



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

**EDUCATION COMMITTEE
AGENDA**

Wednesday, September 26th from 2:30-4:00 p.m.
School Board Office – Gibsons, BC

1. Technology (1.i.)
2. MDI
3. Regulations for Review:
 - a. 1130 – Extended Experiences
 - b. 2060 – Distribution of Union/Political Materials
 - c. 1090 – Copyright
 - d. 3210 – Smoking in Schools
 - e. 3240 – Student Substance Use
4. Curriculum (standing item)
5. Parent Engagement (standing item)

Title: **Extended Experiences**
Category: **Education**
Number: **1130**

I. Rationale

Opportunities for students to learn outside the school enrich and deepen access to the curriculum including the development of Core Competencies. Ensuring that these activities take place safely and in an educationally sound way supports excellence in education.

II. General

- A. Instructional objectives for the experience shall be explicitly defined.
- B. No student shall be prevented from participating for financial reasons.
- C. At least one teacher must supervise each extended experience and the adult to student ratio shall be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12).
- D. Each student participating shall fulfill all the preparatory requirements at an appropriate level of performance, shall participate during the trip in a responsible way, and shall carry out satisfactorily all follow-up procedures required.
- E. Students shall be assessed and evaluated in terms of expected learning outcomes for the experience.
- F. Parents must give written approval in advance of the trip unless the activity within the “walking permission form” perimeter established by the principal.
- G. All forms must be given to and approved by the principal before embarking on the experience.
- H. Checklist must be submitted to the Superintendent or Designate for all travel outside of province or an overnight stay in excess of three nights in the province.

III. Funding

- A. The school shall provide financial support for extended experiences through the annual operating budget funds allocated to each school. Additional funding may be requested of parents or raised through other fund raising initiatives.
- B. Students shall not be excluded from extended experiences unless required through their Individual Education Plan (IEP).
- C. The principal shall ensure that complete funding is in place prior to the trip so that no further financial obligations will be placed on the school.
- D. The school is expected to cover the costs for those students who are required to attend but are unable to cover the expenses required for the trip.

Title: **Extended Experiences**
Category: **Education**
Number: **1130**

IV. **Out-of-Country Experiences**

- A. The opportunity to participate in the experience must be made available to all qualifying students who meet the academic and behavioural standards.
- B. The participation of students must be voluntary.
- C. At least one teacher must supervise each extended experience and the adult to student ratio should be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12). Additional adult chaperones may accompany the trip subject to the principal's approval.
- D. Students from other schools may accompany the trip subject to the approval of both principals.
- E. Insurance coverage must be confirmed with the Secretary-Treasurer.
- F. Parents shall be made aware of the refund policies of the travel agent before fares, etc. are paid.
- G. Informational meetings for parents shall include discussion of the potential risks including any governmental advisories (<https://travel.gc.ca/travelling/advisories>)
- H. Every effort shall be made to ensure that the destination will be free of potentially dangerous circumstances such as political strife or active natural phenomena. (<https://travel.gc.ca/travelling/advisories>)
- I. In the case of a deteriorating political or natural situation, the principal shall consult with the Superintendent or designate and with parents prior to deciding whether to cancel or to proceed with the trip.
- J. If parents try to continue the trip after school support is withdrawn, the principal shall send a letter to each parent noting the reasons for the withdrawal of school support and outlining the shift of responsibility to the parent.
- K. The Extended Experience Checklist must be submitted to the principal and then to the Superintendent at least eight weeks prior to the departure date. Failure to meet this deadline may result in cancellation of the intended experience.

V. **Class Outings, Day Hikes and Overnight Outdoor Education Trips**

- A. The overall plan for each trip must be approved by the principal of the school at least four weeks prior to the trip.
- B. The principal shall designate a person to be “in charge” of each activity. When appropriate to the risk level of the activity, a principal may require a person

Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

designated as being “in charge” to have successfully completed an in-service or other training program or have recognized certification appropriate to this activity.

C. Advance written communication to parents is required for each class outing i.e. events or activities to be held off the school property beyond the walk limit perimeter established by the principal.

For any outdoor education trip involving boating activities, the person “in charge” must meet the requirements and follow the guidelines in the most recent Safe Boating Guide issued by Transport Canada.

(<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>)

D. For any trip involving swimming, Regulation #1880 regarding swimming must be fully followed.

E. For any outdoor education trip involving hiking, snowshoeing, skiing, or cross-country skiing in wilderness situations where there is a potential for students becoming dispersed, or where there is a safety factor that must be considered, there must be a responsible adult leader for:

1. each 6 students at the primary level;
2. each 10 students in Grades 4-7;
3. each 13 students in Grades 8-12.

F. Students with specific physical needs shall be provided with additional supervision/ assistance appropriate to the student and the activity.

G. For overnight outdoor education trips, a person with a valid St. Johns Ambulance standard first aid or SOFA (Safety Oriented First Aid) certificate or equivalent training as outlined in *YouthSafe Outdoors* shall be present at the camp. This requirement shall also apply for those day outings where risk of injury or distance from emergency assistance renders it necessary.

H. Accidents or injuries shall be reported promptly to the appropriate authorities and the parent/guardian.

I. If a recreational company is hired, a written contract must be completed, which includes the indemnification of the school district.

Forms Attached:

1. Extended Experience Checklist Involving Travel Outside the Province or an Overnight Stay in Excess of Three Nights in the Province
2. Field Trip Consent Form
3. Walking Field Trip form
4. Consent and Waiver Form for student participating in High Risk Activity



Title: **Extended Experiences**
Category: **Education**
Number: **1130**

5. Excerpt from YouthSafe Outdoors 2005 pg. 68-72 (***Copyright permission pending***)
6. Snowboarding/Ski Trip form

Received:

References:



Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

I. Rationale: Opportunities for students to learn outside the school enrich and deepen access to the curriculum including the development of Core Competencies. Ensuring that these activities take place safely and in an educationally sound way supports excellence in education.

II. General

~~A. Extended experiences shall provide students with experiences which cannot be presented effectively in the classroom.~~

~~B. The experience shall be directly related to the curriculum whether it be provincial or locally developed.~~

~~C.A.~~ Instructional objectives for the experience shall be explicitly defined.

~~D.B.~~ No student shall be prevented from participating for financial reasons.

~~E.C.~~ At least one teacher must supervise each extended experience and the adult to student ratio ~~should shall~~ be at least: 1:6 (~~primary~~) 1:10 (Grades 4-7) 1:13 (Grades 8-12).

~~F.D.~~ Each student participating shall fulfill all the preparatory requirements at an appropriate level of performance, shall participate during the trip in a responsible way, and shall carry out satisfactorily all follow-up procedures required.

~~G.E.~~ Students shall be assessed and evaluated in terms of expected learning outcomes for the experience.

~~H.F.~~ Parents must give written approval in advance of the trip unless the activity within the "walking permission form" perimeter established by the principal.

~~I.G.~~ All approvals forms must be given to and approved by the principal before embarking on the trip experience.

~~J. The principal shall approve all extended experiences.~~



Title: **Extended Experiences**

Category: **Education**

Number: **1130**

~~K.H.~~ Checklist must be submitted to ~~the Assistant Superintendent~~Superintendent or Designate for all travel outside of province or an overnight stay in excess of three nights in the province.

III. Funding

A. The ~~district school~~ shall provide financial support for extended experiences through the annual operating budget funds allocated to each school, ~~if the extended experience is required.~~ Additional funding may be requested of parents or raised through other fund raising initiatives.

~~B. School funds for extended experiences may be used for these purposes:~~

- ~~1. teachers on-call~~
- ~~2. transportation~~
- ~~3. rental of facilities~~
- ~~4. rental of equipment~~
- ~~5. individual and team sports~~
- ~~6. individual and group recreational activities~~
- ~~7. recreational choirs and other musical groups~~
- ~~8. drama groups.~~

~~C. Funds for extended experiences shall not be used to cover costs for:~~

- ~~1. student exchanges~~
- ~~2. driver training programs~~
- ~~3. programs not covered by district funding~~

~~D.B.~~ The principal shall ensure that funds for extended experiences are used equitably and for the benefit of all students. Students shall not be excluded from extended experiences unless required through their Individual Education Plan (IEP).

~~E.C.~~ The principal shall ensure that complete funding is in place prior to the trip so that no further financial obligations will be placed on the school.

~~F.D.~~ The school is expected to cover the costs for those students who are required to attend but are unable to cover the expenses required for the trip.

Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

IV. Out-of-Country Experiences

~~A.~~— ~~The experience must be considered by the principal to provide a unique educational opportunity and to be age-appropriate for the student group identified.~~

~~B.~~A. The opportunity to participate in the experience must be made available to all qualifying students who meet the academic and behavioural standards.

~~C.~~B. The participation of students must be voluntary.

~~D.~~C. At least one teacher must supervise each extended experience and the adult to student ratio should be at least: 1:6 (primary) 1:10 (Grades 4-7) 1:13 (Grades 8-12). Additional adult chaperones may accompany the trip subject to the principal's approval.

~~E.~~D. Students from other schools may accompany the trip subject to the approval of both principals.

~~F.~~E. Insurance coverage must be confirmed with the Secretary-Treasurer.

~~G.~~F. Parents shall be made aware of the refund policies of the travel agent before fares, etc. are paid.

~~H.~~G. Informational meetings for parents shall include discussion of the potential risks including any governmental advisories (<https://travel.gc.ca/travelling/advisories>).

~~I.~~H. Every effort shall be made to ensure that the destination will be free of potentially dangerous circumstances such as political strife or active natural phenomena. (<https://travel.gc.ca/travelling/advisories>)

~~J.~~I. In the case of a deteriorating political or natural situation, the principal shall consult with the Superintendent or designate and with parents prior to deciding whether to cancel or to proceed with the trip.

~~K.~~J. If parents try to continue the trip after school support is withdrawn, the principal shall send a letter to each parent noting the reasons for the withdrawal of school support and outlining the shift of responsibility to the parent.

Title: **Extended Experiences**
Category: **Education**
Number: **1130**

L.K. The Extended Experience Checklist must be submitted to the principal and then to the Superintendent at least eight weeks prior to the departure date. Failure to meet this deadline may result in cancellation of the intended experience.

V. Class Outings, Day Hikes and Overnight Outdoor Education Trips

A. The overall plan for each trip must be approved by the principal of the school at least four weeks prior to the trip.

B. The principal shall designate a person to be “in charge” of each activity. When appropriate to the risk level of the activity, a principal may require a person designated as being “in charge” to have successfully completed an in-service or other training program or have recognized certification appropriate to this activity.

C. Advance written communication to parents is required for each class outing i.e. events or activities to be held off the school property beyond the walk limit perimeter established by the principal.

D. For any outdoor education trip involving boating activities, the person “in charge” must meet the requirements and follow the guidelines in the most recent Safe Boating Guide issued by Transport Canada.
(<https://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm>)

E. For any trip involving swimming, Regulation #1880 regarding swimming must be fully followed.

F. For any outdoor education trip involving hiking, snowshoeing, skiing, or cross-country skiing in wilderness situations where there is a potential for students becoming dispersed, or where there is a safety factor that must be considered, there must be a responsible adult leader for:

1. each 6 students at the primary level;
2. each 10 students in Grades 4-7;
3. each 13 students in Grades 8-12.

Title: **Extended Experiences**
 Category: **Education**
 Number: **1130**

G. Students with ~~special needs or handicaps~~specific physical needs shall be provided with additional supervision/_assistance appropriate to the student and the activity. ~~The plan for these trips must be submitted eight weeks prior to the planned outing.~~

H. For overnight outdoor education trips, a person with a valid St. Johns Ambulance standard first aid or SOFA (Safety Oriented First Aid) certificate or equivalent training as outlined in *YouthSafe Outdoors* shall be present at the camp. This requirement shall also apply for those day outings where risk of injury or distance from emergency assistance renders it necessary.

I. Accidents or injuries shall be reported promptly to the appropriate authorities and the parent/guardian.

J. If a recreational company is hired, a written contract must be completed, which includes the indemnification of the school district.

Forms Attached:

1. Extended Experience Checklist Involving Travel Outside the Province or an Overnight Stay in Excess of Three Nights in the Province

2. Field Trip Consent Form

2.3. [Walking Field Trip form](#)

3.4. Consent and Waiver Form for student participating in High Risk Activity

4.5. Excerpt from YouthSafe Outdoors 2005 pg. 68-72 (**Copyright permission pending**)

5-6. Snowboarding/Ski Trip form

Received:

References:

Title: **Distribution of Union Material**
Category: **Personnel**
Number: **2060**

I. Rationale:

Communication from the district is normally approved through the Superintendent's office. Communication from the school is normally approved by the principal. However, teachers have the right to communicate perspectives to parents as well in certain circumstances as outlined below:

II. Purpose:

- A. Teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter). Any restrictions on expression have to be justified under Section 1 of the Charter.
- B. The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society's interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.

III. Practices:

- A. Staff must obtain the approval of the Superintendent of Schools when distributing union/political information on educational matters on school property to parents or through students.
- B. The superintendent will review the information for its accuracy and relevance to educational matters.
- C. Approval will be given or denied in writing within 4 working days of receipt of the proposed material.
- D. Should a union/political communication not be approved for any reason, the superintendent or designate will raise the matter with the local union president or designate.
- E. Any approved communication must be placed in a sealed envelope and clearly addressed to the parent/guardian. The document shall clearly indicate the author of the material.

Received:

References: Policy 11 (Role of the Superintendent)



Title: **Distribution of Union Material**
 Category: **Personnel**
 Number: **2060**

I. Rationale:

~~I.~~ Communication from the district is normally approved through the Superintendent's office. Communication from the school is normally approved by the principal. However, teachers have the right to communicate perspectives to parents as well in certain circumstances as outlined below:

II. Purpose:

A. ~~Judicial and arbitral jurisprudence has clarified that teachers~~ Teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter). Any restrictions on expression have to be justified under Section 1 of the Charter.

B. The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society's interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.

~~C. — Teachers and support staff must obtain prior approval of the Superintendent when distributing union/political information on educational matters on school property to parents or through students.~~

III. Practices:

A. ~~Staff~~ Prior to distribution of any material ~~staff~~ must obtain the approval of the Superintendent of Schools when distributing union/political information on educational matters on school property to parents or through students.

B. The superintendent will review the information for its accuracy and relevance to educational matters.

C. Approval will be given or denied in writing within 4 working days of receipt of the proposed ~~material~~ material.

D. Should a union/~~political~~ communication not be approved for any reason, the superintendent or ~~designate~~ will designate will raise the matter with the local union president or designate.

Title: **Distribution of Union Material**
Category: **Personnel**
Number: **2060**

E. Any approved communication must be placed in a sealed envelope and clearly addressed to the parent/guardian. The document shall clearly indicate the author of the material.

Received:

References: Policy 11 (Role of the Superintendent)



Title: **Copyright**
Category: **Education**
Number: **1090**

I. **Rationale:**

Copyright legislation ensures fair returns on investment for the producers of copiable and mass showing commercially produced work. School districts have an obligation to support these fair practices.

II. The Executive Assistant to the Superintendent is the Copyright Officer for the district.

III. District equipment, material or services shall not be used to infringe copyright as per the *Copyright Act of Canada*.

IV. The Copyright Officer shall distribute information to site managers on the provisions of the *Copyright Act of Canada*.

V. Principals and other site managers shall ensure that appropriate notices are placed on or near equipment which could be used to make copies of copyrighted materials. These notices shall include a warning on copyright infringement and the responsibility of the individual.

VI. Copyrighted computer software, audio and video products, printed matter or any other copyrighted or patented materials may only be reproduced if the rights are owned by School District No. 46 or are in the public domain. CANCOPY has negotiated licenses with school boards in British Columbia and administer the legal rights provided under the *Copyright Act* on behalf of School District No. 46 for photocopying in schools.

VII. Staff may, without the copyright owners' authorization, record radio and television programs at the time they are broadcast and show those recordings in the classroom.

A. Staff may:

1. record and show in the classroom "news and news commentary" programs for one year without having to pay royalties - after the one year, they must pay royalties in an amount set by the Copyright Board by tariff;
2. record "other" programs and keep them for assessment purposes for 30 days - if they keep the recording any longer, or if they show the recording in the classroom at any time, they must pay royalties in an amount set by the

Title: **Copyright**
Category: **Education**
Number: **1090**

Copyright Board by tariff.

B. Educational institutions are required to complete the attached form every time a radio or television program is recorded for classroom use. The form shall be sent to the Executive Assistant to the superintendent at the school board office.

C. Educational institutions are not required to complete a form for recording a news program if the recording is erased within 72 hours of its recording.

D. An educational institution must assign a reference number or code to every program copied. The code will be the school name, year and copy number (i.e. KES 2018.01).

VIII. A staff member, for educational purposes, is permitted to copy a work, by hand, onto surfaces “intended for displaying handwritten material.” (E.G. flip charts, dry-erase surfaces, etc.) An exception to the *Copyright Act* also permits a staff member to copy a work in order to project it electronically for the purpose of education or training.

IX. If work necessary for a test or examination is not “commercially available” for a staff member’s purpose, the rights of a copyright owner are not infringed if the work is copied, translated, performed or communicated by telecommunication.

X. The Copyright Officer shall maintain adequate records regarding all permissions, responses to requests, and license agreements regarding use of copyrighted materials in the district.

XI. School libraries are exceptions to the *Copyright Act*.

FORM ATTACHED: Schedule (Subsection 6 (1)), Information Record

Received:

References:

Title: **Copyright**
 Category: **Education**
 Number: **1090**

I. **Rationale:**

I. Copyright legislation ensures fair returns on investment for the producers of copiable and mass showing commercially produced work. School districts have an obligation to support these fair practices.

II. The Executive Assistant to the Superintendent is the Copyright Officer for the district.

III. District equipment, material or services shall not be used to infringe copyright as per the Copyright Act of Canada.

IV. The Copyright Officer shall distribute information to site supervisors-managers on the provisions of the *Copyright Act of Canada* ~~and any amendments~~.

V. Principals and other site supervisors-managers shall ensure that appropriate notices are placed on or near equipment which could be used to make copies of copyrighted materials. These notices shall include a warning on copyright infringement and the responsibility of the individual.

VI. Copyrighted computer software, audio and video-products software, printed matter or any other copyrighted or patented materials may only be reproduced if the rights are owned by School District No. 46 or are in the public domain. CANCOPY ~~and COPIBEC~~ has negotiated licenses with school boards in British Columbia and administer the legal rights provided under the *Copyright Act* on behalf of School District No. 46 for photocopying in schools.

VII. Staff Educational institutions and persons acting under their authority can may, without the copyright owners' authorization, tape-record radio and television programs at the time they are broadcast and show those tapes-recordings in the classroom.

A. Educational institutions Staff can may:

1. tape-record and show in the classroom "news and news commentary" programs for one year without having to pay royalties - after ~~that~~ the one year, they must pay royalties in an amount set by the Copyright Board ~~in a~~ by tariff;
2. tape-record "other" programs and keep them for assessment purposes

Title: **Copyright**
 Category: **Education**
 Number: **1090**

for 30 days - if they keep the [tape-recording](#) any longer, or if they show the [tape-recording](#) in the classroom at any time, they must pay royalties in an amount set by the Copyright Board ~~in-aby~~ tariff.

B. Educational institutions are required to complete the attached form every time a radio or television program is [taped-recorded](#) for classroom use. ~~Please send t~~he form [shall be sent](#) to the Executive Assistant [to the superintendent](#) at the school board office.

C. Educational institutions are not required to complete a form for [taping recording](#) a news program if the [tape-recording](#) is erased within 72 hours of its [makingrecording](#).

D. An educational institution must assign a reference number or code to every program ~~-copied, which must be written on the tape itself or on the container~~. The code will be the school name, year and copy number (i.e. KES 201802.01_[PB1]).

~~VIII.~~—A staff member, for educational purposes, is permitted to copy a work, by hand, onto surfaces “intended for displaying handwritten material.” (E.G. flip charts, dry-erase surfaces, etc.) An exception to the *Copyright Act* also permits a staff member to copy a work in order to project it ~~on an overhead projector~~ [electronically](#) for the purpose of education or training.

Title: **Copyright**
Category: **Education**
Number: **1090**

VIII.

~~IX.~~—If work necessary for a test or examination is not “commercially available” for a staff member’s purpose, the rights of a copyright owner are not infringed if the work is copied, translated, performed or communicated by telecommunication.

IX.

~~X.~~—The Copyright Officer shall maintain adequate records regarding all permissions, responses to requests, and license agreements regarding use of copyrighted materials in the district.

X.

XI. School libraries are exceptions to the *Copyright Act*.

FORM ATTACHED: Schedule (Subsection 6 (1)), Information Record^[PB2]

Received:

References: [Policy 4.4.1, 4.6.1](#)

Title: **Student Substance Use**
 Category: **Health and Safety**
 Number: **3210**

This new regulation combines language from Student Substance Use (3240) and Smoking in Schools Regulations (3210).

I. Rationale:

Both the *Tobacco and Vapour Control Act*, Section 2.2, and the *Cannabis Act* clearly define the laws regarding smoking, the use of tobacco and vapour products and the use of cannabis on school property. The Board of Education of School District No. 46 (Sunshine Coast) recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of tobacco, alcohol, cannabis and other impairing substances. The Board shares responsibility with students, parents and the community for addressing problems associated with the use of such substances. The Board supports a proactive and comprehensive approach to substance use which emphasizes preventative curriculum, early intervention, counselling and disciplinary actions. Given our vulnerable population of children and youth, it is important that staff model and promote healthy living in the workplace.

II. Practices:

- A. Smoking, vaping and the use of tobacco products or cannabis is prohibited on all property owned or operated by the school district and in school district vehicles.
- B. The Board prohibits the use of, or being under the influence of alcohol, cannabis or other impairing substances by students while on school property or at school-sponsored events.
- C. Students are not permitted to smoke, vape or use tobacco or cannabis products or possess/consume alcohol on school buses or at any school function held in other locations.
- D. The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.
- E. Principals and teachers shall strive to ensure that all students receive instruction that promotes substance use awareness, responsible decision-making, positive self-esteem and overall good health.
- F. Principals and teachers shall remain aware of current scientific knowledge and instructional techniques related to substance use education.



Title: **Student Substance Use**
Category: **Health and Safety**
Number: **3210**

G. Students and parents shall be made aware of available counseling services and other support services outside of the school. Access to community assessment, counseling and treatment services may be facilitated by the school for students and families. In taking or facilitating such action, school personnel shall strive to ensure the confidentiality of those involved. Students should feel free to seek and receive counseling about substance use and related problems without fear of punishment or reprisal.

H. When, in the opinion of the school principal, a student is in possession of, or under the influence of impairing or illegal substances either during the regular school day or at a school-sponsored function, whenever or wherever held, the student may be either sent home or suspended. The length and type of the suspension shall be determined on a case-by-case basis. Where possible, once the student is no longer in an impaired state, the suspension should be in-school.

I. When, in the opinion of the school principal, a student is providing impairing or illegal substances to other students, whether for profit or not, the student may be suspended under the same guidelines as outlined in Regulation #1320.

J. The RCMP may be informed of suspected use or possession of illegal substances.

K. School principals, given reasonable cause, are permitted to search student lockers without the consent of the student.

L. Any illegal substances discovered to be in a student's possession or on school property shall be confiscated immediately by the school principal. At the time of confiscation, other responsible adults shall be made aware of the action that has been taken by the principal. The substance shall be locked in a secure place within the school. The RCMP shall be called immediately to pick up the confiscated material.

M. In making decisions about disciplinary procedures, the principal 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 well-being of other students and staff members.

Title: **Student Substance Use**
Category: **Health and Safety**
Number: **3210**

N. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the school principal, help to develop a positive peer influence in the area of substance use.

Received:

References: Board Policy 11.6; *Tobacco and Vapour Products Control Act* - Section 2.2, *Cannabis Act*





School District No. 46 (Sunshine Coast)

Administrative Regulations

HEALTH AND SAFETY

3210

SMOKING AND TOBACCO USE

Purpose:

The Province of British Columbia (Bill 10, *The Tobacco Sales Amendment Act, 2007*), together with the Board of Education of School District No. 46 (Sunshine Coast) believes that tobacco use and smoking are addictive practices and that tobacco use in the school and work environment are unhealthy practices.

Practices:

1. Smoking is prohibited on all property owned or operated by the school district and in school district vehicles.
2. Students are not permitted to smoke on school buses or at any school function held in other locations.
3. The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.

Date adopted: January 1996
Revised: August 2008, November 2013

Reference: Reference: Board Policy 11.6; *Tobacco and Vapour Products Control Act* - Section 2.2

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

HEALTH AND SAFETY

3240

STUDENT SUBSTANCE ABUSE

Purpose:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of alcohol and drugs. The Board shares responsibility with students, parents and the community for addressing problems associated with the use and abuse of such substances. The Board supports a proactive and comprehensive approach to substance abuse which emphasizes preventative curriculum, early intervention, counselling and disciplinary actions.

Practices:

1. The Board prohibits the use of alcohol and drugs by students while on school property or at school-sponsored events.
2. Administrators and teachers shall strive to ensure that all students receive instruction that promotes substance abuse awareness, responsible decision-making, positive self-esteem and overall good health.
3. Administrators and teachers shall remain aware of current scientific knowledge and instructional techniques related to substance abuse education.
4. Students and parents shall be made aware of available counseling services and other support services outside of the school. Access to community assessment, counseling and treatment services may be facilitated by the school for students and families. In taking or facilitating such action school personnel shall strive to ensure the confidentiality of those involved. Students should feel free to seek and receive counseling about substance abuse and related problems without fear of punishment or reprisal.
5. When, in the opinion of the school administrator, a student is in possession of or under the influence of intoxicating substances either during the regular school day or at a school-sponsored function whenever or wherever held, the student may be suspended. The length of the suspension shall be determined on a case-by-case basis.

Date adopted: January 1996
Revised: July 2002, November 2013

Reference: Board Policy 11.6

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

HEALTH AND SAFETY

3240

STUDENT SUBSTANCE ABUSE (continued)

6. When, in the opinion of the school administrator, a student is providing intoxicating substances to other students, whether for profit or not, the student may be suspended under the same guidelines as outlined in Regulation #4.
7. The RCMP shall be informed when disciplinary action is being taken pursuant to Regulations #4 and #5.
8. School district employees, given reasonable cause, are permitted to search student lockers for intoxicating substances without the consent of the student.
9. Any illegal substances discovered to be in a student's possession or on school property shall be confiscated immediately by the school administrator. At the time of confiscation, other responsible adults shall be made aware of the action that has been taken by the administrator. The substance shall be locked in a secure place within the school. The RCMP shall be called immediately for permission to be in possession until such time as it can be delivered.
10. In making decisions about disciplinary 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 well-being of other students and staff members.
11. Encouragement and support shall be offered to those student organizations and activities that, in the opinion of the school administrator, help to develop a positive peer influence in the area of substance abuse.

Date adopted: January 1996
Revised: July 2002, November 2013

Reference: Board Policy 11.6

Supt. Signature: