

New bus routes may be considered if ten or more students reside beyond walk limits to an existing stop and road conditions are sufficient for safe operation of a school bus.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

D. Walk to Stop Limits:

School bus stop locations shall generally be no further than a 1.0 km walk from an elementary student's residence and no further than a 1.6 km walk from a secondary student's residence. Special accommodations will be considered for hazards such as fast moving traffic, roads without a shoulder or poor visibility.

Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.

E. Empty Seat/Courtesy Riders:

When routes have been established and there are available seats on the bus, students not meeting the eligibility requirements to ride the bus may make application for use of an available seat on the appropriate bus serving their residential area and school of attendance. However, if a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or establish a right.

Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator. Existing bus routes shall not be altered in order to accommodate courtesy riders.

F. Cross Boundary Transportation:

The School Board is not obligated to provide transportation for students attending schools other than their designated home school.

G. Priority:

Priority for courtesy and cross boundary riders will be based on the following:

1. Transport to custodial care, including child care providers
2. Completion of school year due to a mid-year change in residential address
3. Enrolment in Centralized District Programs (e.g. – Nature School)
4. Age of students, with priority going to the youngest students

During the school year, courtesy and cross boundary transportation may be withdrawn at any time to accommodate an eligible student. Removal of courtesy and cross boundary riders will be made using reverse order of the list above.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

H. Transportation Assistance:

Transportation assistance may be provided where bus transportation is not practical and students are outside the walk limits. Assistance will be provided on an amount per kilometre to the nearest available bus stop. The amount will be determined annually by the Secretary Treasurer.

Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school

I. Special Transportation:

Transportation requirements for special needs students shall be dealt with on an individual basis. In special cases of ill health, the Secretary-Treasurer may waive the walk limits.

J. Summer School:

Transportation for students attending summer school shall be the responsibility of the parents/guardians.

III. Curricular and Extracurricular

A. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.

B. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.

C. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi-function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.

D. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.

E. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.

F. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.

G. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.

H. Smoking in vehicles transporting students is not permitted, this includes e-

Title: **Transportation of Students**
 Category: **Facilities**
 Number: **3800**

cigarettes and vapour products.

I. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).

J. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.

K. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.

L. Schools shall not borrow a vehicle to be driven by anyone else but the owner.

M. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

IV. **Student Conduct on School Buses**

A. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.

B. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.

C. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.

D. Student belongings such as backpacks, books, purses, etc., shall be held securely on the student's lap. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).

E. At no time shall a student extend any part of his/her body out of a window. Nothing shall be thrown out of a bus window.

F. Students will assist in keeping buses clean and free from litter.

G. When required, students shall share seats to a maximum of three (3) per seat.

H. The same standard of behaviour that applies in a classroom shall apply on a bus.

I. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

J. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.

K. Students may board only the bus to which they have been assigned.

L. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be requested to assist the driver and/or other students.

V. Inappropriate Behaviour on School Buses

A. The driver shall warn the student that the behaviour is unacceptable.

B. If there is no improvement, the bus company will report at the earliest possible time the problem and the action taken to the student's principal.

C. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.

D. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.

E. Student behaviour that puts the safety of students, staff or the public at risk may result in immediate suspension from travel on school buses until a safety plan has been implemented.

F. Appeals to disciplinary action may be made in accordance with the district's communication protocol.

Adopted: January 1996

Revised: February 2000, April 2002, July 2002, January 2004, June 2018

References: Board Policy 12.7

**REPORT TO THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO.46 (SUNSHINE COAST)**

Secretary-Treasurer's Report
Submitted by Secretary-Treasurer Nicholas Weswick
June 13, 2018

2017/18 Surplus Restrictions

Staff is planning for additional restrictions of surplus to address future expenses:

- **Teacher Extended Health and Dental Costs**

The plan renewal for the 2018/19 school year has just come in and these costs will rise by approximately \$70,000 next year. Some of these additional costs are due to experience (claims) and some are due to the creation of the provincial plan. The graph illustrates the increases in Teacher Extended Health costs since 2009.



- **Employers Health Tax and MSP Timing**

As discussed in a previous Operations Committee meeting, the implementation of the Employers Health Tax will result in savings in the 2017/18 year of \$149,000 but additional costs in the 2019/2020 school year of \$135,000. As a result, it would be prudent to restrict a portion of our surplus at the end of 2017/18 for use in that future year.

- **Significant Increase to School Surpluses**

Uncertainty about the Classroom Enhancement Fund and the mid-year allocation of school transportation funding have led to a significant expected increase to school surpluses. Combined with these factors, some inability to hire EAs will likely result in an increase of up to \$300,000 from the prior year. This surplus line allows schools to carry forward unspent amounts into subsequent years.

	May-18 Actual	May-18 Budget	May-18 Difference	2017/18 Total Budget	%	KEY
Salaries						
110 Teachers Salaries	12,141,874	12,175,451	33,577	13,528,279	89.75%	90%
105 Principal and Vice Principal	1,892,772	1,896,865	4,093	2,061,810	91.80%	92%
123 Educational Assistant Salaries	2,534,517	2,853,341	318,824	3,170,379	79.94%	90%
120 Support staff	1,590,732	1,714,738	124,006	1,884,327	84.42%	91%
120 Support staff-Mtce/ Cust	1,569,732	1,616,871	47,139	1,757,468	89.32%	92%
130 Other Professional	1,249,769	1,310,755	60,986	1,424,734	87.72%	92%
140 Substitutes	532,088	1,026,932	494,844	1,141,035	46.63%	90%
143 Short and Long Term Sick	1,089,975	1,087,889	(2,086)	1,208,766	90.17%	90%
Total Salaries	22,601,459	23,682,842	1,081,383	26,176,798	86.34%	90.5%
200 Employee Benefits	5,430,715	5,921,801	491,086	6,507,474	83.45%	91%
Total Salaries and Benefits	28,032,174	29,604,643	1,572,469	32,684,272	85.77%	90.6%
310 Professional Services	537,341	536,789	(552)	596,432	90.09%	90%
330 Transportation	1,047,315	1,193,693	146,378	1,356,469	77.21%	88%
340 Training and Travel	129,579	123,980	(5,600)	137,755	94.06%	90%
360 Rentals	34,589	36,180	1,591	40,200	86.04%	90%
370 Dues and Fees	56,608	56,500	(108)	56,500	100.19%	100%
390 Insurance	75,704	82,769	7,065	87,125	86.89%	95%
510 Supplies	1,723,263	2,702,710	979,447	3,003,011	57.38%	90%
540 Utilities	582,897	648,127	65,230	704,486	82.74%	92%
580 Furniture and Equipment Replacement	540,154	553,395	13,241	614,883	87.85%	90%
590 Computer Equipment Replacement	182,745	186,942	4,197	207,713	87.98%	90%
Total Services and Supplies	4,910,195	6,121,083	1,210,888	6,804,574	72.16%	90.0%
Total Expenditures	32,942,369	35,725,726	2,783,357	39,488,846	83.42%	90.5%

DATE 01-Jun-2018 09:15 AM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 1

START DATE: 01-May-2018 TO END DATE: 31-May-2018

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT

ON-LINE CHEQUES : ISSUED BETWEEN 01-May-2018 AND 31-May-2018						
00LCET3504	0001	*****	28093	RECEIVER GENERAL FOR CANADA	04-May-18	361,256.13
00LCET3505	0001	*****	28095	RECEIVER GENERAL FOR CANADA	04-May-18	17,654.07
00LCET3506	0001	*****	23290	MUNICIPAL PENSION PLAN	07-May-18	55,402.83
00LCET3509	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-May-18	78,835.34
00LCET3510	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-May-18	15,782.99
00LCET3511	0001	*****	30209	TEACHERS' PENSION PLAN	11-May-18	479,695.16
00LCET3512	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-May-18	10,687.50
00LCET3513	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-May-18	13,987.50
00LCET3514	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-May-18	150,000.00
00LCET3515	0001	*****	30209	TEACHERS' PENSION PLAN	28-May-18	10,650.71
00LCET3516	0001	*****	28095	RECEIVER GENERAL FOR CANADA	24-May-18	17,188.73
00LCET3517	0001	*****	23290	MUNICIPAL PENSION PLAN	25-May-18	57,541.27
00LCET3520	0001	*****	28094	RECEIVER GENERAL FOR CANADA	23-May-18	78,552.06
00LCET3521	0001	*****	28094	RECEIVER GENERAL FOR CANADA	23-May-18	14,964.58

TOTALS FOR BANK - 0001

1,362,198.87

TOTAL NUMBER OF CHEQUES

14

TOTAL NUMBER OF CHEQUES WITH MICR

0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-May-2018 AND 31-May-2018

2036000001	0001	0000051324	15848	ALTERNATIVE POWER SYSTEMS (APS)	02-May-18	158,522.84
2036000028	0001	0000051351	12855	WES NAHANEE	02-May-18	10,000.00
2036ET0066	0001	*****	30172	THIRDWAVE BUS SERVICES	02-May-18	122,763.99
2037000002	0001	0000051354	12012	BC HYDRO & POWER AUTHORITY	09-May-18	40,501.77
2037000017	0001	0000051369	16307	KITT EQUIPMENTS LTD.	09-May-18	11,228.00
2037ET0004	0001	*****	12021	BC TEACHERS FEDERATION	09-May-18	29,886.03
2037ET0005	0001	*****	12111	BC TEACHERS FEDERATION	09-May-18	30,544.23
2037ET0012	0001	*****	13003	C.U.P.E. - LOCAL 801	09-May-18	14,399.07
2037ET0055	0001	*****	12957	MINISTER OF FINANCE	09-May-18	24,160.00
2037ET0062	0001	*****	26207	PACIFIC BLUE CROSS/MSA	09-May-18	74,520.91
2037ET0064	0001	*****	26243	PEBT IN TRUST	09-May-18	49,434.60
2037ET0080	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	09-May-18	11,196.33
2037ET0081	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	09-May-18	19,263.28
2038ET0068	0001	*****	15516	STEPHEN MCNICHOLLS CONSULTING INC.	16-May-18	25,121.25
2038ET0077	0001	*****	30172	THIRDWAVE BUS SERVICES	16-May-18	53,302.58
2038ET0078	0001	*****	30022	TOWN OF GIBSONS	16-May-18	11,181.10
2039ET0042	0001	*****	14991	MINISTER OF FINANCE	23-May-18	18,978.75
2040000001	0001	0000051465	12012	BC HYDRO & POWER AUTHORITY	30-May-18	35,537.72
2040000007	0001	0000051471	14045	DISTRICT OF SECHELT	30-May-18	19,382.00
2040ET0004	0001	*****	11050	APPLE CANADA INC. C3120	30-May-18	27,946.18
2040ET0065	0001	*****	12391	MLI HOMESTAY INC.	30-May-18	13,582.50
2040ET0097	0001	*****	30172	THIRDWAVE BUS SERVICES	30-May-18	59,623.05
2042ET0002	0001	*****	12021	BC TEACHERS FEDERATION	31-May-18	26,839.02
2042ET0003	0001	*****	12111	BC TEACHERS FEDERATION	31-May-18	31,768.02
2042ET0007	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	31-May-18	11,676.97

TOTALS FOR BANK - 0001

931,360.19

S D N O . 4 6 (S U N S H I N E C O A S T)

DATE 01-Jun-2018 09:15 AM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 2

START DATE: 01-May-2018 TO END DATE: 31-May-2018

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT

TOTAL NUMBER OF CHEQUES						25
TOTAL NUMBER OF CHEQUES WITH MICR						6
GRAND TOTAL						2,293,559.06
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,293,559.06
GRAND TOTAL NUMBER OF CHEQUES						39
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						6

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

**REPORT TO THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO.46 (SUNSHINE COAST)**

Board Report

Submitted by Chair Lori Pratt

June 13th, 2018

"Your education is a dress rehearsal for a life that is yours to lead"

- Nora Ephron

Congratulations to all students as they complete their school year, and special wishes to all of our graduates as they move on to their next steps.

There are many celebrations this month! Thank you to all the staff, students, parents and community members that make the Sunshine Coast an amazing place to learn and grow.

June is National Indigenous History Month and June 21 is National Indigenous Peoples Day. Take the time this month to learn more about our First Nations Histories and Cultures. Follow #IndigenousReads on Social Media for great nonfiction, fiction and poetry by Indigenous authors.

Board Happenings:

May 23 - Bursary Tea. Trustees, staff, students and community members attended this annual event to celebrate the contributions of organizations and individuals in support of SD46 graduating students and their pursuit of post secondary opportunities. The tremendous generosity of our community is inspiring and very welcomed by students.

June 7 - Coastal Voices. Writer's Anthology Event – students, family, staff and trustees attended the annual publication of Coastal Voices, an anthology of writing by SD46 students. Congratulations to all of our student writers!

June 9 – CUPE 801 50th Anniversary celebration at Dougall Park

Upcoming Events - Graduations and Celebrations:

June 14 – SD46 Retirement Dinner

June 19 – SCTA Retirement Celebration @ SC Golf & Country Club at 4pm.

June 25 – SCAS Gradation Ceremony @ SIB Hall at 1pm. Trustee Russell speaking.

June 26 – Elphinstone Graduation Ceremony at 7pm. Vice-Chair Ruth speaking.

June 27 – Pender Harbour Graduation Ceremony at 1pm. Chair Pratt speaking.

June 27 – Chatelech Graduation Ceremony at 6:30pm. Trustee Younghusband speaking

June 28 – Train in Trades Completion Celebration @ Seaside Centre at 1pm



BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

COMMITTEE OF THE WHOLE NOTES
Held on May 22nd, 2018 from 9:30-12:30 p.m.
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Betty Baxter, Dave Mewhort, Greg Russell, Pammila Ruth,

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Christine Youngusband, Trustee

The meeting was called to order at 9:30 a.m.

1. District Report to the Ministry

Superintendent Bocking shared the district's report to the ministry, in the form of the website www.sd46studentexcellence.ca, with the committee. The website provides accessible information on several of the district's goals, including early learning, reading, mathematics, graduation, student belonging and aboriginal education. The website is updated throughout the year with new videos describing various programs and initiatives and updated yearly with relevant data.

RECOMMENDATION:

"That the board approve the District Report to the Ministry: sd46studentexcellence.ca"

2. Strategic Plan Goal 2.g. – Celebrations

Goal 2.g. Our staff will feel our pride in them through public recognition and celebrations.

Superintendent Bocking reported that the district continues to value celebrations in all forms, including recognition events, social media posts, press releases to local media and posts to the district website.

Superintendent Bocking solicited feedback from the committee on what the board would like to see in future celebrations.

The committee discussed:

- Looking at opportunities to co-host events with local governments or other partners,
- Attending retirement events and receiving notice of upcoming retirement events,
- Using celebrations as an opportunity for communication and the sharing information,
- Re-energizing the Partners in Learning celebration in the fall to better engage trustees, partners and the public.

3. Appointment of Chief Elections Officer and Deputy Chief Elections Officer

Secretary-Treasurer Weswick requested a recommendation to appoint himself as Chief

Elections Officer and to appoint Erica Reimer as Deputy Chief Elections Officer. The committee agreed to the recommendation.

Secretary-Treasurer Weswick reported on plans to meet with local governments to discuss the upcoming elections, including cost sharing agreements, and to discuss the viability of hosting a polling station at the SIGD considering the low voter turn out at that station during the previous election. The district plans to advertise new electoral areas to the general public and to encourage residents to vote.

RECOMMENDATION:

"That the board appoint Nicholas Weswick as Chief Elections Officer and to appoint Erica Reimer as Deputy Chief Elections Officer."

4. Regulation 1040 - Admission of Non-Resident Students

Director Bishop reported on proposed changes to the regulation:

- Title changed to "International and Non-Resident Students",
- Rationale added to regulation,
- Removed the requirement for English Language proficiency for "International Students",
- Clarification of "Other Non-Resident Students"
- Removing requirement for "student authorization" for visiting students attending as a guest, with school agreement.

The committee discussed the change in previous requirements for English language skills. Director Bishop reported that the requirement limits opportunities for international students to attend Sunshine Coast schools. The change to the regulation will not impact the current intake of students but would open doors in the future. The district has seen an increase to the English Language Learners (ELL) population and additional staffing to support ELL students will be required regardless of intake streams. The district plans to provide additional training for all teachers to support ELL and to provide opportunities to build inter-cultural capacity within the district.

5. Regulation 1480 - Examinations and Reports by School Medical Officer

Director White reported on proposed changes to the regulation:

- Regulation renamed "Medical Exclusions"
- District titles edited to reflect current titles,
- Reference to the *School Act* embedded in the rationale and removed from the body of the regulation.

6. Regulation 1650 - Partnerships and/or Corporate Sponsorships

Superintendent Bocking indicated that proposed edits to the regulation reflect the board's recent updates to policy and clarify processes. A suggestion was made to remove "of a limited type" from the list of examples of advertising in section II.

7. Regulation 2900 - Student Suspensions

Director White reported that the regulation had been updated to require that all suspensions in excess of five days be reported immediately to the superintendent. A reference to regulation

1480 will be updated with that regulations new title (Medical Exclusions).

8. Communication (standing item)

There were no changes to the board communication plan.

The meeting adjourned at 12:07 p.m.

NEXT MEETING: Tuesday, June 26th from 9:30-11:30 am at the School Board Office

**APPOINTMENT OF CHIEF ELECTION OFFICER
AND DEPUTY CHIEF ELECTION OFFICER**

THAT pursuant to Section 41(1) and (2) of the *Local Government Act* **Nicholas Weswick** be appointed Chief Election Officer for conducting the 2018 general local elections with power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;

AND THAT Erica Reimer be appointed Deputy Chief Election Officer for the 2018 general local elections.



BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

EDUCATION COMMITTEE NOTES
Held on May 23rd, 2018 from 2:30-4:00 p.m.
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Pammila Ruth (Committee Chair), Lori Pratt

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Kerry Mahlman, District Principal of Aboriginal Programs and Services; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Christine Younghusband, Trustee

The meeting was called to order at 9:30 a.m.

1. Strategic Plan 3.f. Sechelt Indian Band and Squamish Nation

Goal 3.f. Our district will enhance relationships with the shíshálh Indian Band, the Skwxwú7mesh Nation and other cultural groups.

District Principal Mahlman reported on ongoing partnerships with the *shíshálh* Nation Education Department and Community Services Division. An initiative funded through the *shíshálh* Nation supports band members to work in schools, developing skills, building capacity and enhancing student learning. The district is pleased to have two welcome poles on display at Pender Harbour Secondary, with plans for a third to be commissioned for Kinnikinnick Elementary school. Students at secondary schools have had an opportunity to learn traditional weaving methods, in addition to other activities that reinforce a cultural presence in schools.

District Principal Mahlman highlighted partnerships with the *Skwxwú7mesh* Education Department and neighboring school districts. The pole raising at Gibsons Elementary School was a highlight for students as well as the district. Canoe journeying, language and culture visits have taken place at schools within the Squamish territories.

A copy of the presentation is available in the meeting's agenda package at:

<http://www.sd46.bc.ca/files/17-18 BoardMeetings/cmtes/20180523-EdCmte Agenda.pdf>

2. Strategic Plan 1.j. – Indigenous Cultures

Goal 1.j. Our students will explore indigenous cultures in our community and the diversity of cultures in the world through experience, instruction and language learning.

District Principal Mahlman reported on aboriginal programs in the district and provided information on the week long "in-house" visits taking place at all schools. During these weeks, the aboriginal education team visit as a group and collaborate with classroom teachers on a variety of activities.

The district was pleased to be involved in *Siyiyaya*, in partnership with the District of Sechelt and the Sunshine Coast Arts Festival.

District Principal Mahlman shared a text book written by Monique Gray Smith, who has visited the district for professional development workshops with teachers and presentations to the community. The author's books were also used as the theme for this year's *Early Years Fair*.

3. Strategic Plan 1.h. – Experiential Learning

Goal 1.j. Our students will explore indigenous cultures in our community and the diversity of cultures in the world through experience, instruction and language learning.

Superintendent Bocking shared ways in which experiential learning and flexible learning environments help to meet and enhance the needs of the new curriculum. The Nicholas Sonntag Marine Centre is providing a new opportunity for teachers and students to experience marine life first hand. Schools continue to embrace outdoor classrooms and the local walking field trip permission form has removed administrative barriers for teachers at both the elementary and secondary level.

Director Bishop reported on opportunities for elementary students to touch on the electrical and plumbing trades, through a visit from the Inspire Workshop as well as a chance to work with secondary students to build planter boxes. Secondary students are taking advantage of Passion Blocks to delve into a deeper understanding of coding and robotics. The districts career programs, Train in Trades, Work in Trades and apprenticeship programs are providing students with valuable life and work skills.

4. Regulation 2800 – Special Education

Director White reported that the district has updated the title of the regulation to "Inclusive Education" and has included a link to the ministry's special education manual.

5. Regulation 2200 – Assessment and Evaluation

Superintendent Bocking shared revisions to the regulation that speak to accountability and professional standards.

6. Regulation 2920 – Students over School Age (to be repealed)

Director Bishop indicated that the regulation was deemed redundant as clarification is provided in the *School Act*.

7. Regulation 2150 – Alternative Programs (to be repealed)

Director Bishop indicated that the regulation no longer reflect current standards and is no longer required by the district.

8. Curriculum (standing item)

There were no items to report.

9. Parent Engagement (standing item)

There were no items to report.

The meeting adjourned at 3:45 p.m.

NEXT MEETING: Wednesday, June 19th from 11:45-1:15 pm at the School Board Office



BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)

OPERATIONS COMMITTEE NOTES
Held on April 18th, 2018 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Greg Russell (Committee Chair), Betty Baxter, Dave Mewhort

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Carolyn Smith, CUPE Local 801; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Pratt, Trustee

The meeting was called to order at 12:30 p.m.

1) Proposed Catchment Changes

Secretary-Treasurer Weswick shared proposed catchments changes to the Gibsons Elementary, Cedar Grove Elementary and Langdale Elementary catchment areas. The committee reviewed enrolment trends and heard rationale for adjusting the catchment areas. Secretary-Treasurer indicated that a portable would be added at Gibsons Elementary School in the 2018/19 school year in order to accommodate student registrations at the school. Enrolment projections for both Gibsons Elementary and Cedar Grove Elementary show a temporary increase in enrollment, followed by a downward trend and leveling out.

The proposed catchment changes include shifting a section of the Gospel Rock area from Gibsons Elementary to Cedar Grove Elementary catchment, moving the Woodcreek Park area from the Cedar Grove catchment to the Gibsons Elementary catchment, and shifting the Bonniebrook area from Gibsons Elementary to Cedar Grove Elementary. In all cases, local geography help to define the adjusted catchment areas.

Additionally, staff is suggesting that the upper section of North road be shifted from Gibsons Elementary to Langdale Elementary. Currently, students on either side of the road attend different schools. The proposed change to the upper North Road area would move all students to Langdale Elementary, allowing for transportation by school bus.

Secretary-Treasurer Weswick noted that any adjustment to catchment areas would not impact existing student registrations and would apply only to new student registration for the 2019/2020 school year. In addition, siblings of students attending schools in the old catchment area would retain the right to register at that school, regardless of these changes. The changes have been reviewed by parent advisory councils and the changes, in general, have been positively received.

RECOMMENDATION:

"The committee recommends the board accept the proposed catchment area adjustments for the 2019/2020 school year."

2) Risk Management

Secretary-Treasurer Weswick shared a ministry expectation that all districts adopt an ERM (Enterprise Risk Management) model in order to assess uncertainties. The committee reviewed

risk management in general. Secretary-Treasurer Weswick reported that next steps involve the creation of a risk register by staff. Once completed, the risk register will be brought back to the Operations Committee for review.

3) Five-Year Capital Plan

Facilities Manager, Rob Collison, spoke to the summary of the five-year capital plan included in the meeting package.

The plan includes expansion of West Sechelt Elementary School and replacement of the Sunshine Building at the Sechelt Learning Centre.

Under the School Enhancement Plan, items include the replacement of dust collectors at secondary schools as well as addressing the perimeter drainage and flooring issues at Kinnikinnick Elementary among other items.

The district has also included a request for funding for electric vehicles through the Carbon Neutral Capital program.

The committee discussed the planned projects, including plans to replace windows and doors at the Sunshine Building, and the capital funding model in general.

RECOMMENDATION:

“That the board approve the 2019/2020 Five-Year Capital Plan.”

4) Regulation 3700 – School Keys

The revised regulation includes procedures on access to buildings and facilities, in addition to key control. The following items are newly added:

- Personal use of facilities by staff should be coordinated through the facility rental clerk and subject to fees as required,
- Clear process for reporting lost keys, including possible consequence for negligent loss,
- Differentiation between master keys and site master keys, as well as limitations regarding access to said keys.

5) Transportation Review (standing item)

Secretary-Treasurer Weswick reported that he has been working with a consultant to review bus routes and bell schedules with a goal to improve processes, student safety and overall efficiency, and reduce wait times for students before and after school. Additional information will be brought to the committee at the June Operations Committee for discussion

6) Local Government OCP / Zoning Referrals (standing item)

The committee discussed an OCP, zoning and subdivision referral received from the District of Sechelt relating to the proposed expansion of the Greencourt housing complex that neighbours the Sechelt Learning Centre (formerly Sechelt Elementary). The committee supported the development of the complex, however raised concerns over safety and traffic during the construction phase of the building. Staff will respond to the referral, citing concerns about traffic during the construction phase and providing additional information on the programs offered at the Sechelt Learning Centre.

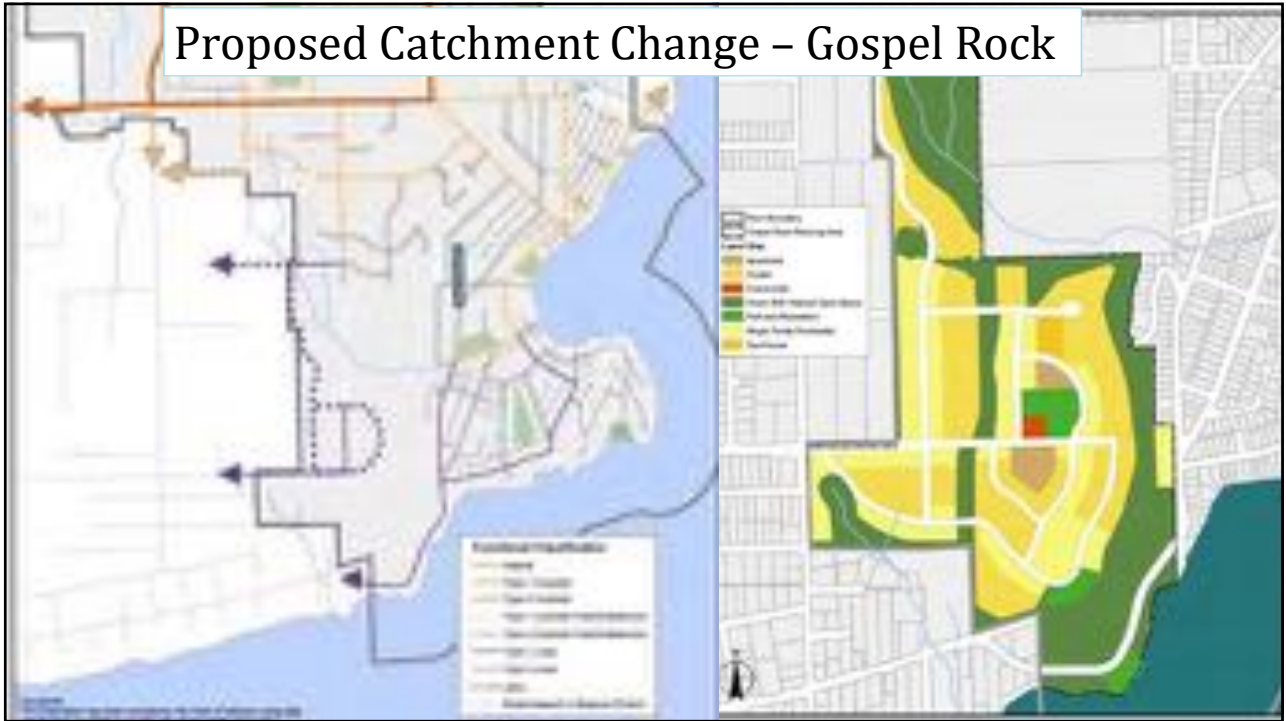
The committee discussed a subdivision application referral received from the Town of Gibsons for a phased strata complex on Park Road. The committee agreed that that application to build 28 residential units within the Gibsons Elementary walk limit could provide much needed

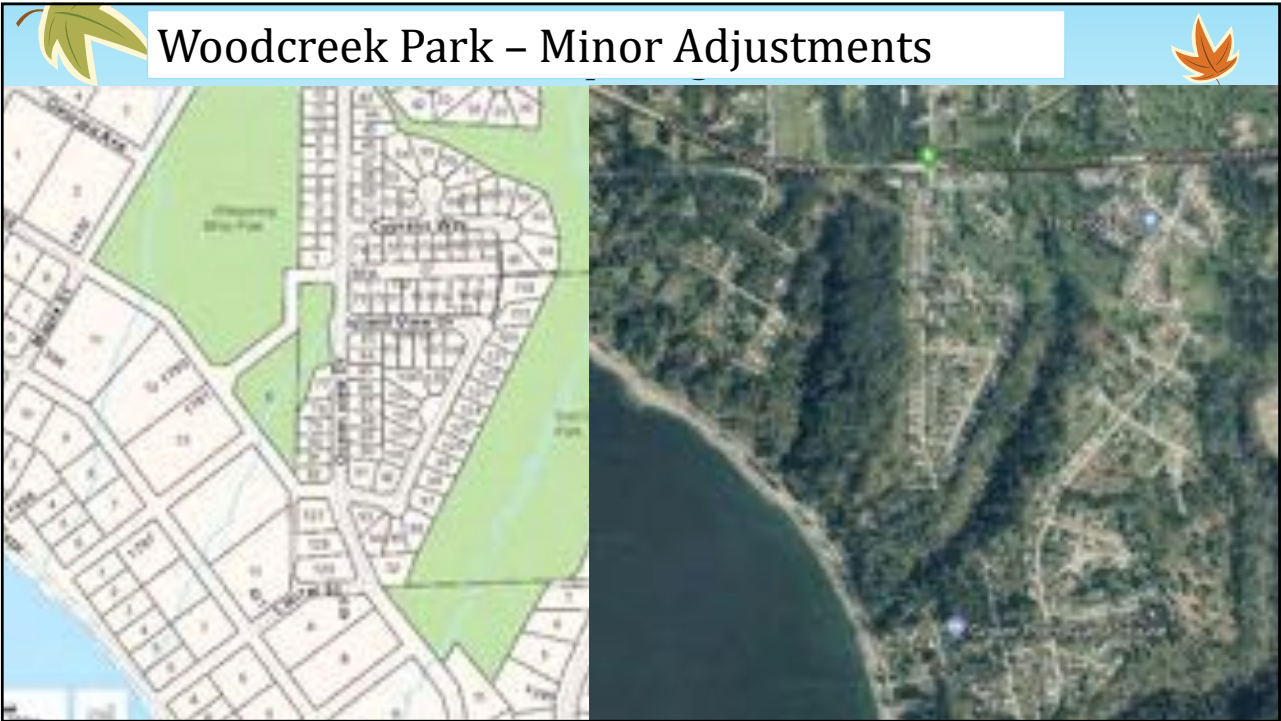
housing in the area. The committee felt the district's interest were largely unaffected by the referral, despite enrollment concerns at Gibsons Elementary.

The meeting adjourned at 1:57 pm.

NEXT MEETING: Wednesday, June 21 from 12:30-2:00 pm at the School Board Office.

Proposed Catchment Change – Gospel Rock





School District = School District No. 46 (Sunshine Coast)

EXPANSION PROGRAM (EXP) PROJECTS				
Project Priority	Facility Name	Project Code	Project Description	Total
1	West Sechelt Elementary	ADD	West Sechelt Addition	\$ 2,500,000
			0 GRAND TOTAL	\$ 2,500,000

School District = School District No. 46 (Sunshine Coast)

REPLACEMENT PROGRAM (REP) PROJECTS				
Project Priority	Facility Name	Project Code	Project Description	Total
1	Sechelt Elementary	REP	Replace Sunshine Building	\$ 2,500,000
			0 GRAND TOTAL	\$ 2,500,000

School District = School District No. 46 (Sunshine Coast)

SCHOOL ENHANCEMENT PROGRAM (SEP) PROJECTS				
Project Priority	Facility Name	Project Code	Project Description	Total
1	Chatelech Secondary	SEP	Replace dust collection system	\$ 300,000
1	Elphinstone Secondary	SEP	Replace dust collection system	\$ 300,000
2	Pender Harbour Secondary	SEP	Replace dust collection system	\$ 300,000
3	Kinnikinnick Elementary	SEP	Repair perimeter drainage Phase 1	\$ 350,000
3	Kinnikinnick Elementary	SEP	Repair spalled concrete, install new sheet flooring in wing 1	\$ 350,000
3	Kinnikinnick Elementary	SEP	Repair spalled concrete, install new sheet flooring in wing 2	\$ 350,000
3	Kinnikinnick Elementary	SEP	Repair spalled concrete, install new sheet flooring in wing 3	\$ 350,000
4	Kinnikinnick Elementary	SEP	Remove rooftop HVAC units. Install hydronic system with AHU's	\$ 1,600,000
4	Sechelt Elementary Gym	SEP	Replace furnace	\$ 200,000
5	Sunshine Building and Library	SEP	Replace windows and doors	\$ 300,000
6	Elphinstone Secondary	SEP	Add ventilation to SE wing. Replace existing ventilation equipment throughout building	\$ 1,600,000
7	Halfmoon Bay	SEP	Replace unit ventilators	\$ 350,000
8	Elphinstone Secondary	SEP	Replace single glazing	\$ 400,000
			GRAND TOTAL	\$ 6,750,000

School District = School District No. 46 (Sunshine Coast)

CARBON NEUTRAL CAPITAL PROGRAM (CNCP) PROJECTS				
Project Priority	Facility Name	Project Code	Project Description	Total
1	Maintenance	CNCP	Replace 3 gas powered vehicles with electric. Install solar powered charging stations.	\$ 150,000
			GRAND TOTAL	\$ 150,000

School District = School District No. 46 (Sunshine Coast)

BUS ACQUISITION PROGRAM (BUS) PROJECTS				
Model Year	Current Bus Type	Request for New/Replacement Funding	Issue Description/Rationale	New/Repl. Bus Type
2012	A2 UNDER 6350KG (1-24)	No	0	0

School District = School District No. 46 (Sunshine Coast)

PLAYGROUND EQUIPMENT PROGRAM (PEP) PROJECTS				
Project Priority	Facility Name	Number of Existing Playgrounds	Rational for Replacing Equipment	Type of Equipment Request
1	Roberts Creek Elementary	1	Very limited playground equipment and no accessible facilities.	Universally Accessible Playground Equipment
2	Davis Bay Elementary	2	Limited existing playground equipment and no accessible facilities.	Universally Accessible Playground Equipment
3	Langdale Elementary	2	Limited existing playground equipment and no accessible facilities.	Universally Accessible Playground Equipment