



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

REGULAR MEETING AGENDA

Wednesday, November 14th, 2018 at 7:00 p.m.
At the School Board Office, Gibsons, B.C.

1. Call to Order
2. Celebrating Education: Coastal Cup – J. Brisebois
3. Public Question Period (10 minutes in total)
4. Adoption of the Agenda
5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings
 - a. Regular Meeting – October 10, 2018..... Pg. 1-9
 - b. Record of Closed Meeting – October 10, 2018..... Pg. 10
6. Reports
 - a. Executive Reports
 - i. Superintendent’s Report..... Pg. 11-12
 1. Strategic Plan Reports:
 - a. Goal 1.i. – Technology..... Pg. 13-14
 - b. Goal 2.j. – Sustainable Practices..... Pg. 15-17
 2. Administrative Regulations:
 - a. Circulating to December 3, 2018 Prior to being Repealed
 - i. Reg. 2080 – Job Descriptions Pg. 18
 - ii. Reg. 3140 – Medical Examination of Employees..... Pg. 19
 - iii. Reg. 3210 – Smoking in Schools..... Pg. 20
 - b. Revised and Circulating until January 3, 2018:
 - i. Reg. 1090 – Copyright..... Pg. 21-22
 - ii. Reg. 1130 – Extended Experiences..... Pg. 23-26
 - iii. Reg. 2060 – Distribution of Union/Political Materials Pg. 27
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 - v. Reg. 3240 – Student Substance Use..... Pg. 30-32
 - vi. Reg. 5045 – Grant Applications Pg. 33-34
 - vii. Reg. 5070 – School Funds Pg. 35
 - c. Regulations to be Received:
 - i. Reg. 1010 – Animals in Schools..... Pg. 36-37
 - ii. Reg. 1170 – Internet Appropriate Use and District Wide Network..... Pg. 38-42
 - iii. Reg. 1260 – School Calendar (*to be repealed*)
 - iv. Reg. 3260 – Trespassing and Maintaining Order..... Pg. 43-44
 - v. Reg. 3280 – Video Surveillance..... Pg. 45-48
 - ii. Secretary-Treasurer’s Report Pg. 49
 1. Larger Cheques Written in the Month of October 2018..... Pg. 50-51
 - b. Board/Committee Reports
 - i. Board Report Pg. 52
 1. BCSTA Report
 2. BCPSEA Report
 3. Student Trustee Report
 - ii. Operations Committee Notes – October 18, 2018..... Pg. 53-54

1. Distance Between Schools and Cannabis Stores (*motion*)
 iii. Education Committee Notes – October 24, 2018..... Pg. 55-56

MOTION: “TO receive the reports.”

7. Correspondence

- a. shísháhl Nation – Congratulations..... Pg. 57

MOTION: “TO receive the correspondence.”

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

9. Next Meeting

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

MOTION: “TO approve the committee agendas.”

10. Adjournment

COMMITTEE MEETINGS				
2018 – 2019				
MONTH	EDUCATION COMMITTEE	OPERATIONS COMMITTEE	POLICY COMMITTEE	COMMITTEE OF THE WHOLE
September	26 from 2:30-4 pm	20 from 12:30-2 pm	Cancelled	25 from 9:30-11:30 am
October	24 from 2:30-4 pm	18 from 12:30-2 pm	Cancelled	Cancelled
November	28 from 2:30-4 pm	22 from 12:30-2 pm	Cancelled	27 from 9:30-11:30 am
December	19 from 2:30-4 pm	20 from 12:30-2 pm	18 from 11:30-1 pm	18 from 9:30-11:30 am
January	23 from 2:30-4 pm	17 from 12:30-2 pm	22 from 11:30-1 pm	22 from 9:30-11:30 am
February	27 from 2:30-4 pm	21 from 12:30-2 pm	26 from 11:30-1 pm	26 from 9:30-11:30 am
March	13 from 2:30-4 pm	14 from 12:30-2 pm	12 from 11:30-1 pm	12 from 9:30-11:30 am
April	24 from 2:30-4 pm	18 from 12:30-2 pm	23 from 11:30-1 pm	23 from 9:30-11:30 am
May	22 from 2:30-4 pm	16 from 12:30-2 pm	28 from 11:30-1 pm	28 from 9:30-11:30 am
June	26 from 2:30-4 pm	20 from 12:30-2 pm	25 from 11:30-1 pm	25 from 9:30-11:30 am
NOVEMBER AGENDAS:	1. Reading (1.b.) / Reading Teachers (2.b.) 2. Regs for Review: a. 3230 – Student Interviews by Outside Agencies b. 1160 – Home Schooling 3. Curriculum (standing item) 4. Parent Engagement (standing item)	1. Healthy Staff (2.j.) 2. Budget Discussion 3. Regs for Review: a. 3010 – Accident and Illness b. 3070 – Fire Safety c. 3080 – First Aid d. 4100 – Natural Gas Leaks e. 2130 – Volunteers 4. Local Government OCP and Zoning Referrals (standing item) NOTE: Meeting at the Sechelt Learning Centre	No meeting in Nov.	1. Safe / Healthy Schools (Cultural) (2.h.) 2. Communication (standing item)
<i>All committee meetings take place at the School Board Office, unless otherwise noted.</i>				



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

Held on Wednesday, October 10th, 2018
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: L. Pratt (Chair), D. Mewhort, P. Ruth, C. Younghusband (via teleconference)

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

REGRETS: L. Dixon, Trustee; B. Baxter, Trustee; G. Russell, Trustee

#11. Call to Order

The meeting was called to order at 7:03 p.m.

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

#12. Swearing-in of Student Trustee

Secretary-Treasurer Weswick facilitated the swearing-in of incoming student trustee, Nicholas Davis, to the Board of Education of School District No. 46 (Sunshine Coast).

#13. Celebrating Education: Excellence in All We Do! – P. Bocking

Superintendent Bocking shared a message of gratitude to the outgoing board of education. A copy of the message will be attached to the minutes of the meeting. Trustees were presented with a school district blanket in recognition of their efforts and passion for education. Chair Pratt was presented with a Reflections print for her service as chair of the board.

#14. Public Question Period

- There were no questions from the public.

#15. Adoption of the Agenda

MOTION: Ruth/Mewhort

“THAT the agenda of October 10th, 2018 be adopted.”

Carried.

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

- a. Regular Meeting – September 12th, 2018
- b. Record of Closed Meeting – September 12th, 2018

MOTION: Ruth/Mewhort

“THAT the minutes of the Regular Meeting of September 12th, 2018 and the Record of the Closed Meeting of September 12th, 2018 be adopted.”

Carried.

#17. Reports**a. Executive Reports****i. Superintendent’s Report**

Superintendent Bocking spoke to his written report, highlighting recent events taking place in the district. Director White and Director Bishop spoke to items in the written report.

1. Administrative Regulations:**a. Circulating to November 5th, 2018 Prior to being Repealed:**

The following regulations were deemed redundant or unnecessary and are scheduled to be repealed.

i. Reg. 1260 – School Calendar**b. Revised and Circulating until December 3rd, 2018:**

Additional information on revisions can be found in the committee notes of meetings taking place in September, 2018.

i. Reg. 1230 – Process for Administrative Regulations**ii. Reg. 1070 – Coaching****iii. Reg. 1150 – Graduation Ceremonies****iv. Reg. 1255 – Scholarships, District / Authority Awards and Bursaries****v. Reg. 1275 – Family Law Information****vi. Reg. 3180 – Responding to a Threat or Potential Violent Behaviour****c. Regulations to be Repealed:**

The following regulations have completed the circulation phase and have been repealed.

i. Reg. 2230 – Career Programs**ii. Reg. 2920 – Distance Education****iii. Reg. 3870 – Use of Potentially Dangerous Equipment****2. Strategic Plan Reports:****a. Goal 1.g. – Outdoor Education**

Superintendent Bocking spoke to the written report.

b. Goal 2.d. – Parent Communication

Superintendent Bocking spoke to the written report.

ii. Secretary-Treasurer’s Report**1. Enrolment Report**

Secretary-Treasurer Weswick spoke to the enrolment report included in the agenda package and reported that the overall student enrolment was higher than expected.

2. Larger Cheques Written in the Month of September 2018

The report was provided as written. Vice-Chair Ruth sought clarification on one of the cheques included in the report.

b. Board/Committee Reports

i. Board Report

Chair Pratt reported that TEA 1 candidate Darren Inkster had submitted a request to withdraw and that ministerial approval to accept the withdrawal had been granted. As a result, the remaining candidate, Samantha Haines, was elected by acclamation for the office of trustee for TEA 1.

Chair Pratt recognized the years of service performed by her fellow trustees and thanked senior administration and staff at the board office for their support.

1. Board Evaluation Committee Notes – July 3, 2018

The notes were disclosed by board motion at the September 13th Closed Board Meeting.

2. BCSTA Report

Vice-Chair Pratt reported that Provincial Council would take place during the Trustee Academy due to election period. A joint conference with BCPSEA is scheduled for early January to introduce trustees to the bargaining process.

3. BCPSEA Report

Trustee Mewhort reported that BCPSEA continues to prepare for bargaining.

4. Student Trustee Report

Chair Pratt presented Student Trustee Davis with a school district jacket. Student Trustee Davis commented that he was honoured to be selected by his peers for the role and looks forward to representing students in the school district.

ii. Operations Committee Notes – September 20, 2018

The notes were presented as written.

MOTION: Mewhort/Ruth

“THAT the chair write a letter requesting the SCRD’s Regional Growth Strategy consultation take place after the election, when a new board is in place.”

Carried.

MOTION: Mewhort/Ruth

“THAT the chair write a letter to the Town of Gibsons requesting a buffer, or safe zone, be established around school sites when considering and issuing temporary grants to cannabis retailers and lounges.”

Carried.

MOTION: Mewhort/Ruth

“THAT the chair write a similar request to all local governments, requesting a buffer, or safe zone, be established around school sites when considering and issuing temporary grants to cannabis retailers and lounges.”

Carried.

iii. Committee of the Whole Notes – September 25, 2018

The notes were submitted as written.

1. Select Standing Committee on Finance and Government Services

Draft letter provided in the package. One update to add – VW provided input on the value of funds put towards education. For every one dollar spent, 11 dollars saved from the ministry of health, criminal justice.

iv. Education Committee Notes – September 26, 2018

The notes were provided as written.

MOTION: Mewhort/Ruth

“TO receive the reports.”

Carried.

#18. Correspondence

a. D. Cunliffe – Request for Letter of Support for Halfmoon Bay Community Association

MOTION: Ruth/Mewhort

“TO receive the correspondence.”

Carried.

MOTION: Ruth/Mewhort

“TO send a letter of support to the Halfmoon Bay Community Association in their bid to replace the old community hall.”

Carried.

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

- A member of the audience asked for clarification on an item included in the September cheque report. Secretary-Treasurer Weswick provided a response.
- A member of the audience asked for information on the inaugural meeting. Secretary-Treasurer Weswick indicated that the meeting would provide an opportunity for trustees to make their oath of office and to elect a board chair, vice-chair, BCSTA provincial councilor and BCPSEA representative.
- A member of the press asked for clarification of the board evaluation process. Chair Pratt summarized the various ways in which trustees had evaluated their roles in prior years.

#20. Next Meeting

The inaugural meeting of the board will take place at 7:00 pm on November 6th, 2018.

The next public board meeting will be held on November 14th, 2018.

MOTION: Ruth/Mewhort

“TO approve the committee agendas.”

Carried.

#21. Adjournment

MOTION: Mewhort/Younghusband

The meeting adjourned at 8:14 p.m.

Carried.

Lori Pratt
Board Chair

Nicholas Weswick
Secretary-Treasurer



OFFICE OF THE SUPERINTENDENT

October 10, 2018

**Board of Education
Celebrating: Excellence in All You Did!**

It is my pleasure tonight to celebrate education by celebrating the remarkable individuals who have made up the Sunshine Coast Board of Education for this past term, and, in some cases, for many terms before!

It is the duty and privilege of a board of education to represent the interests of a community in the education of its children and youth. The relationship is one of expectation, communication, and trust. You have returned that trust invested in you by creating a culture of success and deep care in your district. You have proven to all that the Board governance structure, in its most refined form, makes an enormous difference in the learning of students and the future of our community.

I'd like to highlight just a few of the key accomplishments of this board, not all by any means.

You have made creating a Strategic Plan an art form. Through in-depth consultation and reflection, you identified the interests of the community, including input from your professional staff, to develop a plan that has been moving the culture and learning taking place in our schools to new and exciting dimensions. You have shared the process and the outcome with other local governments, and many other boards of education, to unselfishly enhance the education of their students as well as the students for whom you are responsible. Your strategic thinking as a board has influenced, challenged and created innovation far beyond what would have been possible without your passion for community and staff involvement, strategic planning and dedication to your students.

The safety of your students is your priority. Through experience, you identified the safety concern of wired glass. A typical board would rightfully ask their staff through policy that students are to be safe and then expect evidence that the matter is dealt with. You did that but you weren't satisfied with a district level of influence. You brought the issue to the BCSTA and successfully used your political astuteness to pass a motion imploring the matter to be dealt with provincially. Safety for students has never been negotiable. The motion passed and students you will never know are safer because of it.



OFFICE OF THE SUPERINTENDENT

Your passion for students isn't simply about seeing them learning on your annual school visits: your passion is about hearing them in genuine forums and in a way that makes a difference to your governance decisions. As the first district in B.C. to enshrine the Student Trustee role in Board policy, you have led all other school boards to embrace the voice of students. Other Boards are following and setting up Student Trustees and student leadership teams. You have challenged and inspired trustees across the province to truly listen to their students in new and exciting ways. Just imagine the many students who will feel connected through student leadership in their schools and districts because of your creative, skilled and fearless commitment to simply hearing what students have to say.

You care deeply about the well-being of your students and your staff. Warmth and support have been your theme for all of the time that I have known you. With your leadership philosophy, your teachers, support staff, school and district leadership confidently feel that they can achieve excellence for students based on their professional skills, experiences and individual passions. Further, important policies that you have developed and modeling that you have provided, have driven a culture of acceptance, inclusion and support. Students, families and staff from diverse ethnic, socio-economic, sexual orientation and gender backgrounds, are fully embraced in our schools as their homes away from home. Following your example, our schools will be forever remembered by our students as a place where they are loved for whom they are.

As your executive staff, we have been energized and engaged unlike any executive of which I have been a part. You have built ladders for us to climb allowing us to see far beyond what should have been possible in any other context. We have felt empowered to implement the policies and direction that you have given us and we have felt respected and supported at every turn.

Always circulating through our minds are words that you brought forth from the community, and then celebrated in your strategic plan.

I am so pleased to present a video that celebrates the lasting difference that you have made for the students and the staff of schools on the Sunshine Coast.

Patrick Bocking
Superintendent of Schools



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

RECORD OF CLOSED MEETING

Held on Wednesday, October 10th, 2018
At the School Board Office – Gibsons, B.C.

PRESENT: TRUSTEES: L. Pratt (Chair), P. Ruth (Vice-Chair), D. Mewhort, C. Younghusband
(via teleconference)

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

REGRETS: B. Baxter, Trustee; L. Dixon, Trustee; G. Russell, Trustee

The meeting was chaired by Vice-Chair Ruth.

Call to Order

The meeting was called to order at 5:29 p.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
 - Personnel
 - Superintendent Evaluation Committee Notes – September 25, 2018
 - BCPSEA Teacher Bargaining Employer Consultation Survey
 - PFA Support Staff Agreement
 - Exempt Staff Compensation
 - Staff Update
 - Property
 - Property Update
- **Items for Disclosure**
 - There were no items for disclosure

Adjournment

The meeting adjourned at 6:22 p.m.

Lori Pratt
Board Chair

Nicholas Weswick
Secretary-Treasurer

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

Superintendent's Report

Submitted by Superintendent Patrick Bocking
November 14th, 2018

1. Students

- a. Students and staff reflected on the pain of past and current conflicts at Remembrance Day Ceremonies that were held in all of our schools on Friday, November 9.
- b. Shannon Hanson, regional coordinator for the Industry Training Authority, spoke with Foods and Auto Service Tech classes to let them know more about careers in Trades.
- c. Twenty Four Grade nine students from Elphinstone Secondary participated in a "Job Shadow" activity this term as part of their Career 9 class. All grade 9 students at Elphinstone will participate in this activity this year.
- d. Eleven of our International students participated in a walking tour of Vancouver on October 24. We have two staff providing regular activities for these students throughout the year.
- e. We have an ever increasing number of Work Experience and Apprentice students out in the workplace. Our District Career Coordinator supports students and the employers to provide these opportunities and help students gain valuable career skills.

2. Staff

- a. Teachers and Principals continue their work on "CARE" teams at each of our elementary schools. Through training, collaboration and practice, teachers hone their skills in the teaching of reading and writing.
- b. Teachers and Principals developed professional skills at the Primary Math CAMP with facilitator Sandra Ball.
- c. Teachers explored strategies for working with people at the first of a series of Leadership sessions.
- d. Staff learned how to support provide initial mental health support to students at a two-day Mental Health First Aid workshop.
- e. Many of our Principals and Vice Principals are further developing their leadership skills in the BCPVPA, "Creating a Culture of Learning 2" program. Following a Sunday workshop, they attended Cedar Grove Elementary to visit classrooms, observe lessons, practice and deepen their observation and support skills.
- f. Secondary Principals joined Metro colleagues to develop their skills and share strategies in the delivery of effective secondary programs.
- g. Senior staff attended training opportunities on Human Resource management (BCPSEA), school safety (School Safety Association of BC, SSABC), system leadership (BCSSA), Communications, Indigenous Education (Ministry), Graduation

Program (Ministry).

3. Community

- a. The October DPAC meeting was well attended by representatives from most PAC. Parents learned about mental health supports from Director White.
- b. We are pleased to work with five dynamic Community School Associations which deliver before and after school support for our schools. Nutrition programs, homework programs, skills programs, empathy programs (Roots of Empathy) and much more are provided for our students.
- c. Thanks to our partners at Child and Youth Mental Health (CYMH), especially Eva Pedersen, for organizing a joint learning session through BC Children's Hospital on ADHD on November 7th.
- d. Staff meet regularly with Habitat for Humanity to plan for the Spring Carpentry Youth Train in Trades (TRN) program.

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

Strategic Plan Report: Technology
Submitted by Superintendent Bocking
November 14th, 2018

Goal 1.(i). Our students will have the technical and social skills to navigate current and emerging technologies to enrich their learning.

“Technology is nothing. What's important is that you have a faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them.”

- Steve Jobs

Background:

The needs of our students and staff to learn and to be productive is at the core of our work in technology. Consequently, we ensure that we have wireless connectivity so that students and staff can access apps on devices wherever we are. The district provides training in multiple ways to support our staff who in turn support our students' learning needs. Finally, with an impressive “Engage!” framework we are communicating even more efficiently, collaborating more effectively and producing more abundantly.

Discussion:

The following initiatives are currently taking place:

- All computers in the district are on a replacement plan to ensure technology remains current.
- Continued support and training for learning through technology is readily accessible for teachers and educational assistants.
- The *Engage!* site provides collaborative opportunities for teachers and staff.
- Approximately 40% of our elementary teachers utilize the FreshGrade platform to communicate student learning with families. Additionally, over 30% of our elementary teachers actively use FreshGrade as a blog.
- The district and school websites are redesigned ensure excellence in communication with our community.
- MyBudgetfile in use by all schools and departments for budget planning purposes.
- Applied Design, Skills and Technologies (ADST) strategies being taught and supported for all students.
- The Technology Committee surveyed staff during the spring of 2018 and is developing strategies to meet the needs as identified by staff.

Next Steps:

- Complete the web site redesign
- Continue focus on technology training opportunities
- Review roll out of technology for staff

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

Strategic Plan Report: Sustainable Practices

Submitted by Secretary-Treasurer Weswick
November 14, 2018

Goal 2.j.: Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.

Background:

School District 46 remains committed to sustainable practices and the long-term preservation of assets in support of the district's 2015 – 2019 Strategic Plan.

Discussion:

At the October Operations committee, staff reported on several aspects related to sustainability.

The District is offering a Leadership Series for staff comprised of six, two-hour sessions to take place during the 2018-19 school year. The design is to be broad enough to encourage a wide variety of staff with different motivations in regards to how they demonstrate "Leadership" in their sphere of influence. The design of the program will include participant feedback to design some of the sessions. Twenty one staff have signed up for the series including teachers from most schools, and including staff from the finance and maintenance departments.

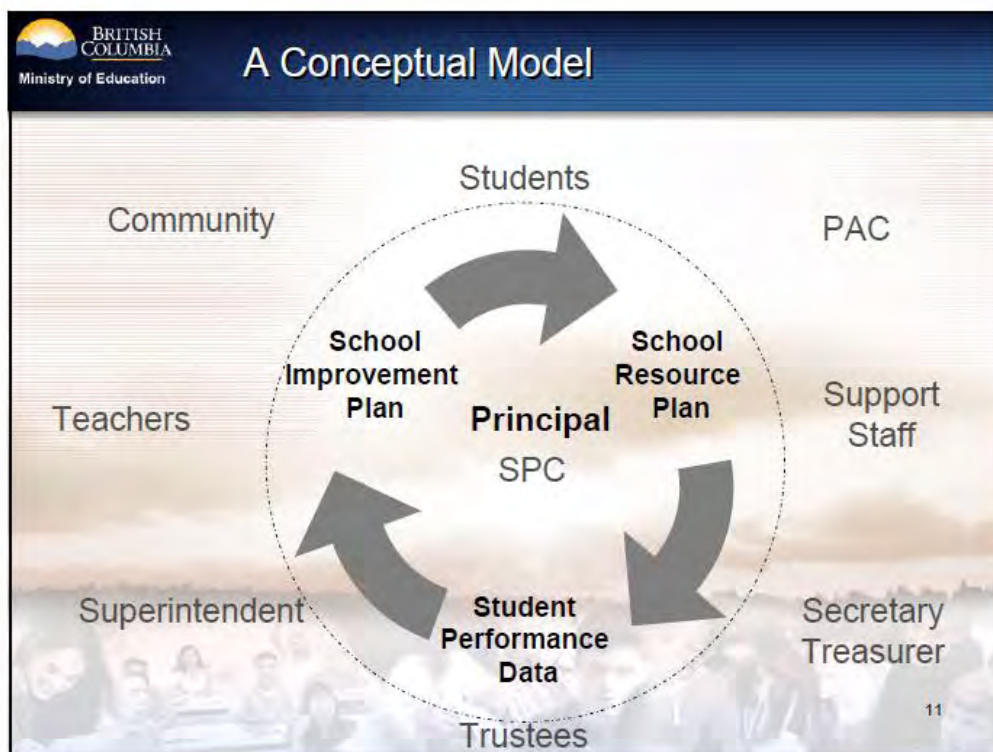
In the past few years, several sustainability projects related to school facilities have been completed, including the completion of major solar projects at three sites and the installation of high efficiency boilers at school sites heated with natural gas or propane. These upgrades, along with other conservation efforts, have led to significant savings in energy consumed each year and greenhouse gases emitted, as evidenced by the cumulative savings graph on page 3 of this report (Fig. 1).

More generally, finance staff has spent several years honing the decentralized decision-making model that it currently uses to allocate funds to schools and departments. This approach is part of the District's commitment to meet its statutory obligation to balanced budgets. Part of this model includes differential funding allocations based on expected pupil/teacher ratios at different grade ranges, with the lowest number of students per teacher at the lower age ranges. Under this approach, schools and some departments that access targeted funds are permitted to "carry-over" funds between budget years to allow for multi-year planning and to prevent unnecessary year-end spending.

What we know about decentralized decision-making is that:

- When decisions are made closer to the students, the right decisions are made.
- Effective schools are empowered schools.
- Leadership for learning is required in every school.
- Schools have greater authority and ability to make decisions that impact the learning of their students.

- Effective and appropriate involvement of staff, parents and students is a critical component.



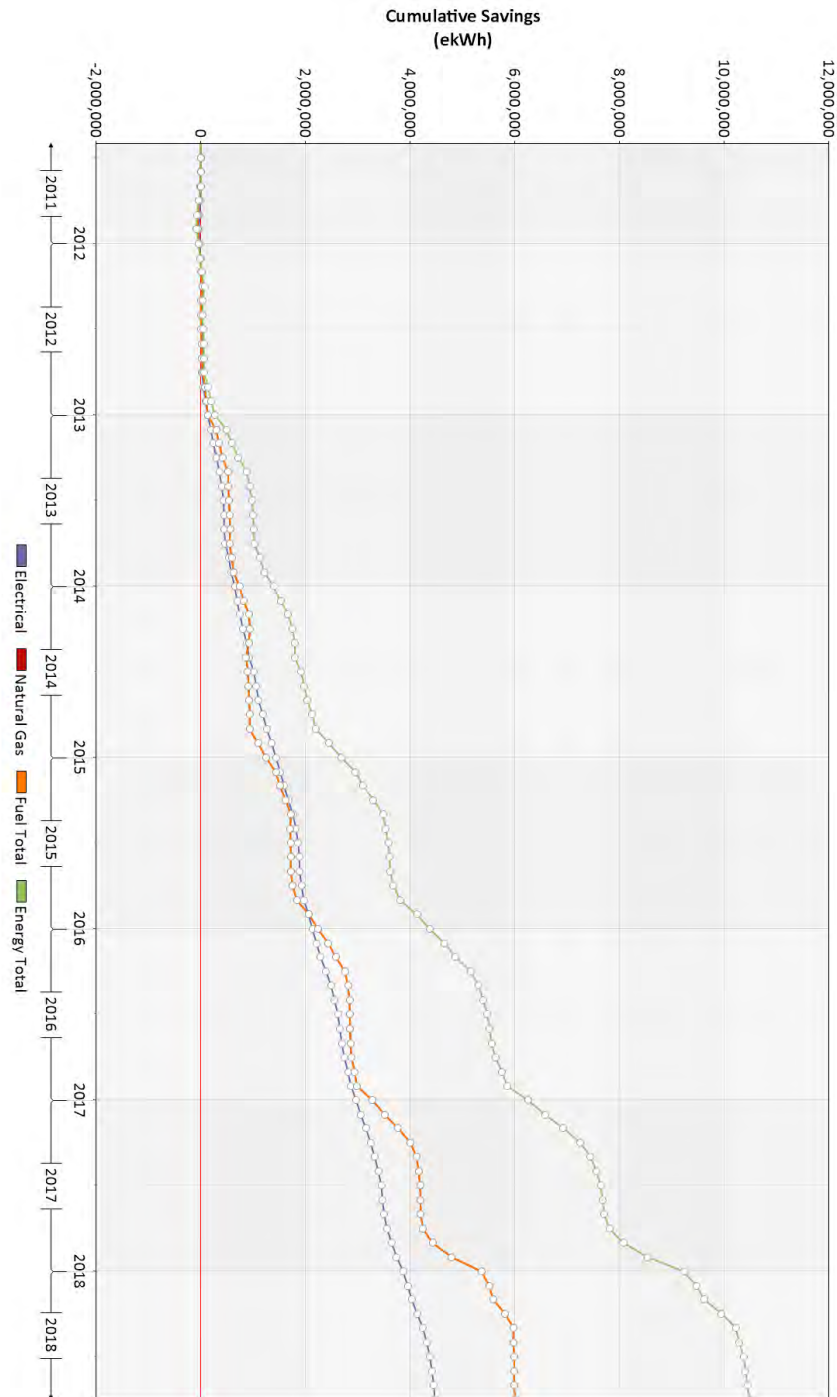
One complication that the district has faced in the past school year in managing this system is the more centralized approach the Ministry of Education has taken with the Classroom Enhancement Fund (CEF). This fund is intended to fully fund the impacts of the Supreme Court of Canada decision regarding teacher contracts related to class size and composition. Unfortunately, it's designed to strictly fund these impacts compared to an uncertain baseline, which is challenging given that class size and composition needs fluctuate each year. This has been the most challenging aspect of managing the finances of the District in the past two years since its implementation.

Next Steps:

- Finance Department: Staff have completed the initial implementation stages of a risk management program, ongoing review of regulations, and the implementation of a web based timesheet program. The timesheet program is expected to be especially beneficial in reducing payroll errors and will also significantly reduce paper consumption and some administrative workload.
- Finance Department: Going forward, the biggest risks related to financial sustainability are uncertainties regarding future CEF administration and the Ministry of Education's ongoing Funding Model Review. As these are largely dependent on Ministry of Education staff, staff and trustees have taken every opportunity to advocate for fair funding to support students in SD46.
- Human Resources: Ongoing Leadership Series for staff comprised of six, two-hour sessions to take place during the 2018-19 school year.

- Facilities Department: Investigating certification under ISO 5001 Energy Management. ISO 5001 certification increases awareness of energy use, reinforces good energy management behaviours and makes better use of existing assets and technologies.
- Facilities Department: Phase 2 of the application for West Sechelt Elementary Expansion Project is underway.

Fig. 1:





TO BE REPEALED

School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

2080

JOB DESCRIPTIONS

1. A handbook of current job descriptions shall be maintained by the H. R. Department.
2. Existing job descriptions shall be reviewed regularly and any necessary changes shall be recommended in writing to the Superintendent or designate.
3. New job descriptions shall be approved by the Superintendent or designate after consultation with the parties affected.
4. The Superintendent's job description shall be approved by the Board.

Page 1 of 1

Date adopted: January 1996
Revised: October 12, 2010

Reference: Board Policy 2.10/3.1

Supt. Signature:



TO BE REPEALED

School District No. 46 (Sunshine Coast)

Administrative Regulations

HEALTH AND SAFETY

3140

MEDICAL EXAMINATION OF EMPLOYEES

1. In consultation with the School Medical Officer, the Superintendent (or designate) may require an employee to undergo an examination by a medical practitioner, if the employee's physical, mental or emotional health presents a significant risk to the health or welfare of students or other employees.

Page 1 of 1

Date adopted: January 1996
Revised: December 3, 1997

Reference:

Supt. Signature:



TO BE REPEALED

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:

Title: **Copyright**

Category: **Education**

Number: **1090**

Circulating until January 3, 201-

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**

Circulating until January 3, 201-

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: **Extended Experiences**

Category: **Education**

Number: **1130**

Circulating until >Ubi Ufm3, 201-

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**

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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**

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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 #1360 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**

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

Received:

References:



Title: **Distribution of Union Material**

Category: **Personnel**

Number: **2060**

Circulating until >Ubi Ufm3, 201-

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: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

Circulating until >Ubi Ufm3, 201-

I. Rationale:

A. The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

II. Reference Checks:

A. Applicants for employment:

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department at the Board Office shall keep a record of all such reference checks.

III. Search of Criminal Records:

A. For existing and prospective employees, contractors and trustees:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.

B. For volunteers:

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the R.C.M.P. detachment in the applicant's present area of residence.
2. Requests for criminal record searches shall specify the location for which the applicant has applied.
3. The volunteer will be required to pick up the results. The results are to be delivered to the Human Resources Department in confidence.
4. The results will be reviewed by the Human Resources Manager or designate.
5. If the record provides no reason why the applicant should not be in the

Title: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

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school, the applicant shall be advised in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Human Resources Manager considers detrimental to their presence in the school, they will contact the applicant. Clarification and further action will be determined at that time.

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

8. The criminal record check is considered valid for a period up to 5 years from the date of the search.

IV. Appeal of Criminal Records:

A. If the applicant should consider the record to be incorrect, the official shall advise the applicant to take the matter up with the R.C.M.P.

B. If the R.C.M.P. on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the Board.

Received:

References:



Title: **Student Substance Use**

Category: **Health and Safety**

Number: **3240**

Circulating until >Ubi Ufm3, 201-

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: **3240**

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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: **3240**

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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*

Title: **Grant Applications**

Category: **Finance**

Number: **5045**

Circulating until >Ubi Ufm3, 201-

I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the Board may seek or accept external funding through donations or grants.

II. Procedures:

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
1. Is consistent with the values, goals, directions of the school and district;
 2. responds to a clearly understood educational need;
 3. supports and does not undermine, either implicitly or explicitly, existing programs;
 4. is beneficial to the school and/or community;
 5. does not directly benefit in a material way an individual student or staff member;
 6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements);
 7. is subject to District procedures regarding accounting and tax receipts; and
 8. neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise.
- B. Principals may sign grant applications for up to \$2,000. Any grant submissions for greater than \$2,000 must come to the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually on all grants received greater than \$5,000.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.



Title: **Grant Applications**

Category: **Finance**

Number: **5045**

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F. School parent advisory council (PAC) or district parent advisor council (DPAC) should work with the school principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.

Received:

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



Title: **School Funds**

Category: **Finance**

Number: **5070**

Circulating until >Ubi Ufm3, 2019

I. Rationale:

To be as efficient as possible, certain types of transactions are permitted using school-based bank accounts.

II. Process:

A. Principals shall take appropriate steps to ensure that all monies collected or authorized in a school's name shall be secured at all times and shall ensure that unsecured funds are not kept in the school overnight.

B. Principals shall ensure that all funds which are collected or dispersed at the school shall be kept in trust accounts and accounted for in an appropriate way, consistent with the school district's policies and regulations.

C. The district's Office Handbook designates appropriate procedures regarding managing school funds and the types of transactions that are permitted.

D. All funds administered by a school, including student council funds, shall be audited, at least biannually, by the Secretary-Treasurer and may be audited by an external auditor.

E. Wherever possible, the amount of cash held by the school should be minimized, to reduce the potential for theft and malfeasance.

F. Schools shall not collect or hold funds on behalf of any third party, unless approved by the Secretary-Treasurer.

G. All school accounts and investments must be disclosed and recorded on the district's financial statements.

H. All cheques and other authorizations to disburse funds require two (2) authorized signatories and no cheque may be signed without a dollar amount and payee listed.

I. All expenses must be approved prior to reimbursement.

Received:

References:



Title: **Animals in the Schools**
Category: **Education**
Number: **1010**

I. **Rationale:**

Research supports that having animals and pets in the classroom can have strong benefits for children. Animals can reduce stress and anxiety, improve social interaction, and increase motivation and learning.

II. **Guidelines:**

A. The principal shall approve all animals that are brought into schools for instructional purposes.

B. Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animals (as per S.P.C.A. guidelines). Teachers who bring animals into their classrooms will be responsible for ensuring enclosures are kept in a sanitary condition.

C. Animals shall not be allowed to roam freely in the school. Due to the nature of their work, therapy dogs may be unleashed while in certain settings, but will be kept under control at all times. Dogs used for therapeutic purposes will require proper certification indicating a training program has been successfully completed. Dogs must be completely housebroken and up to date on vaccinations before being brought to school.

D. Animals shall not be left in schools during holiday periods. The staff member who brought the animal(s) to the school will be responsible for the proper care of the animals.

E. Prior to introducing any animals into the classroom, teachers shall be certain that:

1. Students and school personnel are not allergic to their presence. If a student or staff member suffers from an allergy that is aggravated by the presence of animals, the animal must be removed;
2. The animals are free from any disease or parasites;
3. The animal will present no physical danger to students;
4. Students will be instructed in the proper care and handling of the animal.

F. Staff shall not bring their own household pets into district schools except for instructional purposes and student support.



Title: **Animals in the Schools**

Category: **Education**

Number: **1010**

G. Staff must be sensitive aware that students and/or staff may have fears associated with certain animals and will ensure that introduction of animals is done carefully and with thoughtful collaborative preparation.

Received:

References:



Title: **Internet Appropriate Use and District-Wide Network**
Category: **Education**
Number: **1170**

I. Rationale

School District No.46 (Sunshine Coast), through its district-wide network, provides data communication links among all district sites and a high-speed connection to sites outside the district including the Internet. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students and staff may receive offensive communications and may access material that is not appropriate. The District will inform all stakeholders of potential risks and benefits, and define expectations for all user groups (students, staff, parents and visitors).

Access to the Internet is provided through the Next Generation Network (NGN). NGN [MOU1] is part of the provincial government network. Standards of use apply to all NGN users.

Principals must review appropriate Internet usage and District policy yearly. This could be done via assemblies, teacher reminders, student planners and appropriate signage in classrooms.

To manage network capacity and ensure optimal network performance:

- A. Users do not access Internet radio stations, or video services (typically referred to as "streaming" audio or video), unless the use is education related.
- B. Users do not engage in multiplayer network gaming where data is continuously exchanged among players.
- C. Users do not download large files, such as movie or music files, unless they are education related.
- D. Users do not act as a file server to Internet users by sharing movies, music files, and software of other files from the device.

Inappropriate use of district computers has the potential to cause public embarrassment and damage the trust relationship that we have with our public. Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.

In providing Internet access the district will not permit the creating, distributing, or accessing of any material that is not suitable for classroom learning. The Internet is a global electronic



Title: **Internet Appropriate Use and District-Wide Network**
Category: **Education**
Number: **1170**

network and not under the district's control.

II. Procedures

The following procedures will ensure appropriate use. Inappropriate behaviours may lead to disciplinary action, including confiscation of technology, suspension or limitation of network access privileges and corrective actions up to and including termination of staff and or referral to the R.C.M.P.:

A. Inappropriate use of network services includes, but is not limited to, the following:

1. Users may not use the district's networks or computing equipment to:
 - a) Transmit any materials in violation of Canadian laws;
 - b) Download, duplicate, store, or transmit pornographic materials;
 - c) Transmit or post threatening, abusive, obscene or harassing material;
 - d) Duplicate, store, or transmit copyrighted material that violates copyright law;
 - e) Participate in pyramid schemes or chain mail;
 - f) Harass other users;
 - g) Install any software onto district owned devices without the permission of the district Technical Support Staff or the school's Principal. (Staff may download appropriate software / apps for job related purposes onto their assigned district owned devices.)
2. Users may not violate, or attempt to violate, the security of the district's computers, data or network equipment or services. Users must not attempt to obscure the origin of any message or download materials under an assumed Internet address.
3. Attempting to access unauthorized district data *is* prohibited.

Any attempt to vandalize district network accounts or systems is strictly prohibited and will result in termination of the user's computer and network privileges. Vandalism is defined as any malicious attempt to harm or destroy

Title: **Internet Appropriate Use and District-Wide Network**
 Category: **Education**
 Number: **1170**

data or capture the data or passwords of another member, the district, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

- a) Any use of another individual's password-protected account is prohibited.
 - b) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district's networks and services.
4. Users may not:
- a) Use abusive, vulgar, profane, harassing, or other inappropriate language;
 - b) Post, download or transmit inappropriate images / photographs / videos;
 - c) Re-post personal electronic mail or posts received to public forums (e.g., list serves, newsgroups, Twitter, Facebook) without permission from the author.
 - d) Share password(s) with others;
 - e) Distribute or use anyone else's account name and password;
 - f) Reveal anyone else's personal address, phone number, or picture without their consent, except as required in the course of one's duties;
 - g) Use network access for personal business purposes or anything else not related to the individual's position in the district;
 - h) Transmit or expose to Internet access, personal, confidential or protected information, which is reasonably likely to be excepted or excluded from access under the Freedom of Information and Protection of Privacy Act.

B. The district's local and wide area networks are intended primarily for educational purposes and for the business and administrative functions directly in support of the district's operation.

Title: **Internet Appropriate Use and District-Wide Network**
Category: **Education**
Number: **1170**

C. Network services and access to these services shall only be by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account. Where possible, students are to have their own password-protected account and teachers are not to permit students to operate under the teacher's account. Staff are expected to take all reasonable precautions to ensure that students are not accessing inappropriate material on the Internet.

D. When interacting with other users on the district-wide network or Internet, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner.

E. Using the district's networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.

F. Users are advised that computer systems (and files/records including email records) are district property and may be inspected or monitored at any time if misuse is suspected.

G. All above procedures apply whether district network access is gained from in or out of school/work settings and/or school/work time.

H. Violations of the above and other inappropriate uses of technology may result in sanctions including but not limited to:

1. Confiscation of technology or removal of computer privileges (temporary or permanent).
2. Additional disciplinary action at the school level in line with existing disciplinary practice for dealing with inappropriate language or behavior.
3. An exclusion from a computer course option.
4. Where applicable, law enforcement agencies may be requested by the Superintendent/designate to become involved in criminal prosecution, as detailed in the computer crimes provisions of the Criminal Code of Canada.

I. School Principals will, where and when appropriate, ensure that the District-Wide Network Student Registration Form is signed by parents or guardians and or students and kept in students' files.

Title: **Internet Appropriate Use and District-Wide Network**
Category: **Education**
Number: **1170**

J. Guest users of the district-wide wireless network will be presented with defined terms of use and must agree to accept those terms before access to the network is granted.

Received:

References: Board Policy 11 and 21



Title: **Trespassing and Maintaining Order**
 Category: **Health and Safety**
 Number: **3260**

I. Rationale:

The District believes in the safety of students and staff. Section 177 of the School Act, "Maintenance of Order", gives authority to employees to maintain that order.

II. Visitors

- A. Principals shall establish guidelines and procedures for visitors to their school.
- B. Clearly visible printed or painted signs shall indicate to all visitors that it is necessary for them to report to the school office before proceeding to any other part of the school building.
- C. Staff who have invited resource people to the school shall notify the school office of the arrangements.
- D. Staff and administration that become aware of visitors who have bypassed the established procedures shall request the person to report to the office.

III. Maintaining Order

- A. By September 30, Principals shall submit a list of staff to the Superintendent to request the right to suspend students or to direct persons off of school grounds.
- B. Any person interrupting or disturbing a school or a school function, wherever it is held, shall be directed to leave the premises by the principal or designate as per section 177 of the *School Act*.
- C. If the person so directed does not leave the premises immediately, the authorized person shall request assistance from the R.C.M.P. Neither force nor any physical contact shall be used under any circumstances other than self-defense.
- D. The person so directed shall not enter on the premises again unless prior approval is given by the Principal or other administrator.
- E. Report the incident to the superintendent or designate in writing:
 - 1. Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.
 - 2. Document the incident, including the following information at a minimum:
 - a) name of school;
 - b) date, time, and location of incident or incidents;
 - c) description of incident or incidents (i.e. what happened, who was

Title: **Trespassing and Maintaining Order**
Category: **Health and Safety**
Number: **3260**

involved, etc.);

d) name (and contact information, when possible) of person excluded under section 177;

e) name of principal or other administrator who directed the person to leave school property;

f) length of exclusion;

g) date for review; and

h) name of person completing document.

F. School Administration shall inform the appropriate staff of the person excluded.

G. School staff will approach any person loitering on school property to confirm the reason for their presence. They will be informed that they are trespassing if they have no legitimate reason to be on the school site. No attempt whatever shall be made to detain or apprehend the person.

H. Any suspicious incidents shall be promptly reported to the R.C.M.P.

I. The principal shall maintain a record of names, dates, and times of incidents of trespassing.

J. The line of authority in enforcing this regulation shall be the principal, the vice-principal, a teacher or delegate as authorized by the principal, a custodian. In the absence of the person(s) previously named, the next person(s) in the list shall act with full authority when the security of the school environment or the safety of students is threatened.

Received:

References: *School Act, Section 177*

Title: **Video Surveillance**
Category: **Health and Safety**
Number: **3280**

I. Rationale:

The Board of Education recognizes that controlled video surveillance can contribute to the safety of students, staff and others on district premises and can be a valuable tool to aid in investigation of destructive acts, theft and/or other criminal activities. The Board also recognizes its obligations to protect the privacy rights of individuals.

II. Use of Cameras:

A. Video cameras may be used to monitor and/or record.

B. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives. The report will detail (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance. The report must indicate that consultation with the school community, including Parent Advisory Councils, has taken place. If the requirement for surveillance is required on a temporary basis for a specific investigative purpose, the district reserves the right to waive consultation.

C. If a surveillance camera is to be used within a school facility or on school land, the Board will provide notice of its plans to the applicable Parent Advisory Council. In accordance with and as required under Section 74.01 of the *School Act*, the Board must obtain the approval of the Parent Advisory Council before proceeding with implementation of the surveillance system.

D. Where the Board deems it appropriate, the Board may undertake consultations with other affected individuals regarding the implementation of surveillance, such as students, parents, staff or members of the community.

E. Signs must be clearly written and prominently displayed to notify the public of video surveillance. Notices must include contact information for the building administrator or designated staff responsible for answering questions about the surveillance system. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.

F. The Superintendent of Schools or designate must authorize any exceptions to II.C (e.g. a time limited specific investigation into criminal conduct or identifying specific safety or security issues). Such authorization will only occur if covert surveillance is essential to the investigation and this outweigh the privacy interest of those likely to be observed and after a detailed, comprehensible assessment of alternative options has

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occurred. Covert surveillance will not be authorized on an ongoing basis.

G. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor.) Any change in camera location must be authorized in the same manner.

H. Video surveillance is not to be used ordinarily in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms.) Any exception to this must be authorized by the Superintendent of Schools.

I. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.

J. All organizations that rent/occupy any part of the school property after hours must be advised that a recording CCTV system is in use and could potentially capture individuals' images.

III. **Security**

A. Video cameras will be installed only by a designated employee or service provider of the school district. Only designated employees/service providers and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or recorded images.

B. Only authorized persons will have access to the system's controls and recording equipment, and the Board will limit such access to those of its authorized personnel with a need to exercise such access. Reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.

C. A log of all instances of access to and use of recording will be maintained.

D. When implementation of an overt surveillance system has been authorized, the Board will ensure that affected staff, students, volunteers and the public are notified of signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the designated staff person who can answer questions about the surveillance system.

E. Recorded images will be stored in a secure location not normally accessible to students and the public, and can only be accessed by authorized personnel.

F. Recorded images may never be sold, publicly viewed or distributed, except as provided under this policy or as permitted under the *Freedom of Information and Protection of Privacy Act* or other applicable laws.

IV. **Viewing of Recorded Images**

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- A. Video monitors used to view recorded images should not be located in a position that enables public viewing.
- B. Recorded images will only be viewed by:
1. the building administrator or individual authorizing camera installation;
 2. management staff responsible for transportation where the image is from a bus surveillance system;
 3. parent and students (see IV.D below);
 4. school district staff with a direct involvement with the recorded contents of the specific recorded images;
 5. employees or agents responsible for the technical operations of the system (for technical purposes only);
 6. an employee or student facing any disciplinary action may authorize their union representative or other advocate to view the recorded images; and
 7. law enforcement agencies at the discretion of the administrator.
- C. The site administrator has the authority to grant temporary emergency responder access to closed circuit monitoring for that site:
1. For a specific defined training exercise; and
 2. In the event of an emergency situation.
- D. Parents or guardians requesting to view a recorded images of their child(ren) will be permitted to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act* and other applicable laws. Students may view recorded images relating to themselves if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.
- E. Student/parent/guardian viewing must take place in the presence of an administrator or authorized individual. A student/parent/guardian has the right to request that an advocate be present during viewing.

V. Retention of Recorded Images

- A. The Board reserves the right to use or share recorded images for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Recorded footage may, where

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appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.

B. Recorded images shall be erased within one month, unless they are being retained as documentation related to a specific incident, or are being transferred to the board's insurers or legal advisors.

C. Recorded images that are retained under V.B will only be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the *Freedom of Information and Protection of Privacy Act* and other applicable laws.

VI. Review

A. Each building administrator is responsible for the proper implementation and control of the video surveillance system.

B. The Superintendent of Schools, or designate, will conduct a review at least annually to ensure that this regulation is being adhered to. The Superintendent will make a report to the Board on the use of video surveillance in the School District.

Revised:

References:

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

Secretary-Treasurer's Report

Submitted by Secretary-Treasurer Nicholas Weswick
November 14th, 2018

Teachers' Pension Plan Contribution Rate Reduction

The BC Teachers' Pension Plan has announced a reduction to both member and employer contribution rates, effective January 1, 2019, thanks to a strong return on investments. A recent valuation confirmed that the plan was 102.5% funded, with a surplus of \$644 million.

	Up to and including December 31, 2018 (percentage of salary)	As of January 1, 2019 (percentage of salary)
Member contribution rates	12.92	11.17
Employer contribution rates	13.23	11.30

As a result, School District No. 46 will see a reduction of 1.93% on employer contributions to the pension plan beginning in January 2019. The reduction will result in approximately \$152,000 in savings in the 2018/19 year and approximately \$254,000 in the following year. These savings will be considered as part of our 2018/19 Amended Budget and in the development of the 2019-20 Preliminary Budget.

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

DATE 01-Nov-2018 08:52 AM

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

PAGE 1

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

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

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2018 AND 31-Oct-2018						
00LCET3634	0001	*****	23290	MUNICIPAL PENSION PLAN	05-Oct-18	56,938.85
00LCET3636	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Oct-18	12,855.27
00LCET3637	0001	*****	28094	RECEIVER GENERAL FOR CANADA	11-Oct-18	76,331.22
00LCET3646	0001	*****	23268	MEDICAL SERVICES PLAN OF BC	15-Oct-18	13,837.50
00LCET3647	0001	*****	33038	WORKERS' COMPENSATION BOARD	13-Oct-18	22,857.91
00LCET3648	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Oct-18	258,141.51
00LCET3649	0001	*****	28093	RECEIVER GENERAL FOR CANADA	24-Oct-18	150,000.00
00LCET3651	0001	*****	28095	RECEIVER GENERAL FOR CANADA	24-Oct-18	12,062.83
00LCET3652	0001	*****	30209	TEACHERS' PENSION PLAN	24-Oct-18	12,282.53
00LCET3653	0001	*****	30209	TEACHERS' PENSION PLAN	11-Oct-18	475,872.01
00LCET3661	0001	*****	23290	MUNICIPAL PENSION PLAN	22-Oct-18	57,357.86
00LCET3664	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Oct-18	75,798.05
00LCET3665	0001	*****	28094	RECEIVER GENERAL FOR CANADA	24-Oct-18	12,608.10
TOTALS FOR BANK - 0001						1,236,943.64
TOTAL NUMBER OF CHEQUES						13
TOTAL NUMBER OF CHEQUES WITH MICR						0

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

2066000002	0001	0000051959	12012	BC HYDRO & POWER AUTHORITY	03-Oct-18	20,248.80
2066000012	0001	0000051969	15591	MINISTER OF FINANCE	03-Oct-18	10,030.26
2066000017	0001	0000051974	16316	PACIFIC CLEAN AIR	03-Oct-18	110,594.59
2066000030	0001	0000051987	15619	THE COAST GROUP	03-Oct-18	15,300.00
2066ET0006	0001	*****	12021	BC TEACHERS FEDERATION	03-Oct-18	27,154.49
2066ET0007	0001	*****	12111	BC TEACHERS FEDERATION	03-Oct-18	29,848.73
2066ET0052	0001	*****	14628	RAM MECHANICAL	03-Oct-18	122,020.77
2066ET0065	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	03-Oct-18	10,868.73
2066ET0068	0001	*****	30172	THIRDWAVE BUS SERVICES	03-Oct-18	52,592.50
2067000001	0001	0000051991	16491	BLUESHORE FINANCIAL	10-Oct-18	14,000.00
2067000004	0001	0000051994	16352	CASCADE ROOFING AND EXTERIORS INC.	10-Oct-18	41,196.33
2067ET0021	0001	*****	15097	EDUCAN SCHOOL FURNITURE	10-Oct-18	27,965.49
2068ET0009	0001	*****	16352	CASCADE ROOFING AND EXTERIORS INC.	18-Oct-18	219,585.87
2068ET0018	0001	*****	11909	DR. DEBORAH AMARAL	18-Oct-18	11,200.00
2068ET0046	0001	*****	26207	PACIFIC BLUE CROSS/MSA	18-Oct-18	72,286.78
2069ET0053	0001	*****	28049	ROOF TECH CONSULTANTS LTD.	24-Oct-18	16,233.00
2069ET0061	0001	*****	29000	SUNSHINE COAST PRINCIPALS &	24-Oct-18	21,600.00
2069ET0065	0001	*****	30172	THIRDWAVE BUS SERVICES	24-Oct-18	107,602.59
TOTALS FOR BANK - 0001						930,328.93
TOTAL NUMBER OF CHEQUES						18
TOTAL NUMBER OF CHEQUES WITH MICR						6

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2018 AND 31-Oct-2018

00LCET3666	0005	*****	12144	BANK OF MONTREAL	09-Oct-18	91,301.36
TOTALS FOR BANK - 0005						91,301.36

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

DATE 01-Nov-2018 08:52 AM

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

PAGE 2

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

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

TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						2,258,573.93
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,258,573.93
GRAND TOTAL NUMBER OF CHEQUES						32
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						6

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

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

Board Report

Submitted by Chair Pammila Ruth

November 14th, 2018

Mission: To enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in the global community.

So much has happened since the last board meeting! We said goodbye to our 'retiring' board members and hello to our new student trustee, Nick Davis. I am so pleased that he has been able to witness this changing of the guards, as it were. The whole goings-on of the last month are part and parcel to our mission stated above.

I would like to welcome our new board to the table. October 20th brought about a whole new board, except for myself. We have before us, a large task and a great amount of learning to do, but I have no doubt that this will be done with vigorous determination as we carry on with the roles and duties that will be set up over the next few weeks. Thankfully, we have an amazing senior administration team to help make the transition go as smoothly as possible.

Board Happenings:

October 30 – Trustee Orientation: Trustees elect took part in an orientation session at the School Board Office.

November 5-6 – BCPSEA Symposium: Chair Ruth attended the BCPSEA Symposium.

November 6 – Inaugural Meeting: Trustees took their oath of office and elections took place for the role of Chair, Vice-Chair, BCSTA Provincial Council Representative and BCPSEA Trustee Representative.

November 9 – Remembrance Day Ceremonies at Schools: Trustee Hampvent and Trustee Girard attended ceremonies at Roberts Creek Elementary and Cedar Grove Elementary.

November 11 – Remembrance Day Ceremonies at Legions: Trustee Haines, Trustee Girard, Vice-Chair Leech and Chair Ruth represented the board at Remembrance Day ceremonies at local Legions.



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

OPERATIONS COMMITTEE NOTES

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

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Dave Mewhort

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 12:37 p.m.

1) Sustainable Practices (2.i.)

The committee heard a report on sustainable practices across the district.

Director Bishop shared information on a leadership series being offered by Human Resources. The series is open to all interested staff to allow for broader discussion and sphere of influence.

Secretary-Treasurer Weswick reported on sustainable practices in the finance area, including the initial stages of the development of a risk management program, ongoing review of regulations, and the implementation of a web based timesheet program.

Rob Collison, Manager of Facilities, reported on sustainability projects in facilities, including the completion of three major solar projects at three sites and the installation of high efficiency boilers at all school sites.

2) Preliminary Budget Timelines

Secretary-Treasurer Weswick spoke to the consultation and process schedule included in the meeting package. He noted that the schedule could change if the ministry implements changes as a result of the funding model review. The public consultation is set for Tuesday, November 27 at 6:30 pm at Chatelech Secondary School.

3) Regulations for Review:

a. Regulation 2080 – Job Descriptions

Director Bishop reported that the regulation would be repealed following the circulation phase as the process is described in the collective agreement contract.

b. Regulation 2110 – Reference Checks

Director Bishop reported that the regulation had been updated to reflect current practices.

c. Regulation 3140 – Medical Examination of Employees

Director Bishop reported that the regulation would be repealed following the circulation phase as the process is described in the collective agreement contract.

d. Regulation 5045 – Grant Applications

Secretary-Treasurer Weswick reported that the new regulation clarifies processes and allows for oversight and increased awareness for larger grant applications.

e. Regulation 5070 – School Funds

Secretary-Treasurer Weswick reported that the regulation includes new limits to the amount of cash held at schools and clarifies that funds should not be collected or held on behalf of a third party, without proper approval.

4) Local Government OCP and Zoning Referrals (standing item)

The committee discussed a request for clarification from the Town of Gibsons regarding the board's request for a buffer zone between cannabis retail outlets and school sites. District staff reported that other jurisdictions, namely the City of Vancouver and Washington State, require a buffer zone of 300 metres (1000 ft in Washington State). The committee agreed that the distances seem reasonable.

RECOMMENDATION:

“That the board send a letter to all local governments requesting a buffer zone of 300 metres be maintained between school sites and cannabis stores or consumption lounges.”

Secretary-Treasurer Weswick indicated that he would respond to the referral received from the Town of Gibsons and report that a conversation took place regarding a suggested buffer zone.

The committee discussed a referral received from the District of Sechelt for a subdivision in the West Sechelt Elementary catchment area. The committee did not recommend a response but did acknowledge that development in the area could add to enrolment issues at the already overcrowded West Sechelt Elementary school.

The meeting adjourned at 1:27 pm.

NEXT MEETING: Thursday, November 22 from 12:30-2:00 pm at the Sechelt Learning Centre



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

EDUCATION COMMITTEE NOTES

Held on October 24th, 2018 from 2:30-4:00 p.m.

At the School Board Office, Gibsons, B.C.

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

STAFF/OTHERS: Patrick Bocking, Superintendent; Vanessa White, Director of Instruction; Sandy Magnussen, Inclusion Technology Coordinator; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee; Christine Younghusband, Trustee; Paul Bishop, Director of Instruction; Carolyn Spence, Principal, Sunshine Coast Alternative School;

The meeting was called to order at 2:33 p.m.

1. Technology (1.i.)

Sandy Magnussen, Inclusive Education Technology Coordinator, described tools that are available to support the diverse needs of students. The district makes use of tools such as text to speech, which assists students with reading and decoding difficulties to concentrate on comprehension of the subject matter and strengthen overall reading skills. Additionally, dictation and work prediction tools allow students who experience difficulties writing a means to get their ideas on paper quickly and independently. Ms. Magnussen demonstrated Google Read and Write to the committee and responded to inquiries.

2. Middle Years Development Index (MDI)

Director White engaged the committee in a sharing activity to review the 2017/2018 MDI results. The district's MDI results, going back to 2012, are available at <http://earlylearning.ubc.ca/maps/mdi/nh/sd46/>

The committee discussed nutrition and sleep, school experiences, connectedness, and use of afterschool time. All reports for 2012-2018, grade 7 starting in 2015

3. Regulation for Review:

a. Regulation 1130 – Extended Experiences

Superintendent Bocking reviewed the updated regulation and reported that changes reflect current practice and provide additional guidance around international travel.

b. Regulation 2060 – Distribution of Union/Political Materials

Superintendent Bocking noted minor changes to the regulation to remove redundant language and provide clarification.

c. Regulation 1090 – Copyright

Superintendent Bocking reviewed the changes to the regulation, which included updates to employee titles and updates to reflect current technologies.

d. Regulation 3210 – Smoking in Schools & Regulation 3240 – Student Substance Use

Director White reported that regulations 3210 and 3240 had been combined into one regulation, to be titled *Student Substance Use*. The combined regulation references the new *Cannabis Act* and provides guidance on suspensions as a result of substance use.

4. Curriculum (standing item)

Superintendent Bocking provided a brief report on the continued implementation of the new grade 10 curriculum.

5. Parent Engagement (standing item)

A report will be provided after the Parent Engagement committee meets in November.

The meeting adjourned at 3:59 p.m.

NEXT MEETING: Wednesday, November 21st, 2018 from 2:30-4:00 pm at the School Board Office.



SHÍSHÁLH NATION

October 22, 2018

Sunshine Coast School District #46
Box 220,
Gibsons, B.C., V0N 1V0

RE: Congratulations

Dear Trustee Sue Girard, Stacia Leech, Pammila Ruth, Samantha Haines, Amanda Amaral,
Maria Hampvent, and Tonya Ste. Marie

Congratulations on your election to the position of Sunshine Coast School District Board Trustee.

We look forward to having a productive working relationship with the SCSD Board, and wish you great success and all the best for your new role.

Yours truly,

shíshálh Nation Council

Chief Warren Paul

Councillor Corey August

Councillor Selina August

Councillor Keith Julius

Councillor Alvina Paul