



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

**OPERATIONS COMMITTEE  
AGENDA**

Wednesday, December 21<sup>st</sup>, 2017 from 12:30-2:00 pm  
School Board Office – Gibsons, BC

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- 1) Wired Glass Motion Discussion
- 2) December 18th Funding Announcement Review
- 3) Regulation 3800 - Transportation of Students
- 4) Regulation 1320 - Conduct on School Buses
- 5) Regulation 1800 - School Attendance Areas
- 6) Regulation 4450 - Purchasing
- 7) Regulation 6500 - Inclement Weather



VIA EMAIL  
Ref. 198758

December 18, 2017

To: All Secretary-Treasurers  
All School Districts

**Re: 2017/18 Recalculated Funding Allocations**

The 2017/18 recalculated funding allocations have now been determined based on actual September 30, 2017 enrolment.

The operating grant block has been increased by \$107.4 million for 2017/18 to provide funding to all eligible students at the published rates. The Basic Allocation for school-age students other than those enrolled in Distributed Learning remains at \$7,301 per full-time equivalent (FTE), as published in the Operating Grants Manual in March.

Actual September 2017 enrolment at the provincial level is 2,609 school-age and adult FTEs, more than districts estimated in February 2017 and 4,974 school-age and adult FTEs over the 2016/17 school year totals. Unique student needs enrolment has also exceeded district estimates.

**Classroom Enhancement Fund:**

Allocations for the Classroom Enhancement Fund (CEF), based on fall 2018 submissions from school districts are also available. CEF will fund 3,539 Teacher FTE at a cost of \$324.8 million, together with overhead costs of \$55.2 million and an estimated \$23.8 million for remedies. The total CEF allocation, net of unused priority measures funding, is \$394.0 million. District by district allocations will be notified through a separate communication.

The complete recalculated funding allocation package is located on our website at: <http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-17-18>

Grant adjustments will be disbursed to school districts on the following basis:

|                          |                       |
|--------------------------|-----------------------|
| January 2018             | 40 percent            |
| February and March 2018  | 15 percent each month |
| April, May and June 2018 | 10 percent each month |

.../2

Ministry of Education  
Resource Management Division

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Targeted Funding:

The minimum spending amount for Aboriginal Education programs is identified in Table 4b, as prescribed under Section 106.4 of the *School Act*. This amount has been recalculated based on actual September 2017 enrolment data.

If you have any questions about the funding allocations, please contact Jonathan Foweraker, Director, Funding and Allocation Branch, at [Jonathan.Foweraker@gov.bc.ca](mailto:Jonathan.Foweraker@gov.bc.ca).

Amended budget instructions for 2017/18 will be provided to school districts shortly. A revised template for end-of-year CEF reporting will also be distributed in the New Year.

Sincerely,



Kim Horn  
Executive Director  
Resource Management and Executive Financial Office Division

cc: Superintendents, All School Districts

## Interim Operating Grants Following the September 2017 Enrolment Count - 2017/18 School Year

School District 46 Sunshine Coast

| September 2017 Enrolment Count                   |                         |                  |                  |                     |
|--|-------------------------|------------------|------------------|---------------------|
|  | School-Age<br>Enrolment | Funding<br>Level | Funding          | Total Supplement    |
| Standard (Regular) Schools                       | 2,974.4375              | \$7,301          | \$21,716,368     |                     |
| Continuing Education                             | 0.0000                  | \$7,301          | \$0              |                     |
| Alternate Schools                                | 121.0000                | \$7,301          | \$883,421        |                     |
| Distributed Learning                             | 61.5000                 | \$6,100          | \$375,150        |                     |
| Home Schooling                                   | 2                       | \$250            | \$500            |                     |
| Course Challenges                                | 0                       | \$228            | \$0              |                     |
| <b>Total Enrolment-Based Funding (September)</b> | <b>3,156.9375</b>       |                  |                  | <b>\$22,975,439</b> |
|  | Total Enrol.<br>Change  | Funding<br>Level | Funding          | Total Supplement    |
| 1% to 4% Enrolment Decline                       | 17.0625                 | \$3,651          | \$0              |                     |
| 4%+ Enrolment Decline                            |                         | \$5,476          | \$0              |                     |
| Significant Cumulative Decline (7%+)             | 112.6250                | \$3,651          | \$0              |                     |
| <b>Supplement for Enrolment Decline</b>          |                         |                  |                  | <b>\$0</b>          |
|  | Enrolment               | Funding<br>Level | Funding          | Total Supplement    |
| Level 1 Special Needs                            | 7                       | \$38,140         | \$266,980        |                     |
| Level 2 Special Needs                            | 197                     | \$19,070         | \$3,756,790      |                     |
| Level 3 Special Needs                            | 192                     | \$9,610          | \$1,845,120      |                     |
| English Language Learning                        | 140                     | \$1,395          | \$195,300        |                     |
| Aboriginal Education                             | 590                     | \$1,210          | \$713,900        |                     |
| Adult Education                                  | 2.1250                  | \$4,618          | \$9,813          |                     |
| Vulnerable Students                              |                         |                  | \$0              |                     |
| <b>Supplement for Unique Student Needs</b>       |                         |                  |                  | <b>\$6,787,903</b>  |
| Variance from Provincial Average                 | <b>-\$328</b>           |                  |                  |                     |
| Estimated Number of Educators                    | 175.503                 |                  | <b>-\$57,565</b> |                     |
|  | Enrolment               | Funding<br>Level | Funding          | Total Supplement    |
| FTE Distribution                                 | 3,159.0625              | \$180.33         | \$569,674        |                     |
| <b>Supplement for Salary Differential</b>        |                         |                  |                  | <b>\$512,109</b>    |
| <b>Supplement for Unique Geographic Factors</b>  |                         |                  |                  | <b>\$5,450,523</b>  |
| <b>Funding Protection</b>                        |                         |                  |                  | <b>\$0</b>          |
| <b>Supplement for the Education Plan</b>         |                         |                  |                  | <b>\$62,798</b>     |
| <b>September 2017 Enrolment Count, Total</b>     |                         |                  |                  | <b>\$35,788,772</b> |

\*Note: Highlighted sections are estimated and will be updated following the February and May enrolment counts

| July 2017 Enrolment Count   |           |                  |                   |                     |
|---|-----------|------------------|-------------------|---------------------|
|   | Enrolment | Funding<br>Level | Funding           | Total Supplement    |
| Summer Learning Grade 1-7   | 0         | \$208            | \$0               |                     |
| Summer Learning Grade 8-9   | 0         | \$208            | \$0               |                     |
| Summer Learning Grade 10-12   | 0         | \$416            | \$0               |                     |
| Supplemental Summer Learning Funding  |           |                  | \$0               |                     |
| Cross-Enrolment, Grade 8 and 9  | 0         | \$416            | \$0               |                     |
| <b>Summer Learning, Total</b>   |           |                  |                   | <b>\$0</b>          |
| February 2018 Enrolment Count (Estimated)   |           |                  |                   |                     |
|   | Enrolment | Funding<br>Level | Funding           | Total Supplement    |
| School-Age FTE - Continuing Education   | 1.0000    | \$7,301          | \$7,301           |                     |
| Adult FTE - Continuing Education  | 2.0000    | \$4,618          | \$9,236           |                     |
| K-Gr 9 School-Age FTE - Distributed Learning  | 2.0000    | \$3,050          | \$6,100           |                     |
| Gr 10-12 School-Age FTE - Distributed Learning  | 8.0000    | \$6,100          | \$48,800          |                     |
| Adult FTE - Distributed Learning  | 1.0000    | \$4,618          | \$4,618           |                     |
| Level 1 Special Needs Enrolment Growth  | 0         | \$19,070         | \$0               |                     |
| Level 2 Special Needs Enrolment Growth  | 0         | \$9,535          | \$0               |                     |
| Level 3 Special Needs Enrolment Growth  | 0         | \$4,805          | \$0               |                     |
| Newcomer Refugees   | 0.0000    | \$3,651          | \$0               |                     |
| ELL Supplement - Newcomer Refugees  | 0         | \$698            | \$0               |                     |
| <b>February 2018 Enrolment Count, Total</b>   |           |                  |                   | <b>\$76,055</b>     |
| May 2018 Enrolment Count (Estimated)  |           |                  |                   |                     |
|   | Enrolment | Funding<br>Level | Funding           | Total Supplement    |
| School-Age FTE - Continuing Education   | 2.0000    | \$7,301          | \$14,602          |                     |
| Adult FTE - Continuing Education  | 0.0000    | \$4,618          | \$0               |                     |
| K-Gr 9 School-Age FTE - Distributed Learning  | 2.0000    | \$2,033          | \$4,066           |                     |
| Gr 10-12 School-Age FTE - Distributed Learning  | 10.0000   | \$6,100          | \$61,000          |                     |
| Adult FTE - Distributed Learning  | 0.0000    | \$4,618          | \$0               |                     |
| <b>May 2017 Enrolment Count, Total</b>  |           |                  |                   | <b>\$79,668</b>     |
| Administrative Savings  |           |                  | <b>-\$182,072</b> |                     |
| <b>2017/18 Full-Year Estimated Total (Estimated)</b>                                    |           |                  |                   | <b>\$35,762,423</b> |
| Estimated 2017/18 Operating Grant from Aboriginal Affairs & Northern Development Canada |           |                  |                   | \$0                 |
| Estimated 2017/18 Operating Grant from Ministry of Education                            |           |                  |                   | \$35,762,423        |

School District No. 46 (Sunshine Coast)  
Revenue Analysis

|   | 2016/17<br>Amended Budget |           |                   | 2017/18<br>Preliminary Budget |           |                   | 2017/18<br>Amended Budget |           |                   | Change         |
|---|---------------------------|-----------|-------------------|-------------------------------|-----------|-------------------|---------------------------|-----------|-------------------|----------------|
|   | Enrolment                 | Per Pupil | Funding           | Enrolment                     | Per Pupil | Funding           | Enrolment                 | Per Pupil | Funding           |                |
| <b>School Age</b>   | 2,937.8750                | 7,218     | 21,205,582        | 2,925.0000                    | 7,301     | 21,355,425        | 2,974.4375                | 7,301     | 21,716,368        | 360,943        |
| <b>Alternative</b>  | 142.2500                  | 7,218     | 1,026,761         | 140.0000                      | 7,301     | 1,022,140         | 121.0000                  | 7,301     | 883,421           | (138,719)      |
| <b>DL</b>   | 59.7500                   | 6,030     | 360,293           | 49.0000                       | 6,100     | 298,900           | 61.5000                   | 6,100     | 375,150           | 76,250         |
| <b>Home School</b>  | 2.9040                    | 250       | 726               | 2.0000                        | 250       | 500               | 2.0000                    | 250       | 500               | -              |
| <b>Course Challenges</b>  |                           |           |                   | 1.0000                        | 228       | 228               | -                         | 228       | -                 | (228)          |
| <b>Level 1 Spec Needs</b>                                       | 9                         | 37,700    | 339,300           | 6                             | 38,140    | 228,840           | 7                         | 38,140    | 266,980           | 38,140         |
| <b>Level 2 Spec Needs</b>                                       | 207                       | 18,850    | 3,901,950         | 192                           | 19,070    | 3,661,440         | 197                       | 19,070    | 3,756,790         | 95,350         |
| <b>Level 3 Spec Needs</b>                                       | 202                       | 9,500     | 1,919,000         | 192                           | 9,610     | 1,845,120         | 192                       | 9,610     | 1,845,120         | -              |
| <b>English Language Learning</b>                                | 120                       | 1,380     | 165,600           | 108                           | 1,395     | 150,660           | 140                       | 1,395     | 195,300           | 44,640         |
| <b>Aboriginal Ed</b>  | 578                       | 1,195     | 690,710           | 555                           | 1,210     | 671,550           | 590                       | 1,210     | 713,900           | 42,350         |
| <b>Adult Education</b>  | 1.375                     | 4,565     | 6,277             | 1                             | 4,618     | 4,618             | 2.125                     | 4,618     | 9,813             | 5,195          |
| <b>Salary Differential</b>                                      |                           |           | 181,659           |                               |           | 180,140           |                           |           | 512,109           | 331,969        |
| <b>Unique Features</b>  |                           |           | 5,347,354         |                               |           | 5,450,523         |                           |           | 5,450,523         | -              |
| <b>Enrolment Decline</b>  | (19.00)                   | 29.96     | -                 | 25.88                         | 31.21     | -                 | (17.06)                   | 31.21     | -                 | -              |
| <b>Transportation</b>   |                           |           |                   |                               |           |                   |                           |           |                   | -              |
| <b>Feb Recount</b>  |                           |           | 37,730            |                               |           | 76,055            |                           |           | 76,055            | -              |
| <b>May Recount</b>  |                           |           | 46,775            |                               |           | 79,668            |                           |           | 79,668            | -              |
| <b>Education Plan</b>   |                           |           | 62,418            |                               |           | 62,798            |                           |           | 62,798            | -              |
| <b>Administrative Savings</b>                                   |                           |           | (182,072)         |                               |           | (182,072)         |                           |           | (182,072)         | -              |
| <b>Funding Protection</b>                                       |                           |           | -                 |                               |           | 76,488            |                           |           | -                 | (76,488)       |
| <b>MOE Operating Grants</b>                                     |                           |           | <b>35,110,062</b> |                               |           | <b>34,983,021</b> |                           |           | <b>35,762,423</b> | <b>779,402</b> |
| <b>MOE-Pay Equity</b>   |                           |           | 510,381           |                               |           | 510,381           |                           |           | 510,381           | -              |
| <b>MOE-Transportation Supp</b>                                  |                           |           | 380,465           |                               |           | 380,465           |                           |           | 380,465           | -              |
| <b>Admin Savings Subsidy</b>                                    |                           |           |                   |                               |           | 182,072           |                           |           | 182,072           | -              |
| <b>MOE-Misc.</b>  |                           |           | 8,696             |                               |           | 8,696             |                           |           | 8,696             | -              |
| <b>MOE-Grad Adult</b>   | 1                         | 4,565     | 4,565             | 1                             | 4,618     | 4,618             | 1.75                      | 4,618     | 8,082             | 3,464          |
| <b>MOE-ITA</b>  |                           |           | 35,000            |                               |           | 35,000            |                           |           | 35,000            | -              |
| <b>Carbon Tax Rebate</b>  |                           |           | 25,000            |                               |           | 25,000            |                           |           | 20,000            | (5,000)        |
| <b>Offshore Tuition</b>   |                           |           | 78,408            |                               |           | 78,408            |                           |           | 78,408            | -              |
| <b>SD#93-CSF</b>  |                           |           | 536,000           |                               |           | 500,000           |                           |           | 575,000           | 75,000         |
| <b>Miscellaneous Revenue</b>                                    |                           |           | 175,976           |                               |           | 205,700           |                           |           | 205,700           | -              |
| <b>Rentals and Leases</b>                                       |                           |           | 55,000            |                               |           | 30,000            |                           |           | 30,000            | -              |
| <b>Investment Income</b>  |                           |           | 90,000            |                               |           | 80,000            |                           |           | 80,000            | -              |
| <b>Total Operating Funding</b>                                  |                           |           | <b>37,009,553</b> |                               |           | <b>37,023,361</b> |                           |           | <b>37,876,227</b> | <b>852,866</b> |
| <b>Special Purpose Grants Included in Operating Departments</b> |                           |           |                   |                               |           |                   |                           |           |                   |                |
| <b>Strong Start</b>   |                           |           | 192,000           |                               |           | 192,000           |                           |           | 192,000           | -              |
| <b>Community LINK (Part)</b>                                    |                           |           | 249,000           |                               |           | 249,000           |                           |           | 249,000           | -              |
| <b>Priority Interim Measures</b>                                |                           |           | 357,132           |                               |           | -                 |                           |           | -                 | -              |
| <b>Education Fund (Tch LIF)</b>                                 |                           |           | 582,299           |                               |           | -                 |                           |           | -                 | -              |
| <b>Classroom Enhancement Fund</b>                               |                           |           | -                 |                               |           | 3,137,118         |                           |           | 3,128,667         | (8,451)        |
| <b>AFG - Staffing Costs</b>                                     |                           |           | 154,506           |                               |           | 158,040           |                           |           | 158,040           | -              |
| <b>Special Purpose - Included</b>                               |                           |           | <b>1,534,937</b>  |                               |           | <b>3,662,938</b>  |                           |           | <b>3,727,707</b>  | <b>(8,451)</b> |
| <b>TOTAL FUNDING</b>  |                           |           | <b>38,544,490</b> |                               |           | <b>40,686,299</b> |                           |           | <b>41,603,934</b> | <b>917,635</b> |

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions**

### A. Entitlement/Eligibility

#### 1. Walk Limits:

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 Regulations.

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:

(a) Elementary Grades K-7: 2.0 km

(b) Secondary Grades 8-12: 3.2 km

Parents/guardians are responsible for transportation of such students to and from the appropriate school bus pick-up location.

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.

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

#### 2. 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 ~~receive service in September~~ [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 ~~school~~ principal by the Contractor before September 1 of each year.](#)

~~A paper registration form will be made available upon request.~~

#### 3. 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 to their school principal for use of an available seat on the appropriate

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions**

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.

~~Preference will be given to the youngest students for whom applications have been received, living furthest from the school.~~ 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.

4. Cross Boundary Transportation:

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

5. Priority:

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

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

~~5.6.~~ 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.

~~6.7.~~ 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.

~~7.8.~~ Summer School:

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

~~8.9.~~ Ferry Transportation:

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions**

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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.

### **B. Curricular and Extracurricular**

1. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.
2. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.
3. 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.
4. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.
5. 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.
6. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.
7. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.
8. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.
9. 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.).
10. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.
11. 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.
12. Schools shall not borrow a vehicle to be driven by anyone else but the owner.



Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions**

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

#### **C. Student Conduct on School Buses**

1. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.
2. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.
3. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.
4. 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).
5. 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.
6. Students will assist in keeping buses clean and free from litter.
7. When required, students shall share seats to a maximum of three (3) per seat.
8. The same standard of behaviour that applies in a classroom shall apply on a bus.
9. 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.
10. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.
11. Students may board only the bus to which they have been assigned.
12. 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.

#### **D. Inappropriate Behaviour on School Buses**

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

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions**

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2. 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.
  3. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.
  4. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.
  5. 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.
  6. Appeals to disciplinary action may be made in accordance with the District's communication protocol.

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**Adopted:** January 1996

**Revised:** February 2000, April 2002, July 2002, January 2004

**References:** Board Policy 12.7

School District No. 46 (Sunshine Coast)

## Administrative Regulations

### ADMINISTRATION

1320

#### CONDUCT OF SCHOOL BUSES

1. Students shall observe the regulations for students using school buses, while they wait for a bus, while they travel on it, and when they alight from it.
2. At the beginning of each school year, principals shall arrange to have these regulations made clear to all students. Principals shall deal with them at the same time regulations for classroom and school conduct are reviewed.
3. Bus drivers shall be provided with a copy of, and enforce these regulations:
  - a. Students shall obey the driver promptly at all times.
  - b. Students shall remain properly seated while the bus is in motion, facing forward with both feet on the floor, and remaining seated until the bus has come to a full stop.
  - c. Lunch pails, books, purses, etc., shall be held securely on the student's lap.
  - d. 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. Windows shall not be adjusted without the driver's explicit permission.
  - f. At no time shall a student extend any part of his/her body out of a window.
  - g. Nothing shall be thrown out of a bus window.
  - h. Students will assist in keeping buses clean and free from litter.
  - i. When required, students shall share seats to a maximum of three (3) per seat.
  - j. The same standard of behaviour that applies in a classroom shall apply on a bus (e.g. speaking loudly, singing, whistling, fighting and willfully damaging the bus or another student's property shall not be tolerated).
  - k. Students shall not converse unnecessarily with the driver.
    1. 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.
  - m. When crossing a highway after alighting, students shall cross only in front of the bus.
  - n. Students shall not stand or play in the roadway while waiting for or alighting from a bus.
  - o. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.
  - p. Students may board only the bus to which they have been assigned.

Page 1 of 2

**Date adopted:** January 1996

**Revised:**

**Reference:**

**Supt. Signature:**

School District No. 46 (Sunshine Coast)

## Administrative Regulations

### ADMINISTRATION

1320

#### CONDUCT ON SCHOOL BUSES (continued)

- q. Emergency exits and equipment are to be used only in the event of an emergency.
  - r. 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 required to assist the driver and/or other students.
4. If a student misbehaves on a school bus:
- a. The driver shall warn the student that the behavior is unacceptable.
  - b. If there is no improvement, the driver shall report at the earliest possible time the problem and the action taken to the principal(s) concerned.
  - c. If the problem persists with a student, the driver shall report the instance to the principal who may suspend the student from travelling by school bus.
  - d. Where misbehavior is considered to be flagrant, disciplinary action may include both suspension from school attendance and/or permanent suspension of transportation privileges.
  - e. Appeals to disciplinary action may be made in accordance with the school's appeal procedure and Bylaw 8300.
5. The principal shall inform bus drivers about any student with special medical problems.

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**Date adopted:** January 1996  
**Revised:**

**Reference:**

**Supt. Signature:**

Title: **School Attendance Areas / Cross Boundary Transfers**

Category: **Administration**

Number: **1800**

**Revised**

### Background:

Student admission in School District No. 46 (Sunshine Coast) is to be guided by the following principles:

- (i) Access to neighbourhood school: The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes;
- (ii) Choice: The admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs;
- (iii) Certainty, stability, continuity: The admission process should support certainty, stability and continuity for students ~~and~~ families ~~and~~ schools. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act* and the wishes of the family;
- (iv) Efficient resource allocation: The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

### Practices:

#### A. Definitions:

1. "Catchment Area Child" means a person ~~resident in the catchment are of the school.~~  
~~(a) of school age, and;~~  
~~(b) resident in the catchment area of the school, or;~~  
~~(c) registered in a licensed daycare in the catchment area of the school.~~
2. "Continuing Student" means a school age student in attendance at the school ~~or a designated feeder school~~ during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
  - (a) a ~~non school district~~ child who attended during the previous school year on a discretionary acceptance, unless approved for renewal by the school principal or superintendent's designate;
  - (b) a child who withdraws or transfers from the school or educational program before the end of the previous school year; or
  - ~~(c) a student who attended during the previous year on a disciplinary transfer.~~
3. "District Choice Programs" ~~are as specified in the district's policy on programs~~

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~~of choice (OR~~ are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas).

~~4. "feeder schools" and their associated "receiving schools" are as described by the board's catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school unless an application for enrolment elsewhere is accepted, under the district's enrolment process for continuing students.~~

~~5. "non-catchment area child" means a person~~

~~(a) of school age,~~

~~(b) resident in the school district, and~~

~~(c) not resident in the catchment area of the school.~~

~~6.4. "Non-School District Child" means a person~~

~~(a) of school age,~~

~~(b)(a) resident in British Columbia, and~~

~~(c)(b) not resident in the school district.~~

~~7.5. "Parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.~~

~~8.6. "Place of Residence": For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere. If a student is registered in a licensed daycare, that licensed daycare address may be used as the "place of residence" address for catchment area purposes only.~~

~~9.7. "Previous School Year" means the school year previous to the school year for which the person is applying to enroll in an educational program.~~

~~10. "school district child" means a catchment area child or a non-catchment area child.~~

~~11. "transfer student" is a school age student or child applying to attend a school other than the catchment school, by request.~~

## **B. Determination of Available Space and Facilities**

Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.

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1. For purposes of section 74.1(6) and (7) of the School Act, space and facilities are available in a school to enroll a student ~~or applicant~~ if there is capacity to provide the applicant with an educational program appropriate to the applicant's needs, taking into account both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students, ~~and district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area children.~~
2. ~~The Board of Trustees delegates to t~~The Superintendent of Schools or his or her designate, ~~the decisions~~decides whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs B.1 and B.3.
3. Decisions on space and facilities availability will be ~~made in consultation with the principal of the affected school and will be~~ based on program capacity, including consideration of the following factors:
  - the operating capacity of the school as defined by the Ministry of Education;
  - ~~staff assigned to a school by the district;~~
  - the physical space in which instructional programs operate in the school;
  - the ability of the school to provide appropriate educational programs for the applicant and other students;
  - the needs of other programs located in the school.
4. Continuing students (except for non-district children) are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Continuing non-district children are required to submit an application form.)
5. Re-evaluation of space availability will take place periodically until November 1<sup>st</sup> of the school year to ensure that the maximum numbers of requests are met at the earliest time possible.

### C. Enrolment Process

- 4.1. After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:
  - ~~catchment area child who attended the school during the previous school year;~~

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- ~~other~~ catchment area child;
- non-catchment area child;
- non-school district child;

provided application deadlines and other requirements have been met.

2. If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:

- ~~(i)~~ continuing catchment area student;
- ~~(ii)~~ continuing non-catchment area student;
- 5. • ~~(iii)~~ continuing non-school district student.

- ~~6-3.~~ Wait lists will be established for those not accepted, to be maintained until November 1<sup>st</sup> ~~of the same year.~~

~~7. Re-evaluation of space availability will take place periodically until November 1<sup>st</sup> of the school year to ensure that the maximum numbers of requests are met at the earliest time possible.~~

~~8. Applicants for enrolment in Kindergarten programs will be separately prioritized in accordance with the priorities set out in section B.4.~~

#### **CD. Tie-breaking**

1. When applications made within time have the same priority (after application of any permitted sibling preference), ~~priority~~ as between them will be determined by time and date of application unless a determination is made by ~~the Board,~~ the Superintendent, or the Superintendent's designate, to determine priority by lot.

#### **~~D. Alternate Enrolment Process for Continuing School District Students~~**

~~1. Continuing students (except for non-district children) are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Continuing non-district children are required to submit an application form.)~~

#### **E. Dates for Applications to Enroll and Enrolment**

1. Before the 15<sup>th</sup> of February in each school year, the Superintendent will establish dates for submission of applications to enroll and for enrolment. The Superintendent may establish different dates for different grades, educational programs, schools, or categories of applicant.



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2. Unless otherwise designated, ~~The~~ the deadline for cross boundary transfer requests will be at 3:30 PM on the last instructional day in March.
3. Applications received after the date(s) established will be ~~subject to~~ considered only after the priority of those applicants who applied within time and will be accepted or rejected by the Superintendent or designate.
4. Requests for out-of-district transfers involving a cost to the district shall not be approved except where, in the opinion of the Superintendent, the request is justified by exceptional educational needs which cannot be met in this district.

#### **F. Commitment**

1. The district process shall encourage children (if of appropriate age) and their parents to jointly consider the children's educational needs before requesting an assignment to a school other than the current school or the catchment area school.
2. Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.
3. The Superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.

#### **G. Program Requirements**

1. Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

#### **H. Discretionary Acceptance: Suspended or Expelled Non-School District Students**

1. Enrolment applications from non-school district children may be refused if the child:
  - (a) is under suspension from a BC public school or school district, or
  - (b) has been refused an educational program by a BC public school board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.

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2. Such applications will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

### **I. Sibling Preference**

1. Subject to the *School Act*, when one sibling is enrolled in or admitted to an educational program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply where the siblings will not be attending concurrently.

### **J. Communication**

1. Application periods and enrolment dates will be communicated to the school communities and to the community at large.

### ~~**K. Transportation**~~

- ~~1. For students who reside within the district walk limits, transportation to and from the school is the responsibility of the parent/guardian.~~
- ~~2. When a parent/guardian initiated cross boundary request is approved, the parent/guardian is responsible for the student's transportation to and from the school.~~
- ~~3. When a student is required to attend a school not in his/her catchment area, subject to the walk limits, the parent may make an application to the board for transportation allowance.~~

### ~~**LK. Transfer Requests (Process)**~~

1. A parent may request a cross boundary transfer by completing the District Cross Boundary Transfer Application and filing it with their child's home school. Priority will be given based on Sections A.2, B.1, B.4, and B.5.
2. Transfer requests that are filed after March 31<sup>st</sup> will not be considered until all other transfer requests have been addressed.
3. If student move his/her residence to another attendance area during the school year, he/she may complete the year within the school he/she has been attending or in the school serving the new catchment area, providing space is available.

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**APPENDIX A:** School Catchment Area Maps (12 pages)

**APPENDIX B:** District Cross Boundary Transfer Application (2 page)

**Adopted:** January 1996

**Revised:** June 2003, January 2011, November 2013

**References:** Policy 11.8, 16

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Revised**

**Rationale:**

School District No. 46 (Sunshine Coast) must maintain high legal, ethical, managerial, and professional standards in the management of the resources entrusted to it as a publicly funded institution. Goods and services must be acquired in a manner that ensures the district:

- a) obtains value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- b) uses a fair and open process when calling for, receiving, and evaluating quotations and tenders;
- c) meets its statutory, legal and ethical obligations in the acquisition of goods and services by purchase or lease.

**A. Principles:**

Goods and services shall be acquired according to the following principles:

- a) Planning – Goods and services should be acquired after consideration of needs, alternatives, timing, and availability of funds.
- b) Sourcing – The process by which suppliers compete for school district business shall be open, fair, consistent, and non-discriminatory.
- c) Purchasing – Goods and services shall be acquired competitively from qualified suppliers to meet specified needs and to achieve the best value for money expended.
- d) Accountability – Approvals shall be obtained and documentation shall be retained for review and auditing.

**B. Authority And Process:**

1. The Secretary-Treasurer is responsible for overseeing all purchasing, and provides a centralized purchasing resource to facilitate the acquisition of goods and services required by School District No. 46 (Sunshine Coast).
2. All purchases made in the name of the Board or of a school become the property of the Board. The same conditions apply to donations to the Board or school. The Board reserves the right to refuse any donation or purchase.
3. School District No. 46 (Sunshine Coast) authorized buyers of goods or services (“Purchasers”) are responsible for ensuring the research of purchase requirements, contacting vendors, obtaining quotes, and obtaining other supporting documentation for the purchase.
4. Where a supply contract is in place (e.g.: EDCO, BCEM), authorized buyers may purchase from tendered product lists without obtaining alternative pricing.
5. Purchase Orders must be generated and approved for purchases over \$1,500 and are the only authority to purchase goods or services on behalf of the School District. Purchases in excess of \$10,000 must have the prior approval of the Secretary-

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Revised**

Treasurer in accordance with School District No. 46 Administrative Regulation #4200, Decentralized Decision Making.

6. The following are the threshold values for the evaluation of all goods and services purchases except where there is a supply contract in place:
  - a) Below \$200 - The purchaser should use their judgment when determining best value, based on cost, quality and convenience. Three quotes are not required, but the purchaser should periodically seek competitive pricing for recurring purchases.
  - a)b) \$200 -Under \$1,500 – Three verbal quotes required.
  - b)c) \$1,500 - \$5,000 – Three verbal quotes required and quotes are to be documented and filed with the purchase order.
  - c)d) \$5,001- \$49,999 – Three written quotes are required with a formal, written evaluation of the quotations.\*\*
  - d)e) Over \$50,000 – Formal tender is required to be posted on BC Bid through the office of the Secretary-Treasurer.
 

*\*\*When the required good or service is valued at under \$50,000, a tender still MAY be posted on BC Bid at the buyer's discretion in consultation with the Secretary Treasurer.*
7. Whenever possible, authorized buyers of goods and services will solicit bids from local vendors. In accordance with the principles of applicable trade agreements, no supplier of comparable goods or services should be accorded less favourable treatment than the best treatment provided to any other supplier.
8. School District No.46 (Sunshine Coast) will obtain competitive prices for all supplies, equipment and services except in the following situations:
  - a) An emergency exists as determined by the Secretary-Treasurer and requirements cannot be satisfied in time by means of a competitive process;
  - b) A process delay would interfere with School District No. 46 (Sunshine Coast) ability to maintain security or order, or to protect human or animal safety;
  - c) The required service is confidential; or
  - d) It can be proven that only one contractor is qualified to provide the service.
9. The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.
10. In the case of a single vendor, the person responsible for the purchase is required to present evidence that only one vendor can provide the good or service.
11. Only the Secretary-Treasurer is empowered to commit the credit of School District No. 46 (Sunshine Coast), except for those instances where the Secretary-Treasurer has specifically delegated this power.

Title: **Purchasing**

Category: **Finance**

Number: **4450**

**Revised**

12. Multi-year contracts can only be authorized by the Secretary-Treasurer.

13. Contracts containing indemnity clauses can only be authorized by the Secretary-Treasurer.

~~12.~~14. Individuals who obligate School District No. 46 (Sunshine Coast) without authorization may be held personally responsible for the commitment.

~~13.~~15. School District purchasing cards may be issued to an employee routinely involved in purchasing supplies and services. Applications for purchasing cards must be approved by the Secretary- Treasurer. Detailed information on the use and responsibilities of the School District Purchasing Card can be found in the School District No. 46 Purchasing Card Agreement with Employees.

~~14.~~16. Furnishings purchases should generally be coordinated through the facilities department. "Furnishings" means any carpets, tables, chairs, pillows, etc. brought into the school for student or staff use. All furnishings:

- a) Must be purchased new;
- b) Must be made from non-absorbable material, i.e. leather, vinyl;
- c) Must be able to be wiped and sanitized (except carpets);
- d) Must meet commercially approved standards.

#### **C. Conflict of Interest:**

1. School District No. 46 (Sunshine Coast) employees engaging in the purchasing function will be free of interests or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interests in writing to the Secretary-Treasurer who will determine whether the interest is sufficient to disqualify the vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.

**Adopted:** January 2010

**Revised:** January 2014, February 2017

**References:** Policy 12 (Role of Secretary-Treasurer), Policy 18 (Local Purchasing)



School District No. 46 (Sunshine Coast)  
**Administrative Regulations**

## EMERGENCIES

6500

### INCLEMENT WEATHER

#### Rationale:

Clear protocols are required for inclement weather due to the unpredictable nature of these events. District priority is for the safety of students and staff. Clear communication is key.

~~All schools will have two phone trees in place:~~

- ~~(i) Based on nominal role so that each family can be contacted;~~
- ~~(ii) Based on bus routes so that parents on a specific route can be contacted.~~

#### A. Hazardous Road Conditions

##### 1. School Buses

- a) The managers of the contract bus services will determine if a bus route or all buses ~~will cannot run because due to of~~ hazardous road conditions.
- b) The managers or contractors will notify the Superintendent or designate by 6:15 AM.
- c) The Superintendent or designate will notify the principal(s) of the affected school(s) and they will begin their communication process.
- d) ~~The local CKAY FM radio station will be informed~~The Superintendent or designate will inform CKAY FM if any bus routes are disrupted due to weather conditions. ~~As well, information regarding bus service disruption will be posted on the school district's website~~regarding bus route changes or cancellations and the impact to students of school operation.
- e)e) Appropriate information will be posted on the district website, Facebook and Twitter accounts.
- d) ~~The Superintendent or designate will notify the principal(s) of the affected school(s) and they will start their phone trees (i) or (ii) as per above.~~

- 2. Where adverse conditions prevail across the District, and the Superintendent or designate deems it unreasonable to expect any students to attend ~~and the school(s) is~~

**Date adopted:** January 1996  
**Revised:** Apr 20/01; Jan 16/04; May 13/08; Dec 13/11

**Reference:**

**Supt. Signature:**



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~~to be closed to students, then the principals and the~~ media will be contacted as per 1(d and ee) above. ~~Principals will then be contacted and phone trees will be started.~~

3. Principals of all schools must ensure that a responsible adult, who has undergone a criminal record check, will attend at the school should there be a closure. This is to ensure that no child be dropped off or unattended due to miscommunication.
4. ~~The aforementioned~~A summary of these procedures must be communicated to parents by the second week of October of each school year.

#### B. Deteriorating Weather Conditions

1. A principal having concern about **deteriorating** local road conditions in his/her school attendance area will contact the Superintendent ~~and/or Secretary-Treasurer or designate~~ regarding his/her recommendation to send the children home to discuss the local situation.

For student safety, no student shall be allowed to leave without their parents or guardians being aware of the situation.

~~2. If the District becomes aware of impending hazardous road conditions, the Superintendent will notify the principal as soon as information is received that indicates the school will have to be closed early.~~

~~3. The phone tree will be started.~~

24. If a bus driver is unable to complete the normal bus run, he/she is expected to ensure the safety of students in his/her care. Where the distance a student must walk is significant, even though it is less than the walk limits, the driver will consider the age of the student, the weather and road conditions, the number of houses along the road, and other similar factors. Where he/she considers there to be some hazard, the driver will not permit the student off the bus. Students remaining on the bus are to be taken by the driver to a place of shelter, such as the bus depot, school, or other supervised public building. The principal of the school will be contacted and the appropriate **phone tree communication strategy** will be ~~started~~ **initiated** to inform parents.

**Date adopted:** January 1996  
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**Reference:**

**Supt. Signature:**





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**C. Unusable Facilities**

- ~~1. The principal will immediately report the situation to the Superintendent and/or the Assistant Superintendent / Secretary-Treasurer.~~
- ~~2. If authorization to close the school is given, parents will be notified of the closure by using the pre-established plan for early closure.~~
- ~~3. Arrangements for emergency transportation of students will be made by the Secretary-Treasurer or designate.~~

**D. Employee Responsibilities**

1. ~~In the~~In the event of a ~~Board~~Superintendent-ordered ~~closure of the work site or~~ cancellation of student attendance, all employees are expected to make every effort to report to work. This may ~~include using~~include walking, taking public transit, ~~or contacting~~carpooling with fellow other School District employees ~~to try and carpool if they feel their own vehicle is not up to the task or the individual feels unable to drive under such circumstances~~other prearranged options.
2. If the employee is not able to report to their own work site they must then try to report to the nearest school. If that proves to not be possible, they must call their supervisor (ie. Principals, Manager of Facilities) and inform them of their inability to get to their own school or the nearest school.
3. Employees reporting for work to a closer work location will notify their supervisor.
4. Employees reporting for work at a location other than their normal work location will be assigned appropriate duties by the ~~administrator or their~~supervisor of that work location.
5. Depending on the severity of the circumstances, the supervisor will determine whether staff should complete their work day at school or at home ~~in consultation with the staff and the Superintendent or designate.~~

**Date adopted:** January 1996  
**Revised:** Apr 20/01; Jan 16/04; May 13/08; Dec 13/11

**Reference:**

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6. In particularly severe conditions the Superintendent may close schools to students and staff in which case all employees will be excused from attending their work sites. This will be clearly communicated to staff.

#### E. Employees Pay (CUPE and Teachers)

1. If all schools are closed to students and staff, everyone will be paid, ~~provided the Ministry does not withhold funding.~~ based on their regular rate for that day.
2. If only some schools are closed to students, but open for staff, all staff will receive pay, even if they have made a reasonable effort to attend work but ~~have were~~ not ~~been~~ successful (as per D.1).
3. If students are dismissed early due to extreme weather, employees ~~may decide to stay at work or leave,~~ may be permitted to leave after discussion with their ~~principal or administrator~~ supervisor who will have spoken to the superintendent or designate. ~~If they decide to leave, pay will be as per E.2.~~
4. Any absences booked in advance of the ~~extreme inclement~~ weather day will remain unchanged for that day, even if ~~the cause of the absence is~~ cancelled or changed later the same day.

**Date adopted:** January 1996  
**Revised:** Apr 20/01; Jan 16/04; May 13/08; Dec 13/11

**Reference:**

**Supt. Signature:**