

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

**OPERATIONS COMMITTEE AGENDA**

Tuesday, October 22, 2019, 9:30 a.m.

School Board Office - Gibsons, BC

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	Pages
1. Call to Order	
2. Preliminary Budget Timelines	1
3. Cameras on Buses	
4. Regulations for Review:	
a. Reg. 3110 – Head Lice	2
b. Reg. 3300 – Menstrual Products	8
c. Reg. 4150 – Soccer Nets	9
d. Reg. 4170 – Use of Board Property for Licensed Child Care	11
5. Local Government OCP and Zoning Referrals (standing item)	
6. Adjourn	



**SCHOOL DISTRICT 46 - SUNSHINE COAST**

*Excellence in all we do!*

## 2019-20 BUDGET CONSULTATIONS AND PROCESS

### Consultation Schedule for the 2019/20 Amended Budget & 2020/21 Preliminary Budget

MEETING SCHEDULE		
22-Oct-2019	Operations Committee	Budget Timelines Reviewed
To be scheduled	SCTA	Budget Consultation
To be scheduled	CUPE	Budget Consultation
To be scheduled	Technology, Student Support Services, Aboriginal Education, Maintenance	Budget Consultation
To be scheduled	Senior Management	Budget Consultation
13-Nov-2019	Principals' Meeting	Budget Consultation
19-Nov-2019	Public Budget Consultation	Budget Consultation
28-Nov-2019	DPAC	Budget Consultation
To be scheduled	DSL T	Budget Consultation
To be scheduled	PACs (led by Principals)	Budget Consultation
28-Jan-2020	Operations Committee	2019/20 Amended Budget Review 2020/21 Preliminary Budget Feedback
12-Feb-2020	Regular Board Meeting	2019/20 Amended Budget Approval
25-Feb-2020	Operations Committee	2020/21 Preliminary Budget Considerations
10-Mar-2020	Operations Committee	Ministry Budget Outlook or Announcements
28-Apr-2020	Operations Committee	2020/21 Budget Review
To be scheduled	SCTA	2020/21 Budget Review
13-May-2020	Regular Board Meeting	2020/21 Budget Approval
10-June-2020	Regular Board Meeting	2020/21 Budget Approval (if required)

## ADMINISTRATIVE REGULATIONS

Title: **Head Lice**  
 Category: **Health and Safety**  
 Number: **3110**

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I. **Rationale**

The Board of Education of School District No. 46 (Sunshine Coast) believes the key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations. Head lice infestation management procedures shall reflect current research on the detection and treatment of lice infestations. These procedures shall be reviewed on a regular basis in collaboration with Public Health. All intervention should be collaboratively and respectfully planned with parents/guardians.

II. **Practices**

A. Early in the school year the district's policy on the control of head lice, together with a summary of information about head lice, their treatment and prevention, will be made available to all parents by way of the school website, email, and /or newsletter.

B. Students with head lice do not need to be sent home. If it is noted that it is possible that a student could have head lice, a parent or guardian of that student should be notified, preferably verbally, but also by note if necessary. Public Health informational brochures outlining procedures for treatment and acceptable treatment agents should be given or sent to the parent or guardian.

C. When cases of head lice are confirmed, families shall be asked to do the following:

1. Contact the school.
2. Treat the child at home.
3. Remove all nits.
4. No excessive cleaning is required in the management of head lice. However, it is a good idea to wash items such as pillow cases, stuffed animals and hats in hot water then dry on high heat for at least 15 minutes (alternately items can be stored in an airtight plastic bag for two weeks) Washing combs and brushes in hot water after use is effective. **Families should be encouraged to place priority on removing nits and live lice rather than**



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Category: **Health and Safety**  
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**excessive cleaning.**

5. Check other family members and treat if head lice are found.
  6. Families can access further support through HealthLink BC 811.
- D. Notice should be sent home to families indicating there is an active head lice problem in the class/school and that families should be vigilant to prevent further infestations.
- E. Families are responsible for controlling infestations for their children by following appropriate lice management guidelines.

**Received:**

**References:** Board Policy 11.6

## ADMINISTRATIVE REGULATIONS

Title: **Head Lice**  
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 Number: **3110**

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## I. **Rationale**

~~†. The Board of Education of School District No. 46 (Sunshine Coast) believes the key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations. Head lice infestation management procedures shall reflect current research on the detection and treatment of lice infestations. These procedures shall be reviewed on a regular basis in collaboration with Public Health. All intervention should be collaboratively and respectfully planned with parents/guardians.~~

~~The Board of Education of School District No. 46 (Sunshine Coast) believes the key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations. Head lice infestation management procedures shall reflect current research on the detection and treatment of lice infestations. These procedures shall be reviewed on a regular basis in collaboration with Public Health. All intervention should be collaboratively and respectfully planned with parents/guardians. The dignity of the student and family shall be respected in the implementation of this policy.~~

## **II. Practices**

~~A. — Early in the school year the district's policy on the control of head lice, together with a summary of information about head lice, and their treatment and prevention, will be made available to all parents by way of the school website, email, and/or newsletter, and/or open house and/or other large gathering of parents.~~

~~B. — The Parent Advisory Council for each elementary school, in consultation with the school administrator, may have organized a group of parents willing to be trained as screeners for head lice. These volunteers can be available as determined by volunteers and school staff.~~



## ADMINISTRATIVE REGULATIONS

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~~1. Within the first two weeks of September~~

~~2. Within the first two weeks of January~~

~~3. Within the first week after spring vacation~~

~~C. Monthly screening is encouraged if parent support is available. Volunteers should also be available on an on-call basis in the event the school is notified that there are one or more students at the school who have head lice. Regular reminders about checking for lice should take place.~~

A. Early in the school year the district's policy on the control of head lice, together with a summary of information about head lice, their treatment and prevention, will be made available to all parents by way of the school website, email, and /or newsletter.

D.B. Students with head lice do not need to be sent home until the end of the school day. If it is noted that it is possible that a student could have head lice, lice, a parent or guardian of that student who has been identified as having head lice should be notified, preferably verbally, but also by note if necessary, and informed that the student has head lice. Public Health Department informational brochures outlining procedures for treatment and acceptable treatment agents should be given or sent to the parent or guardian as well. See attachments [PJB1]

E.C. When cases of head lice are confirmed, parents/families shall be asked to do the following:

1. Contact the school, when confirmed if discovered out of school time.



## ADMINISTRATIVE REGULATIONS

Title: **Head Lice**  
 Category: **Health and Safety**  
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2. Treat the child at home. See options in attachments.
3. Remove all nits.
4. No excessive cleaning is required in the management of head lice. However, it is a good idea to wash items such as pillow cases, stuffed animals and hats in hot water then dry on high heat for at least 15 minutes (alternately items can be stored in an airtight plastic bag for two weeks) Washing combs and brushes in hot water after use is warrenantedeffective. ParentsFamilies should be encouraged to place priority on removing nits and live lice rather than excessive cleaning. Freeze, dry clean, or high-heat launder clothing, bedding, and personal articles.
5. Check other family members and treat if head lice are found.

~~6. Refer to attached Public Health information regarding timelines for follow-up treatment and other preventative methods.~~ 6. Families can access further support through HealthLink BC 811.

~~F. — Notice should be sent home to parents-families indicating there is an active head lice problem in the class/school and that parents-families should maintain-be vigilant to prevent further infestations. ee...~~

~~G. — ...Because of the social mores and prevalent attitudes towards the presence of lice in children, those involved in checking are expected to exercise tact and discretion in dealing with students who are identified as being affected by the problem.~~

~~D. \_\_\_\_\_~~

~~H. — Further in view of P the difficulties inherent in controlling multiple an infestation~~



## ADMINISTRATIVE REGULATIONS

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~~s outbreak, it is recognized that arents Families are responsible for controlling infestations for their children by following appropriate lice management guidelines. the school's efforts in controlling an infestation s outbreak are in the hands of individual parents.~~

~~I. — Consequently, schools are encouraged to solicit the assistance of parents to deal with severe infestations. In such an event, school administrators would help organize a group of volunteers willing to be trained as screeners for nits and lice.~~

~~E.~~

~~J. — Whenever possible, Principals will inform parents of widespread checks prior to occurring so parents have the option to complete the check in private or at a healthcare centre.~~

*Attachments:*

~~1) Sample Letter and Insert~~

~~2) Rural Coastal Head Lice Management, REC 3 <https://my.vch.ca/dept-project/Vancouver-Community-Public-Health/Child-and-Youth-Program-Public-Health-Nursing-Vancouver/Documents/ICY-Nursing-Practice-Guidelines-for-Lice.pdf>~~

~~3) <http://www.vch.ca/Documents/sneezes-and-diseases.pdf>~~

~~4) <https://www.healthlinkbc.ca/healthlinkbc-files/head-lice>~~

~~5) <http://www.vch.ca/Documents/getting-rid-of-head-lice.pdf>~~

**Received:**

**References: Board Policy 11.5, 11.6**





## ADMINISTRATIVE REGULATIONS

Title: **Menstrual Products**  
 Category: **Health and Safety**  
 Number: **3300**

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I. **Rationale:**

*“Every student in British Columbia should have access to healthy and effective learning environments. The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students’ school attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.”*

*- Ministry of Education, Provision of Menstrual Products, April 2019*

The Board of Education will ensure that menstrual products are available, free of cost, to all students who may require them, in a manner that is convenient, without stigma and barrier free.

II. **Process:**

- A. Coin-free menstrual product dispensers will be installed in all female and gender-neutral washrooms at all sites.
- B. Menstrual product dispensers will be replenished daily by school custodians.
- C. Menstrual product information will be available to all staff, students and parents.
- D. The district shall assume the cost of purchasing, installing and stocking the dispensers.
- E. Student feedback will be sought to ensure that the manner in which menstrual products are made available addresses the needs of all students.
- F. Principals will provide a mechanism to receive student feedback, while maintaining student privacy.

**Received:**

**References:** Ministry of Education, *Provision of Menstrual Products*, April 2019



Title: **Portable Soccer Nets**  
Category: **Facilities**  
Number: **4150**

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**I. Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) considers student safety of utmost importance. As ~~Portable-portable~~ soccer nets have been known to cause injury or death due to unexpected tipping when improperly secured, ~~due to unexpected tipping~~ the district shall ensure that safe practices be in place at all school sites where a portable soccer net is used by the school and the greater community.-

**II. Practices:**

- A. When in use, portable soccer nets must be secured in place using:
1. at least six (6) large sandbags weighing a minimum of 50 pounds each, or;
  2. CSA-approved ground stakes, or;
  3. another CSA-approved device, such as an in-ground anchor.
- B. When not secured otherwise, portable soccer nets must be chained and locked to each other or a stationary object in a manner that prevents tipping.
- C. Portable soccer nets must be used on flat, even ground. Any climbing activity that is observed should be immediately discouraged.
- D. Portable soccer nets must be inspected at least once per month to ensure they are properly secured.
- E. If it comes to the attention of any staff member that nets are not properly secured, they must immediately inform the maintenance department.
- F. When new nets are acquired, they must be CSA-approved.

**Received:**

**References:**



Title: **Portable Soccer Nets**  
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Number: **4150**

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**Received:**

**References:**



Title: **Use of Board Property by Licensed Child Care Providers**  
Category: **Facilities**  
Number: **4170**

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## I. Rationale

The Board of Education of School District No. 46 recognizes the value and importance of available child care and quality early learning programs in the community. To facilitate the operation of such services, the board supports the use of board property by licensed child care providers between the hours of 7 a.m. and 6 p.m., at a minimum. In addition, Section 85.1 of the *School Act* (Use of Board Property) requires school districts to establish a policy promoting the use of board property by licensed child care providers.

## II. Practices

### A. Definitions:

The terms “board property”, “business day”, “educational activities”, and, “licensed child care provider” shall have the meanings set out in section 85.1 of the School Act.

### B. “Direct and indirect costs” include:

1. Utilities;
2. Maintenance and repair;
3. A reasonable allowance for the cost of providing custodial services;
4. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers,

### C. General Conditions:

1. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
2. Revenue obtained by the board from the use of board property by licensed childcare providers on business days between the hours of 7 a.m. and 6 p.m. will not be more than the direct and indirect costs incurred and to be incurred by the board as a result of making that use available.



## ADMINISTRATIVE REGULATIONS

Title: **Use of Board Property by Licensed Child Care Providers**  
Category: **Facilities**  
Number: **4170**

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3. This regulation does not apply to any arrangement in place on March 14, 2013 under which board property is being made available to licensed child care provider(s) but does apply to any renewal or extension of that arrangement.
4. The Secretary-Treasurer is responsible for determining rental rates on a cost recovery basis.
5. Opportunities for proposals to occupy available space will be posted to BC Bid.
6. When proposing a full-time child care program, proponents must be open to collaborating with early learning educators and should also be comfortable with the Early Learning Vision established by the school district.
7. Licensed child care providers must sign a license agreement which specifies license rates, terms and conditions for the use of board property.
8. The site will be offered “as-is” and the cost of improvements and furnishings to facilitate child care activities will be borne by the child care provider.
9. Licensed child care providers are responsible for ensuring that they comply with regulatory requirements associated with operating a licensed child care facility.

**Received:****References:** School Act Section 85.1, Board Policy 12.2

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 Category: **Facilities**  
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7. Licensed child care providers must sign a license agreement which specifies license rates, terms and conditions for the use of board property.
8. The site will be offered “as-is” and the cost of improvements and furnishings to facilitate child care activities will be borne by the child care provider.
9. Licensed child care providers are responsible for ensuring that they comply with regulatory requirements associated with operating a licensed child care facility.

**Received:****References:** School Act Section 85.1, Board Policy 12.2