



Chilliwack  
School District

# ADMINISTRATIVE PROCEDURE MANUAL

(REVISED & UPDATED)

The Board of Education is currently reviewing its Bylaws, Policies and Administrative Regulations to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. The Administrative Procedures in this Manual have been completed.



**PARTNER & COMMUNITY RELATIONS**

**SECTION 200:**

- 255 ADMINISTRATIVE PROCEDURE:**
- 256 ADMINISTRATIVE PROCEDURE:**
- 257 ADMINISTRATIVE PROCEDURE:**

- PERSONAL INFORMATION MANAGEMENT PROGRAM**
- PRIVACY IMPACT STATEMENTS**
- CRITICAL INCIDENT AND PRIVACY BREACH**

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## ADMINISTRATIVE PROCEDURE 255 PERSONAL INFORMATION MANAGEMENT PROGRAM

The District expects all staff to follow information management practices that ensure compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and other applicable laws. Staff are responsible for:

- making reasonable efforts to familiarize themselves with *FIPPA* and the District's privacy policies and administrative procedures, which includes participating in privacy training offered by the District.
- following responsible information management practices to ensure that the District collects, uses, and discloses personal information in compliance with *FIPPA* and other applicable laws.
- protecting personal information against unauthorized collection, use, and disclosure, including limiting the sharing of sensitive personal information on a need-to-know basis.
- following procedures that facilitate the appropriate release of records within the District's custody or control in response to access requests received from members of the community under *FIPPA*.
- following District procedures for the completion of Privacy Impact Assessments (PIAs).
- reporting privacy breaches in accordance with District procedures.

### Definitions

- Consent – express written consent to the collection, use or disclosure of personal information.
- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Breach – the theft or loss of, or the collection, use or disclosure of personal information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
- Privacy Impact Assessments - an in-depth review of any new or significantly revised initiative to ensure that all collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- Privacy Officer – the Secretary Treasurer or designate.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.
- Staff – the employees, contractors, and volunteers of the District.

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### **Purposes for Collecting Personal Information**

The purpose for which personal information is collected will be communicated at or before the time the information is collected, unless otherwise permitted or required by *FIPPA*.

Personal information about students and their parents/guardians/caregivers is authorized under the British Columbia *School Act* for the purposes of delivering and administering educational programs and activities. These purposes include:

- Registration, enrollment, and transfer of students.
- Providing and delivering educational programs and services.
- Accommodating students with disabilities and diverse abilities.
- Communicating with students and responding to inquiries or complaints.
- Preparing and providing assessments of student performance.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct and similar incidents.
- Ensuring compliance with applicable District bylaws, policies, administrative procedures and other laws.
- Completing all required reports and filings to the Ministry of Advanced Education and Skills Training.

Personal information of prospective, current, and former staff may be collected for purposes of managing and administering the employment relationship. These purposes include:

- Hiring and recruitment.
- Managing and administering the employment relationship.
- Communicating with authorized union representatives.
- Administering employment compensation and benefits.
- Evaluating performance and managing disciplinary incidents.
- Supervising and ensuring the safety and security of the District (such as the use of video surveillance).
- Investigating and responding to accidents, safety events, misconduct, and similar incidents.
- Ensuring compliance with applicable school District policies and procedures, and other applicable laws.

### **Collection, Use and Disclosure of Personal Information**

Personal information that is collected, utilized and disclosed will be limited to the following principles:

- The personal information is related to and necessary in order to carry out the District's programs and activities or for other purposes authorized by *FIPPA*.

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- The personal information is collected by fair, lawful and transparent means, including collecting the personal information directly from the individual, except where otherwise authorized by *FIPPA*.
- Individuals are informed of the purposes for which their personal information is being collected, the legal authority for collecting it, and the name and contact information of someone at the District who can answer questions about the collection and use of the information.
- Internal and external use and sharing of personal information is limited to what is required and authorized by *FIPPA* or consented to by the individual.
- Personal information is used or disclosed only for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by *FIPPA* or other laws.

## **Securing Personal Information**

Personal information is protected by ensuring there are reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.

All staff have a duty to protect the privacy and security of personal information collected and used by the District as part of their ongoing employment responsibilities, including complying with the District's privacy policy and procedures.

Training will be provided to all staff to ensure they have the requisite knowledge and to ensure compliance with this procedure and *FIPPA*.

## **Retention of Personal Information**

Personal information will be retained for as long as necessary to satisfy its applicable operational, instructional, financial, and legal needs. Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with District policies and approved record retention procedures.

## **Accuracy and Correction**

Reasonable efforts shall be made to ensure the accuracy of the personal information that the District collects and uses in the course of performing their duties. Individuals have the right to request the correction of their personal information, and the District will receive and respond to such requests in accordance with *FIPPA* and the District's policies and procedures.

## **Access to Information**

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The District will make information available to the public as permitted or required under *FIPPA*. The Privacy Officer shall designate records that will be made available to the public without the need to make a formal request in accordance with *FIPPA*.

*FIPPA* provides all individuals with the right to request access to records in the District's custody or control by making a written request to the Privacy Officer. Requests must provide sufficient detail to allow the District to identify the records being requested. Individuals unable to make written requests should contact the Privacy Officer for assistance. Requests seeking access to information on behalf of another individual must be accompanied by an express written consent signed by the person whose information has been requested.

The Privacy Officer will then:

1. Acknowledge receipt of the request.
2. Determine whether information is routinely accessible.
3. Log the request, create a file and track records.
4. Determine whether fees are applicable or whether there will be a delay in responding and will proceed to notify the applicant of same.
5. Refer the request to the area responsible for the information to conduct a search for responsive records.
6. Determine whether information in the records falls under any exceptions in *FIPPA*.
7. Prepare a letter of response and records for disclosure to the applicant.

The District reserves the right to assess fees for processing access requests where permitted under *FIPPA*. No fees will be assessed for staff time in processing if it takes less than 3 hours of staff time to process a request, nor will fees be assessed when individuals make a request that is limited to records containing their own personal information.

The fees applicable to the processing of access requests are set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Regulation*:  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155\\_2012#Schedule1](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#Schedule1)

## **Complaints and Inquiries**

Questions or complaints about the District's privacy information management practices should be directed to the Privacy Officer at [privacy@sd33.bc.ca](mailto:privacy@sd33.bc.ca). Response to all complaints will be in writing.

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## **ADMINISTRATIVE PROCEDURE 256 PRIVACY IMPACT ASSESSMENTS**

The *Freedom of Information and Protection of Privacy Act (FIPPA)* requires that Privacy Impact Assessments (PIAs) are conducted on any new or significantly revised initiative in order to identify and mitigate privacy risks that may arise and ensure that the privacy of individuals are appropriately protected.

### **Definitions**

- Initiative – any enactment, system, project, program or activity of the District.
- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Impact Assessment (PIA) – an in-depth review of any new or significantly revised initiative to ensure that the collection, use, disclosure, protection and processing of personal information by the District is compliant with *FIPPA*.
- Privacy Officer – the Secretary Treasurer or designate.
- Staff – the employees, contractors and volunteers of the District.
- Supplemental Review – an enhanced process for reviewing the privacy and data security measures in place when an initiative involves the storage of personal information outside of Canada.

### **Scope & Responsibility**

This procedure applies to all new and significantly revised initiatives of the District.

Departments and management employees are responsible for planning and implementing new or significantly revised initiatives in accordance with the requirements of this procedure.

### **Responsibilities of the Privacy Officer**

The Privacy Officer is responsible for ensuring that all PIAs and supplemental reviews are completed in accordance with the requirements of *FIPPA* and this procedure.

### **Responsibilities of All School District Staff**

Any staff responsible for developing or introducing a new or significantly revised initiative that involves or may involve the collection, use, disclosure, or processing of personal information by the District must report that initiative to the Privacy Officer at an early stage of its development.

All staff will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA and Supplementary Review, if deemed necessary.

### **The Role of the Responsible Employee**

The Responsible Employee is the employee who is responsible for overseeing an initiative and will be indicated as such in the PIA. The Responsible Employee will:

- Ensure that new and significantly revised initiatives for which they are the responsible for are referred to the Privacy Officer for completion of a PIA.
- Support all required work necessary for the completion and approval of the PIA.
- Be familiar with and ensure that the initiative is carried out in compliance with the PIA.
- Request that the Privacy Officer make amendments to the PIA when required.

### **Initiatives involving the Storage of Personal Information outside of Canada**

Employees may not engage in, or enter into a binding commitment to participate in, any new or significantly revised initiative that involves the storage of personal information outside of Canada until the Privacy Officer has completed and approved a PIA and supplemental review.

The Privacy Officer is responsible for determining whether a supplemental review is required in relation to any initiative.

The Privacy Officer is responsible for reviewing and approving all supplemental reviews and will consider the following risk factors:

- the likelihood that the initiative will give rise to an unauthorized, collection, use, disclosure or storage of personal information.
- the impact to an individual of an unauthorized collection, use, disclosure or storage of personal information.
- whether the personal information is stored by a service provider.
- where the personal information is stored.
- whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the initiative.

Approval of a supplemental review by the Privacy Officer shall be documented in writing.

### **Contact Information**

Questions or comments about this procedure may be addressed to the Privacy Officer.

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## **ADMINISTRATIVE PROCEDURE 257 CRITICAL INCIDENT AND PRIVACY BREACH**

The purpose of this procedure is to set out the District's process for responding to significant privacy breaches and to comply with its obligations under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

### **Definitions**

- Personal Information – any recorded information about an identifiable individual that is within the control of the district and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Privacy Breach – the theft or loss of, or the collection, use or disclosure of Personal Information not authorized by *FIPPA*, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
- Privacy Officer – the Secretary Treasurer or designate.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence. Does not include a computer program or other mechanism that produces records.
- Staff – the employees, contractors, and volunteers of the School District.

### **Responsibility of the Privacy Officer**

The Privacy Officer is responsible for ensuring compliance with this procedure.

### **Responsibilities of Staff**

All staff must, without delay, report all actual, suspected or expected privacy breach incidents of which they become aware in accordance with this procedure. If there is any question about whether an incident constitutes a privacy breach or whether the incident has occurred, staff should consult with the Privacy Officer.

All staff must fully cooperate in any investigation or response to a privacy breach incident. Any staff who knowingly refuses or neglects to report a privacy breach in accordance with this procedure may be subject to discipline.

### **Privacy Breach Response**

#### **1. Report and Contain**

Upon discovering or learning of a privacy breach, all staff shall:

- Immediately report the breach to the Privacy Officer.
- Take any immediately available actions to stop or contain the breach, such as by:
  - isolating or suspending the activity that led to the breach
  - taking steps to recover personal information, records or affected equipment.
- Preserve any information or evidence related to the breach in order to support the district's incident response.

The Privacy Officer shall then implement all available measures to stop or contain the breach. Containing the breach shall be the first priority of the response, and all staff are expected to provide their full cooperation with such initiatives.

## 2. Assessment and Containment

The Privacy Officer shall take steps to contain the privacy breach by:

- Identifying the type and sensitivity of the personal information involved.
- Assessing the cause.
- Determining if additional steps are required to contain the breach.
- Identifying the individuals affected, or whose personal information may have been involved in the breach.
- Determining or estimating, if possible, the number of affected individuals and compiling a list of such individuals.
- making preliminary assessments of the types of harm that may flow from the breach.

The Privacy Officer, without delay, will assess whether the privacy breach could reasonably be expected to result in significant harm to individuals. This determination shall be made with consideration of the following categories of harm or potential harm:

- bodily harm
- humiliation
- damage to reputation or relationships
- loss of employment, business, or professional opportunities
- financial loss
- negative impact on credit record
- damage to, or loss of, property

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- the sensitivity of the personal information involved
- the risk of identity theft

### 3. Notification

If the Privacy Officer determines that the privacy breach could reasonably be expected to result in significant harm to individuals, then the Privacy Officer shall make arrangements to:

- report the privacy breach to the Office of the Information and Privacy Commissioner.
- provide notice of the privacy breach to affected individuals, unless the Privacy Officer determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety, physical or mental health, or threaten another individual's safety or physical or mental health.

If the Privacy Officer determines that the privacy breach does not give rise to a reasonable expectation of significant harm, then the Privacy Officer may still proceed with notification to affected individual if it is determined that notification would be in the public interest or if a failure to notify would be inconsistent with the district's obligations or undermine public confidence in the district.

Notifications of a privacy breach shall be made as soon as reasonably possible. If any law enforcement agencies are involved in the privacy breach incident, then notification may also be undertaken in consultation with such agencies.

### 4. Prevention

The Privacy Officer shall complete an investigation into the causes of each privacy breach incident reported under this procedure and shall implement measures to prevent recurrences of similar incidents.

### Contact Information

Questions or comments about this procedure may be addressed to the Privacy Officer at [privacy@sd33.bc.ca](mailto:privacy@sd33.bc.ca).



**STUDENTS, INSTRUCTION & PROGRAMS**

**SECTION 300:**

<b>310 ADMINISTRATIVE PROCEDURE:</b>	<b>ORDINARILY RESIDENT AND NON-RESIDENT STUDENTS</b>
<b>342 ADMINISTRATIVE PROCEDURE:</b>	<b>SELECTION OF LEARNING RESOURCES</b>
<b>343 ADMINISTRATIVE PROCEDURE:</b>	<b>PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS</b>
<b>350 ADMINISTRATIVE PROCEDURE:</b>	<b>BOARD/AUTHORITY AUTHORIZED COURSES</b>
<b>356 ADMINISTRATIVE PROCEDURE:</b>	<b>SAFE AND CARING SCHOOLS: SEXUAL ORIENTATION AND GENDER IDENTITY OR EXPRESSION</b>
<b>367 ADMINISTRATIVE PROCEDURE:</b>	<b>SPECIALTY ACADEMIES</b>
<b>377 ADMINISTRATIVE PROCEDURE:</b>	<b>FRENCH IMMERSION</b>

## **ADMINISTRATIVE PROCEDURE 310 ORDINARILY RESIDENT AND NON-RESIDENT STUDENTS**

### **DEFINITIONS:**

#### **Guardianship**

The person claiming to be the guardian of the student shall have legally established guardianship under the British Columbia court order as defined in the Family Relations Act. Unless a British Columbia court makes an order to the contrary, only the parents of a child have legal guardianship.

#### **Required Documentation:**

- An original and complete order from the BC Supreme Court or the BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time or custody agreement pertaining to the child.
- If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration.
- Please note that guardian and custody agreements are not legally related to custodianship. We reserve the right to request additional documents if required.

#### **Resident**

As defined in the *School Act*, the student is ordinarily resident in the school district when the student regularly and customarily lives in the school district and considers that locality as his/her home, and the guardian of the student is ordinarily resident in British Columbia in the meaning set out in the *School Act* defining the residency of a student.

#### **Required Documentation:**

- Canadian Birth Certificate, Canadian passport, Canadian citizenship or BC Services Card (photo version), Nexus Card.
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

#### **Permanent Resident (MyEducation BC: Permanent Resident)**

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Cross Refs: Policy 321:Ordinarily Resident and Non-Resident Students, Policy 322: International Student Program, Policy 520: Adult Student Fees

Adopted: June 9, 1992

Amended: October 22, 1996; May 27, 1997; April 22, 2003; November 18, 2003; November 25, 2003; September 6, 2005; May 1, 2019; June 2, 2022

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A permanent resident is someone who has been issued permanent resident status and is not a Canadian citizen.

## Required Documentation

- Permanent Resident card or Citizenship documentation (parents/child)
- Child's Birth Certificate.
- Copies of passports (parents/child).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

## Temporary Resident – Work Permit (MyEducation BC: International Funding Eligible)

In order to work in Canada on a temporary basis, most foreign workers require a work permit. In order for a student to be fundable, at least one of their parents must hold a work permit that is valid for a minimum of 1 year and be able to provide the documents listed below:

## Required Documentation

- Work permit documentation (parents/child).
- Child's Birth Certificate.
- Copies of passports (parents/child)
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

## Temporary Resident – Study Permit (MyEducation BC: International Funding Eligible)

In order to study in Canada, a Canadian study permit must be obtained, which serves as a Canadian student visa. In order for a student to be fundable, the parent with Study Permit must meet the following requirements and provide the documents listed below:

## Required Documentation

- Diploma Program 2 years+ qualifies **only in a public institution** – but not in a private institution.
- Masters 2 years+ qualifies – **only in a public institution** (currently qualifies if at Trinity Western University).
- Degree Program qualifies (minimum 2 years in public institution). If private – must be 4 years+.
- Certificate Program does not qualify.

### **International Student (MyEducation BC: International Funding Ineligible)**

See Policy 511: International Student Program.

### **Temporarily out of province (DL)**

See Policy 508: Distance Learning Ordinarily Resident.

### **Refugee**

Includes refugee claimants with an acknowledgement letter from the Immigration and Refugee Board or a Convention Refugee and can present a letter from Citizenship and Immigration Canada confirming this.

### **Required Documentation**

- Refugee documentation.
- Child's Birth Certificate.
- Copies of Passports (parents/child).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

### **Children in Care**

A student who is in the custody of the Ministry of Children and Family Development.

### **Required Documentation**

- Canadian Passport or Canadian Birth Certificate.
- Letter from Ministry of Children and Family Development or;
- Letter from Fraser Valley Aboriginal Children and Family Services Society (Xyolhemeylh).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

### **Student Exchange:**

Students from foreign countries and other provinces may be admitted to Chilliwack School District.

Proposals for student exchange programs shall be forwarded to the Superintendent or designate for approval on the form attached to this regulation.

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Prior to any commitment being made to parents, students or outside organizations, approval must be provided by the Superintendent. Individual staff members shall not be placed under any obligation to sponsor an exchange program. Exchange programs shall always be regarded as an optional activity for student participation and must have the prior approval of the parent/guardian.

Approval may be granted subject to:

- a) The school's ability to provide an appropriate educational program that will not adversely affect the education of students who are Chilliwack residents.
- b) Significant additional support services are not required to assist the exchange student's competence in written and spoken English.
- c) The maximum number of exchange students determined by the school will not be exceeded.
- d) The request for participation in an exchange program being received prior to May 15 of the previous year to take effect the following September

## Children of Teacher Exchange

Children of a Board approved teacher exchange (i.e., a teacher employed by the Chilliwack school district is sent abroad in exchange for a teacher from a foreign country or province) may be admitted to the school district provided there are no additional costs accrued to the Board to accommodate the student and with the understanding that the school district reserves the right to place the student in an appropriate educational program. The Superintendent or designate has responsibility to ensure appropriate communication and liaison takes place with the sponsors of the exchange programs and other government agencies and the incoming teacher.

## REGISTRATION PROCESS

### Determining if a Student is Fundable

Status for a child registering in the Chilliwack School District is based on the birth **PARENT'S STATUS**. An example would be – a family comes with a child who is a Canadian Citizen and the parents are not Canadian Citizens but are Permanent Residents or on a Work or Study Permit. In this instance, the child is registered and coded in MyEd under the status of their parents (they **are not** coded in MyEd as Canadian Citizen).

### A child is fundable when:

- One birth parent is a Canadian Citizen.
- One or both birth parents are Permanent Residents.
- One or both parents are Temporary Residents with a VALID Work Permit or Study Permit.

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- One parent is a Refugee Claimant.
- One parent is here on Religious Duty.

### **A child is NOT fundable when:**

- At least one parent is not a Permanent Resident, Canadian Citizen, or does not hold a valid work or study permit.
- The parent(s) are not ordinarily resident in British Columbia.
- The parent's work permit is not valid for at least one year.
- The parent's study permit does not meet the criteria.
- When legal guardianship documentation is not provided

### **ENROLLMENT PROCEDURE**

A family will apply to the Chilliwack school district using the online registration process.

### **The school will:**

- Ensure that all the required documents have been provided in Vivos.
- Upload all required documentation to MyEd.
- Ensure that the Citizenship tab in MyEd is filled out for **all** students (country of birth, country of citizenship and citizenship code) **Note: Temporary permits need to fill in length of stay, visa status and visa expiration date.**
- Collect previous school data.
- Contact family with a start date.

**A query for “Visa Expiration Date” can be used to ensure documents remain up to date.**

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## ADMINISTRATIVE PROCEDURE 342 SELECTION OF LEARNING RESOURCES

### OBJECTIVES:

The Board affirms that it is the responsibility of its professional staff:

1. To provide materials that will support the learning outcomes and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and societal standards.
3. To provide a range of materials on issues so that young citizens may have an opportunity to develop and practice critical analysis in order to make informed judgments in their daily lives.
4. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection.

### RESPONSIBILITY:

While selection of learning resources may involve many people (administrators, teachers, students, parents, community persons, resource staff), the responsibility for the selection of school-based learning resources rests with the principal and teaching staff.

### CRITERIA:

1. The following criteria will be used as they apply:
  - a) Learning resources shall support and be consistent with the policy directives of the Ministry of Education and Child Care and with the provincially prescribed curriculum.
  - b) Where possible, educators will provide choice in reading materials to promote student interest and personalization as mandated by the BC redesigned curriculum. Social considerations are some of the most challenging criteria with which to evaluate a learning resource. Ideally, BC students should see themselves and their life experiences, as well as their community and society at large, reflected and validated in the learning materials in their classroom (Source: Focused Education Resources).
  - c) Learning resources should be fair, objective, and free from inappropriate images, bias, propaganda, discrimination and stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.

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- d) Learning resources shall be representative of the many religious, ethnic, and cultural groups and of their contributions to our national heritage and the world community.
  - e) Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in our society.
  - f) Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
2. Learning resources should not be used except to meet specific prescribed learning outcomes; for example, to recognize propaganda and its purpose in a given context or to balance an argument.
  3. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.
  4. Emphasis will be placed on the selection of Canadian and local learning resources where appropriate. These resources include learning materials from a variety of media by or about a Canadian person, about a region or event, and/or published or produced in Canada.
  5. Learning resources should be current, interesting, engaging and meet high standards of quality in factual content and presentation.

## **PROCEDURES:**

1. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared sources. The actual resource will be examined first-hand whenever possible.
2. Recommendations for purchase may involve administrators, teachers, students, parents, district personnel and community members.
3. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
4. Selection is an on-going process that should include the removal of materials no longer appropriate according to the criteria for the selection of learning.

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Related Legislation: [Ministerial Order 333/99](#), the Educational Program Guide Order; section 5.

Related Contract Article: Nil

Cross Refs:

Adopted: March 23, 1988

Amended: December 1994; January 2005; February 7, 2023

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## **ADMINISTRATIVE PROCEDURE 343 PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS**

### **Request for Informal Reconsideration:**

1. The school receiving a complaint regarding a learning resource by a parent/guardian/caregiver shall try to resolve the issue informally.
2. The principal, teacher-librarian or other appropriate staff member shall explain to the questioner the school's selection procedure and criteria, and the qualifications of those persons selecting the resource.
3. The principal, teacher-librarian or other appropriate staff member shall explain the particular place the questioned resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
4. If the questioner wishes to file a formal challenge, a copy of the district Learning Resources Policy and a Request for Reconsideration of Learning Resources form shall be provided by the principal to the party concerned.

### **Request for Formal Reconsideration:**

#### **Preliminary Procedures:**

1. Each school will keep on hand and make available Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
2. The Request for Reconsideration of Learning Resources forms shall be signed by the questioner and filed with the principal or designate.
3. The District Officer in charge of curriculum shall be informed of the formal complaint received.
4. The District Officer in charge of curriculum will meet the questioner and attempt to resolve the issue and may refer the challenge to a reconsideration committee for re-evaluation of the resource.
5. Requests for reconsideration of materials in district collections shall be referred to a reconsideration committee.

### **Reconsideration Committee Process:**

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1. Upon receipt of a request for formal reconsideration of a learning resource, the principal is responsible for forming a reconsideration committee and setting the date for the first meeting.
2. Membership of the committee should include persons not involved in the school where the dispute has arisen:
  - One (1) school-based administrator selected by the Chilliwack Principals and Vice-Principals Association (CPVPA)
  - One (1) member of the district staff chosen by the Superintendent or designate
  - One (1) teacher chosen by the Chilliwack Teachers' Association (CTA)
  - One (1) teacher-librarian chosen by the Chilliwack Teacher Librarians Association (CTLA)
  - One (1) parent selected by District Parent Advisory Council (DPAC)
  - One (1) student chosen by the student council of a secondary school, when the dispute exists in another secondary school.
3. The committee is responsible for naming the chair of the committee at the first meeting.
4. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
5. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the District's Learning Resources policy.

## **Resolution:**

1. The reconsideration committee shall:
  - Examine the challenged resource.
  - Determine professional acceptance by reading critical reviews of the resource.
  - Weigh values and faults and form opinions based on the material as a whole rather than passages or sections taken out of context.
  - Discuss the challenged resource in the context of the educational program.
  - Discuss the challenged item with the individual questioner when appropriate.
  - Prepare a written report based on the criteria in the District Learning Resources Policy.
2. The school principal shall receive a copy of the report.
3. Written reports, when completed, will include the minutes of the meeting(s) and the rationale for the decision made by the committee, and shall be circulated to the

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complainant, the Superintendent, the District Officer responsible for curriculum, school principals and teacher librarians.

4. Once filed, reports will be available for examination by trustees, appropriate personnel, and parents/guardians/caregivers.
5. The written report shall be discussed by the school principal with the individual questioner if requested.
6. The decision-making process of the reconsideration committee shall be by consensus and is binding for the district.
7. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board of Education as the final review panel.

## **Guiding Principles:**

1. Only learning resources not on the approved list of Focused Education Resources can be challenged.
2. Any parent/guardian/caregiver of the school community may raise objection to learning resources used in the school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the procedures and observed the criteria for selecting learning resources.
3. A challenged learning resource should not be summarily removed from circulation.
4. Access to challenged material may be restricted during the reconsideration process by the principal in consultation with the teacher-librarian and/or teacher.
5. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by the policies enacted by the Board of Education.
6. A parent/guardian/caregiver has the right to determine reading, viewing, or listening matter for only his/her/their own children.
7. Although it is the learning resources which are challenged, the principles of freedom to read/listen/view must be defended as well.
8. The major criterion for the final decision is the appropriateness of the material for its educational use.

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9. A decision to sustain a challenge shall not necessarily be interpreted as judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.

## ADMINISTRATIVE PROCEDURE 350 BOARD/AUTHORITY AUTHORIZED COURSES

The Ministry of Education requirements are listed in the document Board/Authority Authorized Courses: Requirements and Procedures. The requirements for BAA courses define the structure, components and rigor of a course. They consist of the following:

1. Course Name
2. Grade Level
3. Number of Credits
4. Rationale
5. Organizational Structure
6. Learning Outcomes
7. Instructional Component
8. Assessment Component
9. Learning Resources

Teachers (individuals and groups) who wish to seek approval for a BAA Course shall use the following procedures to be considered in the course calendar for the following school year.

1. Discuss the concept of the proposed course with their school principal before proceeding with the application.

**Indigenous-focused Graduation Requirement – additional considerations:**

- a. After discussion with the school principal, the teacher will present the BAA course idea to the Indigenous Education Advisory Committee (IEAC) prior to course development.
  - b. IEAC will help to establish a First Nations (FN) co-developer to work along-side the teacher.
  - c. Following co-development, the teacher and community member(s) will present the course to the IEAC.
  - d. Upon acceptance by the IEAC a letter of support will be provided, and the team will follow the BAA course approval process.
2. Make a thorough assessment of the student needs the course would meet. Consult with counsellors and other subject teachers to determine the level of interest in the proposed course. Ensure that the course meets all Ministry of Education requirements.
  3. Prepare and submit an overall outline of the proposed course using the BAA Course Application. Submit a print copy of the proposed course to the school principal for signature who will then forward it to the Superintendent or designate before October 15<sup>th</sup>.
  4. If approved, the Superintendent or designate and school principal will take the proposal to the Curriculum and Instruction Committee for review prior to Board approval.

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5. Each BAA course will be evaluated on a 3-year cycle.
6. These procedures must be completed before April 1st for Board Authorized Courses to be offered in the following school year.
7. BAA Courses will normally be evaluated at the conclusion of the year in which the course is first offered. A brief written report is to be submitted to the Superintendent or designate. An evaluation of the learning outcomes and student performance may also be required.

Samples of requirements and procedures may be found at the Ministry of Education website:  
[http://www.bced.gov.bc.ca/graduation/baa\\_regprod.pdf](http://www.bced.gov.bc.ca/graduation/baa_regprod.pdf).

## **ADMINISTRATIVE PROCEDURE 356 SAFE AND CARING SCHOOLS: SEXUAL ORIENTATION AND GENDER IDENTITY OR EXPRESSION**

The following procedures are designed to ensure that all students and staff have access to safe and caring work and learning environments, regardless of sexual orientation, gender identity or expression.

### **1. DISTRICT RESPONSIBILITIES**

- 1.1. Education is the primary purpose of the district. The educational programs in Chilliwack schools shall include curriculum topics and learning resources that reaffirm the inclusion of all members of our community regardless of sexual orientation or gender identity. In addition, staff shall have resources and training available to help them promote the values of the district and its vision.
- 1.2. The district shall build greater awareness of and responsiveness to the harmful effects of isolation resulting from homophobic and or transphobic discrimination.
- 1.3. The district shall develop, promote and implement respectful and proactive strategies and measures to support students, staff and community members of all sexual orientations or gender identities.
- 1.4. The district shall establish consistent and widely understood and maintained school-based policies and practices to ensure that 2 Spirit, Lesbian, Gay, Bisexual, Transgendered, Queer/Questioning, Intersex, Asexual, Plus, (2SLGBTQIA+) members of school communities and their families are welcomed, accepted and included in all aspects of education and school life.

### **2. CONDUCT**

- 2.1. The district is committed to acting when there is evidence of discrimination and harassment as a result of sexual orientation, gender identity and expression.
- 2.2. Each school code of conduct shall include statements that prohibit language or behaviour that degrades or incites hatred, prejudice, discrimination or harassment towards others on the basis of sexual orientation, gender identity and expression.
- 2.3. All staff have the individual and collective responsibility to identify discriminatory attitudes and behaviours of students, staff and community members and strive to eliminate systemic inequities and barriers for students, staff and community members who identify themselves based on sexual orientation, gender identity and expression.

- 2.4. All staff have an obligation to intervene in any interaction involving the use of homophobic and or transphobic statements, comments, and behaviours regardless of the speaker's intentions, and to convey that such comments are against policy and will not be tolerated in the school/worksite community.
- 2.5. The Safe and Caring Schools policies should be shared and reviewed annually as part of student and staff orientation to a school year and similar practices should be undertaken at all district sites.

### **3. CURRICULAR LEARNING, LIBRARY RESOURCES, SPORTS, FIELD EXPERIENCES**

- 3.1. Administrators shall actively support teachers striving to include in their teaching positive images and accurate information about history and culture which reflects the accomplishments and contributions of individuals and community members who are 2SLGBTQ+.
- 3.2. The district encourages the formation of Gender and Sexuality Alliance clubs (GSAs), where students or staff request this support
- 3.3. Teacher librarians shall be encouraged to examine their existing collections to restrict learning resources that contain homophobic and or transphobic bias as well as to consider this bias in any future purchasing of resources.
- 3.4. All students should be provided the same opportunities to participate in any sex-segregated athletic activities in accordance with their gender identity in accordance with the eligibility rules established by BC School Sports.
- 3.5. Transgender students may participate on competitive sports teams in sex-segregated sports in accordance with the eligibility rules established by BC School Sports.
- 3.6. Overnight field experience accommodations for transgender students will be considered on a case-by-case basis, in consultation with parents and school staff.
- 3.7. Students should be given accommodation that prioritizes their emotional and physical safety.

### **4. WASHROOMS, CHANGE ROOMS AND SIGNAGE**

- 4.1. In circumstances where students are separated by gender, the decision will be the student's in consultation with parents and school staff.

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- 4.2. The use of washrooms and change rooms by transgender students shall be assessed on a case-by-case basis, with the goals of maximizing the student's social integration, safety and comfort. This shall be done in consultation with the student, parents and appropriate school staff.
- 4.3. Each school will provide a least one easily accessible and clearly marked gender neutral washroom/change room for use by any student/staff.
- 4.4. The use of a gender-neutral washroom is a matter of choice for students/staff and not a compulsory requirement.

## **6. HOME, SCHOOL AND COMMUNITY RELATIONS**

- 5.1. The district shall work to educate parents to prevent discrimination based on sexual orientation and gender identity and to promote the positive contributions of 2SLGBTQ+ people within society.
- 5.2. The district shall encourage partnerships that promote effective participation in the education process by community organizations who are supportive of the 2SLGBTQ+ issues and who are committed to the vision of the Chilliwack Board of Education.
- 5.3. The district shall acknowledge through its communications to students, staff, and the community that many students will identify as 2SLGBTQ+ or live in 2SLGBTQ+ families and shall be positively recognized and included as such at all grade levels.

## **7. SELF IDENTIFICATION AND STUDENT RECORDS**

- 7.1. By request, staff will be addressed by their chosen name(s) and pronoun(s) that align with their gender identity and gender expression.
- 7.2. By request, students in consultation with parents will be addressed by their chosen name(s) and pronoun(s) that align with their gender identity and gender expression.
- 7.3. If a student consents, such requests will be shared with appropriate teachers, and noted in any materials (i.e. class lists, timetables, ID cards, report cards, awards etc.) that are accessible to other staff members, including TTOCs.
- 7.4. The district shall ensure that all personal information relating to transgender students and staff shall be kept confidential in accordance with applicable privacy laws. School district staff shall not disclose any information that may reveal a student's transgender

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status or sexual orientation to others, unless legally required to do so or unless the student has authorized such disclosure.

- 7.5. Whenever permitted by law, requests made by a student or the parent/guardian to change an official record to reflect their preferred name and/or gender identity will be accommodated.

## ADMINISTRATIVE PROCEDURE 367 SPECIALTY ACADEMIES

1. Students enrolled in a specialty academy must have available sufficient instruction to meet the general requirements for graduation. Students enrolled in specialty academies take a course or courses as a part of their graduation program that require additional learning outcomes beyond the learning outcomes required by the standard educational program.
2. Before a school can offer a specialty academy, the specialty academy and the schedule of fees for the specialty academy must be reviewed by the Parents' Advisory Council. The fees will relate to the direct cost incurred by the Board that are in addition to the costs of providing a standard educational program.
3. The catchment area for the specialty academy will be the same catchment area as that of the school where the specialty academy is being offered.
4. The school principal where a specialty academy is to be offered must advise the Board of the need for the specialty academy prior to March 1<sup>st</sup> of each school year.

The request to the Board for approval of a specialty academy must include:

- a description of the specialty academy.
  - provide sufficient demand for the Specialty Academy.
  - the course(s) required to complete the academic requirements of the specialty academy.
  - the course hours of any specialty academy courses required to ensure sufficient instruction is available for students to meet the general requirements for graduation.
  - confirmation of the approval of the specialty academy by the School Planning Council.
  - an approved schedule of fees.
5. Prior to May 31<sup>st</sup> of each school year, the Board must approve each new specialty academy and approve a schedule of fees for each specialty academy offered in the district and must make the schedule of fees available to the public.
  6. Once the Board has granted approval for a specialty academy, subsequent approval is not required unless the specialty academy has not been offered for three consecutive school years. The Parents' Advisory Council will review the schedule of fees for a specialty academy annually.

## **ADMINISTRATIVE PROCEDURE 377 FRENCH IMMERSION**

The District French Immersion Programs are intended to be inclusive-programs, including students with a variety of aptitudes, cultures and backgrounds. Students will be admitted to the District Early French Immersion program at the Kindergarten and Grade One levels if space is available. Students will be admitted to the District Late French Immersion program at the Grade Six level if space is available. In cases where the number of applicants exceeds the number of spaces available, a waitlist will be created. See “Selection Processes” below.

### **EARLY FRENCH IMMERSION**

#### **REGISTRATION**

1. The District will endeavor to inform parents about the Early French Immersion Program as an alternative education program of choice.
2. The District will hold an information meeting for interested parents/guardians.
3. Information will be provided to parents regarding the application process.
4. A parent information meeting and deadlines for submitting applications for the District Early French Immersion Program shall be scheduled so as to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted in to the District Early French Immersion Program.
6. Parents/guardians will have one week after notification to accept or decline their placement.

#### **STUDENT ELIGIBILITY**

1. Parents must apply on-line to the Early French Immersion Program. Acceptance into the District Early French Immersion Program will follow, provided that space exists.
2. Students enter in Kindergarten or Grade One, and they may enter in Grade One up to September 30 of that student’s Grade One year, if space is available and placement is appropriate in accordance with an existing wait list.

3. Entry to the program at other than the Kindergarten or Grade One level up to September 30 will be considered only if there is adequate space, if the student is adequately proficient in French and with permission of the principal.
  - a. Parents/guardians can apply online through the school district website,
  - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,
  - c. Adequate proficiency is defined in Ministry Policy #96-12 as follows:  
“...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program.”

## **SELECTION PROCESS**

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Early French Immersion Program.
2. All students residing in the City of Chilliwack will be given priority over non-residents.
3. Where applications exceed spaces at the Kindergarten level, placement is made through a random draw from all applicants.
  - a. A lottery system for selection will be used at the Kindergarten level,
  - b. The draw will be supervised at École Cheam Elementary by the Director of Instruction (or designate), and the school principal,
  - c. A waiting list will be maintained of those who are not selected.  
Within one week of the draw, district personnel will contact all families to advise them of their placement in a Kindergarten class or their position on the waitlist,
  - d. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available.

4. Registration will be given in the following priority:
  - a. Students who reside within the City of Chilliwack,
    - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion, and if the sibling is currently attending École Cheam Elementary, up to Grade Four at time of application,
  - b. Out-of-district students.
    - i. Siblings of students already in the District Early French Immersion Program will be given priority if they are also applying for Early French Immersion ,and if the sibling is currently attending École Cheam Elementary, up to Grade Four at time of application,
  - c. Students who were not granted entry in Kindergarten will maintain their place on the waitlist for Grade One Early French Immersion the following year.
5. Transfers out of the program will be made through a consultation process including the principal, parents and teachers in agreement that the transfer is in the best interests of the student.

## **LATE FRENCH IMMERSION**

### **REGISTRATION**

1. The District will endeavor to inform parents about the Late French Immersion Program of choice.
2. The District will hold an information meeting for interested parents/guardians.
3. Information will be provided to parents/guardians regarding the application process.
4. The Parent information meeting and deadline for submitting applications for the District Late French Immersion program shall be scheduled to allow sufficient time for decision-making and discussion prior to application.
5. All applicants will be informed in writing as to whether or not they have been accepted into the District Late French Immersion Program.

6. Parents/guardians will have one week after notification to accept or decline their placement.
7. District personnel will notify all regular catchment area schools as to the status of Late French Immersion applicants following the processing of applications and those students will be pre-transitioned to the Late French Immersion home school.

### **STUDENT ELIGIBILITY**

1. Parents of Grade Five age children (entering Grade Six in September) must apply on-line to the District Late French Immersion program. Registration in the District Late French Immersion program will follow, provided that space exists.
2. Students enter in Grade Six and they may enter in Grade Six up to September 30 of that student's Grade Six year, if space is available and placement is appropriate in accordance to an existing wait list.
3. Entry to the program at other than the Grade Six level up to September 30 will be considered only if there is adequate space, if the student is adequately proficient in French and with permission of the principal.
  - a. Parents/guardians can apply online through the school district website,
  - b. French language competency in this case will be determined by the school principal in consultation with district program personnel and appropriate teachers,
  - c. Adequate proficiency is defined in Ministry Policy #96-12 as follows:  
"...sufficient language skill to permit the student to be able to comprehend instruction in the subjects taught in French, assuming a period of 4 to 8 weeks of adjustment to the program."

### **SELECTION PROCESS**

1. Any parent/guardian may make an on-line application for their child to be enrolled in the District Late French Immersion Program.
2. All students entering Grade Six residing within the City of Chilliwack will be given priority over non-residents.

3. Where applications exceed places at the Grade Six level, placement is made through a random draw from all applicants.
  - a. A lottery system for selection will be used at the Grade Six level,
  - b. The placement will be supervised at either Vedder Middle School or Chilliwack Middle School by the Director of Instruction (or designate), and the school principal,
  - c. A waiting list will be maintained of those who are not selected,
  - d. Within one week of the on-line application period closing, district personnel will contact all families to advise them of their placement in a Grade Six class or their position on the waitlist,
  - e. Parents/guardians will have one week to accept or decline and then district personnel will make additional selections based on the waitlist, if spaces are made available.
  
4. Registration will be given in the following priority:

Please note: students who are already enrolled in a French Immersion or Francophone Program, or can demonstrate adequate proficiency, are asked to apply to our Early French Immersion Program for Grades Six and Seven at Chilliwack Middle School. Late French Immersion is designed for non-French speakers. As such, priority will be given to students without previous French experience, in the following order:

- a. Students who reside within the City of Chilliwack and are non-French speakers,
  - i. Students who reside on the North Side of Chilliwack, or currently attend a North Side school, will be given priority at Chilliwack Middle School and students on the South Side, or currently attend a South Side school, will be given priority at Vedder Middle School,
  - ii. Siblings of students already in the District Late French Immersion Program will be given priority if they are also applying for Late French Immersion and if the sibling is currently attending the same District Late French Immersion Middle School, up to Grade Seven at time of application,
  
- b. Students who reside within the City of Chilliwack and who were already enrolled in a French Immersion or Francophone program.

- i. Same as a.i. above.
  - ii. Same as a.ii. above.
- c. Out-of-district students,
- i. Siblings of students already in the Late French Immersion Program will be given priority if they are also applying for Late French Immersion, and if the sibling is currently attending the same District Late French Immersion Middle School, up to Grade Seven at time of application.
5. Transfers out of the program will be made through a consultation process including the principal, parents and teachers in agreement that the transfer is in the best interests of the student.

## TRANSPORTATION

Transportation to and from District French Immersion schools is the responsibility of the parent.

## SUPPORT SERVICES

Support learning services will be available to District French Immersion students from Kindergarten through Grade Eight.

## PROPORTION OF FRENCH TO ENGLISH INSTRUCTION

Level	Grade	% of French Instruction	% of English Instruction	English Language Arts Instruction
Early (EFI) Elementary	K-3	100	0	NA
	4-5	80	20	Classroom Teacher
Early (EFI) Middle School	6-7	80	20	Team Teachers
Late (LFI) Middle School	6	100	0	NA
	7	80	20	Team Teachers
Immersion Middle School	8	50-75	25-50	Team Teachers
Immersion Secondary School	9-10	50-75	25-50	Course Based
	11-12	No less than 25	No more than 75	Course Based

These percentages are based on Ministry recommendations.

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The exception to the recommended ratio of French to English instruction would be in cases where teacher preparation time and/or exploratory courses are unable to be covered by a bilingual teacher.

A minimum of 25% French instruction must be maintained to meet Ministry requirements.

English Language Arts as a subject is introduced at Grade 4 for Early French Immersion and Grade 7 for Late French Immersion.



**HEALTH & SAFETY**

**SECTION 400:**

*IN PROGRESS*



**HUMAN RESOURCES**

**SECTION 500:**

**525 ADMINISTRATIVE PROCEDURE:**

**EMPLOYEE RECOGNITION**

## **ADMINISTRATIVE PROCEDURE 525 EMPLOYEE RECOGNITION**

On an annual basis, the Board will formally honour regular employees of the school district who have provided continuous long service to the students of the district.

### **Long Service Recognition**

The Board will host an annual reception for all employees including teachers, support staff, principals and vice principals, managers and executive members who have attained 20 continuous years of service in the Chilliwack School District.

The Superintendent, in consultation with the Board, shall be responsible for planning the long service reception.

The long service reception will be conducted as a social event and will include refreshments. Long service employees will be invited to bring a guest to the event and their Principal or Manager may be invited to attend on their behalf.

Long service employees will be provided with a choice of gift valued at no greater than \$200.00.

### **Retirement Recognition**

In June of each year, the Board will host a reception for all retiring regular employees including teachers, support staff, principals and vice principals, managers and executive members who have a minimum of 10 years of service in the Chilliwack School District and who are applying to receive the benefits of a pension plan.

The Superintendent, in consultation with the Board, shall be responsible for planning the retirement reception.

The retirement reception will be conducted as a social event and will include refreshments. Retiring employees will be invited to bring a guest to the event and their Principal or Manager may be invited to attend on their behalf. The retirement reception will be located at a different venue than the long service reception.

Retiring employees will be provided with a choice of gift valued at no greater than \$300.

### **Ongoing Site-Based Recognition**

Principals, Vice Principals, Managers, Executive Staff and Trustees are encouraged to regularly acknowledge the contribution of all staff through informal recognition and conversation. Supervisory staff will be provided with strategies to promote recognition and acknowledgement.



*IN PROGRESS*

## SECTION 600:

### BUSINESS & SUPPORT SERVICES



Chilliwack  
School District

# ADMINISTRATIVE REGULATION MANUAL

(UNDER REVISION)

The Board of Education is currently reviewing its Bylaws, Policies and Administrative Regulations to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. The Administrative Regulation Manual is still under review.



ADMINISTRATION

SECTION 300:

- 300.1 ADMINISTRATIVE REGULATION: LEADERSHIP APPOINTMENTS AND ASSIGNMENTS**  
**307.1 ADMINISTRATIVE REGULATION: PRINCIPAL/VICE PRINCIPAL PERFORMANCE APPRAISAL**

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**300.1  
ADMINISTRATIVE REGULATION  
Leadership Appointments and Assignments**

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**Principals and Vice Principals**

All vacant school or district-based Principal and Vice Principal positions shall be filled through an open competition or by the assignment of existing Board appointed Principals and Vice Principals.

**Pre-Selection Consultation**

Where there are known vacancies, consultation with the appropriate parent representatives and district employee groups will be undertaken by the Superintendent or designate and the liaison Trustee to determine specific school characteristics and needs prior to any assignment or appointment. Where there are re-assignments as a result of filling known vacancies, the appropriate parent representatives and district employee groups will be informed prior to the re-assignments being made public.

In the case of a Vice Principal vacancy, the Principal of the school/s affected will be given the opportunity for consultation and input into the needs of their school and the skill set required to build a strong leadership team.

**Lateral Transfer**

(Principal position to Principal position or Vice Principal position to Vice Principal position)

Principals and Vice Principals are invited annually to complete the Superintendent initiated form regarding their intentions including requests for lateral re-assignment.

When there are known vacancies, the Superintendent shall advertise internally all school-based and district-based vacancies for Expressions of Interest indicating the specific skills and requirements of the position. If a Principal or Vice Principal vacancy arises as a result of a re-assignment, the Superintendent has discretion to assign a Principal or Vice Principal or initiate a new Expression of Interest.

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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised: December 9, 2014

## **New Candidate Selection Process**

(In District Vice Principals seeking Principal positions and new candidates seeking Principal and Vice Principal positions)

The Superintendent will annually create a pool of candidates to be considered for assignment into vacant positions. The pool will consist of current Vice Principals who have applied to Principal positions and external candidates who have applied to Principal and Vice Principal positions. This posting will be advertised internally and externally and will follow the New Candidate Selection Process.

A complete and thorough process to manage the selection of the successful candidates and for ensuring compliance with due process and legislative requirements will be established. Advertisements will be prepared and posted and the extent of the external advertisement that is necessary will be determined based on the complexity of the position and current job market conditions. The Human Resources Department will be responsible for screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Superintendent and other individuals as the Superintendent deems appropriate.

The Selection Committee will be chaired by the Director of Human Resources and will consist of two trustees, the Superintendent and/or designate, and one senior staff member as appointed by the Superintendent. This committee will interview short-listed candidates, review detailed reference checks, and provide a recommendation for appointment to the Superintendent.

## **Reporting to the Board**

Where the selected candidate is a new Principal or Vice Principal to the district or an existing Vice Principal who is moving to Principal position, the Superintendent will bring a recommendation with rationale for Board approval at an in-camera meeting.

Where the selected candidate is an existing Board approved Principal or Vice Principal moving laterally, the Superintendent will bring the assignment forward to the Board at an in-camera meeting as information.

In all cases the Superintendent will outline the skills, experience and past performance of the successful candidate.

## **Executive Staff**

The selection process for the Superintendent shall be determined by the Board.

All other senior district level administrative positions including Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer and Director

will be advertised internally and externally and will follow a selection process that has been recommended by the Superintendent and approved by the Board. This process will include appropriate input from partner groups.

### **Other Management Positions**

All vacant management positions will be advertised internally and externally. The Selection Committee will consist of the Secretary-Treasurer, or designate, and other management or administrative representatives as appointed by the Superintendent. This committee will be responsible for short-listing candidates, developing interview questions, interviewing short-listed candidates, reviewing detailed reference checks, and providing a recommendation for appointment to the Superintendent.

The Superintendent will bring the appointment forward to the Board as information and will report the rationale for the appointment outlining the skills, experience and past performance of the successful candidate.

# BOARD OF EDUCATION

## School District #33 (Chilliwack)

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### 307.1

## ADMINISTRATIVE REGULATION

### Principal/Vice Principal Performance Appraisal

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School leadership is a complex cognitive task. Today's principals and vice-principals are required to be strategic planners, have financial literacy skills to manage complex budget processes, be visionaries, coaches and managers, all while focusing on factors that promote teaching and learning.

Research shows that school leadership is second only to teaching in having an impact on student achievement. The progress and success of all students in the Chilliwack School District is contingent on effective leadership throughout the system to guide and support teaching and learning in district schools.

The Chilliwack School District Principal/Vice-Principal Performance Appraisal is based on the District's Principal/Vice-Principal Leadership Framework, which consists of four leadership domains – Moral Stewardship, Instructional Leadership, Relational Leadership and Organization Leadership – and nine Leadership Standards that have been adopted from the June 2016 BCPVPA *Leadership Standards for Principals and Vice-Principals in British Columbia*. The Leadership Standards are nine high-priority themes that leaders must address in order to promote learning, achievement and success for all students.

Performance appraisal is a growth-oriented process focused on supporting principals and vice-principals in setting and attaining the following goals:

- Strengthening leadership practice by focusing on student achievement and wellbeing.
- Focusing on leadership growth and ensuring professional accountability grounded in a commitment to school and district improvement.

The Principal/Vice-Principal Performance Appraisal process is designed to ensure that school leaders are well supported in their growth and development. The appraisal process focuses efforts on achieving goals by providing formal and informal opportunities for feedback, dialogue and ongoing professional learning.

The Principal/Vice-Principal Performance Appraisal fosters leadership development by providing opportunities for principals and vice-principals to:

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Cross Ref:

Adopted: May 6, 2018  
Reviewed:  
Revised:

- Engage with their school supervisor in frequent and meaningful dialogue about their performance.
- Consider the supports they need in order to achieve their performance goals.
- Identify ways in which they can enhance their professional growth.

Regular opportunities for focused conversation with supervisors can provide the feedback necessary for leaders to improve their practice. Collaborating in a spirit of trust is a key condition for the success of the appraisal process.

The performance appraisal process for principals and vice-principals is intended to support and promote professional growth and development. When the various components are implemented in a coherent way, linked to school and district improvement plans and goals, and connected to ongoing professional learning, the process becomes fully integrated into the daily work that school leaders do.

The Principal/Vice-Principal Performance Plan must include:

- One or more goals focused on improving student achievement and wellbeing, taking into consideration provincial educational priorities, the District Strategic Plan and the school's improvement plan.
- Actions that will be taken during the year to attain the identified goals.
- The leadership practices and competencies that will be the focus in attaining the goals.
- The methods by which success in attaining the goals is to be measured.
- The professional growth activities that the principal/vice-principal will undertake to assist in the development of leadership practices and competencies, and in attaining the goals.
- A description of the results of actions taken during the school year to attain the goals, to be added before the final meeting of the year.

In developing the Performance Plan, the principal/vice-principal and school supervisor may wish to take into account other factors that may be considered when the appraiser assigns a performance rating, such as efforts made to engage teachers and others in the development of the goals and implementation of the actions identified in the Performance Plan.

Both the school supervisor and principal/vice-principal must sign and retain a copy of the Performance Plan.

Methods are the ways in which the achievement of a principal/vice-principal's goals will be measured in the Performance Appraisal year. These methods must include the use of indicators of success that provide evidence of whether or not goals have been achieved. The indicators should be observable and measurable, and should be both qualitative and quantitative. The principal/vice-principal will need to collect baseline data as goals are developed, and as strategies and actions are implemented, in order to measure achievement.

Performance Appraisal as Evaluation is a formal process that will take place in the following circumstances:

- All principals/vice-principals during their 24-month probationary period;
- When there is cause for concern and a Performance Appraisal is requested by the Superintendent or designate;
- At the request of any principal or vice-principal within three months of the date of request; or
- All principals and vice-principals who have never engaged in a formal appraisal process.

Performance Appraisal through Professional Growth will:

- Include all principals/vice-principals who have successfully completed the Evaluation process;
- Provide a framework for leadership development, and a focus on formative self-assessment and self-reflection, so that areas of growth can be identified to foster continuous professional learning;
- Require all principals/vice principals to develop an annual professional growth plan;
- Include a portfolio of evidence to support the professional growth plan;
- Focus on one leadership domain with a continued 'deep' focus on the "Instructional Leadership" domain; and
- Be reviewed bi-annually by the school supervisor.



PERSONNEL

SECTION 400:

401.1 ADMINISTRATIVE REGULATION:	STAFF CONFLICT OF INTEREST
402.1 ADMINISTRATIVE REGULATION:	RESPECTFUL WORKPLACE – DEFINITIONS AND RESPONSIBILITIES
402.2 ADMINISTRATIVE REGULATION:	RESPECTFUL WORKPLACE – REPORTING, INVESTIGATION AND RESOLUTION REGULATIONS
403.1 ADMINISTRATIVE REGULATION:	POLICE INFORMATION CHECK – VOLUNTEERS
404.1 ADMINISTRATIVE REGULATION:	WHISTLEBLOWER PROTECTION
411.2 ADMINISTRATIVE REGULATION:	TEACHER RELEASE FOR PRESENTING IN-SERVICE
423.2 ADMINISTRATIVE REGULATION:	COMMUNICABLE DISEASES
424.1 ADMINISTRATIVE REGULATION:	REPORTING CHILD ABUSE AND NEGLECT
428.1 ADMINISTRATIVE REGULATION:	EXPENSES
430.1 ADMINISTRATIVE REGULATION:	TEACHER ALLOCATIONS: ELEMENTARY SCHOOLS
430.2 ADMINISTRATIVE REGULATION:	TEACHER ALLOCATIONS: MIDDLE & SECONDARY SCHOOLS
430.3 ADMINISTRATIVE REGULATION:	POSITIONS OF SPECIAL RESPONSIBILITY
430.4 ADMINISTRATIVE REGULATION:	CLERICAL STAFF RATIOS
430.6 ADMINISTRATIVE REGULATION:	BUSINESS MANAGER RATIOS
430.7 ADMINISTRATIVE REGULATION:	SUPERVISION ASSISTANT RATIOS

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**401.1  
ADMINISTRATIVE REGULATION  
Staff Conflict of Interest**

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For the purpose of this policy, a direct pecuniary conflict of interest will be deemed to exist where an employee receives remuneration (other than expenses) above and beyond the employee's regular salary or wages, whether from the school district or any other source for services that have been performed in the course of the employee's normal employment with the school district or for the sale of work or materials produced for the district as part of the employee's normal duties. An activity which might reasonably be perceived as using the employment relationship for inappropriate personal financial advantage will be viewed as a conflict of interest. Staff are not allowed to tutor or provide other private professional services for students unless they conform to the following guidelines:

1. That the students are not enrolled in the employee's worksite(s).
2. Normally teachers on call (TOC's) and casual employees are not limited by restrictions in #1 above unless they are assigned to that worksite on a regular basis.
3. That the tutoring will not take place on Board property.

School District premises, materials and equipment shall not be used for external business purposes or for any other purpose which might compromise the interests of the school district.

Employees are expected to request a determination from the Superintendent (or designate before engaging in an activity which might reasonably raise questions about possible conflict of interest.

Indirect pecuniary conflict of interest exists when an employee uses his/her position to make a decision or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.

To avoid indirect conflicts of interest, employees should ensure that they do not find themselves in the following positions:

1. Hiring or influencing the hiring of persons falling into one or more of the categories identified above.
2. Being a member of a selection committee that will place or hire persons identified above where there is a direct reporting relationship between an employee and person identified above.
3. Supervising or evaluating an employee who is a family member (*When employees find themselves in these situations, they are required to report to the superintendent who will, in conjunction with the immediate supervisor, consider what accommodations can be made.*)
4. Requesting a replacement worker who is a family member.
5. Involvement in a process or a decision that would result in a direct pecuniary benefit to a relative, partner or business associate or close friend.
6. During regular working hours or at the work site not be engaged in activities outside of their regular employment duties that either involves or promotes their own business or that of those listed above.
7. Should not promote their business to students.
8. Accepting gifts which may be perceived to compromise impartial decision-making.
9. Where an employee has a financial or other interest in goods and/or services which the school district desires to purchase, the employee is disqualified from approving the order, notwithstanding his/her authority. In a case there the order would have otherwise satisfied all requirements of this policy and having made disclosure of any interests, the employee may refer the proposed purchase to his/her immediate supervisor. The supervisor may approve the purchase, subject to notation that the purchase is in the best interests of the school district and satisfied all requirements, including the avoidance of conflict of interest.

**Copyright:**

Employees may acquire ownership of publications and copyright provided that no school or district resources, time, equipment or facilities have been utilized in the preparation, testing, piloting, publication or promotion of the material.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**402.1**

**ADMINISTRATIVE REGULATION**

**Respectful Workplace – Definitions and Responsibilities**

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The Respectful Workplace Regulations (402.1 and 402.2) are intended to set clear behavioral expectations for respectful conduct to support a culture of mutual respect and cooperation among all employees and Board members in School District No. 33 (Chilliwack). The regulations apply to the interactions of these individuals with one another and with parents, students, and members of the public with whom they engage on behalf of the Board or the District. They apply to all functions and activities whether or not they occur within the District or on the property of the District, where there is an impact on the Board or District working environment.

These Regulations are intended to meet the legal obligations of the District and Board as employers and enhance the promotion of a respectful workplace. Where a collective agreement or association agreement includes provisions respecting the prohibited conduct outlined in these Regulations, or a process for intervention in the circumstances of the complaint, the provisions of the agreements will continue to apply in conjunction with the provisions of this Regulation.

**False Complaints**

Complaints or reports of bullying and harassment, discriminatory harassment and retaliation are serious matters. Employees who are found to have made frivolous, vexatious, or malicious complaints may be subject to disciplinary action, up to and including dismissal.

**DEFINITIONS**

**Bullying and Harassment**

Includes any inappropriate conduct, comment, display, action, or gesture directed at another that a reasonable person knows or ought to know would have the effect of creating an intimidating, humiliating, hostile, or offensive work environment. To constitute Bullying and Harassment there must be:

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Cross Refs: Bullying and Harassment WorkSafeBC Policy, *BC Human Rights Code*, Provincial Teachers' Collective Agreement

Adopted: April 26, 1994  
Reviewed: July 15, 1997  
Revised: February 13, 2018

- a. repeated conduct, comments, displays, actions or gestures; or
- b. a single serious occurrence that has a lasting, harmful effect on a person.

Examples of Bullying and Harassment can include:

- verbal or physical abuse, threats, or violence;
- yelling, name-calling or insults;
- harmful or offensive hazing or initiation practices;
- vandalizing someone's belongings or work equipment;
- sabotaging someone's work;
- personal attacks based on someone's private life or personality traits;
- spreading malicious gossip or rumors about a person;
- subtle conduct such as unwelcome non-verbal gestures, manipulation, ignoring or isolating a person; or
- bullying.

Bullying is a form of Personal Harassment that is marked by intentional, persistent attempts of a person or group to intimidate, demean, humiliate, torment, control, mentally or physically harm, or isolate another person or group. This behavior, through its persistence or severity, diminishes the dignity or the psychological or physical integrity of the target(s).

**Bullying and Harassment DOES NOT include:**

- a. Human resources management: Supervision, direction or management of employees undertaken in a good faith manner for a legitimate work purpose does not constitute Bullying and Harassment. For example, Bullying and Harassment does not include changes to working conditions, corrective action, discipline, termination of employment, decisions relating to workload and deadlines, performance evaluation, transfers, changes in job duties, lay-offs, demotions and reorganizations unless such conduct is carried out in an abusive or threatening manner or is intended to cause emotional harm.
- b. Interpersonal conflict between people is not Bullying and Harassment unless the conflict results in behavior that is considered threatening or abusive. Personal disputes over non work-related matters should not be engaged in at the workplace. Disputes over work-related matters should be resolved respectfully between the persons involved or with the assistance of a Principal, Vice Principal, Supervisor or human resources.
- c. Interpersonal relations that are normally connected to the roles and functions in the workplace do not constitute Bullying and Harassment. Bullying and Harassment is a serious matter and is

intended to apply to serious circumstances. It is not intended to limit normal social interaction or consensual relationships.

## **Discriminatory Harassment**

Is related to an individual's rights under the *Human Rights Code* and WorkSafeBC regulations. It is defined as conduct that relates to employment and:

1. is based on, or related to, a prohibited ground of discrimination as set out in the *Human Rights Code*, including: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction that is unrelated to employment;
2. is unwelcome or is of such a nature that it would be reasonable to assume that it is unwelcome; and
3. detrimentally affects the work environment or leads to adverse job related consequences for the target of the harassment.

The conduct does not have to be directed at a specific individual or be intentionally offensive to be considered Discriminatory Harassment. Some examples of conduct that may be Discriminatory Harassment include:

- imposing job requirements that are not bona fide occupational requirements and which cannot be met due to disability;
- unwelcome comments, jokes, innuendo or teasing based on a prohibited ground of discrimination;
- homophobic comments or conduct;
- email or other digital or social media material that contains inappropriate or unwelcome content related to a protected ground; or
- sexual harassment.

Sexual harassment is a form of Discriminatory Harassment and is based on sex, sexual orientation, gender identity or gender expression. It can occur between men and women, individuals of the same gender, individuals of the same or differing sexual orientation, and includes harassment on the basis that an individual is transgender.

Sexual harassment may take a variety of forms, examples of which can include:

- unwelcome gestures or comments regarding physical appearance;
- unwelcome physical contact or sexual advances;
- posters, pinups, pictures or digital content related to sex;

- any conduct that reasonably leads to the perception that a condition of a sexual nature is being placed on a person's employment or any opportunities for persons in the workplace; or,
- conduct related to formerly consensual relationships or where there is a work related power imbalance between persons in an otherwise consensual relationship.

## **Retaliation**

Retaliation is an adverse action taken against a person to whom this Regulation applies for having:

- invoked this Regulation in good faith;
- participated or cooperated in any investigation under this Regulation; or
- associated with a person who has invoked this Regulation or participated in these procedures.

Retaliation damages the workplace by intimidating and silencing individuals for speaking up or for offering support.

## **RESPONSIBILITIES**

Everyone in the District plays an important role in maintaining a respectful workplace.

### **School District Administration and the Board:**

Must proactively maintain a workplace free from discrimination, bullying and harassment. This includes creating, communicating and administering this Regulation and providing training and support related to this Regulation. Human Resources will ensure that this Regulation is reviewed regularly and steps may be taken to amend the Regulation as needed.

### **Board members, School District Administrators, Principals, Vice-Principals, and Supervisors**

Must communicate this Regulation, model respectful behavior, intervene and respond to reported or suspected breaches of this Regulation in a timely and fair manner, by means of application of this regulation, and comply with all laws that may be applicable under this Regulation. These parties should be observant in the workplace, listen carefully to concerns that are raised and take the appropriate steps to address the situation. When they become aware of a concern under the Regulation, they will consult with School District Administration, including Human Resources, as appropriate.

## **All Employees and Board Members**

Are responsible for understanding the Regulation, treating everyone at the workplace with dignity and respect, not engaging in prohibited conduct of any kind, immediately reporting breaches of this Regulation, and cooperating fully with any investigations under this Regulation. This includes reporting any evidence of prohibited conduct related to the workplace including when it is observed toward others.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**402.2**

**ADMINISTRATIVE REGULATION**

**Respectful Workplace - Reporting, Investigation and  
Resolution Procedures**

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**REPORTING**

Bullying and harassment, discriminatory harassment and retaliation can cause the target to feel intimidated, uncertain, threatened, embarrassed, fearful or concerned about possible reprisal. The Board and the District recognize these concerns and provide, along with steps to prevent or minimize discrimination and bullying and harassment, a number of methods to address conduct of concern. The intent of the Board and the District is to provide a variety of options and to encourage individuals to resolve workplace concerns.

**Confidentiality**

All persons to whom this Regulation applies are expected to respect and preserve the confidentiality of any complaint and process brought under this Regulation.

Confidentiality of any complaint or process under this Regulation will be maintained to the extent possible and information will be disclosed only to the extent necessary to carry out procedures provided for within this Policy, including the conduct of a fair investigation and the implementation of corrective and remedial measures, and where disclosure is required under lawful authority. In all circumstances, only the minimum amount of information required will be disclosed.

A breach of confidentiality may result in discipline or other corrective action as appropriate.

**What to do if you believe you have been subjected to Prohibited Conduct**

- 1) If you are comfortable doing so, as soon as possible let the other individual know clearly that his/her/their conduct is unwelcome, that you believe the
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Cross Refs: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999  
Reviewed: June 19, 2018  
Revised: July 31, 2018

conduct falls under this Regulation – and tell the offending party to stop. In many cases this will put a stop to conduct of concern;

- 2) If there is more than one incident, keep a written record of dates, times, the nature of the behavior, and witnesses, if any;
- 3) If you are uncomfortable approaching the person responsible for the conduct of concern, or if the incidents do not stop after you have attempted to speak with the individual involved, promptly contact an appropriate supervisor (the Board Chair for Board members) or another appropriate party (e.g. Human Resources or a staff rep) for assistance in raising the concern. You may also contact Human Resources to discuss alternative courses of action, which may include informal resolution options or a formal complaint;
- 4) Submit a written statement of complaint. It is recommended that you complete a copy of the Chilliwack School District Workplace Bullying and Harassment form, which is available at the worksite by clicking [here](#) as it includes all the necessary details to proceed. Alternately, you may submit a written statement that includes all the required information for a complaint (see “Formal Complaint Resolution” step b for further details). Submit the complaint as follows:
  - a) Directly to Human Resources or to your supervisor, principal or vice principal for submission to Human Resources;
  - b) if the person responsible for the conduct of concern is another employee, a Principal, Vice-Principal, Supervisor, Department Head, District Manager, Director, Secretary Treasurer of the District you may submit directly to Human Resources;
  - c) if the person responsible for the conduct of concern is a School Board Trustee or the Superintendent of Schools, or Director of Human Resources you may submit directly to the Secretary Treasurer.\*

NOTE: If you are a member of a Union or Association, you can seek assistance from a representative at any time. Please be advised that any provisions in your collective agreement that differ from the above procedure will supersede these Regulations.

### **What to do if you believe you have witnessed Prohibited Conduct**

- 1) If you are comfortable doing so, talk to the impacted individual, advise her/him of the Regulation and suggest that she/he/they talk to their supervisor or Human Resources;
- 2) If you are comfortable doing so, talk to the individual responsible for the conduct of concern to help her/him/they become aware of the impact she/he/they may be having; or,
- 3) If the above actions do not resolve your concern or the concern is serious, share your concerns with a supervisor or Human Resources as appropriate. You may also speak to your Union or Association.

\* or, in the case of teachers, directly to BCPSEA

## **What to do if you have been told that your behavior is unwelcome**

Individuals who are informed their behavior is unwelcome may feel surprised, embarrassed or defensive. It is important to remember that Prohibited Conduct can occur even if a person does not intend it.

If you are told that your behavior is unwelcome, you should:

- 1) Listen to the other individual, rather than ignoring the situation or becoming hostile, defensive or angry;
- 2) Consider what the person is saying, and how your behavior might be impacting others;
- 3) If appropriate, change behaviors that are unwelcome, remembering that all employees share a responsibility to each other, and to the District or Board, to refrain from unwelcome Prohibited Conduct towards others at work;
- 4) Seek assistance from management or Union as necessary to understand this Regulation and to work on skills that will contribute to a respectful workplace.

## **INVESTIGATIONS**

The following will apply to investigations, with the intent that these procedures and any investigation carried out must be flexible in order to respond to the specific circumstances at issue. The District reserves the right to engage in a different procedure as deemed appropriate in any given circumstance in order to meet its statutory obligations regarding a respectful workplace. Where provisions in a collective agreement differ from these Regulations, the provisions in the agreements will apply.

### **When the Respondent is employed by the District**

- 1) The Form (or written complaint) will be forwarded to Human Resources for investigation and follow-up. Human Resources will ensure the investigation processes applied are consistent with WorkSafeBC requirements and any applicable collective agreement processes, policy or other requirements. Where the matter involves employees under more than one collective agreement, Human Resources will determine the applicable process to investigate the conduct.
- 2) Human Resources will designate an investigator as needed, which may be a member of the Human Resources department, a designate employed by the District, or an external investigator.
- 3) Investigation documentation and records will be submitted to and confidentially maintained by Human Resources. Any letters respecting remedial corrective action or discipline will be placed in the appropriate personnel file.

## **When the Respondent is not employed by the District or Board and is not a Board Member**

The Respectful Workplace Policy and Regulations are intended for employees and board trustees. If there are allegations of bullying and harassment from a parent or visitor the violent incident reporting protocol, the site's code of conduct and/or Board Policy 533 – Maintenance or Order is to be followed. In extreme circumstances, an investigation may be conducted at the discretion of Human Resources.

## **When the Respondent is a Board Member or the Superintendent of Schools**

- 1) The Secretary Treasurer\* may receive a Form from a Complainant directly when the allegations relate to conduct of a Trustee or the Superintendent of Schools.
- 2) Without undue delay, the District will engage an external independent investigator.
- 3) Investigation documentation and records will be submitted to and confidentially maintained by the Secretary Treasurer
- 4) Where parties include Board trustees, the Director shall seek legal advice to determine an appropriate process which engages the Board and which may be contained in the School Board Trustee Ethics Policy and Regulation.

## **In all circumstances where an investigation is conducted**

- 1) The District will ensure that the investigation processes applied are timely, and consistent with due process and any applicable legislated or policy requirements.
- 2) Those involved with an investigation will maintain confidentiality of related information and will share such information only as necessary to ensure that the investigation is fair, to address the outcome of any investigation, including the implementation of any corrective or disciplinary measures or other recommendations, and as may otherwise be required by legislation or enforceable order.
- 3) When a formal investigation is completed, the Complainant and Respondent (and Union or Association if applicable) will be notified of the conclusion and findings of the investigation. Remedial steps will be taken by the District if needed and shared with the appropriate parties.
- 4) Participants in an investigation are expected to cooperate fully and truthfully in any investigation process undertaken by the District.
- 5) For District employees, subject only to any applicable grievance process, the decision of the District in respect of the outcome of a complaint is final and not subject to appeal.

\* or, in the case of teachers, directly to BCPSEA

## RESOLUTION OPTIONS

A complaint of Prohibited Conduct may be advanced by any employee of the District or Board or by a Board trustee by submitting the Form (or written complaint) as described above. When this occurs or where a concern otherwise comes to the attention of the District, steps to promote timely resolution will be taken including by means of the following:

### Informal Complaint Resolution

Depending on the nature and severity of the alleged conduct and subject to the consent of the individual who is the subject of the alleged Prohibited Conduct, informal complaint resolution may first be tried to resolve the issue informally. Informal complaint resolution can include, but is not limited to, mediation, drafting of behavioral guidelines, agreements, apology, or other resolution agreed between the parties and the District (or the Board as applicable). If a resolution is reached informally, then all persons involved must agree that the outcome is satisfactory. The Union(s) may also be involved in informal complaint resolution.

### Formal Complaint Resolution

- a. If informal resolution is unsuccessful or not pursued, allegations brought to the District's attention will be formally reviewed and where appropriate or required by a collective agreement or association agreement, investigated.
- b. Every formal complaint will be treated seriously and responded to promptly. Any individual bringing a complaint forward as the person impacted by the alleged Prohibited Conduct or as a witness to it (the "Complainant") must submit the required Form (or written complaint). The information submitted should include the following:
  - o as much detail as possible about the circumstances including dates, times, persons involved, witnesses, and the specific conduct (including specific words);
  - o available relevant documents or other evidence that may support the allegations (including emails, handwritten notes or photographs).
- c. If in extraordinary circumstances a Complainant is unable to prepare a Form or written statement, the Complainant should request to meet with Human Resources for assistance.
- d. Formal complaints by an individual cannot be carried out anonymously, and the identity of the Complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in Prohibited Conduct (the "Respondent"). The Respondent shall be provided an opportunity to explain his or her behavior and to have such explanations properly considered.

- e. In the event that a Complainant does not proceed with a formal complaint, the District may still initiate an investigation if deemed necessary to ensure the commitment to providing a respectful workplace, health and safety of persons at the workplace or to comply with any applicable laws including the *B.C. Human Rights Code* and the *Workers Compensation Act* and applicable regulations and policies.
- f. If there is a sufficient basis in the written complaint or in any circumstances where the District otherwise deems it necessary to do so, the District will carry out a formal investigation, promptly, thoroughly, and in a manner that protects the privacy interests of all involved to the extent possible while ensuring a fair investigation.

## **REMEDIAL STEPS AND CONSEQUENCES**

All conduct that is found to constitute a breach of this Regulation will be addressed by attempting to remedy the harm caused and prevent further harm. This may include:

- Introduction of procedural safeguards including limitations on conduct;
- Restorative processes;
- Counselling or mediation;
- Conflict resolution or other applicable training;
- Shifts in work assignment or organization;
- Corrective or disciplinary action as appropriate, up to and including termination of employment;
- Application of the *School Act*;
- Measures under the Student Code of Conduct or the Board Trustee Ethics Policy or Regulation.

Any person who makes knowingly false, frivolous, malicious or reckless allegations of Prohibited Conduct will also be subject to appropriate remedial steps and consequences.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**403.1**

**ADMINISTRATIVE REGULATION**

**Police Information Check - Volunteers**

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1. All persons offering to serve as volunteers will be screened by the principal or designate to determine the basis for the person's interest. This screening will also help to determine the volunteer's skills and talents, establish their potential contributions to the school, and help to determine an appropriate placement.
2. Each volunteer shall complete the Police Information Check with vulnerable Sector Screening, and submit it in person to the Chilliwack RCMP along with a letter provided by the school site confirming the volunteer's application to serve as a volunteer in the Chilliwack School District.
3. The Police Information Check (PIC) form will be processed by the Chilliwack RCMP. The RCMP will provide the results of a completed Police Information Check to the volunteer/applicant.
4. The volunteer/applicant will provide the results of the completed Police Information Check to the Chilliwack School District Administration Office. A designated staff worker (PIC Officer) will be assigned to receive the Police Information Check.
5. Police Information Checks that indicate a volunteer has a police record may preclude the applicant from volunteering with the district. The PIC Officer will keep this information in strict confidence and may consult with the Board's legal counsel to assist with a decision..
6. The applicant and principal will be notified as quickly as possible as to the acceptance or denial as a volunteer.
7. Principals will inform parents when their child is working with a volunteer in other than a group setting.

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Cross Refs:

Adopted: October 22, 1996  
Reviewed: July 15, 1997  
Revised: April 7, 2015

8. It is recommended that each volunteer receive an orientation program at the school that covers the contents of the Chilliwack School District's Volunteer Handbook.
9. In an emergent situation a volunteer who has not been subjected to a Police Information Check may be used on an infrequent basis provided it involves students and teachers in groups and the teacher and principal or designate have confidence in the volunteer's character.
10. Each time a volunteer is involved in a different school a Police Information Check is required. A Police Information Check shall be valid for a maximum of four years. A PIC may be requested at any time at the discretion of the principal.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**404.1  
ADMINISTRATIVE REGULATION  
Whistleblower Protection**

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**Duty to Disclose**

The Board expects that an employee who is aware of or has witnessed any improper activity or wrongdoing will, in good faith, bring the matter to the attention of the Superintendent to provide a reasonable opportunity for investigation and corrective action appropriate to the circumstances.

Good faith is evident when a report is made without malice or consideration of personal benefit and there is a reasonable basis for the individual reporting to believe that the report is true.

Reportable activities include any unlawful, illegal or inappropriate behavior and may include:

- an unlawful act, whether civil or criminal
- questionable accounting practices
- falsifying district records
- theft of cash, goods, services, time or fraud
- inappropriate use of district assets or funds
- decision making for personal gain
- a dangerous practice likely to cause physical harm or damage to property
- abuse of power or authority
- retaliation for reporting under the policy, including discipline or discharge.

This list is not all-inclusive but is intended to provide an indication of the type of conduct that may be considered a “reportable activity”. This list does not include personnel actions taken in the course of conducting the district’s business where

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Cross Refs:

Adopted: April 7, 2015  
Reviewed:  
Revised:

such matters are most appropriately addressed by reference to the applicable contract or collective agreement.

## **Reporting a Complaint**

Complaints may be submitted about any reportable activity to the Superintendent by confidential email or otherwise in writing in a sealed envelope, with identification of the reporter.

All reports will be maintained in confidence and information that will allow the identification of the reporter will only be shared to the extent necessary to conduct a complete and fair investigation.

## **Protection of Employee and Employer**

### Employee

An employee who files a report under this policy will be protected if the employee:

- provides information in good faith
- believes the report to be substantially true
- does not act maliciously or make false allegations, and
- does not seek any personal gain.

If an investigation reveals that the report was frivolous, fraudulent or made with malicious intent, or otherwise made in bad faith, disciplinary action may be taken.

### Employer

Nothing in this policy shall be deemed to diminish or impair the rights of the district to manage its employees under any policy, contract or collective agreement or to prohibit any personnel action which otherwise would be taken regardless of the reporting of the information.

## **Investigation Procedure**

1. Upon receiving a complaint, the Superintendent or designate will determine whether the matter is, in fact, a reportable activity under this procedure.
2. If it is determined that the complaint relates to a reportable activity, an investigation will be conducted as soon as possible.

3. The investigation will include discussions with the reporting individual, the party against whom the allegations have been made and any witnesses as appropriate.
4. Outside legal, accounting or other advisors may be retained as appropriate to assist in the investigation.
5. It is the obligation of all employees to cooperate with an investigation.
6. If the investigation establishes that improper activity has occurred, the Board will take appropriately corrective action in a timely manner.
7. Records of all formal and informal reports and investigations will be kept by the Superintendent or designate.

### **Reporting to Board**

The Superintendent shall submit to the Board, in an “in-camera meeting”, an annual summary of reports and investigations conducted under this policy. The summary will include reports received and acted upon during the school year, July 1 to June 30.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**411.2  
ADMINISTRATIVE REGULATION  
Teacher Release for Presenting In-Service**

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Teachers may be released to provide professional development activities for other School Districts with approval of the Superintendent of Schools.

At the Superintendent's discretion, other Districts will be billed for the cost of substitute teachers required.

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Cross Refs:

Adopted: November 28, 1979  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**423.2  
ADMINISTRATIVE REGULATION  
Communicable Diseases**

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The Board recognizes its obligation to protect the health and safety of the entire school community. The Board shall endeavour to protect, whenever possible, students and employees from exposure to communicable diseases. Should a communicable disease including the AIDS virus infection, be contracted, the Board acknowledges the right of a student to a free and full education in the public school system and the right of an employee to continue his/her employment. Further, the Board recognizes that individual students and employees have a right to confidentiality in all health matters.

In all cases the advice of the District Medical Health Officer will be solicited and followed.

1. **Students with communicable diseases including AIDS virus:**
  - a) Notwithstanding the provisions of Section 109 (4) of the *School Act* a student with a communicable disease including AIDS virus infection, shall not be excluded from school unless the attending physician and/or the District Medical Health Officer advise otherwise in writing.
  - b) An uninfected student who has a family member with AIDS virus infection shall not be excluded from school.
2. **Employees with communicable diseases including AIDS virus:**
  - a) An employee with a communicable disease including AIDS virus infection shall not be excluded from his/her employment unless the attending physician and/or the District Medical Health Officer advise otherwise in writing.
  - b) An uninfected employee who has a family member with AIDS virus shall have the right to continue his/her employment.

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Cross Refs:

Adopted: April 10, 1990  
Reviewed:  
Revised:

3. **Education programs:**  
Information on communicable diseases including AIDS virus infection, its nature, transmission and prevention, shall be made available to all employees.
4. **Safety health precautions:**
  - a) District employees who may be in contact with students with communicable diseases shall be given training in appropriate safety procedures.
  - b) Adequate first aid supplies will be provided, in all district buildings. Suitable protection will be provided in all District buildings for the safe handling of body secretions.
5. **Confidentiality:**  
The confidentiality of the student or employee with AIDS virus or other communicable diseases shall be maintained at all times. Dissemination of any information shall be restricted to those who in the opinion of the Superintendent, with the advice of the Medical Health Officer, need to know.
6. **Volunteers:**  
Volunteers who have contracted a communicable disease including the AIDS virus infection and who regularly have close contact with students have the right to continue volunteering subject to the advice of the Medical Health Officer.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**424.1  
ADMINISTRATIVE REGULATION  
Reporting Child Abuse and Neglect**

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When reporting suspected child abuse and neglect, all school district personnel are required to complete the Report of Suspected Child Abuse and Neglect form and to follow the guidelines for maintaining confidentiality and security of information.

The School District will ensure that staff training is provided.

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Cross Refs:

Adopted: January 25, 2000  
Reviewed:  
Revised: October 11, 2011

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**428.1  
ADMINISTRATIVE REGULATION  
Expenses**

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Staff requests for expense reimbursement require pre-approval by the individual's supervisor. For the purpose of authorization of expenses, the Board Chair is considered the supervisor for the Superintendent of Schools.

**JOINT FUNDS:**

Reimbursement of expenses approved through joint funds with employee groups shall be governed by the committees responsible for those funds. All reimbursements must adhere to Board policy and regulations.

**REIMBURSEMENT PROCEDURE:**

Expenses will be reimbursed after the expense has been incurred using forms available from the Financial Services Department. The following allowances shall be used.

**MEAL ALLOWANCES/EXPENSES:**

**Per Diem**

Breakfast	\$ 11.00
Lunch	17.00
Dinner	<u>25.00</u>
Maximum per diem	\$53.00

These amounts include gratuities and any taxes levied.

For partial days, the specific meals purchased will be used. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.

Within the district, meals must be authorized by the budget manager for the specific account charged and must fall within the per diem guidelines. Meal expenses outside the district must be within the per diem rates or be supported by receipts and approved by the budget manager. The reimbursement request or receipt must be accompanied by a list of persons in attendance.

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Cross Refs: Board Policy 228, Teachers' Collective Agreement

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, January 1997, April 14, 1998, January 8, 2002, July 01, 2002, September 21, 2004, October 11, 2005, June 5, 2006, June 25, 2007, December 1, 2008, July 1, 2011, April 2013, February 13, 2018, February 26, 2019

Costs for alcohol will not be reimbursed.

**TRAVEL COSTS:**

Kilometers driven in a private vehicle on Board business will be reimbursed at the rate of 58¢ per kilometer starting from your place of employment. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.

Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.

Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.

Employees are responsible for their own medical and any additional travel insurance coverage.

Reimbursement of mileage and insurance costs for teachers are covered in the collective agreement and may differ from this policy.

**LODGING EXPENSES:**

The Board shall reimburse lodging costs based on receipts submitted. Wherever possible, when travelling in British Columbia, accommodation should be arranged in hotels/motels listed in the Business Travel Guide published by the BC government, at the government rate. Receipts must be attached for all lodging expenses, including hotel invoices.

In cases where there is not a charge for accommodation (e.g. home of a friend or relative), a claim for \$20 per night may be made.

**EXTENDED STAYS OR TRAVELLING WITH COMPANIONS:**

The Board will only reimburse travel costs and hotel lodging for the employee.

**GIFTS & HONORARIA:**

There may be, from time to time, a need for an employee to incur other kinds of expenses such as hosting and/or gifts for others. The actual costs of such expenses will be reimbursed on the approval of the supervisor.

**PURCHASE CARDS:**

Purchase cards are for district business and may not be used for personal expenses. Purchase cards are expected to be used wherever possible for all business related expenses instead of personal credit cards.

**ANNUAL REVIEW:**

All per diem and other cost rates will be reviewed annually.



**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**430.2**

**ADMINISTRATIVE REGULATION**

**Teacher Allocations – Middle and Secondary Schools**

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1. One (1.0) teacher for every 21.75 students FTE at the grade 7-9 level.
2. One (1.0) teacher for every 22.50 students FTE at the grade 10-12 level.
3. The formula provides for all teaching staff including counsellors, librarians, learning assistance teachers and teacher preparation time.
4. District program staffing will be organized and staffed through the Assistant Superintendent, with the approval by the Superintendent.
5. The principal is responsible for developing a school organization plan and staffing assignments in consultation with the Assistant Superintendent.

These organizations must support a district class size average of:

- a) for grades 4-7 – 28 students
- b) for grades 8-12 – 30 students

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Cross Ref:

Adopted: April 9, 1991

Reviewed:

Revised: May 24, 1994, April 8, 2008, March 25, 2009, March 30, 2010

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**430.3**

**ADMINISTRATIVE REGULATION**

**Teacher Allocations – Position of Special Responsibility**

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The following allocation formula will apply for middle and secondary schools subject to annual review by the Superintendent.

<b><u>Student Enrolment (FTE)</u></b>	<b><u>POSR Allocation (FTE)</u></b>
Less than 275	2.5
275 – 500	3.0
501 – 700	4.0
701 – 900	5.0
901 – 1200	6.0
1201 – 1400	7.0
Greater than 1400	8.0

The principal of each school, or the district administrator in the case of a district program, may choose to allocate these funds in the form of allowances for specific individuals who are designated for Positions of Special Responsibility or as a budget to support teacher collaboration and to develop strategies aimed at improving instruction. As the district has a limited capacity to provide TOCs, funds may not be directed at releasing teachers from classroom assignments if TOC coverage is required.

Allowances will be paid in accordance with the CTA collective agreement.

By June 1<sup>st</sup> of each year, district administrators and principals of middle and secondary schools will advise the Superintendent or designate of their decisions to receive these funds as allowances for individuals who are serving in Positions of Special Responsibility or as funds in support of collaboration aimed at instructional improvement.

Should the principal appoint individuals to Positions of Special Responsibility, he/she will also submit recommendations for appointment, along with a plan for school-based leadership and a description of the responsibilities to be performed by each individual identified as a POSR, to the Superintendent by June 1<sup>st</sup> of each year.

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Cross Ref: CTA Collective Agreement

Adopted: June 11, 1991

Reviewed:

Revised: May 24, 1994, April 8, 2008, March 30, 2010

It is expected that principals will consult with their staffs prior to forwarding their recommendations. Official notification of appointments will be made prior to June 30th of each year.

Decisions as to the use of the monies described herein will remain in effect for the duration of the school year and cannot be changed mid year.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**430.4  
ADMINISTRATIVE REGULATION  
Clerical Staff Ratios**

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Clerical resources will be provided to schools on the following scale at the discretion of the Superintendent.

**Elementary**

<b><u>Students (HC)</u></b>	<b><u>HOURS</u></b>	<b><u>HC</u></b>
Less than 200	6	0.857
201 – 400	7	1
401 – 500	10	1.429
Greater than 500	13	1.857

**Elementary-Middle**

<b><u>Students (HC)</u></b>	<b><u>HOURS</u></b>	<b><u>HC</u></b>
Less than 500	14	2
Greater than 500	15	2.143

**Middle and Secondary**

<b><u>Students (HC)</u></b>	<b><u>HOURS</u></b>	<b><u>HC</u></b>
Less than 500	12	1.714
500 – 700	15	2.143
701 – 900	17.5	2.5
901 – 1200	25.0	3.571
Greater than 1200	31.50	4.5

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Cross Ref:

Adopted: May 24, 1989

Reviewed:

Revised: June 7, 1994, September 6, 2005, April 8, 2008, March 30, 2010, September 2012, February 24, 2021

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**430.6  
ADMINISTRATIVE REGULATION  
Business Manager Ratios**

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School based Business Managers will be provided to secondary schools on the following scale at the discretion of the Superintendent of Schools.

<b><u>Student Enrolment (FTE)</u></b>	<b><u>Business Manager Allocation (FTE)</u></b>
Less than 500	.5 or 1.0 CUPE Clerical
500-700	.8
Greater than 700	1.0

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Cross Ref:

Adopted: April 8, 2008

Reviewed:

Revised: February 21, 2019

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**430.7  
ADMINISTRATIVE REGULATION  
Supervision Assistant Ratios**

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Supervision assistant resources are allocated to schools to provide supervision of students during the regularly scheduled noon intermission based on the following scale. Secondary allocations will be at the discretion of the Superintendent.

<b><u>Student Enrolment</u></b> <b>(headcount)</b>	<b><u>Supervision Assistant Allocation</u></b> <b>(positions)</b>
Less than 175	1
175-250	2
251-450	3
451-650	4
651-850	5
851-1000	6
1001-1200	7
Greater than 1200	8

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Cross Ref:

Adopted: April 8, 2008  
Reviewed:  
Revised: February 24, 2021



STUDENTS

SECTION 500:

500.1 ADMINISTRATIVE REGULATION:	DRUGS AND ALCOHOL
501.1 ADMINISTRATIVE REGULATION:	STUDENT DISCIPLINE AND SUSPENSION
501.2 ADMINISTRATIVE REGULATION:	STUDENT BEHAVIOUR – SEXUAL HARASSMENT AMONG STUDENTS
503.1 ADMINISTRATIVE REGULATION:	INTERROGATION OF STUDENTS BY POLICE IN SCHOOLS
506.1 ADMINISTRATIVE REGULATION:	INFORMATION ON THE MEDICAL ALERT FORM
506.1 ADMINISTRATIVE REGULATION:	STUDENT RECORDS
507.1 ADMINISTRATIVE REGULATION:	STUDENT RECORDS: PRINT INFORMATION FOR NON- CUSTODIAL AND-CO-CUSTODIAL PARENTS
510.1 ADMINISTRATIVE REGULATION:	DISTRICT / AUTHORITY AWARDS
511.1 ADMINISTRATIVE REGULATION:	INTERNATIONAL STUDENT PROGRAM: FEE PAYING STUDENTS
512.1 ADMINISTRATIVE REGULATION:	SUPERVISION OF STUDENTS DURING NOON INTERMISSION
514.1 ADMINISTRATIVE REGULATION:	SAFE SCHOOLS
516.1 ADMINISTRATIVE REGULATION:	SHARING INFORMATION BY CHILD AND YOUTH CARE WORKERS WITH SCHOOL PRINCIPALS
518.1 ADMINISTRATIVE REGULATION:	DISTRIBUTION OF INFORMATION OR MATERIALS
523.1 ADMINISTRATIVE REGULATION:	SCHOOL FEES
524.1 ADMINISTRATIVE REGULATION:	USE OF PHYSICAL RESTRAINT OR SECLUSION OF STUDENTS
525.1 ADMINISTRATIVE REGULATION:	SUPPORT FOR STUDENT EDUCATION PROGRAMS BY OUTSIDE AGENCIES AND CERTIFIED PROFESSIONALS
526.1 ADMINISTRATIVE REGULATION:	ALLERGIC SHOCK (ANAPHYLAXIS) GUIDELINES
527.1 ADMINISTRATIVE REGULATION:	ACCELERATION
530.1 ADMINISTRATIVE REGULATION:	HOME SCHOOL GUIDELINES
531.1 ADMINISTRATIVE REGULATION:	SCHOOL ADMISSION AND CHOICE
533.1 ADMINISTRATIVE REGULATION:	MAINTENANCE OF ORDER
534.1 ADMINISTRATIVE REGULATION:	STUDENT DRESS GUIDELINES

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**500.1  
ADMINISTRATIVE REGULATION  
Drugs and Alcohol**

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As described in Policy 500: Drugs and Alcohol, the use and abuse of Drugs and Alcohol by students is an issue that involves parents, educators, students and the community. The Chilliwack School District takes responsibility to provide resources and programs that promote education and prevention, interventions that support students, as well as expectations and consequences that are clearly outlined and communicated to students, parents and educators.

**EDUCATION AND PREVENTION CURRICULUM, AGENCIES AND SERVICES:**

Students will be provided learning outcomes, resources and information about community agencies to learn about substance abuse. This education will be provided by classroom teachers to students from Kindergarten to Grade 10 through the implementation of the Health and Career Education Learning Standards and to students from Grades 11 to 12 through Active Living 11 and 12.

Wherever possible, school Principals and staff are encouraged to utilize the resources provided by community agencies to provide further education and prevention. Examples of these community agencies include: Community Services, Child and Youth Mental Health, Fraser Health, Sto:lo Nation Health, the Ministry of Children and Families, the Insurance Corporation of British Columbia (ICBC) Road Sense Program; the RCMP D.A.R.E. Program; Mothers Against Drunk Driving (M.A.D.D.).

Drug and Alcohol education and prevention will further be supported through the services of professionals trained in drug and alcohol prevention. These services will be identified and provided to individual students with the assistance of school and district counselors.

**INTERVENTION:**

A student who self-identifies or is identified as needing support for counselling or treatment of drug or alcohol use is provided the services required for successful treatment. These services will be identified and provided to individual students with the assistance of school counselors. Examples of services include primary,

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Cross Refs:

Adopted: June 19, 2007

Reviewed:

Revised: April 21, 2009, April 28, 2009, August 15, 2010, August 27, 2019

secondary and tertiary prevention and treatment programs provided by Chilliwack Addiction Prevention Services through the assistance of Fraser Health. Principals, Vice-Principals, Counselors or other staff members concerned about a student exhibiting signs of possible drug or alcohol use are encouraged to share the concerns with the student and parents in a confidential and respectful manner, as well as with the school counselor.

## **INFRACTIONS OF POSSESSION, USE, AND TRANSFER OF DRUGS AND ALCOHOL:**

The expectations and consequences for students are clearly outlined and explained to students, parents and educators. No student is to be involved in drug and alcohol use, possession, or trafficking while on school property or at school sponsored events.

When there is an infraction by a student, the process is clear, firm, and judicious. It is understood that the manner in which the regulations are carried out will emphasize a positive approach to student behavior, reflect the developmental needs of students, be progressive, preventative, rehabilitative and restorative.

Process:

1. The parent/guardian is informed of the infraction.
2. The student is suspended from attending classes and provided the resources to continue his/her learning.
3. The Principal or designate may refer the student to the District Behaviour Committee (DBC) for review of the circumstances. The DBC will consist of the District Principal and Vice Principals from Learning Services. It is an expectation that the student, parent/guardian and school principal/vice-principal attend the DBC meeting. A review of the situation, as well as an update on the student's overall progress (academic, behavior, attendance) and family and home situation, will be completed at the DBC meeting. Additional counselling support, a school plan for student success, support for parents/guardians and a follow-up plan will be developed at this meeting. If it is the decision of the DBC that the student will not return to his/her home school, support will be provided through Learning Services to the student and family in the transition to the new school placement.
4. Repeated offences or students involved in trafficking will result in a mandatory DBC review. The RCMP will be involved in all trafficking incidents.
5. The student and parent/guardian will be given information about a referral to intervention and treatment services.
6. The drug or alcohol substances may be provided to the RCMP along with the name(s) of the student(s) involved.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**501.1  
ADMINISTRATIVE REGULATION  
Student Discipline and Suspension**

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**STUDENT SUSPENSIONS AND DISCIPLINE REFERRALS:**

In the event that student misbehaviour results in a significant or repetitive breach of Board Policy and Regulations, school rules or the School Code of Conduct, the school principal or designate may suspend a student and/or refer the student to the District Behaviour Committee (DBC), or refer the student to Student Services.

Suspension shall mean an action taken by an administrator authorized by the *School Act* and Board Policy prohibiting a student from participating in the regular education program. Suspensions may be of two kinds: in-school suspensions or out-of-school suspensions. All suspensions and discipline must take into consideration individual circumstances.

The principal or designate in each school may suspend a student for a period not to exceed five (5) days when it is concluded that a student has failed to comply with Board Policy regarding student behaviour or with the school's rules or Code of Conduct.

Alternative methods of discipline other than out of school suspension should be used for students who are truant, tardy or otherwise absent from school.

During a suspension, it is the responsibility of the principal or designate in that student's school to make available an educational program for the student for the duration of the suspension.

**REFERRALS TO THE DISTRICT BEHAVIOUR COMMITTEE (DBC):**

In the event that the school principal or designate believes that a student's misbehaviour is serious enough to warrant a suspension, the school principal may refer the case to the District Behavior Committee. If the suspension is for more than five (5) days, the principal must refer the student to the DBC.

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Cross Refs: 501(AR), 502(P), 503(P) 507.1(AR)

Adopted: November 26, 1991

Reviewed:

Revised: May 28, 2002, August 15, 2010

This committee, chaired by the Superintendent or designate and with membership from appropriate school and district personnel shall consider each case on its own merits, meet with the parent(s)/guardian and student concerned and consider further action, which shall include, but not be limited to recommending to the Superintendent any of the following:

1. suspension
2. provision of additional counselling and other support services to the student and the student's family (e.g. Alternate Suspension Program at the YMCA)
3. referral to the appropriate agencies
4. placing the student in an alternative educational setting inside or outside the school district – students assigned to a different educational setting may meet with the District Transition Support Counsellor for appropriate placement
5. expulsion from school if the student is older than age 16
6. no further action
7. referral to Student Services

A letter written by the Superintendent or designate detailing the outcomes of the District Behaviour Committee meeting will be forwarded to the parents and filed at the school and at the School District.

**REFERRAL TO STUDENT SERVICES:**

When, in the opinion of the school principal, the resources of the school have been exhausted, the principal or designate may refer the student who is a serious or chronic discipline problem to the District Transition Support Counsellor for a new educational placement. This referral may coincide with a suspension; however, a referral may be made without a suspension.

The District Transition Support Counsellor may arrange for alternative school placement, distributed learning or extended services such as home study, the Education Centre or other inter-agency services. The referral to Student Services must be promptly communicated to the parent. In making the referral to Student Services, the principal or designate, must make a full report of the incidents leading to referral and actions taken at the school level to resolve the difficulties. Before the referral is made, appropriate consultation with the School Based Team, the parents and a member of Student Services should take place. Counselling and other support services will also be made available to the victims of harassment, intimidation or aggression.

## **STUDENT SUSPENSION PROCEDURES:**

When a student is suspended the following procedures shall be followed:

1. The principal or designate shall report the circumstances of the suspension to the parent or guardian, preferably in person or by telephone. Telephone or personal contact will be confirmed, subsequently by letter to the parent's home address. A copy of all correspondence must be kept on file.
2. For the duration of the suspension the principal or designate shall ensure that an appropriate educational program is made available to the student.
3. The principal or designate will discuss the matter with the student's parent/guardian and where necessary, consult with appropriate district personnel, School Based Team members or inter-agency care team personnel to find a resolution to the behaviour problem.
4. The suspension may be terminated or modified at the discretion of the principal or designate and/or the Superintendent or designate, after consultation with appropriate school district personnel and parent(s)/guardian(s).
5. The principal or designate may also refer the student to the YMCA Alternate Suspension Program for any length of suspensions of three (3) days or more.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**501.2**

**ADMINISTRATIVE REGULATION**

**Student Behaviour – Sexual Harassment among Students**

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The main objective of this regulation is to prevent sexual harassment. All persons within the school community have a responsibility to promote, monitor and maintain learning environments that are free from sexual harassment. The behaviour need not be intentional in order to be considered sexual harassment. Sexual harassment is any behaviour that is sexual in nature and is unwelcome. Sexual harassment can include such things as pinching, patting, rubbing or leering, touching, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature and will not be tolerated.

**DIRECTIONS FOR STUDENTS:**

If a student believes they are being sexually harassed, the Board encourages the following procedure:

1. Sometimes a person does not realize that a particular habit, action, reaction or attitude is unwelcome. Therefore it is strongly recommended that a complainant communicate to the individual that his/her behaviour is unwelcome and ask them to stop (verbally and/or in writing). Before proceeding with a formal complaint a student who believes s/he is being harassed or who may not know or is unable to communicate with the harasser should approach a teacher, counsellor, administrator, parent or trusted adult to obtain advice support and skills to halt the harassment. The resolution may include an apology and assurance that the offensive conduct will not be repeated or some other acceptable solution.
2. Keep a record of incidents including dates, times, locations, possible witnesses, what happened, and your response. You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

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Cross Refs: Charter of Rights and Freedoms, Section 15.1, Board Policies: Harassment 402 (P) and Student Behaviour 501 (P)

Adopted: January 26, 1999  
Reviewed:  
Revised: November 25, 2004

3. File a complaint. If, after asking the harasser to stop his/her behaviour, the harassment continues, report the problem to one of the following individuals:
  - a) principal or vice principal
  - b) teacher or guidance counselor
  - c) Superintendent or Assistant Superintendent (792-1321)
  - d) BC Confederation of Parent Advisory Councils Advocacy Service  
1-800-351-9834
  - e) a parent, friend or relative who can help you talk to one of the parties listed above.

You also have the right to contact the police to file a charge of assault.

**Time Limits:**

Complaints can normally be filed for sexual harassment that has taken place within the previous 6 months. This time limit does not apply where sexual assault or sexual abuse has occurred.

**DIRECTIONS FOR ADMINISTRATORS:**

1. Once a complaint is received, it will be kept strictly confidential. However, it must be recognized that a fair investigation will require some disclosure. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If the issue is resolved through informal means, a copy of the resolution will be kept by both parties. If sexual assault or abuse has been alleged, it must be reported by the person receiving the disclosure or complaint to the Ministry for Children and Families and/or the RCMP for their investigation.
2. The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information. All information will be kept in confidence. Normally, the school principal or vice principal will conduct the investigation. Both the complainant and alleged harasser are entitled to be accompanied by a representative, normally their parent(s) at all phases of the investigation. The alleged harasser will normally be interviewed last so that an opportunity to respond to the allegations is possible.
3. If the investigation reveals evidence to support the complaint of sexual harassment, both the parents of the victim and alleged harasser must be informed, in writing, of the allegation and of the findings. The harasser will be disciplined appropriately. Discipline may include training, counselling, suspension and/or expulsion, and the incident will be documented in the harasser's file.

No documentation whatsoever will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

4. Should the school principal conclude that a complaint is not filed in good faith, appropriate discipline will be applied. This discipline could range from an apology to a transfer as noted in point #7 below.
5. If the investigation fails to find evidence to support the complaint, there will be NO documentation concerning the complaint placed in the file of the alleged harasser.
6. Regardless of the outcome of a sexual harassment complaint made in good faith, the student lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation as well as harassment of the individual as a result of his/her having made a complaint or having provided evidence regarding the complaint.
7. In the event that a transfer is required, it shall be the harasser who is transferred, except where the complainant requests to be the one transferred.
8. Both the complainant and the alleged harasser have access to the school or district counsellor.
9. A student has the right to appeal any decisions to the Board. (Section 11 of the *School Act Appeals*). Further, students may use the services of the Ombudsman (1-800-567-3247).

**Responsibility of Administration:**

It is the responsibility of the administrator, teacher or any employee within this district to take immediate and appropriate action to report or deal with incidents of sexual harassment whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed, downplayed or the complainant told to deal with it themselves.

School administration should follow-up with both victim and harasser to ensure the conduct does not continue and that counselling is provided if needed or wanted.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**503.1**

**ADMINISTRATIVE REGULATION**

**Interrogation of Students by Police in Schools**

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The statements below are intended to guide principals in responding to requests from police to interview students either as suspects or accused or as victims or witnesses.

1. A principal should dissuade the police from conducting an interview of a suspect or accused at the school. If the police insist on interviewing a student at school and they have not already made arrangements with the parent/guardian to attend, then the principal should request that it be delayed until the parent has been informed and been given the opportunity to attend. If the interview can be delayed and the parent is able to attend, then there need not be any further involvement by the principal or other school official.
2. In the absence of a parent, a principal should provide personal consultation and/or attend an interview of a student who is a suspect or accused, but only if requested by the student. The consultation should be limited to the parameters outlined below for the student advocate.
3. Where there is a reasonable possibility that the principal may take disciplinary action against the student for the same conduct which is being investigated by the police and the parent is not available to attend the police interview, the principal should facilitate consultation for the student with another suitable adult person or “student advocate”.
4. Consideration should be given to the designation of a suitable volunteer adult person within the school who is acceptable to the student to act as a “student advocate”. The student advocate would be available to attend police interviews and provide practical information to the student where a parent is unable to attend. The student advocate should refrain from eliciting any information from the student (because the student advocate might be ultimately required to divulge this information to a court), but should provide the student with some basic information in advance of the interview, including:

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Cross Refs: Board policies 501 503 and 424, Young Offenders Act, Canadian Charter of Rights and Freedoms

Adopted: November 24, 1998  
Reviewed:  
Revised:

- a) that the student has the right to consult with counsel\*
- b) that the student does not have to give a statement to the police and, if he/she does, it may be used against the student; and
- c) that the person consulted may be called as witness for or against the young person.

**\* The legal services society provides the “Brydges” line for students wishing to talk to a lawyer. Brydges is reached via pager 613-0566 or toll free at 1-888-978-0050.**

5. A principal may attend an interview of a victim or witness, although there is no obligation to do so. The primary purpose of attendance would be to provide support to the student, presumably where a parent was unable to attend. In deciding whether to attend, the principal should consider such factors as the age and maturity of the student and the nature of the incident being investigated. A principal should not attend if the student or police want to conduct the interview in private. If the principal attends such an interview and during the interview the police advise that the student is now a suspect, the above noted considerations would apply.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**506.1  
ADMINISTRATIVE REGULATION  
Information on the Medical Alert Form**

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The Fraser Valley Health Regional and the Chilliwack School District have collaboratively developed the Medical Alert Form for school use.

**1. WHO SHOULD COMPLETE THIS FORM?**

It is designed for students who have:

- a) a medical condition that requires medication at school (ie, ADHD (Ritalin) to anaphalaxis (EpiPen)
- b) a medical condition that requires intervention in the event of epilepsy, diabetes, anaphalaxis (may or may not require medication)

**2. THE PURPOSE OF THE FORM**

The Medical Alert Form provides:

- a) pertinent information on students with the above medical conditions
- b) a quick list of parental preferences in a health emergency
- c) parental request for medication to be administered at school
- d) physician authorization for the administration of medication
- e) parental release for the administration of medication
- f) for a response plan (if required)
- g) information on staff training in the administration of medication
- h) school and public health authorization

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Cross Refs:

Adopted: November 12, 1980  
Reviewed: November 23, 2004  
Revised: February 26, 2002

3. **USING THE MEDICAL ALERT FORM**

The school principal or designated staff member will give the parent/guardian a Medical Alert Form to complete if they have indicated that their child has a health need that will require medication to be taken at school or that may require an emergency intervention. The parent will be provided with instructions on the completion of the form by school staff and in writing (sample letter provided). When the form is returned to the school, the public health nurse should be contacted to review the form and meet with the school principal to develop a response plan.

**All documentation must be finalized prior to the administration of any medication.** In some cases this may mean that the child will not attend school until the plan is complete. The administrator will designate a contact person at the school who will be responsible for collecting the form in a timely manner and informing the public health nurse.

4. **RESPONSE PLANNING**

- a) have a training session for staff on the use of an EpiPen
- b) provide school staff with information on the medication or the child's medical condition
- c) design an EMERGENCY RESPONSE PLAN in conjunction with the parent and school staff
- d) designate a staff member to administer and/or supervise medication

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**507.1  
ADMINISTRATIVE REGULATION  
Student Records**

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**DEFINITION AND DESCRIPTION:**

The Student Record shall consist of two parts:

1. **Permanent Student Record** Form 1704 and a minimum of the two most recent years of Student Progress Reports (grades K-10) or an official copy of the Transcript of Grades (grades 11-12)

**Permanent Student Record – Retention Period**

The Permanent Student Record must be maintained for 55 years after the student withdraws or graduates from school.

<u>Graduates</u>	<u>Storage</u>
Form 1704 (PSR Card) Ministry of Education Transcript of Grades	12 months at school then SDO – central storage

<u>Non- Graduates</u>	<u>Storage</u>
Form 1704 (PSR Card) Progress Reports for the last two years	12 months at school after student withdraws then SDO – central storage

2. A **Student General File** which contains, at a minimum, the following:
  - a. Current student record inclusions as listed on the PSR form 1704
  - b. A copy of the student's current Student Support Plan (SSP) if applicable
  - c. A copy of the student's current IEP, if applicable
  - d. It may also contain:
    - Permanent Student Record Card
    - Medical Alert information

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Cross Refs: *School Act*; Ministerial Order M14/91, M190/91; Youth Criminal Justice Act, Freedom of Information & Protection of Privacy Act and Regulations, Family Law Act

Adopted: May 25, 1993  
Reviewed:  
Revised: April, 2016

- Legal information as provided at the option of the parent, guardian or custodial authority.
  - Copies of Report Cards (at a minimum, final reports)
  - Safety Plan
  - Transfer forms
  - Registration forms
  - Formal Letters of Suspension
- e. The **Student General File** shall contain a reference to the location of any information that is being maintained outside the **Student General File** (ie. Red File at SDO, LA file)

A **Student General File** shall be established and maintained for each student enrolled and will contain copies of the the current records used in the planning and administration of the student's education program. All information pertaining to a particular school year must be appended together at the end of the year and marked with the year.

### **Student General File Retention Period**

Graduates – when a student graduates, the file must be kept until the student reaches the age of 19 years + 3 years. These files are kept at the school.

Non-Graduates Secondary Schools – Secondary schools retain the general files of students who withdraw until the student reaches the age of 19 years + 3 years; however, they are expected to forward a list of withdrawn students to the SDO for tracking purposes. The list will include the complete student name, date of birth, PEN number, grade, last day of attendance and reason for exit.

Non- Graduates Elementary/Middle Schools – If a student withdraws and the file is not requested, the original Student General File is maintained at the school until the student reaches the age of 19 at which point it can be destroyed.

### **Other Student Files:**

#### **Learning Assistance / School Student Services Files:**

Outside Agency Documentation:

- Custody and Restraining Orders
- Legal Matters
- Medical / Health Records

School District Information:

- Parent Release Forms
- Student Services Referral / Reports (OT/PT, SLP, Vision/Hearing)
- Behaviour Assessment

- LA Reports
- Psychologist Report
- School Based Team Minutes / Recommendations
- VTRA information

### **Teacher / Principal / Vice Principal Files**

Records relating to the student's annual activities and work, including interim marks and other related information may be retained in the classroom/principal/vice principal's office and then selectively filed in the student's general file.

### **DOCUMENT TRANSFERS:**

1. Each school and school district office shall maintain a record of details involved in the transmission of the student files for which it is/was responsible. The records shall include: student name, date of birth, name and address of receiving school, date of transmission, and signature of the person processing the transmission of the file.

- a) Public School Within the Province of British Columbia

On receipt of a request from a public school within the Province of B.C. to which a student transfers and is enrolled, a board must transfer the student's **ORIGINAL** Permanent Student Record and Student General File.

- b) Independent (private) School OR and Educational Institution OUTSIDE the Province of B.C.

Where a former student of the board is enrolled in an independent (private) school within the Province of B.C. OR and educational institution (public or private) OUTSIDE the Province of B.C., and a board receives and request from that institution, the board must transfer hard **COPIES** of the Permanent Student Record and Student General File. The ORIGINAL PSR and Student General File remain at the school.

### **ACCESS TO STUDENT RECORDS:**

Subject to any other statutory or other legal authority or requirement that authorizes or requires disclosure, any person who receives information from a student record shall not disclose that information to any other person except for the purposes of delivering or planning the delivery of the services.

1. Parent(s) or guardian(s) of students have the right to access the information about their children. Minor students accompanied by their parent(s) or guardian(s), adult students aged 18 or older have the same right of access to information about themselves. Access to the student record shall be permitted only to the student or a parent / guardian of the student as defined by the *School Act* and Family Law Act.
2. The Principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access should be limited to Vice Principals, Teachers in direct contact with the student or to support staff with direct responsibility for the maintenance of student records.
3. The Principal may restrict access to information of a sensitive nature such as social service, medical or legal document. In accordance with the *School Act*, the student or the parent of the student cannot be restricted access to any part of the student record.
4. The Principal shall permit a person providing health services, social services or other support services access to information in student records required to carry out that service.
5. Student records may be released to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by the insurer.
6. Any examination of the student record by a student or parent shall occur in the presence of the principal or a person designated by the Principal to interpret the records. Prior arrangements shall be required in order to give the Principal / Vice Principal adequate opportunity to arrange for the examination of the student's records.
7. A log shall be maintained as part of each file recording each person allowed access to the file and the date of access.
8. The right to examine the student's record includes the right to make copies. Upon request, copies of a student record will be provided to the parent/guardian or student at a nominal cost.
9. Information such as student interests, aptitudes and activities is often kept in a student's folder which is stored in the Learning Assistance Teacher's or Counsellor's office. This folder is available to the student and the parent but does not form part of the student's permanent record. These records shall be updated and culled regularly.

10. Under British Columbia law any communication between the student and teacher is not considered privileged and must be revealed, if ordered by the courts.
11. In the event that a minor student requests to examine his/her student record, the Principal or person designated by the Principal shall inform the parent/guardian of the request.
12. The information contained in a student's file shall only be accessible to other professional agencies when a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult, except where permission has been explicitly granted by the Superintendent or where the release of such records is required by an enactment or by court order.
13. Copies of report cards, academic transcripts, and statements of standing may be provided to other parties where a written request has been made by the legal parent/guardian or legal representative of the student, or by the student if he/she is an adult. However, copies of documents requiring interpretation shall not be provided to other parties, except where permission has been explicitly granted by the Superintendent, or where the release of such records is required by an enactment by court order.
14. All requests for student records from lawyers or third parties who are not the parents / guardians of the student, or are not providing health services or social services, should be forwarded to the district's Freedom of Information and Protection of Privacy Coordinator. Clerical staff should immediately date stamp the request upon receipt and forward it to the Secretary-Treasurer's office.

### **CONFIDENTIALITY:**

Subject to these regulations, the Board shall ensure the confidentiality of student records and shall make all reasonable attempts to ensure privacy of students and their families.

1. In terms of confidentiality two types of records may be identified.
  - a) Records collected by or on behalf of the Board, or the Ministry of Education. These records are accessible to authorized personnel and agencies to parents/guardians and to students provided that an educator is present to ensure a proper interpretation of such records.

- b) Notes and observations prepared by and for the exclusive use of District staff, Teacher and/or Principal / Vice Principal. **These are not considered part of the student record under the *School Act* if no one other than the person who prepared them has access. However, they are records made in the course of employment and are therefore under the custody or control of school district.**

Although student records above are the property of the school district, it is the practice of the Board to seek parents' or adult student consent before records are released.

- 2. The confidentiality and security of student records shall be protected. Personnel are expected to exercise care and attention in preventing the use of data out of context, and in preventing their disclosure to unauthorized persons or agencies.

**REMOVAL OR CORRECTION OF STUDENT FILE ENTRIES:**

- 1. Persons with access rights may request the Board to correct or remove entries in a students' record.
- 2. The superintendent or designate, on receiving such a request, shall make a determination regarding the request.
- 3. If the employee denies the request, the applicant shall be informed of the right to appeal through the Student Appeals Bylaw (230 BL).
- 4. The principal or designate shall be responsible for the periodic culling of information from student records that have become dated or are no longer of use to the school.
- 5. Collection, storage and disposal of student records shall be conducted in such a way so as to preserve confidentiality, as for example, shredding or incineration and will be in compliance with the Document Disposal Act.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**507.2  
ADMINISTRATIVE REGULATION  
Student Records: Print Information for Non-Custodial  
and Co-Custodial Parents**

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Wherever possible and legal, the Board of Education recognizes the value of providing information to non-custodial parents regarding school progress and activities pertaining to their child. The School District also recognizes that many divorced parents continue to share caregiving and custody and that each parent, under legal and practical circumstances, ought to have equal access to information regarding their child's school progress and activities.

Therefore, upon written request to their child's school principal, the school shall subsequently and routinely mail to that parent copies of all school information which is normally sent home with the child. This shall include copies of report cards, class and school newsletters. These mailings should continue for the remainder of the school year in which the request is made. Non-custodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

In some cases, parents are not, by court order, entitled to access to school information regarding their child. Challenges to a parent's access to information will be referred immediately to the Superintendent of Schools. All information will be withheld pending resolution of the Superintendent's investigation. Principals will advise anyone challenging a parent's right to information that it is only by court action that this right can be frustrated. Those launching challenges are advised to provide documentation regarding court orders prohibiting access to information.

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Cross Refs:

Adopted: October 26, 1988  
Reviewed:  
Revised:

# BOARD OF EDUCATION

## School District #33 (Chilliwack)

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### 510.1

### ADMINISTRATIVE REGULATION

### District / Authority Awards

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The District Scholarship Committee, comprised of one trustee, one district office administrator, and representatives from Chilliwack Secondary, Sardis Secondary, G.W. Graham Secondary, the Education Centre, and Fraser Valley Distance Education School, sets the requirements and selection processes for the District / Authority Awards. All candidates must meet the [basic eligibility requirements](#) as outlined by the BC Ministry of Education.

#### Specific Criteria

1. Candidates for a District / Authority Award will be students demonstrating outstanding achievement in defined area(s) (see table below).
2. Candidates must be a Canadian citizen or permanent resident; must be a BC resident; and have not received a District/Authority award in the past.
3. Candidates must fulfill BC graduation requirements of either the 2004 Graduation Program or the Adult Graduation Program by August 31 of their graduating year.
4. School based scholarship/bursary committees will make the selections based on pre-determined criteria which can include, but are not limited to, achievement, attendance, punctuality, work habits and cooperation. The school based committee will endeavor to distribute the awards equitably across the defined areas.
5. Names of the candidates shall be forwarded to the District Awards Committee for submission to the Ministry of Education.

Area of Achievement	Examples
Indigenous Languages and Cultures	Demonstrated at school or in the community
Fine Arts	Visual Arts, Dance, Drama, Music
Applied Design, Skills and Technologies	Business, Technology, Home Economics, Information & Communication Technology
Physical Activity	Athletics, Dance, Gymnastics (not limited to Physical Education)

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Cross Reference: Ministry of Education Eligibility Requirements  
Adopted: February 13, 1985  
Reviewed:  
Revised: August 30, 2019

International Languages	International Languages Curriculum or External Assessments, including AP and IB Courses
Community Service (Volunteer Activity)	Includes awareness of local, global and cultural issues
Technical and Trades Training	Automotive, Robotics, Coding, Woodwork, Culinary Arts

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**511.1**

**ADMINISTRATIVE REGULATION**

**International Student Program: Fee Paying Students**

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**DEFINITION:**

“International Student” - a person of school age, as defined in the *School Act* of British Columbia, whose permanent resident at the time of application for admission is outside Canada, and who requires student authorization from the federal government to enter the country for the specific purpose of attending a secondary school. International students shall be subject to tuition fees charged by the district.

**ADMISSION REQUIREMENTS:**

Students whose permanent residence is outside Canada applying to the International Student Program may be admitted upon payment of a fee set by the Board providing the following criteria are met:

1. Prospective international students shall submit all required application documents and meet program requirements
2. Completion of all procedures and compliance with all regulations of Immigration Canada to acquire a student authorization.
3. Students enrolled in the International Student Program must live in an approved local Chilliwack homestay arranged by Chilliwack School district and abide by the District Homestay Guidelines.
4. Fees for students in the International Student Program shall be paid according to the established schedule.

It is understood that letters of acceptance into the International Student program shall be for one year. Requests for extension will be accepted on an annual basis.

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Cross Refs: Non-Resident Student Policy and Regulation

Adopted: May 27, 1997

Reviewed:

Revised: February 12, 2002

**FEES:**

The Chilliwack School District will charge students involved in the International Student program tuition fees set annually by the Board.

**PLACEMENT:**

1. Placement of students in schools, programs and homestay shall be at the prerogative of the Superintendent or designate.
2. Placement decisions will be based on space availability, English proficiency, program availability and previous academic record.

**GRADUATION:**

Acceptance into the International Student Program by Chilliwack School District does not guarantee the right to graduate with a British Columbia Dogwood Certificate. Students must meet the Ministry of Education requires to receive their diploma.

**SCHOLARSHIPS AND BURSARIES:**

International students are not eligible for provincial scholarships and may not compete for local bursaries and scholarships.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**512.1  
ADMINISTRATIVE REGULATION  
Supervision of Students during Noon Intermission**

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**BOARD/C.T.A. COLLECTIVE AGREEMENT:**

The Board/C.T.A. Collective Agreement recognizes a teacher's right to a duty free period during the regularly scheduled noon intermission. (Article D.6)

**SELECTION OF SUPERVISION ASSISTANTS:**

The District recognizes the need to recruit and select supervision assistants who meet the criteria to fulfill the duties and responsibilities and who have the required knowledge, abilities and skills as outlined in the job description for Supervision Assistant. (CUPE Job Description)

**ESSENTIAL ELEMENTS OF TRAINING:**

There are two levels of responsibility for introduction and training for Supervision Assistants-District and School. This will include but not be limited to:

**District:**

1. Basic orientation to the supervision task
2. Basic first aid
3. Conflict resolution
4. Intervention techniques
5. Process for notification if absent

**School:**

1. Zones to be supervised
2. Responsibility and authority in the school setting
3. Provision of basic supply kit
4. Confidentiality
5. Stranger awareness
6. School security
7. Medical alerts
8. Emergency procedures

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Cross Refs: Policy 501-Student Behaviour, *School Act*

Adopted: March 28, 1995  
Reviewed:  
Revised:

**Levels of Service:**

The Superintendent or designate is authorized to staff schools with Supervision Assistants according to the formula below. Individual school or site conditions and/or extenuating circumstances may make adjustments upward or downward necessary. Enrolment is based on headcount.

Less than 175	1 Supervisor
175-250	2 Supervisors
251-450	3 Supervisors
451-650	4 Supervisors
651-850	5 Supervisors
More than 850	To be determined

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**514.1  
ADMINISTRATIVE REGULATION  
Safe Schools**

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Schools are expected to establish a code of conduct that is consistent with board policies and regulations, the *BC Charter of Human Rights and Freedom*, the *BC Human Rights Code* and provincial standards. In establishing and maintaining a school code of conduct schools are required to:

- Consult with students, parents and staff as part of the development of the code of conduct.
- Communicate in language appropriate for the student audience the prohibitions against discrimination as set out in the *BC Human Rights Code* (race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age).
- Communicate the appropriate expectations regarding acceptable and unacceptable behavior including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school related activities or in circumstances that will have an impact on the school environment.
- Communicate the consequences of non-compliance which take into account the student's age, maturity and special needs; if any. Wherever possible consequences should focus on a restorative approach rather than punitive measures.
- Distribute copies of the code of conduct to all students, parents and staff at the beginning of the year and to new members of the school community when they arrive.
- Display codes of conduct prominently in the school and on the school website.
- Review codes of conduct annually with the students, staff and parents to assess their effectiveness in dealing with current school issues.

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Cross Refs: Student Behaviour Policy, Weapons Policy, Student Discipline and Suspension Policy, Ministry of Education - Safe, Caring & Orderly School

Adopted: October 26, 2010  
Reviewed: October 11, 2016  
Revised: October 12, 2016

- Provide assurances that the school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.
- Provide an updated copy of the School Code of Conduct and the review process to the Board Office by the end of October of each school year.

Student, parent and staff education is a critical component of improving student and staff safety and providing safe school environments. To support a safe and caring learning and work space:

- Schools will incorporate school in-service, individual professional development, and group staff development activities as opportunities to enhance the school and work place as a tolerant and diverse learning environment.
- Students will be educated in the areas of tolerance, diversity, harassment, discrimination, and anti-homophobia education through the BC Provincial Curriculum in subject areas such as: Social Studies, Physical and Health Education and Career Education.
- Students, parents and staff will be included in activities that raise awareness and improve the understanding of the lives of all people who are identified as lesbian, gay, bisexual, transgender, transsexual, or who are questioning their sexual orientation or gender identity.
- Schools will provide supports for students who are identified as lesbian, gay, bisexual, transgender, transsexual, or questioning their sexual orientation or gender identity.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**516.1**

**ADMINISTRATIVE REGULATION**

**Sharing Information by Youth Care Workers with School Principals**

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This protocol follows the Information Sharing Protocol produced by the Ministry for Children and Families and the Ministry of Education and is supplemental to Young Offender Information Sharing with Schools.

**RESPONSIBILITIES OF THE SCHOOL AND SCHOOL DISTRICT:**

1. The district will provide annually a list of the designated responsible administrator(s) for each site to Youth Care Workers and will periodically update these as required.
  
2. The designated responsible administrator will:
  - Maintain all information received from Youth Care Workers
  
  - In a sensitive manner, communicate information to staff on a need-to-know basis
  
  - Inform those receiving information of the need for confidentiality of the information and the legal implication of its misuse under the Young Offenders Act
  
  - Make a decision about the nature and distribution of the disclosure in accordance with the purpose for which the information was provided, based on the following as appropriate:
    - the nature and degree of violence
    - specific conditions of the order relevant to the school
    - recommendations related to strategies for minimizing risk
    - the obligation of the Board to provide information on nature and extent of
    - risk from persons with a history of violent behaviour to workers who are
    - likely to encounter the student in the course of their work

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Cross Refs:

Adopted: May 11, 1999  
Reviewed:  
Revised:

- Keep the information provided by Youth Care Workers on the forms provided in a secure and locked place with authorized access. (These forms are the STUDENT RECORD FORM and the PERMANENT TRACKING FORM.
  - Review in consultation with the Youth Care Workers the progress of the student on a monthly basis, and, while not responsible for enforcing a probation order, should inform the Youth Care Worker immediately of non-compliance.
  - Shred the Student Record Form upon completion of the probation requirement and the direction of the Youth Care Worker.
3. Where a student transfers within the district during the supervising term, the designated responsible administrator will forward the Confidential Student Record in a sealed confidential envelope to the next designated responsible administrator.

**RESPONSIBILITIES OF THE YOUTH CARE WORKER:**

- Inform designated responsible administrators of offenders who may pose a risk to the school environment as described in the Young Offender Information Sharing with Schools using the Information Sharing Protocol forms.
- Update the administrator on the young offender in the school on a monthly basis or whenever non-compliance occurs.
- Inform the school when probation requirements have been met and/or the student is no longer considered to pose any risk to safety of students, staff or others, and shredding of documents is appropriate.

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on behalf of School District No. 33  
(Chilliwack)

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on behalf of the Ministry for Children and  
Family Development

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**518.1  
ADMINISTRATIVE REGULATION  
Distribution of Information or Materials**

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1. All material and information distributed within or through schools shall be accurate and promote the goals of the district and school.
2. Recognized charitable organizations and other organizations having educational or community service attributes may apply, and be authorized by the Superintendent of Schools or the Superintendent's delegate to have information or materials distributed.
3. Any information presented to students in the schools by outside individuals, groups or agencies shall be reviewed and approved by the Superintendent of Schools or the Superintendent's delegate, prior to its distribution to students.
4. School staff shall ensure that all material and information is appropriate and approved by the Superintendent or the Superintendent's delegate prior to distribution. Any material and/or information that the Principal deems to be inappropriate for distribution shall not be distributed.
5. School principals may approve the posting in the schools of information which promotes or advertises the activities of groups which operate within that school community only where the activity is deemed to be in the best interest of students and/or the school community. Any such advertising material and/or activity shall not be of a political or partisan nature.
6. The Superintendent, at his/her discretion, may direct the principal to obtain signed parent/guardian consent forms prior to access to students and/or the distribution of information or materials. The following guidelines will apply:
  - i. The approved organization or person is responsible for providing to the principal sufficient quantities of consent forms, information or materials, but shall not distribute the consent forms, information or materials directly to students.
  - ii. Students will be provided a consent form to take home for parent/guardian written consent. The principal shall be responsible

for the distribution of consent forms, information or materials to the students.

- iii. All signed consent forms for access and/or distribution of information or materials will be retained at the school office for a full year.
- iv. Upon written consent by a parent or legal guardian, a student will receive the information or materials.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**523.1  
ADMINISTRATIVE REGULATION  
School Fees**

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The following guidelines are to address circumstances where parents and/or students may have difficulty paying school fees for required courses or programs. The guidelines, although specific to circumstances of inability to pay, are applicable to any circumstance where fee payment is a concern for parents. It is the School Board's expectation that all such circumstances be handled in a sensitive manner.

**GENERAL:**

1. Consideration should be given to the fact that some parents have several children in our schools and fees can have a significant impact on the family budget.
2. As much as reasonable, school fees at each level should be consistent.
3. Date due on invoices should be realistic, include payment options, and have a reasonable description of charges.
4. A clearly identified contact at the school should be named on the invoice should parents or students have questions or concerns.
5. Fee lists, even if tentative, should be published in June to allow parents ample time to budget for the new school year.
6. Student report cards are not to be withheld where fees are in arrears.

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Cross Refs: Adult Student Fees Policy 520, Ministerial Orders

Adopted: October 28, 1997  
Reviewed: October 23, 2007  
Revised:

## **ALTERNATIVE PAYMENT:**

1. School personnel dealing with parents experiencing financial difficulty should be prepared to, where appropriate:
  - a) Waive fees to ensure no student is denied access to required program or activity;
  - b) Make parents aware that if fee payment is a problem they may approach the school and be assured that confidences will be respected
  - c) Ensure that staff, who need to know of the alternative payment provisions, are so informed.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**524.1  
ADMINISTRATIVE REGULATION  
Use of Physical Restraint or Seclusion of Students**

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**DEFINITIONS:**

**Seclusion** – the involuntary confinement of a person, alone in a room, enclosure or space that the person is physically prevented from leaving. The term seclusion does not apply in the following situations:

1. When a student has personally requested to be in a different/secluded/location/space;
2. When a student is outside of the regular classroom and possibly alone (but supervised) for a calm or quiet break if these breaks are behaviour strategies that are proactive and are part of the student's daily routine.

**Physical restraint** – a method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person or the safety of others. The term physical restraint does not apply in the following situations:

1. The provision of gentle physical guidance or prompting of a student when teaching a skill, redirecting attention or providing comfort.
2. A temporary, gentle touch on a student's arm, shoulder or back for the purpose of guiding a student to a safe location. A gentle touch to some students can be a physical trigger. Be mindful of the student's safety plan.

**GENERAL GUIDELINES:**

In cases where an individual student could potentially cause harm to self or others, the following plans should be collaboratively developed with the principal, teachers, support staff, parents/guardians and, when appropriate, the student and consider information from assessment reports if available.

1. As Safety Plan detailing the student's triggers, patterns of escalation and appropriate adult responses.
  2. Based on the data from a Functional Behaviour Assessment (FBA), a formal positive Behaviour Support Plan or Behaviour Intervention Plan describing positive behaviour interventions supports and conflict de-escalation procedures will be collaboratively developed.
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Cross Refs: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia, Ministry of Education, June 3, 2015

Adopted: January 27, 1998

Reviewed:

Revised: March 5, 2007, November 27, 2018, February 20, 2019

3. The Safety Plan will be communicated with Teachers, Teaching on Call, Education Assistant replacements as well as any other staff likely to be in contact with the student

A review/revision of prevention/interventions strategies/ plans within a school or classroom must occur in cases where there is:

1. Repeated use of physical restraint or seclusion for an individual student
2. Multiple use of physical restraint or seclusion occurring within the same classroom
3. Repeated use of physical restraint or seclusion by an individual staff member

It is the principal's responsibility to ensure that staff such as bus drivers, clerical, custodians, support staff and all casual staff read the plans and understand the importance of adhering to these plans for their own and others' safety.

## **GUIDELINES FOR PHYSICAL RESTRAINT**

1. The Chilliwack School District maintains that a "hands off" policy is the best practice dealing with students who are acting out. Physical restraint must not be common practice and must be used only in exceptional circumstances where a child is in imminent danger of causing serious harm to self or others
2. Physical restraint will only be employed until the imminent danger or serious harm to self or others has dissipated
3. The use of harness or similar approved equipment will only be employed, in keeping with the student's IEP, to prevent running away from the supervised environment. The use of a harness must be approved by the District Principal of Student Services and the student's I.E.P. must include a plan to build skills to eliminate the need for the device.
4. Any time, except when a student's I.E.P. details a different procedure, physical restraint is necessary, a "Physical Restraint of Students" incident report must immediately be filed with the District Principal of Student Services. The Safe Schools Coordinator and Parents/Guardians must also be informed about the incident immediately.
5. Physical restraint is always conducted in a safe manner by a person who is trained in the proper methods of physical restraint. This training will ensure:
  - 5.1 Student's breathing is not restricted
  - 5.2 Student is not in a prone position (facing down on their stomach)
  - 5.3 Student is not in a supine position (on their back, face up)
  - 5.4 Mechanical restraint devices are never used
6. Training sessions in positive behaviour support planning, non-violent crisis intervention, conflict de-escalation techniques, and safety planning will continue to be offered to school personnel on a regular basis

7. The need for staff to be trained in the use of physical restraint for a student will be determined by the District Principal of Student Services in consultation with district staff, school administration and school staff.
8. If a student's I.E.P. details a procedure for the use of physical restraint, it will also contain an agreed to notification system for parents and a plan to build skills to eliminate the need for physical restraint

#### **GUIDELINES FOR SECLUSION:**

1. The space used for seclusion must not jeopardize the student's health and safety – emotionally or physically. Seclusion should only be employed in exceptional circumstances where a student is in imminent danger of causing serious harm to self or others.
2. Seclusion will only be employed until the imminent danger of serious harm to self or others has dissipated.
3. Any time seclusion is necessary, except when a student's I.E.P. details a different procedure, a "Student Safety Incident" or Level 1 Threat Assessment Report must be filed with the District Principal of Student Services. Parents/Guardians must be informed about the incident immediately.
4. A student must never be locked into a room unless a Safety Plan for Locked Seclusion has been created in collaboration with District Student Services personnel, School Administration, school staff, parents and possibly outside agencies.
5. Any room that is to be used for seclusion must have an observation window and the secluded student must be under continuous visual observation. The student's behaviour must recorded at regular intervals by the observing adult throughout the period of seclusion.
6. If a student's I.E.P. details a procedure for the use of seclusion, it will also contain an agreed to notification system for parents and a plan to build skills to eliminate the need for seclusion.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**525.1**

**ADMINISTRATIVE REGULATION**

**Support for Student Education Programs by Outside Agencies and Certified Professionals**

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**OTHER MINISTRIES:**

School District employees will work cooperatively with government ministries and agencies to support joint programming for students.

**PROVISION OF ADVICE BY OUTSIDE CERTIFIED PROFESSIONALS:**

Where parents/guardians wish to have outside professionals, private consultants, or members of an outside agency influence school programs for a student, the following protocols apply:

1. The professional should contact the school principal (or designate) to arrange a meeting with the parent/guardian and the School Based Team. The initial meeting should discuss how communication will be coordinated, various roles and responsibilities, and how decisions are made.
2. The outside professional should be made aware in advance that while advice is certainly appreciated, school based and district based personnel are responsible for decisions on the instructional, curricular or behavioural strategies delivered to the student.

**OBSERVATIONS BY OUTSIDE CERTIFIED PROFESSIONALS IN THE SCHOOL SETTING:**

Where certified outside professionals have requested the opportunities to observe a child in the classroom setting, the following protocols apply:

1. The certified professional must have the permission of the principal and teacher(s) involved and the student's parent/guardian. Where a child protection issue involving neglect or abuse is involved, parental/guardian permission may not be required.
2. The focus of the observation is to observe the student's reaction to the activities in the classroom.

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Cross Refs:

Adopted: October 27, 1998  
Reviewed: February 7, 2005  
Revised: December 18, 2014

3. Suggestions and advice provided by the outside certified professional shall be duly considered, and may be implemented, with the agreement of the teacher, parent/guardian and School Based Team.
4. Normally, outside private professional do not provide direct service to students within the school.

**OBSERVATIONS BY DISTRICT EMPLOYEES OF A STUDENT IN ANOTHER SETTING:**

Where district employees have been requested to observe a student at home or in another setting, the prime purpose of the observation is for the district employee to become more sensitive to how the student reacts in various settings. In these observations the following protocols apply:

1. District employees must be in agreement that this is an appropriate measure.
2. While the employee may observe new techniques and processes related to the student's programming, the decision to use them rests with the teacher, district personnel, the School Based Team and the parent/guardian.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**526.1  
ADMINISTRATIVE REGULATION  
Allergic Shock (Anaphylaxis) Guidelines**

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In order for school personnel to effectively respond to life-threatening allergic shock reactions the following guidelines are recommended.

**1. INFORMATION AND AWARENESS**

- 1.1 **Parents** - it is expected that parents will identify children with anaphylaxis to the school principal and provide information regarding the following:
- identifying allergens that trigger reaction.
  - description of a treatment protocol signed by a physician plus an adequate supply of auto-injectors (or other medications)
  - regular updates on the child's condition.
  - permission for the posting and sharing of the child's photographs and medical information normally contained in the medical alert form.
  - to provide a medical alert bracelet to be worn by the student at all times.
- 1.2 **School Staff** - the principal or designate shall ensure that:
- all staff are alerted and the child identified to the staff.
  - all staff are alerted to board policy and procedures on managing anaphylaxis.
  - allergy alert forms are placed in key locations.
  - parents are included in the decision to post information.
  - appropriate staff are instructed in the use of the auto-injector in the classroom.
  - ensure teachers-on-call are informed on any anaphylaxis students when in service.

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Cross Refs: Anaphylaxis Handbook

Adopted: September 28, 1999  
Reviewed: February 7, 2005  
Revised:

1.3 **Training of Staff** - the principal with the assistance of public health nurses will provide:

- annually to staff, teachers-on-call and volunteers wherever an anaphylaxis child is enrolled in-service on anaphylaxis and how to respond to an emergency
- all teachers and staff including bus drivers, who are in a position of responsibility for children with anaphylaxis will receive personal training in the use of the auto-injector.
- in-service training including specific information from parents on their child and parent participation in the use of the auto-injector.
- information about the potential sources of specific allergens is widely circulated including visible and hidden food sources of allergens such as in prepared foods, the importance of reading labels, and the danger of cross-contamination through shared utensils and non-food sources.

1.4 **Sharing Information with Other Students and Parents**

In elementary schools the principal in cooperation with the public health nurse should identify students suffering life-threatening allergies to all students in the school and enlist their cooperation. This should be done in a manner appropriate to the child's age and maturity and in consultation with the parents of the child.

In secondary schools the identification of anaphylaxis students to peers should not take place without consultation with the anaphylaxis student.

Schools are required to instruct students on basic procedures concerning anaphylactic shock.

1.5 **Sharing Information with Parents and Parent Organizations**

Principals should inform parents of the presence of a student with life threatening allergies in their child's classroom and/or school and the measures being taken to protect the student.

Parents should be asked to cooperate and avoid including the allergen in school lunches and snacks.

Parents may be informed of alternative foods to the allergen, food labeling, ingredient lists to be provided when food is being brought from home.

Parents should be involved in establishing specific programs for their own children, in training staff in emergency procedures and in reviewing school policies to reduce the risk of exposure to allergens.

## **2. AVOIDANCE OF THE ALLERGEN**

The following recommendations should be considered in the context of the anaphylactic child's age and maturity. As children mature they should be expected to take increasing personal responsibility for avoidance of their specific allergens.

The balance to be achieved in allergen avoidance is to find ways to minimize the risk of exposure without depriving the anaphylactic child of normal peer interactions or placing unreasonable restrictions on the activities of other children in the school. It is understood that schools and classrooms will exercise discretion in adapting to the needs of individual children and/the allergens which trigger reactions.

### **2.1 Ideas for Providing Allergen-Free Areas**

If possible, avoid using the classrooms of an anaphylactic child as a lunch room.

If the classroom must be used as a lunchroom, establish it as an allergen free area, using a cooperative approach with students and parents.

Establish at least one common eating area or a section of a single common eating area as "allergen-free".

Develop strategies for monitoring allergen-free areas and for identifying high risk areas for anaphylactic students.

If allergen-free eating areas cannot be established provide a safe eating area for the anaphylactic child.

### **2.2 Establishing Safe Lunchroom and Eating Area Procedures**

The most minute quantities of allergens can trigger a deadly reaction. The school should exercise control over all food products not only those directly consumed by the anaphylactic student.

Require anaphylactic students to eat only food prepared at home.

Discourage the sharing of food, utensils and containers.

Increase lunch-hour supervision in classrooms with an anaphylactic child.

Encourage the anaphylactic child to take mealtime precautions like:

- placing food on wax paper or a paper napkin rather than directly on the desk or table.
- taking only one item at a time from the lunch bag to prevent other children from touching the food; and
- packing up their lunch and leaving it with the lunch supervisor if it is necessary to leave the room during lunchtime.

Establish a hand-washing routine before and after eating. Success will depend on the availability of hand-washing facilities.

If the school has a food service keep the allergen, including all products with the allergen as an ingredient, off the menu. Provide in-service for staff and volunteers with special emphasis on cross-contamination and labeling issues.

If the school has a vending machine, ensure that products containing the allergen are not available.

Ensure that tables and other eating surfaces are washed clean after eating, using a cleansing agent approved for school use.

### 2.3 **Ideas Regarding Allergens Hidden in School Activities**

Not all allergic reactions to food are a result of exposure at meal times.

- Teachers, particularly in the primary grades, should be aware of the possible allergens present in curricular materials like:
  - play-dough;
  - bean-bags, stuffed toys (peanut shells are sometimes used);
  - counting aids (beans, peas);
  - toys, books and other items which may have become contaminated in the course of normal use
  - science projects
  - special seasonal activities, like Easter eggs and garden projects.

- Computer keyboards and musical instruments should be wiped before and after use.
- Anaphylactic children should not be involved in garbage disposal, yard clean-ups or other activities which could bring them into contact with food wrappers, containers or debris.
- Foods are often stored in lockers and desks. Allowing the anaphylactic child to keep the same locker and desk all year may help prevent accidental contamination.

#### 2.4 Ideas for Holidays and Special Celebrations

- Establish a class fund for special events, and have the classroom teacher or the parent of the anaphylactic child provide only safe food.
- If foods are to come into the classroom from home, remind parents of the anaphylactic child's allergens and insist on ingredient lists.
- Limit the anaphylactic child to food brought from his or her own home.
- Focus on activities rather than food to mark special occasions.

#### 2.5 Field Trips Ideas

In addition to the usual school safety precautions applying to field trips, the following procedures should be in place to protect the anaphylactic child.

- Include a separate "serious medical conditions" section as a part of the school's registration/permission forms for all field trips in which the details of the anaphylactic student's allergens, symptoms and treatment can be recorded. A copy of this information should be available on site at any time during the field trip.
- Require all supervisors, staff and parents to be aware of the identity of the anaphylactic child, the allergens, symptoms and treatment.
- Ensure that a supervisor with training in the use of the auto-injector is assigned responsibility for the anaphylactic child.
- If practical, consider providing a cell phone for buses used on field trips
- Require the parent of the anaphylactic child to provide several auto-injectors to be administered every 10-15 minutes en route to the nearest hospital if breathing problems persist or if symptoms reoccur.

- If the risk factors are too great to control, the anaphylactic child may be unable to participate in the field trip. Parents should be involved in this decision.

## 2.6 **Ideas for Substitute Teachers, Parent Volunteers and Others with Occasional Contact**

- Require the regular classroom teacher to keep information about the anaphylactic student's allergies and emergency procedures in a visible location.
- Ensure that procedures are in place for informing substitute teachers and volunteers about anaphylactic students.
- Involve substitute teachers and volunteers in regular in-service programs, or provide separate in-service for them.

## 2.7 **Anaphylaxis to Insect Venom**

The school cannot take responsibility for possible exposure to bees, hornets, wasps and yellow-jackets, but certain precautions can be taken by the student and the school to reduce the risk of exposure.

- Avoid wearing loose, hanging clothes, floral patterns, blue and yellow clothing, and fragrances.
- Check for the presence of bees and wasps, especially nesting areas and arrange for their removal.
- If soft drinks are being consumed outdoors, pour them into a cup and dispose of cans in a covered container.
- Ensure that garbage is properly covered.
- Caution children not to throw sticks or stones at insect's nests.
- Allow students who are anaphylactic to insect stings to remain indoors for recess during bee/wasp season.
- Immediately remove a child with an allergy to insect venom from the room if a bee or wasp gets in.

In case of insect stings, never slap or brush the insect off and never pinch the stinger if the child is stung. Instead, pluck the stinger out with a fingernail or credit card.

## 3. **EMERGENCY RESPONSE PROTOCOL**

Even when precautions are taken, an anaphylactic student may come into contact with an allergen while at school. It is essential that the school develop a response protocols and that all staff are aware of how to

implement it. A separate emergency plan should be developed for each anaphylactic child, in conjunction with the child's parents, physician, and **school nurse** kept in a readily accessible location. The plan should clearly identify individual roles.

Anaphylactic children usually know when a reaction is taking place. School personnel should be encouraged to listen to the child. If he or she complains of any symptoms, which could signal the onset of a reaction, they should not hesitate to implement the emergency response. There is no danger in reacting too quickly but there is grave danger in reacting too slowly.

### 3.1 **Emergency Plans**

Every emergency plan should include procedures to:

- Communicate the emergency rapidly to a staff person who is trained in the use of the auto-injector.
- Administer the auto-injector (NOTE: Although most anaphylactic children learn to administer their own medication by about age 8, individuals of any age may require help during a reaction because of the rapid progression of symptoms, or because of the stress of the situation. Adult supervision is required).
- Telephone 911 (Inform the emergency operator that a child is having an anaphylactic reaction).
- If no ambulance service is available transport the child to hospital at once.
- Telephone the hospital to inform them that a child having an anaphylactic reaction is en route.
- Notify the police and provide them with a description of the vehicle and license number if transportation is by car.
- Telephone the parents of the child.
- If breathing does not improve or if symptoms reoccur administer epinephrine every 10-15 minutes while waiting for the ambulance and enroute to the hospital.
- Assign a staff person to take extra auto-injectors, accompany (or follow, if necessary) the child to the hospital, and stay with him or her until a parent or guardian arrives.

### 3.2 **Location of Auto-injectors**

- Auto-injectors should be kept in a covered and secure area, but unlocked for quick access. Although epinephrine is not a dangerous drug, the sharp needle of the self injector can cause injury especially if injected into the fingertip.
- As soon as they are old enough, students should carry their own auto-injectors. Many young children carry an injection kit in a fanny pack around their waist at all times.
- An up-to-date supply of auto-injectors, provided by the parents should be available in an easily accessible, unlocked area of the child's classroom and/or in a central area of the school (office or staff room)
- All staff should know the location of the auto-injectors. Classmates should be aware of the location of the auto-injector in the classroom.

### 3.3 **Training Older Students to Assist**

Older students may be trained to administer the auto-injector and can play a role in the emergency response, particularly in a secondary school setting. Information about anaphylaxis and auto-injector training may be included in the health curriculum.

### 3.4 **Role-Playing**

The school should occasionally simulate an anaphylactic emergency similar to a fire drill to ensure that all elements of the emergency plan are in place.

### 3.5 **Review Process**

School emergency procedures for each anaphylactic student should be reviewed annually with staff, the school nurse and parents. In the event of an emergency response, an immediate evaluation of the procedure should be undertaken.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**527.1  
ADMINISTRATIVE REGULATION  
Acceleration**

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Students may be accelerated in one or more specific subjects or grades when they display exceptional ability and performance. Normally a student would accelerate to the next grade or subject in sequence. For a student to be accelerated they must:

1. Show an exceptional degree of academic competence in the learning outcomes of the core curriculum of the grade or subject in which they are requesting acceleration.
2. Possess a level of social/emotional maturity that would encourage a successful transition.
3. Demonstrate an age appropriate understanding, involvement and commitment to the acceleration process.
4. Have the support of the School Based Team who will be considering the following:
  - the recommendation of the current teacher(s) and the receiving teacher
  - the school based and district assessments
  - the recommendation of the parent(s)
  - other appropriate or relevant information
  - the provision for on-going support and evaluation of the student's progress, as part of the IEP process
5. Schools will provide the resources necessary to allow for the continuity of the program.

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Cross Refs: Challenge Policy, Equivalency Policy, *School Act* Appeals Bylaw

Adopted: April 24, 2001  
Reviewed:  
Revised: February 7, 2005

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**530.1  
ADMINISTRATIVE REGULATION  
Home School Guidelines**

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To facilitate a positive and supportive response to home school parents and their children the following guidelines have been established. The guidelines are intended as reference for school administrators and staff. For registered home school parents it is hoped the guidelines will clarify what might reasonably be expected from the school where their home school child is registered in terms of resources and services.

1. While parents may register their child for home school at any school of their choice in the district, it is recommended that parents register their child at the Fraser Valley Distance Education School rather than their neighbourhood school. In this way services to home school children provided at the Fraser Valley Distance Education School may be supplemented by services provided in the neighbourhood school if so desired by parents.
2. Home school students must be registered before September 30 of each year to allow the school district to be eligible for funding. Registration does not constitute enrolment in the school.
3. Schools with registered home school children are required to provide free of charge:

Copies of Performance Standards and IRPs. Principals shall inform home school parents of the district testing program, FSA and provincial examination schedule (where applicable).

4. Home school students may have access to in-school examinations and will be subject to all school rules.
  - The loan of educational resource materials as are loaned to the schools' enrolled students shall be provided to home school students subject to the completion of a loan contract, the collection of a deposit and availability. Consumable materials will not be provided. Equipment specified in curriculum guides may be loaned subject to availability.

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Cross Refs:

Adopted: January 27, 1998  
Reviewed:  
Revised: February 7, 2005

- Educational resource materials subject to loan shall be related to required course work as listed in the IRP's.
  - Any loaned materials that are lost are to be replaced at parent expense.
5. Subject to principal approval a registered home school child may attend educational programs offered by the Board under terms and conditions set by the Board. Principals' decisions should be guided by:
    - The impact on the class/students
    - Dependence of the requested program on previous learning and experience
    - The impact of the requested program on the home school student
    - The impact on the teacher
  6. The Board may charge fees for goods and services provided by the Board. All or part of any deposit may be refunded to the home school parent on the return of the educational resource materials.
  7. Information on fees to be charged and deposits required shall be available from the respective school for parents of students registered for home school.
  8. Participation of home school students in curricular activities shall be approved at the school level. A fee may be levied and parent supervision may be requested.
  9. Access to the school for on-site educational resources to support required course work shall be provided at school discretion and include:
    - Supervision by the parent or school authorized responsible adult with demonstrated competence to work with any equipment to be used
    - Scheduling that does not disrupt the regular school program
    - Reimbursement to the school for any consumable materials used
  10. Home school student participation in extra-curricular activities shall be subject to school rules, regulations and fees and include school approval, payment of any fees and completion of permission forms. Home school student involvement should not deny participation to any student enrolled and regularly in attendance.

11. Should a home school parent request support services beyond the terms of the *School Act* and Regulations, such requests will normally be directed to non-school district professionals.
12. Adults involved with home school children on school premises and school related functions must comply with school district regulations regarding criminal records searches (CRS).

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**531.1  
ADMINISTRATIVE REGULATION  
School Admission and Choice**

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**1. DEFINITIONS:**

**school age** is defined by the School Act as a person who has or will have attained the age of 5 years on or before December 31 of that school year and who has not attained the age of 19 years before July 1 in the year of application.

**parent** includes a guardian of the person appointed by court order or under the will of a deceased parent, but does not include a non-custodial parent.

**guardian** means a person who is so ordered by the court in accordance with the Family Relations Act.

**ordinarily resident** means the establishment of a permanent home and maintenance of an ongoing presence in the school district and the term. The parent or guardian has the responsibility to show they meet the definition of ordinarily resident. The place of ordinary residence at the time of application will determine the applicant's category for purposes of section 2(d) of this regulation.

**place of residence:** For purposes of this policy, a student's place of residence is deemed to be that of the student's parent, unless satisfactory evidence is produced that the student's ordinary place of residence during the school year is elsewhere.

**school district child** means a catchment area child or a non-catchment area child.

**catchment area child** means a person

- a) of school age
- b) resident in the catchment area of the school

**non-catchment area child** means a person

- a) of school age
- b) resident in the school district and
- c) not resident in the catchment area of the school

**non-school district child** means a person

- a) of school age
- b) resident in British Columbia, and
- c) not resident in the school district

**previous school year** means the school year previous to the school year for which the person is applying to enroll in an educational program.

**continuing student** means a student in attendance at the school or designated feeder school during the previous school year.

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

**district choice programs** are as specified in the district's policy on programs of choice or are programs established with a particular educational focus, offered at specific schools, for which application to the school district must be made. They may have special program entrance criteria and special catchment areas.

## 2. DETERMINATION OF AVAILABLE SPACE AND FACILITIES

- a) Space and facilities are available in a school to enroll a student or applicant if, based on reasonable enrolment projections, there is expected capacity for both physical space and instructional resources to provide the student or applicant with an educational program.
- b) The Board delegates to the Superintendent of Schools (or designate) the decisions whether space and facilities are available in individual schools and educational programs.
- c) Decisions on space, program capacity and facilities availability will be made in consultation with the principal of the affected school and will give consideration to the following factors:
  - the operating capacity of the school as defined by the Ministry of Education
  - staff assigned to a school by the district

- the physical space in which instructional programs operate in the school
  - the ability of the school to provide appropriate educational programs for the applicant and other students
  - the needs of other programs located in the school
- d) If space and facilities are determined to be available, enrolment in educational programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:

- |            |   |
|------------|---|
| Category A | continuing student who attended the school or feeder school during the previous school year.  |
| Category B | <ol style="list-style-type: none"> <li>1. catchment area student wait-listed before March 1 from previous years.</li> <li>2. other catchment area student</li> <li>3. new non-catchment area student who is a sibling of a continuing non-catchment area student</li> </ol> |
| Category C | non-catchment area child  |
| Category D | non-school district child   |

- e) Wait lists will be established for those not accepted. If an applicant declines an offer of enrolment, the applicant will be removed from the current year's wait list.
- f) Evaluation of space availability will take place periodically by the principal to ensure that the maximum numbers of requests are met at the earliest time possible.
- g) Tie-breaking - When applications made within district enrolment timeline requirements have the same priority selection, priority between them will be determined by time and date of application.

### 3. **CATCHMENT AREAS**

The location of a student's normal residence will usually determine the catchment area school for enrolment purposes. The Board determines the boundaries for each school and may periodically adjust these based on the number of school-aged children residing in the catchment area, school space, resources and facilities. Some specialized educational programs available at a single site or limited sites may have the district as their catchment area.

**4. REGISTRATION, ENROLMENT AND PLACEMENT PROCESS FOR SCHOOL DISTRICT CHILDREN**

- a) **Continuing School District Students:** school district students who will be continuing at the same school or the related receiving school without a change of educational program are not required to apply.
  
- b) **Transfers:** school district children who are applying to transfer from one school in the district to another school in the district or to a different educational program are required to apply in accordance with the district enrolment timeline requirements. Parents may request a transfer and this will be granted providing a suitable program, resources, space and facilities are available. A parent requesting a transfer must contact the school their child is currently enrolled in and complete the transfer form. A copy will be given to the parent and a copy will be forwarded to the requested school. The principal, in consultation with the parents may arrange a transfer if the parents believe it is in the best interests of the student. Parents of students transferred by request to a school outside their catchment will be responsible for transportation arrangements to and from school.
  
- c) **Registration and Placement** - If a catchment area school or requested school does not have space, facilities, adequate resources or an appropriate educational program to meet the student's educational needs, an alternative placement will be made in accordance with this regulation as outlined below:
  - i) A student remains a student of his/her catchment area school until an alternate placement is accepted.
  
  - ii) Should a student require an immediate school placement during the school year (new registration to the district), the principal, in consultation with the parents, will arrange for placement in another school as an overflow student. Upon request, as indicated on the registration or transfer form, the student's name will be kept on the catchment area or requested school's wait list for a possible placement at the start of the next school year.
  
  - iii) Should a student's application for registration occur after the district enrolment deadline and the school is not able to accommodate the request, the student will be placed on the wait list for the next school year.

- iv) During the summer months when schools are closed, parents may make application to register students in person at the Chilliwack School District Office during regular office hours. A list identifying the time and date a student has requested registration will be kept and forwarded to the principal of the requested/catchment area school for consideration and placement. The place of ordinary residence at the time of application will determine the applicant's category for purposes of section 2(d) of this regulation. All schools will have registration times during the week prior to school opening following the summer break.

**5. GUARANTEE OF EDUCATIONAL PROGRAM**

School district children who apply for enrolment in an educational program will be provided with an educational program in the district as required by the *School Act*, unless a parent of the student consents to a placement outside the school district.

**6. COMMITMENT**

- a) The district process shall encourage school age students and their parents to jointly consider the student's educational needs before requesting an assignment to a school other than the current school or the catchment area school.
- b) Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid. When a student is offered a placement for which they have applied, a timely decision is required. Normally this would be within 24 hours unless extenuating circumstances exist. Failure to accept a placement offer in a timely fashion will result in the space be allocated to another student and removal of the previous student offered the space from the wait list. If the placement is accepted, the student may not maintain enrolment or wait list status at another school.
- c) The Superintendent or designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.
- d) Students accepted to a school who reside in the school district shall remain enrolled at their school of choice as a continuing student.

**7. PROGRAM REQUIREMENTS**

Applicants for enrolment must meet all program requirements for the requested educational program.

**8. DISCRETIONARY ACCEPTANCE: SUSPENDED OR EXPELLED NONSCHOOL DISTRICT CHILDREN**

Enrolment applications from non-school district children may be refused if the child:

- a) is under suspension from a BC public school or school district, or
- b) has been refused an educational program by a BC public school Board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the Board or has failed to apply himself or herself to his or her studies. Such applications or any other applications from students with limited or restricted attendance by other schools or government bodies outside the BC public school system, will be referred to the Superintendent or designate for a decision on admission. Such students will only be admitted in extraordinary circumstances where the Superintendent is satisfied that the student is unlikely to repeat the offending conduct. Admissions may be made subject to terms and conditions.

**9. COMMUNICATION**

Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to communities outside the school district (ie newsletters, newspaper advertisements, website).

**10. DISTRICT ENROLMENT TIMELINES**

a) **Catchment Area Applications**

- i) **Kindergarten:** September to March 1: Applications will be received, dated and prioritized for kindergarten enrolment for the following school year. It is anticipated that in most cases, families registering their children at their catchment school during this period of time should expect that it is most likely that room will be available at their catchment school for the following September.
- ii) **March 1<sup>st</sup>:** By March 1st, parents of students who remain on the wait list due to enrolment at an earlier date not being possible, and who are in the catchment area, will be contacted by the principal of the catchment area school. They will be advised that their children will be enrolled at their catchment school for the school year beginning in September. If, at this time, a parent/guardian chooses to

waive their right to attend their catchment school, the student will remain at the school in which they are currently registered as a continuing student for the following year.

- iii) **June 1<sup>st</sup>:** A newly arrived student, who registers at their catchment school by June 1st, should anticipate that whenever possible, the student will be enrolled at the school by September of the upcoming school year.
  - iv) **After June 1<sup>st</sup>:** A newly arrived catchment area student registering after June 1st may be required to have their name placed on the wait list for the school if room is not immediately available for September. Priority of enrolment at the school will be dependent upon the time and date of registration with priority given if there are siblings attending the school who will remain as continuing students in September.
  - v) **June 15<sup>th</sup>:** Principals communicate with parents regarding enrolment for September for catchment students who have applied prior to June 1st.
- b) **Continuing Students** who reside in the school district but not in the catchment area are not required to apply annually to attend the school in which they are currently enrolled. These students will be enrolled automatically subject to space availability and meeting program requirements, unless transferred or withdrawn. See sections 4 (a) and 2 (d).
- c) **Continuing Non-District Students** must re-apply to attend the school in which they are enrolled each year prior to March 1st . If it is anticipated that space will not be available for the following school year, students and their families will be notified prior to the beginning of Spring Break by the principal of the school in which they are enrolled.
- d) **Non-Catchment Area Applicants and Non-School District Applicants**
- i) **January 15<sup>th</sup> to March 1<sup>st</sup>:** schools will accept registrations for first time, non-catchment area applicants and non-school district applicants. These applications will be prioritized in accordance with 2.d) (ie non-catchment children with siblings who are continuing students, other non-catchment children, non-school district children). These registrations will identify the “eligible” applicants to be considered for enrolment in the

following September. Notification of acceptance will normally be given by **June 15th**.

- ii) Non-catchment area students who apply **after March 1<sup>st</sup>**: A non-catchment area child applying to a specific program or school and a non-school district child applying to a specific program or school after March 1st will have their application considered for enrolment in the school or program at the discretion of the principal if space, facilities, resources and an-appropriate educational program are available. Late applications received after March 1st may not be reviewed until September enrolments are confirmed following the first week school is in session in September.
  
- e) **Unconfirmed Students in September**  
An enrolled student may be removed from the school's register if the student has not returned to school by 3:00pm on the last day of the first week of school opening in September and if the parent has not advised the school of the student's late return.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**533.1  
ADMINISTRATIVE REGULATION  
Maintenance of Order**

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As described in Policy 533, the Board is committed to and responsible for ensuring the maintenance of order in schools, on school property and at school district events.

Exclusion Orders under Section 177 of the School Act may be issued in circumstances where the principal or vice-principal determines that a person's actions pose a risk to the safety of staff, students and others in the school community, or present a significant and ongoing disruption to the educational programs offered by the school or the School District and include, but are not limited to, unwelcome visitors to schools during the school day, after school and all co-curricular and extra-curricular school functions including sports events, dances and performances.

**PROCEDURES:**

1. All persons on school property are expected to comply with school rules and regulations. Schools will display a sign at major entrances directing all visitors to report to the office.
2. Visitors are required to report their presence to the school office, inform the school secretary or principal/vice-principal of the purpose of the visit and wear a visitor's identification badge while on school property.
3. The following employees are authorized by the Board to issue Exclusion Orders pursuant to Section 177 of the *School Act*: Superintendent of Schools, Assistant Superintendent of Schools, Directors of Instruction, and Principals and Vice Principals.
4. A staff member who encounters an unwelcome visitor should notify administration. Only if the statutory officer of the Board or his/her designate is unavailable should the staff member direct the visitor to leave. A witness should be present.
5. Any person who is on school property during or after the instructional day may be asked to leave. The request to leave must be made prior to requesting the assistance of the RCMP if the person refuses to leave the grounds or premises after being directed to do so.

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Cross Refs: Policy 514 -Safe Schools; Policy 501 - Student Behaviour, Policy 515 - Weapons, Policy 501 - Student Discipline and Suspension; School Act

Adopted: February 9, 2017  
Reviewed:  
Revised:

6. Where practicable, provide prior notice to the Superintendent of Schools or designate of the intent to issue an Exclusion Order pursuant to Section 177 of the School Act.
7. Provide written notification (**Notice of Exclusion Letter – Form B**) to the excluded person as soon as possible, including reasons for the exclusion, the length of the exclusion, the date for review and information about the avenues for appeal.
8. Provide a copy of **Notice of Exclusion Letter – Form B** to the local RCMP.
9. The principal or vice-principal will document the incident (**Report on the Issuance of an Exclusion Order – Form 533.1A**), including the following information as a minimum, and send a copy of the letter and the report to the Assistant Superintendent of Schools (letters will be tracked at both the school and district level).
  - 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 involved, etc.)
  - d. Name (and contact information, when possible) of person excluded under Section 177
  - e. Name of principal or vice-principal who directed the person to leave school property
  - f. Length of exclusion
  - g. Date for review of decision to exclude
  - h. Means of delivering the Exclusion Order letter
  - i. RCMP file number for incident (if a file was opened by the RCMP) and name of the attending officer
  - j. Name of person completing the form
10. Any personal information collected in relation to a Section 177 Exclusion Order will be dealt with in accordance with the *Freedom of Information and Protection of Privacy Act*.

#### **APPEALS PROCESS:**

1. Persons excluded through Section 177 have 30 days to appeal the decision directly to the Superintendent of Schools or designate. If the Superintendent of Schools made the decision to exclude, the appeal will be forwarded to the Board.
2. A decision on the appeal will be made and communicated in writing within 14 business days of receiving all requested information. In some cases, an appeal of an exclusion under Section 177 could be heard through a Section 11 appeal (Bylaw 4 – Appeal Procedure), where a decision of a board employee significantly affects the education, health or safety of a student.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**534.1  
ADMINISTRATIVE REGULATION  
Student Dress Guidelines**

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This regulation outlines the process for schools to develop a dress guideline that must include expectations regarding school attire focusing on a safe, caring and inclusive learning environment that is educative, preventative, and restorative in practice and response.

1. It is expected that schools in collaboration with parents, teachers and students (as appropriate) will write dress guidelines that will promote and support the school learning environment.
2. A uniform dress guideline is a prescribed dress requirement for students at a particular school. The requirement can range from a specific style and/or colour, to standards for colours and/or materials that may be met within broad limits.
3. The district expects that students will demonstrate their commitment to their own education by dressing and grooming themselves in a manner that is aligned with the articulated school dress guideline.
4. A student's appearance or mode of dress will not be permitted to disrupt the educational environment or threaten health or safety. In disruptive situations, students will be required to change their clothing to comply with the dress guideline expectations.
5. Dress guidelines should outline interventions that "are appropriate" and "are restorative in nature rather than punitive" and take into consideration student age, maturity and ability.
6. Schools are expected to teach and communicate dress attire expectations through the Code of Conduct (Policy 514 and Regulation 514.1), thus enhancing personal and social responsibility, and a positive school culture.
7. Schools are expected to develop a school procedure, in consultation with students, staff and parents, that clearly communicates and reinforces dress guidelines to their school community at the start of each school year (September 30 the latest).



INSTRUCTIONAL EDUCATIONAL PROGRAMS

SECTION 600:

- 602.1 ADMINISTRATIVE REGULATION: GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN CHILLIWACK SCHOOLS
- 604.1 ADMINISTRATIVE REGULATION: LIBRARY LEARNING COMMONS
- 604.2 ADMINISTRATIVE REGULATION: ROLE OF THE TEACHER-LIBRARIAN IN THE LIBRARY LEARNING COMMONS
- 605.1 ADMINISTRATIVE REGULATION: TECHNOLOGY USE
- 605.2 ADMINISTRATIVE REGULATION: SOCIAL MEDIA
- 607.1 ADMINISTRATIVE REGULATION: PLACEMENT OF SPECIAL NEEDS STUDENTS
- 608.1 ADMINISTRATIVE REGULATION: ASSISTANCE DOGS IN SCHOOLS
- 610.1 ADMINISTRATIVE REGULATION: PETS-ANIMALS IN THE CLASSROOM
- 611.1 ADMINISTRATIVE REGULATION: DISTRICT MAGNET SCHOOLS, SCHOOLS OF CHOICE AND DISTRICT PROGRAMS
- 612.1 ADMINISTRATIVE REGULATION: ALTERNATE DELIVERY FOR PERSONAL PLANNING (K-7) AND CAREER AND PERSONAL PLANNING (8-12) CURRICULA
- 623.1 ADMINISTRATIVE REGULATION: STUDENT FIELD EXPERIENCES

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**602.1  
ADMINISTRATIVE REGULATION  
Guidelines for Conducting Research Studies in  
Chilliwack Schools**

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In order for research to proceed, the project requires support of staff, school principal and district administration.

1. As many demands are being placed on Chilliwack schools, research requests from undergraduate students and marketing companies normally will not be approved.
2. The Chilliwack School Board will not approve research studies which:
  - a) examine contentious or personal topics that may be considered by students or parents/guardians to be an invasion of privacy;
  - b) make unreasonable demands upon the time of participating students, teachers; or principals or
  - c) do not contribute directly to the improvement of education.
3. Whenever students under the age of 19 are involved in proposed external research, parent/guardian permission letters are required. Parents/guardians must be informed of the purpose of the study, type of activity the student will be involved in, the nature of any questionnaires, interviews, or tests, and the amount of time required by the research project.
4. Where teachers and/or administrators are involved in research studies, permission letters, which give informed consent, are required.
5. The anonymity of students and teachers who cooperate in research studies must be maintained.
6. Tape recordings, pictures, films or videotape recordings of student performance must have written consent from parents/guardians and teachers.

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Cross Refs:

Adopted: April 24, 2001  
Reviewed:  
Revised:

7. Studies involving class groups are generally preferable to studies of individual students. The former are less disruptive to the regular school program.
8. Applicants affiliated with a university or post-secondary institutions must ensure that completed application forms are accompanied by a letter or certificate from the appropriate ethical review committee at their institution. The ethics committees will give interim approval while the school district permission is sought. Notification of this approval should be sent to the Superintendent (or designate). Once the application to conduct research has been approved by the Superintendent (or designate), the ethics committee will give their final approval to conduct the study.
9. A written statement of approval and support from faculty advisors and/or course instructors is required and should include approval of:
  - a) the reasonableness of the request
  - b) the experimental design
  - c) the sampling procedures and
  - d) the suitability of the research instruments
10. Completed application forms with a copy of the proposed research instrument, parent permission letter (if applicable) and certificate or letter of ethical acceptability should be returned to the Superintendent or designate.
11. A summary of the research findings will be submitted to the Superintendent upon completion of the project.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**604.1  
ADMINISTRATIVE REGULATION  
Library Learning Commons**

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1. The Library Learning Commons (LLC) shall be staffed with qualified, certified Teacher-Librarians (see Administrative Regulation 604.2: Role of the Teacher-Librarian in the Library Learning Commons).
2. The LLC features co-planning and team teaching between the Teacher-Librarian and other staff. As such, the Library schedule should be designed by the Teacher-Librarian to be both open and flexible.
3. As much as possible, the physical space of the LLC, including shelving and furniture, should allow for flexible organization.
4. A thriving LLC includes inquiry projects, research skills, digital citizenship, information literacy, curricular teaching, book talks and readings.
5. The LLC contains a variety of both print and digital resources. These include both exemplary curricular content collections, as well as wide-ranging fiction and nonfiction pleasure-reading collections.
6. The LLC collection will be curated by the Teacher-Librarian to consciously promote equal access, equity, inclusivity and representation.
7. District database bundles, necessary for student research, shall continue to be equitably paid for at the District level, rather than being billed to individual school sites.

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Cross Refs: Policy 604: Library Learning Commons  
Administrative Regulation 604.2 Role of the Teacher-Librarian in the Library Learning Commons

Adopted: June 2019  
Reviewed:  
Revised:

**BOARD OF EDUCATION**  
**School District #33 (Chilliwack)**

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**604.2**

**ADMINISTRATIVE REGULATION**

**Role of the Teacher-Librarian in the Library Learning Commons**

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1. A Library Learning Commons (LLC) shall be staffed with a qualified, certified Teacher-Librarian (T-L). A teacher not currently qualified and certified in a T-L position must demonstrate active progress toward a diploma or degree in librarianship.
2. The role features co-planning and team teaching between the T-L and other staff. The T-L is a non-enrolling teacher who collaborates with colleagues in the LLC or other classrooms.
3. The T-L designs the LLC schedule to be open and flexible, and it will be maximized for co-planned, team teaching blocks to support curricular units of study.
4. The T-L maintains the physical space of the LLC. This includes decisions in consultation with site administration regarding shelving, furniture, technology, and flexible organization of the space in order to best meet the needs of the school community.
5. The T-L will promote curricular features including inquiry projects, research skills, digital citizenship, information literacy and general literacy skills, as well as the Big Ideas, Content and Core Competencies of various subject areas.
6. The T-L maintains a variety of both print and digital resources by curating exemplary curricular content collections and wide-ranging fiction and non-fiction pleasure-reading collections. The T-L's professional judgement in collection building is bolstered by reviews and recommendations from a variety of sources (e.g., the Education Resource Acquisition Consortium, Horn Book Reviews, School Library Journal, etc.).

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Cross Refs: Policy 604: Library Learning Commons  
Administrative Regulation 604.1: Library Learning Commons

Adopted: June 2019  
Reviewed:  
Revised:

7. The T-L is responsible for maintaining a high quality and relevant collection by weeding the collection on an ongoing basis.
8. The T-L assists teachers in their instructional practices via collaborative planning and team teaching. The T-L supports teachers in educational best practice in areas of literacy and information literacy knowledge.
9. The T-L aids students in their academic and personal lifelong learning goals.
10. The T-L is knowledgeable about current and past literature, both fiction and non-fiction, and is able to enrich the reading experience for students by directing them to personally relevant materials to create a lifelong passion for reading.
11. The T-L builds a collection and a physical space that consciously promotes equal access, equity, inclusivity and representation. The LLC is a welcoming, safe space.
12. The T-L maintains the circulation software for their site. The T-L makes decisions on cataloguing and location of materials.
13. The T-L in consultation with site administration maintains the LLC budget.

# Board Of Education School District #33 (Chilliwack)

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## 605.1 ADMINISTRATIVE REGULATION Technology Use

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The Board provides access to computer equipment, communication devices, software, e-mail, internal and external ports and the Internet, as the Board believes that the access and use of technology is an integral component of the working and learning environment.

1. All students must sign an Acceptable Use Agreement at the time of registration.
2. All guest users must agree to the on-line Acceptable Use Agreement prior to accessing district networks, when applicable.
3. Each principal and site supervisor will clearly communicate with staff, students and parents the purpose, benefits, and risks associated with the use of technology including FOIPPA (*Freedom of Information and Protection of Privacy Act*) Regulations.
4. Under FOIPPA, all electronic documents are subject to a FOIPPA request.
5. The Acceptable Use Agreement will be reviewed and updated every two years by a committee chaired by the District Technology supervisor.
6. Failure to adhere to the conditions of the Acceptable Use Agreement will be dealt with in a progressive discipline manner and will take into consideration the severity of the breach, the individual's status, age and special circumstances. Consequences may include loss of privileges, other disciplinary measures or legal action.
7. The confidentiality of individual files will be respected and will not be disclosed unless required by law or a district investigation of inappropriate use. In the event of a complaint regarding e-mail or files which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material, the system administrator has the authority to inspect the contents of files or email.

8. The system administrator will monitor the system for inappropriate use and may suspend the account. The incident will be reported to the account holder's supervisor or teacher for further action or reinstatement.

9. Responsibilities for Use:

a. **All SD33 technology users are responsible for:**

- Complying with all sections of this policy when using board technology;
- Complying with the board's *Acceptable Use Agreement and Social Media Guidelines* when using school district technology;
- Ensuring the proper care of all computer equipment at all times including the prohibition of food or drink near computers;
- Exercising caution when releasing any personal information over the internet;
- Ensuring that prior consent has been received from parents or guardians prior to posting any student work, images or video clips.

b. **Senior Staff, Coordinators, Managers, Facilitators and School Administrators are responsible for (in addition to a. "all... users"):**

- Reviewing this policy with all staff under their supervision;
- Enforcing all sections of this policy as it relates to all schools and/or workplaces for which they are directly responsible;
- Facilitating professional development related to internet access and technology integration to support teaching, learning, effective communications, and professional learning.

c. **Technology Department staff are responsible for (in addition to a. "all... users"):**

- Implementing measures to prevent electronic access to inappropriate content such as illegal, harassing, obscene, pornographic, racist, libelous, threatening or sexually explicit resources in all SD33 schools and workplaces.

d. **School Administrators are responsible for (in addition to a. "all... users"):**

- Ensuring that parents, students, staff, and any other technology users are made aware of the purposes, benefits, and risks associated with technology use and are informed about this policy prior to providing access to technology resources;
- Maintaining student records of consent;
- Ensuring that staff is aware that students can only use computers under the supervision of school staff or a designated adult;
- Ensuring license agreements are observed;

- Monitoring student use of email and student created materials.

**e. Teachers are responsible for (in addition to a. “all... users”):**

- Ensuring that the policy is fully understood and is implemented in the classroom;
- Ensuring that the implications of unacceptable use, including disciplinary action by the school, board, and/or legal authorities are communicated to students;
- Previewing and evaluating learning resources including websites prior to recommending them for student use;
- Ensuring that students only use computers if under the supervision of school staff or designated adult;
- Instructing students about the dangers of communicating over the internet;
- Monitoring student use of the internet, email, and student-created materials;
- Informing students about, and modeling good behaviour regarding copyright and intellectual property;
- Advising students that information distributed over the internet and/or the intranet may not be secure because electronic messages may be intercepted, read, and modified without the author’s consent or awareness and messages may be forwarded to people other than the intended recipients.

**f. Students are responsible for (in addition to a. “all... users”):**

- Using school computers only when under adult supervision;
- Reporting to their teacher or other authority any inappropriate content or communication.

# Board Of Education School District #33 (Chilliwack)

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## 605.2 ADMINISTRATIVE REGULATION Social Media

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The Chilliwack Board of Education (“Board” or “District”) recognizes the importance of providing employees with a clear understanding of the impact of using social media and its appropriate use. In an ‘online world’ the lines between public and private, personal and professional can become blurred. Even when employees are social networking on their own time, they may be identified as working for and sometimes representing the School District in their online communications.

The Board of Education recognizes the use of social media and networking as one means of communicating in the online world. However, it is also recognized that the inadvertent misuse of social media by employees has the potential to put the reputation of the School District and its employees at risk. The following regulation has been established to ensure best practices and mitigate both the School District and employees’ exposure to risk.

### 1. Definition

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the internet. Social media includes but is not restricted to, social networking, blogs, wikis, social bookmarking, podcasts, forums, content communities, email, and instant messaging, and texting (SMS or texting). Interactions with and through social media occur through the use of web browsers, specialized software on computers and mobile devices.

### 2. Guiding Principles

- Use good judgment. Reflect on the type of image or information to be conveyed. We are responsible for our online communications.
- As role models for students and a representative of the School District, we must ensure that our use of social networking, even on free time, does not reflect negatively on our professional reputation or that of the School District.
- Use only school sanctioned sites and tools or other school approved means of communicating online with students and parents. All communication with

students and parents should be formal, courteous and respectful and should pertain to school related matters.

- Respect the law in relation to online communications. Protect the confidentiality of information regarding students and their families. Ensure compliance with copyright requirements. Do not make comments online which are defamatory of others.
- Monitor all content posted to your personal social media accounts to ensure that it is consistent with your role in the School District and professional standards. Remove any material which is inappropriate or contrary to this regulation.
- Online activities must not interfere with job performance.
- Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.
- Do not disclose any confidential or personal information about students or their families in online communications. Do not post photographs or videos of students without the informed consent of the student and their parent(s).
- Social networking sites and online postings are not necessarily private. Never criticize students, other district employees or the School District on online sites.
- Use dedicated School District sites and tools for online communications with students and parents. Should staff wish to create other sites and/or use other online forums for communicating with students, that communication must be FOIPPA (Freedom of Information and Protection of Privacy Act) compliant, and approval from the principal must be attained. All sites and online forums for communicating must comply with this regulation and access must be appropriately restricted (e.g. to students assigned to your class or activity).
- Do not request or accept any students as 'friends' on social networking sites or interact with students on social networking sites for purposes not related to the delivery of the student's educational program.
- Do not exchange personal phone numbers, email addresses, or photographs with students.
- Avoid being tagged in any photos or videos without your permission and remove anything that could be considered inappropriate to your role in the School District.
- Avoid impulsive, inappropriate or heated postings. Remember that what is posted may be viewed and archived permanently online.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**607.1  
ADMINISTRATIVE REGULATION  
Placement of Special Needs Students**

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The objective is to provide the most appropriate education for each student in the least restrictive environment without infringing on the rights of other students to a profitable learning environment. The extent of integration follows a continuum which varies from full-time placement in a regular classroom to full-time placement in a separate facility. The degree of integration provided each student is based on a number of variables including:

- Specific student needs.
- Available resources including para-professional support.
- Parent expectations.
- Realistic and practical program options.
- The well-being of the child.
- The welfare of others in the classroom.
- Stress on the classroom teacher.
- Consultation with the Principal.

Parents are to be involved in both placement and program planning for the child.

**SPECIAL PROGRAM PLACEMENT:**

Some students require a more specialized educational program than the neighbourhood school can provide if their unique needs are to be met in a secure and non-threatening environment. These students benefit from placement in alternative educational settings, e.g. special classes, resource rooms, programs offered in separate facilities, Provincial resource programs.

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Cross Refs: *School Act* Appeals Bylaw

Adopted: April 27, 1999  
Reviewed:  
Revised:

The placement of students in special classes or in separate facilities will occur when:

- Necessary educational assessments have been completed.
- Student needs cannot adequately be addressed by the neighbourhood school.
- Alternate placement has been recommended by the District Screening and Placement Committee.
- Parents understand the purpose of the placement and the nature of the alternative education program.
- Parents consent to the alternative placement.

**STUDENT RETENTION:**

Normally students progress through the grades to school completion with their age cohort group. Only in exceptional circumstances students may be retained for an extra year in elementary and middle school grades. Retention would require the agreement of the school based team, including administration and parents as well as the Administrator of Student Services.

**APPEAL PROCEDURE:**

When there is disagreement with the recommended placement or concern related to the educational needs of their child, parents may further discuss these issues with school and/or District staff. If no resolution can be reached, referral will be made to the Superintendent of Schools. If the parents remain dissatisfied, the right of appeal to the Board may be exercised.

## RETENTION OF STUDENTS WITH SPECIAL NEEDS

### RATIONALE

Some students with significant special needs (low incidence) have, in the past and continue today, to be retained in grades and at schools long after their peers have moved on. These students usually have moderate to severe intellectual disabilities, sometimes accompanied by physical handicaps.

There are two issues related to retaining students. The first issue concerns students with significant special needs who are kept at elementary schools well beyond the typical expectation of seven years (kindergarten to grade 6). The second issue relates to special needs students who are retained in school programs - usually senior secondary – beyond age 19.

At the elementary level it is not unusual for parent of low incidence children to request that their child be retained in primary program or in grade 6. This relates to their anxiety about transitions in general, but also it is connected to their fears about services and programs at the next stage of the child's schooling. One of the issues is a cost factor – we provide proportionally more funding to elementary special needs students. They receive more teacher assistant time at elementary than they would at middle or secondary school even when grouped for instruction. Often parents like the idea of a personal full-time teacher assistant for their child - which is not readily available after elementary school.

Most school based teams can communicate with the parent and an effective transition is managed. Sometimes however, parental demands seem to overwhelm the school based team and the student is held back year after year. Occasionally, staff join with the parents in retaining a special needs student far beyond what would be expected.

The Ministry of Education defines inclusion and integration:

*The principle of inclusion adopted in British Columbia schools supports equitable access to learning by all students and the opportunity to pursue their physical location and incorporates basic values that promote participation, friendship and interaction. Integration is one way to achieve inclusion . . . Integration involves placing students with special needs in classrooms with their age and grade peers and then providing them with the necessary support . . .*

Chilliwack School District promotes integration in the elementary schools. One of the most defining elements of integration is that students with special needs are placed with same age and same grade peers. When students are kept at any

particular grade level significantly longer than their peers we are no longer practicing integration. If parents and the school based team collectively decide that an integrated setting (same age peers) no longer meets the needs of the special needs student, then the district would want to offer an alternative program such as the programs are A.D. Rundle Middle and Strathcona Elementary Schools.

The options for parents and schools would then be clearer. The student can continue with an integrated setting (involving a transition) or move to a more protected setting. It would not be an option for the special needs student to be placed with younger and younger students every year in regular classrooms. There could be some extraordinary circumstances where keeping a student in a grade well beyond typical age peers would be advisable. In those very unique cases district permission through the Administrator of Student Services, must be sought.

At what point would we say that the student is no longer in an integrated setting? It would be reasonable for a student to be a year older than the norm for that grade level. When a student begins to exceed even that level then we are entering a different arena.

In September a child could be 5, 6 or 7 years old in kindergarten or could be 7,8 or 9 in grade three, or 10, 11 or 12 in grade 6 and still be considered to be with the same age and same grade peers. The child could not, however, be 10 years old in September of grade 3 and still be in an integrated setting. This is deviating too far from the typical age.

The second concern around retention relates to students with special needs remaining in school (usually at the senior secondary level) beyond age 19. Parents and school personnel often feel that there are inadequate services for the special needs student in the community and therefore keeping the adult student in school is an acceptable option. Often their concerns for the future are justified - schools offer great programs, more social opportunities, a normalized setting and opportunities for integration - this is more than community agencies can often provide. This raises concerns related to resources and resource allocation within the school district.

Keeping special needs students longer than age 18 or 19 has implications for service delivery - in particular, teacher time and therapy support. The number of special needs students increases in our district because these students are not transitioning as anticipated. While we do add additional teacher assistant time, we do not add extra physiotherapy, occupational or speech and language therapists, nor do we increase special education teacher time. Consequently, we take services that are already stretched and try to spread them further. Also, students who are 19 years or older are not eligible for SET-BC services - in fact their equipment must be returned.

Ultimately our practice in this school district has been one of “normalizing” students’ lives by providing them with quality education in the least restrictive environment. When students are prepared for the community and as much independence as possible, they should transfer to the community.

What should be in place is adequate support to parents in planning for their child to leave school? Our intention is to support parents in building connections to other agencies and resources

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**608.1  
ADMINISTRATIVE REGULATION  
Assistance Dogs in Schools**

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The following procedures will be put into place prior to the admittance of an “Assistance Dog” to the school.

**1. PARENT RESPONSIBILITIES**

- 1.1 Provide a letter of recommendation from an **“appropriate agency”** confirming the diagnosis of a recognized special need, including a recommendation for the use of an Assistance Dog.
- 1.2 Provide a Certificate of Training for the Assistance Dog from an organization accredited by either the International Guide Dog Federation or Assistance Dogs International.
- 1.3 Pay for all financial implications incurred by the School District and/or school regarding the use and care of the service (e.g., appropriate training for School District staff members).
- 1.4 Annually, provide the School District with proof of a municipal dog license and proof of up to date vaccinations provided by a Doctor of Veterinary Medicine confirming that the Assistance Dog is in good health.
- 1.5 Arrange for the personal care and physical needs of the Service Dog, including at least one bio-break procedure per day and providing an appropriate kennel and water bowl.

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Cross Refs: Policy 608-Assistance Dogs in Schools, Autism Support Dogs, Assistance Dogs International Inc., BC and Alberta Guide Dog Services, Guide Dog Foundation for the Blind, Guide Animal Act of BC

Adopted: March 8, 2016  
Reviewed:  
Revised: October 3, 2017

## 2. SCHOOL DISTRICT/SCHOOL RESPONSIBILITIES

- 2.1 Ensure that the use of an Assistance Dog is consistent with the needs or recommendations of the student's Individual Education Plan (IEP).
- 2.2 Arrange a case conference with parents/guardians, classroom teacher (s), appropriate Student Services staff, a representative from Assistance Dogs International or other service provider, the student when appropriate, other consultants if necessary, and the District Principal of Student Services (Special Education) to discuss and develop a plan to determine.
  - a) The purpose and function of the Assistance Dog;
  - b) Who will accompany and handle the Assistance Dog outside;
  - c) The personal care and physical needs of the Assistance Dog including:
    - The safest and most environmentally sound place for the Assistance Dog to relieve itself,
    - Removal and disposal of animal waste,
    - Provision of a suitable container for waste,
    - Considerations for seasonal changes and inclement weather;
  - d) Classroom considerations such as seating arrangements;
  - e) Any necessary changes in routine and procedures and program changes;
  - f) Arrangements for the Assistance Dog to visit the school without students present in order to familiarize it with the school site prior to commencement of services;
  - g) A transition plan for the Assistance Dog and the student;
  - h) A timetable for the introduction of the Assistance Dog to the school and class and for the training of the student's school team (Principal, Teacher (s), Special Education Assistant (s), etc.
  - i) Rules of conduct around the Assistance Dog for students, staff and the public; and
  - j) Disseminating and regulating such rules.

- 2.3 The School District shall not be responsible for the training, feeding, grooming or care of any Assistance Dog permitted to attend school or ride on school buses under this policy. The School District must approve any person who is authorized to assist in the care and supervision of the Assistance Dog while on school property.
- 2.4 Notification Letters or Information
- 2.4.1 The following letters or information shall be forwarded home to inform:
- a) The school community of the arrival of the working Assistance Dog, its purpose, role and regulations regarding the existence of the Assistance Dog at the school;
  - b) The students in any of the classes where the Assistance Dog will be present to elicit information concerning allergies or extreme phobias from the students' parents/guardians;
  - c) The students who will be sharing transportation where the Assistance Dog will be present; and
- 2.4.2 Retain all letters regarding the Assistance Dog in the student's confidential file.
- 2.5 Inform all staff including teachers, special education assistants, custodians, all support staff, volunteers, and school planning council and health and safety representatives of the presence of an Assistance Dog (s).
- 2.6 Liaise with the District Principal of Student Services and Administration to resolve any specific concerns or issues raised regarding the presence of an Assistance Dog.
- 2.7 Arrange for demonstrations from Assistance Dogs International or another certified Assistance Dog organization for the student body, staff and the community as required to provide education and awareness of Assistance Dogs in schools.
- 2.8 Contact the School District Transportation Department regarding any transportation requirements.

- 2.9 Revise emergency procedures as required to include the Assistance Dog, such as evacuations, and notify the Fire Department regarding the existence of the Assistance Dog.

### **3. LIMITING, REMOVING OR EXCLUDING ASSISTANCE DOGS FROM SCHOOL**

The School District may limit, remove or exclude from school facilities or property any Assistance Dog for reasons it deems appropriate. Examples of such include the following:

- 3.1 The Assistance Dog poses a direct threat to the health or safety of an employee or student or others at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event. Examples of such include, but are not limited to:
- a) The Assistance Dog does not urinate or defecate in appropriate/designated locations;
  - b) The Assistance Dog solicits attention, visits or annoys any member of the student body or school personnel;
  - c) The Assistance Dog vocalizes unnecessarily, (e.g., barking, growling or whining);
  - d) The Assistance Dog shows aggression towards people or other animals;
  - e) The Assistance Dog solicits or steals food or other items from the student body or school personnel;
  - f) The Assistance Dog is unable to perform reliably the service for which it has been approved;
  - g) The Assistance Dog is not under the full control of the student with the disability or the designated employee;

- h) The Assistance Dog is a public health threat as a result of being infested with parasites or having a communicable disease of the skin, mouth or eyes;
- i) The Assistance Dog is unclean and unsanitary;
- j) The Assistance Dog's presence significantly impairs the learning of students;
- k) The Assistant Dog's presence fundamentally alters the nature of any school programs;
- l) The student or the student's parents fail to provide or maintain current documentation required by these regulations; and
- m) The student or the student's parents fail to abide by any additional conditions of the terms of an individual education plan regarding their Assistance Dog.

#### **4. TRANSPORTATION OF THE ASSISTANCE DOG**

In determining the necessity of an Assistance Dog for a student with a disability at school, the district may need to provide directions for transporting the student and the Assistance Dog.

##### **4.1 Training**

- 4.1.1 The driver and, if applicable, the bus assistant should meet with the Assistance Dog's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation;
- 4.1.2 The Assistance Dog's owner should provide an orientation to students riding the bus with the Assistance Dog regarding the Dog's functions and how students should interact with the Dog; and
- 4.1.3 The Assistance Dog should practice the bus evacuation drills with the student.

#### 4.2 Loading/Unloading

The Assistance Dog should board the bus by the steps, not on a lift.

#### 4.3 Seating Location

- a) The Assistance Dog should be positioned on the floor, at the student's feet; and
- b) A representative of the Transportation Department will meet with the Assistance Dog's owner to determine whether the Assistance Dog should be secured on the bus with a tether or harness.

### **5. RESTRICTIONS AND OFF-LIMITS FOR ASSISTANCE DOGS**

The School District imposes some restrictions on Assistance Dogs for safety reasons. Assistance Dogs may be excluded or have limited access to certain areas of school facilities or certain programs for safety reasons. Areas or programs which may be considered off-limits for Assistance Dogs include, but are not limited to:

- 5.1 Laboratories, mechanical rooms, custodial closets, food preparation areas, areas where protective clothing is necessary, areas which have exposed sharp metal cutting or other sharp objects which may pose a threat to the Assistance Dog's safety, areas with high levels of dust and areas where there is moving machinery.
- 5.2 The determination to deny or limit the access of an Assistance Dog to specific programs or areas of that school facility will be on a case-by-case basis.

## **6. CONFLICTING DISABILITIES**

The employees, students/parents of a student with medical issues that are impacted by dogs (such as respiratory diseases) should contact the school Principal if they have a concern about exposure to an Assistance Dog. The employee, student/parents of a student will be asked to provide medical documentation that identifies the disability and the need for an accommodation. The school Principal will facilitate a process to resolve the conflict that considers the conflicting needs/accommodations of all persons involved.

## **7. NOTICE OF APPEAL**

Any student/parent of a student with an Assistance Dog who is aggrieved by the School Principal's decision to remove, limit or exclude an Assistance Dog may appeal that decision to the Board of Education. That appeal must be in writing and provide detailed information regarding the basis of the appeal.

### **REFERENCE:**

Autism Support Dogs

<http://www.autismsupportdogs.org>

Assistance Dogs International, Inc.

<http://www.assistedogsinternational.org>

BC and Alberta Guide Dog Services

<http://www.bcguidedog.com>

Guide Dog Foundation for the Blind

<http://www.guidedog.org>

Guide Animal Act of BC

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96177\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96177_01)

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**610.1  
ADMINISTRATIVE REGULATION  
Pets / Animals in the Classroom**

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The principal shall approve animals that are brought to schools. Accommodation of animals in schools for educational reasons is permissible, subject to the following:

1. Only animals which are normally available in a local pet store will be considered by the principal. In addition the principal will consider recommendations of the Medical Health Officer. Specific programs such as the Salmonid Enhancement program are permitted.
2. The staff member who requested approval for the animal in the classroom is responsible to provide suitable containment, feeding, cleaning and other duties connected to the care and accommodation of such animals. The staff member will make every effort to ensure that the animals in the school are free from disease or parasites.
3. Staff members are not permitted to bring their household pets to school except for short-term instructional purposes.
4. Hygiene is a significant factor to be considered. The staff member is responsible for teaching and ensuring diligent hygiene and handling procedures are taught and enforced with students. Appropriate supervision is required any time students are handling animals.
5. Should the health of staff or students be negatively affected by the presence of animals, approval will be withdrawn.
6. Animals will be removed from the school prior to summer vacation. Where animals cannot be removed during other vacation periods, care must be arranged for the animals by the staff member and approved by the principal.
7. Unless accompanied by expert handlers, native wildlife, exotic, venomous or dangerous animals shall not be permitted in schools.

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Cross Refs: *BC Wildlife Act*

Adopted: April 23, 2002  
Reviewed:  
Revised:

8. Animals are not permitted to roam freely in the school. Animals accompanied by expert handlers must be approved by the principal before visiting the school.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**611.1  
ADMINISTRATIVE REGULATION  
District Magnet Schools, Schools of Choice and District  
Programs**

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**PROCEDURES FOR ESTABLISHING A DISTRICT MAGNET SCHOOL,  
SCHOOL OF CHOICE, AND DISTRICT PROGRAMS**

1. Prior to any consideration being made, proposals must:
  - a) have a clearly articulated philosophy and mission statement
  - b) acknowledge parental desire for programs with a particular emphasis
  - c) fulfill a recognized educational need
  - d) conform with collective agreements
  - e) be consistent with Board policy
  - f) be housed in suitable facilities where space permits
  - g) be maintained without transportation assistance from the Board
  - h) be subject to the normal planning schedule established for the district
  - i) articulate a process for assessing student achievement in relation to Ministry of Education outcomes
  
2. Any group seeking to have the Board establish a District Magnet School, School of Choice or District Program should submit an initial proposal to the Board and Superintendent and then work with District administration to develop the philosophical, organizational and/or curricular intent for the proposed District Magnet School, School of Choice or District Program. This would be submitted to the Board for consideration or approval in principle.
  
3. Following Board approval in principle, the Superintendent will establish a Development Team to conduct a feasibility study.

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Cross Refs: Elementary School Capacity Review Report, October 2004, Strategic Plan 2004-08, Admission & Choice Policy

Adopted: April 26, 2005  
Reviewed:  
Revised:

4. The Development Team will consider the following issues in preparing the feasibility report for Board consideration.
  - a) overview of proposed program including uniqueness, need and primary objectives
  - b) student, parent, staff and community support, including enrolment estimates and entrance requirements
  - c) staffing, facility and resource considerations including:
    - if an existing school is to be considered, then consultation with the administration, staff and PAC of that school
    - any additional financial resources required
    - staffing issues
    - marketing plan
    - catchment area issues
    - transportation
    - implementation timeline
5. The Board will provide final approval to the proposal after a review of the feasibility study and in consideration of the criteria outlined in Section B of the policy.
6. Upon Board final approval, the Superintendent will establish an Implementation Team to work towards the establishment of the Magnet School, School of Choice or District Program.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**612.1**

**ADMINISTRATIVE REGULATION**

**Alternate Delivery for Personal Planning (K-7) and  
Career and Personal Planning (8-12) Curricula**

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Parents who request an alternate delivery model for one or more of the Personal Development sections of the Career and Personal Planning (CAPP) curriculum will initially meet with the classroom teacher/principal (elementary) or CAPP teacher/CAPP coordinator (secondary) to discuss all learning outcomes of alternate delivery sections.

Each student is expected to spend the equivalent time to that of the school program. The steps the student (and parent) will follow are outlined below. Develop an outline of the plan and have it approved by the parent, and CAPP teacher/coordinator (and administrator). The plan will include one or more of the following activities (or others as assigned by the school).

- Keeping a reflective journal on the learning taking place.
- Writing a research report that is based on the learning outcomes or write an essay that expresses their opinions about the issues they are learning. Several essays or research projects may be required to integrate all learning outcomes if all sections of Personal Development are to be covered.
- Creating a report that in some way summarizes the unit of study. Again, if all areas of Personal Development need to be covered several reports may be required.

In order to assist with the completion of the learning outcomes school based resources may be made available.

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Cross Refs:

Adopted: April 28, 1998  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**623.1  
ADMINISTRATIVE REGULATION  
Student Field Experiences**

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**DESCRIPTIONS**

**Curricular Related Field Experiences:** These experiences are directly linked to the outcomes of the school's educational program and students may be assessed on outcomes related to knowledge or skills related to the field trip experiences. While fund raising is permitted, additional fees to students may not be charged. These trips are not optional although students may be exempted under special circumstances.

**Examples:** Museum; Science World

**Co-Curricular and Extra-Curricular Field Experiences:** These activities although not directly linked to the learning outcomes for the school's educational program have direct educational value. Fund raising or additional fees for students for these activities are permitted. Parents and students must be advised that participation is optional.

**Examples:** School Teams; Student Leadership Programs

**Travel for Educational Growth:** Various organizations and commercial companies sponsor and/or assist in student travel or exchange programs. These activities support student development from a more global perspective and may not be linked to a particular program of studies. Fund raising or additional fees to students for these activities are permitted. Parents and students must be advised that participation is optional.

**Examples:** "Open House Canada" or Board sanctioned student exchange programs; Spring Break European Travel

**APPROVAL CATEGORIES**

**Routine:** All field experiences which take place and are completed within one calendar day require the permission of the principal. A record of these field experiences shall be kept by the principal at the school.

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Cross Refs: Schools Protection Program-Administrators Handbook to Schools' Insurance; Youthsafe Outdoors: Off-site Experiences Safety for BC Schools; Policies 513, 902

Adopted: May 26, 1992

Reviewed: January 20, 2004

Revised: December 12, 1995, January 9, 1997, March 24, 1998, November 14, 2000, August 15, 2010, September 15, 2015, August 23, 2016

**Special:** All field experiences that involve more than one calendar day require the approval of the Superintendent or designate. These requests must comply with all appropriate regulations and must be approved at **least twenty school (20) days** prior to the date for which the program is planned. A record of these field experiences will be kept by the Superintendent's office.

**Unique:** All field experiences which involve:

- five (5) calendar days or more;
- travel outside of Canada or Washington State;
- travel for Educational Growth;
- any destination or activity that involves increased risk for students.

Unique Field trips to “developing” countries” require additional documentation to ensure we have considered all of the “risks” associated with the field trip with potential safety hazards:

- a. *Levels of caution documentation from the Foreign Affairs and International Trade Canada website - trips will not be recommended if a high degree of caution is suggested.*
- b. *Documentation of safety precautions provided by the Tour Company/Educators.*
- c. *Documentation of safety and security measures provided for accommodation and work site (if applicable).*

These must receive approval in principle from the Superintendent or designate before the parents/guardians are formally contacted. These requests must comply with all appropriate regulations and must receive approval **at least fifty (50) school days** prior to the date for which the event is planned. A record of these field experiences will be kept in the Superintendent's office.

Provisions will be made for expedited approval for unscheduled or unusual events where usual advance notice is not possible. The Superintendent shall provide regular reports to the Board regarding special and unique field experiences.

The Superintendent and/or designate can cancel all field experiences to destinations that are considered to be unsafe by the Canadian Public Health Organization.

## **PROCEDURAL REQUIREMENTS**

1. Approval for special or unique field experiences shall be requested using the authorized approval form (**Form 623.1B**).

2. Satisfactory arrangements must be made for the instruction of students who are not participating in the activity. The use of teachers on call (TOCs) must be approved by the Superintendent or designate.
3. Written parental approval is required. For repetitive or frequently scheduled activities such as inter-school games or walks adjacent to the school, the school may follow the procedure of securing written parental permission for the year or term (**Form 623.1A - Routine**) (**Form 623.1B – Special/Unique**).
4. Any fund raising activities shall be in accordance with Board policy and regulation 918 (P) and 918.1 (AR). Fund raising activities shall commence after approval in principle for the field experience has been granted.
5. It is the responsibility of the principal to ensure that the parent/guardian of each student involved in a field experience is notified regarding the requirements for a field experience procedure.
6. A parental consent and waiver form must be completed for each student participating in Special or Unique Field Experiences (**Form 623.1C**). Where prescribed medication for a student is necessary, school personnel must follow Board Policy 506 – Administering Medicines to Students.
7. An itinerary of each field experience and roster of participants must be available in the school office for reference.
8. In the case of a field experience outside Canada, the parent/guardian of the participating student must provide proof of citizenship or status and evidence of adequate medical insurance.
9. All field experiences must be under the supervision of at least one teacher/administrator who shall be named as supervisor. Sufficient additional adult supervision other than the sponsor shall be provided for any field experience for larger student groups or where student safety is a significant factor.
10. The principal and the field experience supervisor shall ensure that all provisions for safety and supervision are established in advance and clearly communicated to parents and students. The principal is responsible for determining the level of supervision required by the trip and for approving suitable supervisors. The field experience supervisor should ensure appropriate first aid supplies are accessible.
11. For field experiences involving swimming activities, the principal must ensure supervision by a person(s) with minimum of a Bronze Cross level lifesaving certificate (a student with certification may act as a lifeguard providing the activity is supervised by an adult).

12. For field experiences involved in boating activities, all students must have swimming skills at the Red Cross survival swimming level (Level 5) or equivalent as a minimal requirement. All participants in boating activities must wear an approved personal flotation device. For boating activities involving canoeing or kayaking, the adult instructor must have appropriate certification or equivalent experience.
13. The use of approved helmets is required for skating, cycling, skiing, snowboarding or other activities that might result in head injuries.

For further reference see [Youthsafe Outdoors: Off-site Experience Safety for BC Schools](#).

## **TRANSPORTATION**

Transportation shall be by school district or other authorized public carrier. Use of private vehicles with volunteer drivers, is permitted only if they are adequately insured and operated by a designated individual with the necessary qualifications.

Parents or guardians must be informed as to the type of transportation that will be used. Parents must be clearly informed if students are required to arrange their own transportation.

1. If transportation for field experiences is provided, it shall be in one of the following modes:

**School District Transportation:** arrangements to be made through the Transportation Department.

**Approved Transportation Carriers:** eg, commercial travel companies.

**Volunteer Drivers:** as approved by the principal.

2. If volunteer drivers with private vehicles are to be used, the principal must ensure the following requirements are met:
  - The driver must have a valid class 5 driver's license which permits the operation of a passenger vehicle.
  - Seating capacity, including driver, shall be 10 persons or less.
  - There are reasonable grounds to believe that the vehicle is in safe working order.
  - Secondary students in the school district are not authorized to act as volunteer drivers.
  - The volunteer driver has completed the Volunteer Driver

Authorization form prior to the field experience (**Form 623.1D**).

- Volunteer drivers must have an updated Police Information Check (**Policy 403**).
- The volunteer driver has submitted a driver abstract.
- No financial remuneration is provided to volunteer drivers.
- In addition to the driver, no more than one passenger may occupy the front seat. Additional passengers may only occupy positions in seats other than the front seat. Seat belts must be worn by all passengers.
- Elementary students shall not be seated in the front seat of vehicles equipped with air bags. Booster seats are mandatory for children over 18 kg (40 lbs) until their 9<sup>th</sup> birthday, unless they have reached the height of 145 cm (4' 9").
- The principal or designate must ensure that the driver is provided with a passenger list and destination for each trip including a meeting time and location. The principal should also ensure that students have an alternate plan should the volunteer driver be unable to meet the driving commitment.
- The principal shall ensure that volunteer drivers of private vehicles carry a minimum of \$1,000,000 third party liability insurance. Schools Protection Program (SPP) provides additional automobile liability coverage in excess of the \$1,000,000.

**Fifteen (15) Passenger Vans:** the risk of a high rollover crash exists when ten (10) or more people ride in these vans. This increased risk occurs because the passenger weight raises the vehicles centre of gravity and causes it to shift rearward, making it more inclined to rollover and more difficult to control in an emergency situation. In order to minimize the risk of rollover the following safety precautions are to be adhered to:

- keep load limited to 9 passengers including the driver
- check tire pressure daily before every trip
- require all occupants to use their seat belts or appropriate child restraint
- if at all possible, seat passengers and cargo forward of the rear axle and avoid placing any loads on the roof or towing a trailer
- be mindful of speed and road conditions
- the driver must hold a commercial class 4 license to operate a 15-passenger van



SUPPORT SERVICES

SECTION 700:

701.1 ADMINISTRATIVE REGULATION:	AGRICULTURAL LIME
701.4 ADMINISTRATIVE REGULATION:	OCCUPATIONAL HEALTH AND SAFETY
702.1 ADMINISTRATIVE REGULATION:	FIRST AID
703.4 ADMINISTRATIVE REGULATION:	VANDALISM AND THEFT
703.5 ADMINISTRATIVE REGULATION:	ACCESS TO BUILDINGS
703.6 ADMINISTRATIVE REGULATION:	VANDALISM
704.1 ADMINISTRATIVE REGULATION:	REPORTING INCIDENTS TO VIOLENCE
708.1 ADMINISTRATIVE REGULATION:	BOMB THREAT
708.3 ADMINISTRATIVE REGULATION:	EMERGENCY CLOSURE
709.2 ADMINISTRATIVE REGULATION:	PURCHASING
710.1 ADMINISTRATIVE REGULATION:	TRANSPORTATION – ELIGIBILITY, CONDITIONS AND REGISTRATION
710.2 ADMINISTRATIVE REGULATION:	TRANSPORTATION – OPERATING INSTRUCTIONS
710.3 ADMINISTRATIVE REGULATION:	TRANSPORTATION –STUDENTS WITH SPECIAL NEEDS
710.4 ADMINISTRATIVE REGULATION:	TRANSPORTATION – REGISTRATION AND FEES
710.10 ADMINISTRATIVE REGULATION:	USE OF SCHOOL DISTRICT VEHICLES
711.1 ADMINISTRATIVE REGULATION:	RENTAL VEHICLES
714.1 ADMINISTRATIVE REGULATION:	COMPUTER USE, MANAGEMENT AND CONFIGURATION
716.1 ADMINISTRATIVE REGULATION:	VIDEO SURVEILLANCE
717.1 ADMINISTRATIVE REGULATION:	TRESPASSING

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**701.1  
ADMINISTRATIVE REGULATION  
Agricultural Lime**

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The use of agricultural lime for the marking of school grounds is prohibited.

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Cross Refs:

Adopted: June 28, 1978  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**701.4  
ADMINISTRATIVE REGULATION  
Occupational Health and Safety**

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In order to achieve the goals of the Occupational Health and Safety Policy:

1. It shall be the responsibility of management to establish and maintain adequate standards of maintenance of facilities and equipment to guard against or eliminate physical and health hazards and to develop appropriate work procedures.
2. It shall be the responsibility of supervisory employees to ensure that employees whom they supervise are trained in proper work procedures to obtain optimal output without accidents and industrial disease; and to secure the observance by employees of proper work methods and the WCB regulation.
3. It is the duty of every employee to follow proper procedures, to observe regulations pertaining to his/her work and to cooperate in achieving the objective of a healthy and safe workplace.

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Cross Refs:

Adopted: June 28, 1978  
Reviewed:  
Revised: June 26, 2007

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**702.1  
ADMINISTRATIVE REGULATION  
First Aid**

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**STUDENTS:**

1. At each school appropriate first aid trained personnel must be available.
2. Each secondary physical education teacher must be qualified to deliver cardiopulmonary resuscitation within standards that conform to or are equal to those of the Canadian Red Cross Society.
3. Planning for field experiences must ensure that foreseeable first aid needs are in place.

**STAFF:**

At each work site in the district Workers' Compensation standards for first aid are required.

**RECORDS:**

Each school principal is responsible for ensuring that records are kept up to date as to staff member qualifications in first aid.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**703.4  
ADMINISTRATIVE REGULATION  
Vandalism and Theft**

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**PROCEDURES AND SETTLEMENTS:**

The principal or his appointee shall report all incidents of break-in, theft or vandalism to the Royal Canadian Mounted Police, the Secretary-Treasurer and the Maintenance Department according to the nature of the incident. The follow-up report to the Secretary-Treasurer shall be in writing and will include all relative information.

The Secretary-Treasurer shall liaise with the Royal Canadian Mounted Police in efforts to retrieve stolen items or recover costs of vandalism and shall be authorized to negotiate reasonable settlements with the insurance company or others and to lay charges on Royal Canadian Mounted Police recommendation. The Secretary-Treasurer shall present reports to the Board on such matters on a periodic basis.

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Cross Refs:

Adopted: June 28, 1978  
Reviewed: February 5, 2007  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**703.5  
ADMINISTRATIVE REGULATION  
Access to Buildings**

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School keys may be issued to staff members at the discretion of the principal. Principals are responsible for maintaining a record of all keys issued and for the recovery of all keys.

Where feasible, the key to be issued to staff members shall be for one exterior door which is not master-keyed, so that only one lock and the keys for that lock need to be changed in the event of theft or loss. The key shall be for the exclusive use of that staff member.

All keys must be ordered through the Secretary-Treasurer's office. At no time are keys to be otherwise duplicated.

Site administrators are responsible for development of procedures for checking the wellbeing of employees that may be working alone or occupying the building after normal workings hours.

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Cross Refs: Employee Health and Safety Manual

Adopted: June 28, 1978

Reviewed:

Revised: February 16, 2007

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**703.6  
ADMINISTRATIVE REGULATION  
Vandalism**

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**EMPLOYEES' MOTOR VEHICLES:**

The Board of Education will reimburse an employee whose motor vehicle is damaged due to vandalism, provided: *(This regulation does not cover staff who are members of the Chilliwack Teachers' Association. See PCA 2006-2011 Article B.7)*

1. That the vandalism occurs while the vehicle is located on property owned or administered by the Board.
2. That, at the time the vandalism occurs, the employee is in attendance at a function directly related to his/her employment.
3. That the employee provides the Board with a receipt covering the cost of repairs.
4. That payment will be limited to \$300.00 or the actual cost; whichever is the lesser.
5. That the employee reports the incident to the local police and also files with the Board the names of any person suspected of causing the damage.
6. That a written statement of claim is filed by the employee certifying the above.

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Cross Refs: CTA Collective Agreement

Adopted: January 27, 1981

Reviewed:

Revised: January 28, 2003, October 10, 2006, February 5, 2007

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**704.1  
ADMINISTRATIVE REGULATION  
Reporting Incidents of Violence**

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The WCB Occupational Health and Safety Regulations describe the requirements of a program to reduce the risks of injury to staff from acts of violence. The guidelines below will assist in complying with the WCB regulations.

1. School administrators shall investigate all violent incident reports submitted by staff.
2. Incidents that result in a referral to medical attention must be reported to the WCB as a workers' compensation claim and be formally investigated as required by Section 3.8 of the WCB regulations.
3. Action taken to resolve reported incidents should be made known to staff as soon as possible.
4. Completed violent incident reports should be sent to the School District Health and Safety Officer.
5. Summary information from violent incident reports should be recorded. In September an annual report of this information should be discussed with the district safety committee. Information recorded should include: date, time, type of incident, perpetrator (ie, student, staff members, parent, etc.), action taken, number of prior incidents by the same individual. The names of victims or perpetrators should not be disclosed on this report.
6. Summary information should also be taken on perpetrators. This information can be used to advise principal, managers and other staff as necessary, of past incidents and to consider support issues for students, especially in the special needs area.
7. Violent incident reports should be referred to police when intent to harm is evident.

***NOTE: The shaded sections of the Violent Incident Reports are to be completed for school use only.***

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Cross Refs: WCB Regulation, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of, Violence Regulation

Adopted: January 25, 2000  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**708.1  
ADMINISTRATIVE REGULATION  
Bomb Threats**

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In the event that a bomb threat is received by a school, the Board recognizes that the principal of the school is the immediate authority in deciding upon necessary action.

1. In all cases, the principal is to immediately notify the R.C.M.P. after receipt of threat and consider any advice received prior to making his decision.
2. The Superintendent of Schools is to be notified immediately after phoning the R.C.M.P.
3. Upon receipt of a bomb threat:
  - a. **Do not discuss the call with other personnel.**
  - b. Notify your principal who will telephone police from a **separate phone.**
  - c. Follow instructions laid down in procedure.
  - d. Have an absentee list and school plan available for the RCMP Officer.
4. Normal procedures would be to avoid evacuating students from school and keep information confidential until the arrival of police officers.
5. If R.C.M.P. officers, upon arrival at school, order an evacuation of students, the principal is to follow the order as for fire drill and assist in any way requested, keeping in mind the welfare and care of the students.

It is the responsibility of the Principal to ensure that all staff is familiar with the Board policy on bomb threats and the Emergency Procedures Manual.

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Cross Refs: Emergency Procedures Manual

Adopted: June 28, 1978  
Reviewed:  
Revised: August 3, 2000

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**708.3  
ADMINISTRATIVE REGULATION  
Emergency Closure**

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Should it become necessary to close a school or district facility because of inclement weather or other emergency, the Superintendent may order the closing of any or all schools or facilities so affected in accordance with the following procedures:

**Activities Outside of Regular Instructional or Facility Hours:**

Schools or facilities closed during normal hours of operation will also be closed for all activities outside of these hours on the day of closure.

**Closure of All School and Facilities for Students and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close all schools and district facilities for both students and employees, the Superintendent will provide an announcement to this effect for local radio stations and put into effect an appropriate employee communication plan. Certain employees designated by the Superintendent for emergency services will be expected to report to work.

**Closure of All or Some Schools for Students Only:**

In the event that inclement weather or other emergency requires the Superintendent to close all or some schools for students only, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Every reasonable attempt will be made by employees to attend their normal work locations. Employees unable to attend will contact their immediate supervisor for direction.

**Closure of Some Schools or Facilities for Student and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close some schools or facilities to students and employees, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Employees may not be expected to report to the closed facility but may be reassigned to other open facilities. Employees' supervisors will provide appropriate direction.

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Cross Refs: *School Act*, Board Policy, CTA Collective Agreement, CUPE Collective Agreement

Adopted: March 26, 1991

Reviewed:

Revised: October 6, 1997, December 15, 1997, January 9, 2001, November 27, 2007

**Closure of Roads:**

If appropriate authorities close a road or local conditions make travel unsafe or impossible between an employee's residence and normal work site, it is the employee's responsibility to contact their immediate supervisor, or, if the immediate supervisor is unavailable, the office of the Assistant Superintendent-Human Resources to indicate their absence.

**Schools Open For Students But No Bus Transportation Provided:**

An announcement to this effect will be provided to local radio stations by the Superintendent. Employees are expected to report to their normal work locations.

**Personnel Procedures:**

In the event appropriate authorities close roads and make it impossible for an employee to attend their normal work site or an alternate site designated by a supervisor, that employee will be paid as if they worked their regular day. In accordance with the collective agreements, and no road closure by appropriate authorities, all employees are expected to be in attendance. If an employee chooses not to attend, they will be considered to be on personal leave without pay. These employees are expected to report their absence to their immediate supervisor.

Regular employees not required by the Board to report to work on any day the Superintendent closes a facility for employees will be paid as if they had worked their regular day.

Regular employees required by the Board to work for emergency reasons when all other employees are not required to work (during closures) will be provided at the discretion of the Board, time in lieu of, or paid double time for the time worked at the discretion of the Board. **Emergency designated staff are expected to be at the school 30 minutes prior to normal assembly time and remain for a minimum of 30 minutes. Circumstances may vary for non-school sites.** Casual employees required by the Board to work will be paid their regular rate of pay for hours worked.

School principals or their designate and other management staff who have been identified by the superintendent as essential, to ensure student and employee safety and building security, are expected to report for work. No additional pay will be provided for these employees.

Vacation requests by employees on any day of closure which requires employees to be at work will only be honoured if the employee had previously arranged, with the approval of the employee's supervisor, such vacation time.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**709.2  
ADMINISTRATIVE REGULATION  
Purchasing**

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***PURCHASING OBJECTIVES***

The following objectives for School District procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, value for money, transparency and accountability.

Schools and Departments should endeavor to obtain the goods and services they require at the best value for their money, while ensuring that all acquisitions are consistent with policy, applicable legislation, and terms and conditions of Federal and Provincial trade agreements. **All** purchases made by District personnel using funds held in District accounts are covered by the following procedures.

***PURCHASING METHODS***

Purchases of goods and/or services can be processed by using one of the following methods:

1) **Purchase Order**

The purchase order is a written commitment to a vendor contracting for the supply of supplies, services or equipment. It is authorized by the site supervisor and then created through the District's accounting program.

- Purchase orders over \$1,000 will be reviewed, authorized and released to the vendor(s) by the Finance Department.
- Purchase orders exceeding \$10,000 must be reviewed, authorized and released by the Assistant ST or designate.

2) **Purchasing Card (PCard)**

Purchase Cards are an efficient way to handle a variety of transactions and are to be used in line with the limits on the cardholder's individual cards.

- The PCard may only be used by the person named on the front of the card.
- The maximum amount per transaction is \$5,000.

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Cross Refs: NWPTA (New West Partnership Trade Agreement)

Adopted: May 23, 1979

Reviewed:

Revised: May, 2012, January 9, 2013, February 26, 2019

- Purchases exceeding the set limits must be approved by the Assistant ST or designate.
- The Finance Department may make a recommendation to use a PCard instead of issuing a PO when that is determined to be the most appropriate approach.
- Cardholders should refer to the Program User Guide for specific regulations around the use of purchase cards.
- Cardholders must submit a monthly PCard statement, including receipts for individual purchases, to their supervisor (or designate) for approval.

### 3) **Reimbursement of Purchases made with Personal Funds**

This option is designed for employees that do not have access to a district PCard. Any one purchase should not exceed \$1,000.

### 4) **Petty Cash**

These funds are to be used primarily to purchase low value miscellaneous consumable supplies of an emergent nature. The petty cash system should not be used to circumvent the established purchasing procedures.

### 5) **Approved Vendor Accounts**

Schools or departments can request to have vendor purchases put on account whereby the school district will be invoiced monthly by the vendor for purchases made throughout the month. Vendor accounts are approved and maintained at the discretion of Finance and the vendor. All purchases must be approved by the department manager or school administrator. Invoices must be approved and forwarded to Finance in a timely manner.

### 6) **Contracts or Service Agreements**

A Contract or Service Agreement is used to purchase goods or services to be supplied over a period of time at a fixed or negotiated price (i.e. equipment leases, garbage disposal/recycling, etc.) or for the ongoing maintenance of certain types of equipment (i.e. photocopiers, specialized equipment, etc.).

A Service Agreement may also be used when a contractor is needed to provide a service at a district site (i.e. cafeteria services, academy coaches or other individuals working directly with students under the supervision of a teacher).

- A [District Service Agreement](#) is used for high risk contracts (of any value) or for contracts over \$1,000 in value.
- Schools and support departments should not enter into any verbal and/or written contractual agreement(s) without consulting the Secretary Treasurer or the Assistant ST.
- Administrative Officers and Managers are not legal signing authorities for the School District and therefore, cannot legally bind the School District into any contract.

## 7) **Tendering Process**

Request for Proposals (RFP), Request for Tenders (RFT) and Request for Quotations (RFQ) are formal competitive bidding documents and processes used for larger dollar value purchases where it is considered to be in the District's interest to incur the additional time and cost involved to:

- Access value added offers from qualified vendors.
- Support fair and open bidding competition.
- Utilize quantitative, qualitative and objective analysis for vendor selection and award.

When tendering services, the subsequent contract should be for a fixed term (e.g. 5 years) to ensure that the service remains competitive. Existing contracts should be reviewed to determine if tendering is required. Tender notices are published through BCBid at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)

## **PURCHASING GUIDELINES**

### **Specialized Purchases**

All purchases (regardless of value) are subject to limitations as outlined in the Specialized Purchases Section (Appendix A). Approval is also required by the site supervisor or manager.

### **Dollar Value Limits on Purchases of Goods and Services**

<b>Estimated Lifetime Value (*) of the Purchase</b>	<b>Minimum Action to be Taken</b>	<b>Purchasing Method</b>
Up to \$25,000	At discretion of the site supervisor or designate (Schools are encouraged to get multiple quotations on items with a value over \$5,000 as this can result in significant savings to the school.)	PCard (up to \$5,000) Purchase Order, Contract or Service Agreement, Vendor Account
Between \$25,000 and \$75,000	Three (3) written quotations from vendors.	Purchase Order, Contract or Service Agreement
Over \$75,000	Tender Process through BC Bid	Contract or Service Agreement

### **\* Lifetime Value**

Purchases are based on the lifetime value of the purchase. This is the total cost of performing the intended function over the lifetime of the task. For example, a \$5,000 annual contract over 5 years = \$25,000 total lifetime value.

## Dollar Value Limits on Construction

Less than \$100,000	At discretion of the Director of Facilities & Transportation.
\$100,000 to \$200,000	Minimum of three (3) written quotes from vendors.
Over \$200,000	Tender Process is followed using BC Bid that provides open access to all interested vendors.

## Exceptions

Exceptions to the **three (3) written quotations** are only permitted when time constraints will not allow time for the competitive bid process in instances such as;

- When supplies, services and equipment are urgently required for the delivery of education;
- To avoid significant financial loss through damage to facilities and equipment, or;
- Where safety or operational needs require urgent attention.

With respect to these exceptions, the Assistant Secretary Treasurer, Director of Facilities & Transportation, with the approval of the Secretary Treasurer, may obtain direct quotations from suppliers and award the contract.

## New West Partnership Trade Agreement (NWPTA)

Under this agreement construction is defined as: A construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement. The foregoing are stated as minimum actions to be taken and do not prohibit more extensive price acquisition activity.

## Supplier Relations

In all procurement activities, School District Staff shall meet the legal and ethical requirements for competitive bidding by:

- Keeping competition open and fair in determining whether the supplier's product meets specifications and the educational needs of the District.
- Making suppliers aware of the competitive requirements of the District's purchasing policy, and avoiding the appearance of making a commitment to purchase where competitive pricing is to be obtained.

- In all cases refusing any personal gift or advantage of any kind.
- Refraining from soliciting funds or materials from vendors where there is any possibility of any connection (perceived or real) to a purchase.
- Respecting the confidences of all suppliers whenever possible with the understanding that the School District is subject to the Freedom of Information and Protection of Privacy legislation.
- Representing the School District in a courteous and professional manner.
- Procuring goods and services with due regard for our environment.
- Providing reasonable opportunities for qualified suppliers and contractors to seek the School District's business.

### **Purchases on Behalf of Staff**

Employees may not use the School District branding, purchase order or purchasing card to obtain personal goods or services, or to acquire discounts or sales exemptions for personal purchases. In addition, items purchased for the School District are not to be sold to staff except as allowed by the due process specified under the Sale of Obsolete Assets section.

### **Purchases from Staff**

Schools and Departments shall not purchase supplies or services from staff. While in most circumstances supplies or services are offered with the best of intentions, issues of conflict of interest (**or perceptions of conflict of interest**) and issues of supplier access make such purchases inadvisable. The only acceptable exception might be a purchase from a legitimate business (i.e. The School District is only one of many customers, and proper Purchasing procedures have been followed).

### **Sale or Disposal of Obsolete or Surplus Assets**

- Equity in school and other equipment belongs to the School District as a whole. Surplus equipment shall be turned in to the Maintenance, or IT departments for reassignment or disposal. However, a School or Department may transfer the old equipment, at a negotiated amount, to another school.
- Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The Director of Facilities shall manage the sale of such items.
- All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The Manager of Facilities

shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

Occasionally, offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$200, the offer may be considered and decided by the Secretary-Treasurer in consultation with the Director of Facilities. For items with a value above \$200, the sale shall be by competitive bid or auction.

- Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Any net profit will be applied to the Local Capital Reserve.

## APPENDIX A

### **SPECIALIZED PURCHASES**

#### **Purchase of Specialized or Used Equipment**

In the interest of standardization, economy of scale, and efficiency, supporting departments (i.e. Maintenance, IT) must be consulted on all specialized purchases to ensure value, consistency and operational supportability. Equipment and other purchases made without consultation may not be supported.

<b>Type of Purchase</b>	<b>Approval required from</b>
Appliances	Director of Facilities or Heating Foreman
Audio Visual, TV's	Manager of Technology or IT Foreman
Building Modifications & Maintenance	Director of Facilities or Manager of Facilities
Computer Hardware, Software, Peripherals and Projectors	Manager of Technology or IT Foreman
Land and/or Buildings	Board of Education through Secretary Treasurer
Office and School furniture	Director of Facilities or Manager of Facilities
Photocopiers and printers	Director of Instruction or Manager of Technology
Playgrounds, outdoor furniture	Director of Facilities or Manager of Facilities
Purchasing Cards	Assistant ST or Manager of Finance
Recycling	Manager of Facilities
Special/Unique	Discuss with Assistant ST
Telephone Service and Cell Phones	Manager of Technology
Vehicles	Director of Facilities
Waste disposal	Manager of Facilities

#### **Electrical and Electronic Equipment**

Appliances, Audio Visual, electrical and electronic equipment should be purchased through the Facilities Department to ensure that CSA standards, repair and maintenance, energy conservation considerations and District standardization policies are met. (e.g. Refrigerators, Stoves, Projectors, TV's, DVD's, PA Systems, etc.)

## **Computers and Accessories**

Schools may buy items off of the IT price list (on SharePoint) directly from the vendors listed. Special orders must be approved by IT. Replacement of computers covered under the Computer Evergreen Program must be done in consultation with IT.

## **Apple Products**

Schools may buy iPads off of the IT price list direct from Apple (not purchase card). All purchases of Apple computers must be approved by IT.

## **Software**

All core software (i.e. operating systems, office productivity (MS Office), antivirus, network security, etc.) must be requested and/or purchased through the IT Department via a web-work order. All other software may be acquired directly by a school/department. The IT Department must be consulted before acquiring any software application to determine suitability and compatibility with existing or future District technology infrastructure.

## **Mobile/Cloud Based Apps**

Schools may purchase single mobile apps. Schools may also request access to purchase apps in volume. Cloud based apps must have a Privacy Impact Assessment on file.

## **Land and Buildings**

The purchase or acquisition or disposal of land and property requires Board of Education approval through the office of the Secretary Treasurer.

## **Furniture**

Furniture should be purchased through the Facilities Department in order to ensure that repair and maintenance considerations and the District standardization policies are met. Small items that aren't part of the standard office or classroom can be purchased directly by the school/department.

## **Photocopiers and Printers**

Photocopiers, printers, etc., must be purchased through the IT Department in order to ensure that repair and maintenance considerations and the District standardization policies are met.

## **Used Equipment**

Where the purchase of used equipment is advantageous, the purchase should be handled through normal purchasing procedures. If the used equipment is subject to repair and maintenance by another department, the equipment must

be inspected/examined by that department, to determine whether the maintenance and repair considerations outweigh the value of the purchase.

**Purchases of Items from outside of Canada**

Due to potential problems with CSA approval, warranties, customs clearance, duty, brokerage and AMPS legislation, all supplies and equipment should be purchased from Canadian suppliers, unless the required item is not available in Canada, in which case the request should be reviewed by the Finance Department before proceeding.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**710.1  
ADMINISTRATIVE REGULATION  
Transportation – Eligibility, Conditions and Registration**

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**SCHOOL BUS TRANSPORTATION:**

Transportation is provided for eligible school age students attending District schools.

**USER FEES:**

The Board of Education approved a student transportation user fee for courtesy riders effective September 2016. Courtesy riders must meet eligibility requirements.

The Board approved an annual registration fee for all riders effective May 1, 2021 for the September 2021 school year.

**TRANSPORTATION ZONES:**

There are two zones that define the level of transportation support in the school district.

1. **No Ride Zone** – These are the urban areas of Chilliwack and Sardis (maps attached) that are typically serviced by [City transit](#).
2. **Regular Rider Zone** – Not in the No Ride Zone and the area beyond the walk limits to the catchment area school.

**Review of ride zones** – Ride zones will be reviewed annually with changes reported to the Board of Education prior to bus registration each year.

**WALK LIMITS:**

Walk limits are set by the School District and are measured as the shortest distance by public road or public walkway from the primary residence to the catchment area school.

1. Kindergarten to grade 5: beyond 3.0 kilometers; and

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Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 - Student Behavior, \*Ministry of Education, COVID-19 Back to School Plan Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, Oct 3, 2017, Nov 7, 2017, Nov 2, 2020, April 30, 2021, Oct 4, 2021, May 18, 2022

- Grade 6 – 12: beyond 4.0 kilometers.

Note: Students attending their catchment school who exceed the walk limits (and live within a no ride zone) do not qualify for regular ridership but may qualify as a courtesy rider.

An exception to the walk limits may be made for students with special needs who are unable to walk to or from school due to a physical or mental disability.

### **ELIGIBLE RIDERS:**

Are student riders approved under Board Policy and are classified as either regular or courtesy riders.

- Regular riders:** There are four (4) categories of students entitled to bussing. An annual registration fee will apply for all riders.
  - Rural riders:** are students whose primary residence is beyond the walk limits and outside the no ride zone of his/her catchment area school. The [School Locator](#) may be used to determine walking distances to the catchment area school.
  - Overflow/alternate school riders:** are students who are asked to attend a school outside his/her catchment area due to lack of space (overflow) or students assigned to a District Alternate Program. Walk limits apply.

Schools are to coordinate with Transportation prior to assigning a student to a new school or program to ensure availability of bussing.

- Students with special needs riders:** are students who are unable to walk to and from school due to physical or mental disabilities. Approval from Student Services is required, administrative regulation 710.3 refers.
  - Special program riders:** are students attending special programs approved by the School Board such as special reading programs or drug and alcohol referrals. Bussing may be provided based upon availability of seating on an existing bus route. Walk limits apply.
- Courtesy riders:** There are two (2) categories of students eligible for courtesy bussing. **Bussing may be provided based upon availability of seating on an existing bus route.** Busses will not be re-routed and no additional stops will be added. Authorization for courtesy riders will

only be considered once regular riders have been accommodated. Services to courtesy riders may be discontinued at any time should additional regular riders require bus transportation. Fees apply to Courtesy riders.

- a) **Conditional riders:** are students living outside the walk limits but within the no ride zone and attending their catchment area school.
- b) **School of choice riders:** are students attending a school other than their catchment school by choice (including French Immersion and International Student Program).

**Termination of courtesy ridership** – The Board of Education reserves the right to terminate courtesy bussing for students at any time. Should this occur, the Manager of Transportation will provide written notification with a minimum of one week advanced notice.

#### **REGISTRATION:**

1. All riders must be registered to ride a school bus. Parents are requested to register their children on-line when registrations open in April, and students must be registered no later than the end of July... Priority will be given to riders whose registration fees are paid or have an approved fee exemption. **Registrations received after July 31<sup>st</sup> may not be able to be accommodated.**
2. Computers are available for parents at the school, [Transportation Department](#) and the [School Board Office](#). Registration by telephone will be accepted in exceptional circumstances.
3. Register online [here](#).

#### **PASSENGER LISTS:**

Transportation will produce bus passenger lists as required under the Motor Vehicle Act Regulation, Division 11 – School Busses.

#### **BUS PASSES:**

All student riders must present a valid photo ID bus pass to the driver to board a bus. Bus passes are produced by the Transportation Department upon registration and payment of applicable bus fees. Passes will be available for pick-up at the Transportation office located at 44877 Yale Road between the hours of 8:00 a.m. – 2:00 p.m., Monday through Friday, until the third week of

August. After that, passes will be distributed by the students' afternoon Bus Driver.

**LOSS OF BUS PASS:**

Bus passes will be reproduced by Transportation for a \$5.00 processing fee. Parents are to call Transportation at 604.792.1255.

**TRANSPORTATION ASSISTANCE:**

Funding is available to parents and/or guardians of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 30¢ per kilometer to a maximum of \$15 per day plus \$1 for each additional child, per family, per trip. Walk limits apply.

**RESPONSIBILITIES:**

1. **Transportation:** Registration, producing passenger lists, bus passes, and distribution of bus passes to parent/guardian or student.
2. **Parents:** Register (all riders) and pay on-line (registration fee and courtesy rider fee) and review the attached school bus safety rules with their children.
3. **Secretary Treasurer:** Oversee the policy.

# Transportation



## CODE OF CONDUCT

Be respectful to all other riders, the bus driver, pedestrians and motorists.

Only registered riders shall ride the bus, and must ride their assigned bus. Friends must have approval from the driver to ensure availability of seating.

### **Waiting for the Bus**

1. Be at your assigned stops five minutes before the bus is scheduled to arrive.
2. Stay off the road, and do not throw things in the bus stop area.
3. Wait until the bus comes to a complete stop and the door is open and the driver signals to board.

### **Boarding the Bus**

1. Form a single line as you walk onto the bus.
2. Respect personal space between yourself and the student ahead of you.
3. **Present your Bus Pass to the driver.**
4. Go to your seat and sit down. Students may be assigned to a specific seat.
5. Small items may be carried onto the bus which must be carried on your lap. If the driver thinks an item will block the aisle or seat it will not be allowed.
6. Do not bring items that could cause harm. Examples include alcohol, animals, bikes, drugs, explosive items, glass, sports sticks of any type, fishing rods, laser pointers, lighters, matches, scooters, skateboards, skates without safety bags, skis, ski poles, strong-smelling sprays or liquids, tobacco products, and weapons (real or fake). The driver has the authority to deny or secure objects of concern.
7. Students with instruments that are larger than what can be contained within a small trumpet or small saxophone case will be required to ride on a specific "Band Instrument" Bus Route, as per Transport Canada Guidelines for safety. Please contact your school band teacher or the Transportation Department for specific pick-up and drop-off locations and times.

### **On the Bus**

1. Follow the bus driver's instructions.
2. Sit facing forward with your back against the seat. Keep your legs, feet, and personal belongings out of the aisle. Do not sit sideways or turn around in your seat.
3. Put your backpack or book bag on your lap.
4. Keep your belongings inside your backpack or book bag.
5. Use the garbage can, not the floor.
6. Do not put anything outside the window. This includes your hands and head.
7. Use a quiet voice when talking to other riders.
8. Do not eat or drink on the bus.

### **Leaving the Bus**

1. Cross at a marked street crossing or intersection where possible.
2. If there is no marked street crossing, walk 3 meters in front of the bus and wait for the bus driver's signal to cross. **Do not cross behind the bus.**
3. See the safety brochure "CROSSING THE ROAD SAFELY" on the school district website.

**RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

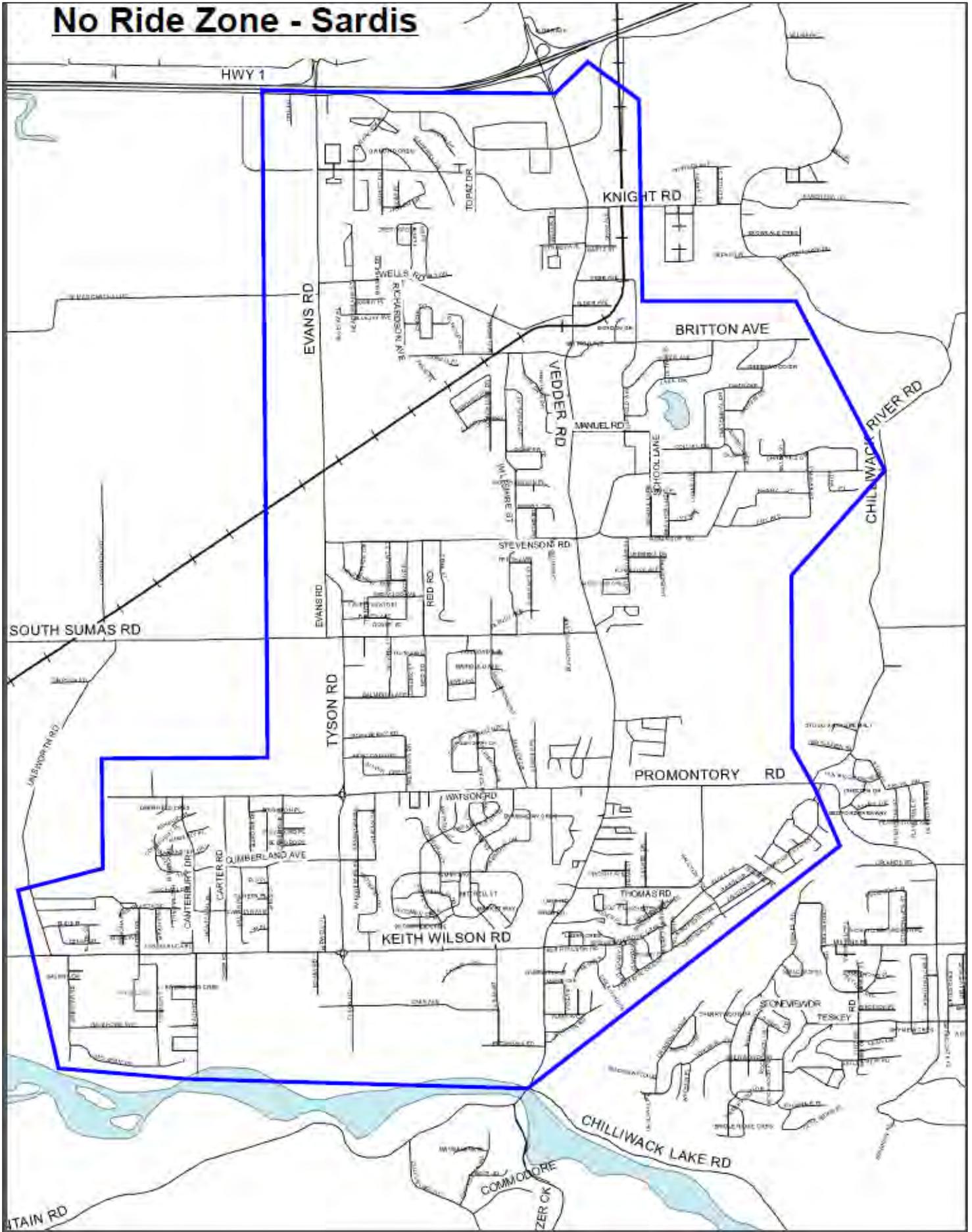
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Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 - Student Behavior, \*Ministry of Education, COVID-19 Back to School Plan Adopted: October 9, 1990

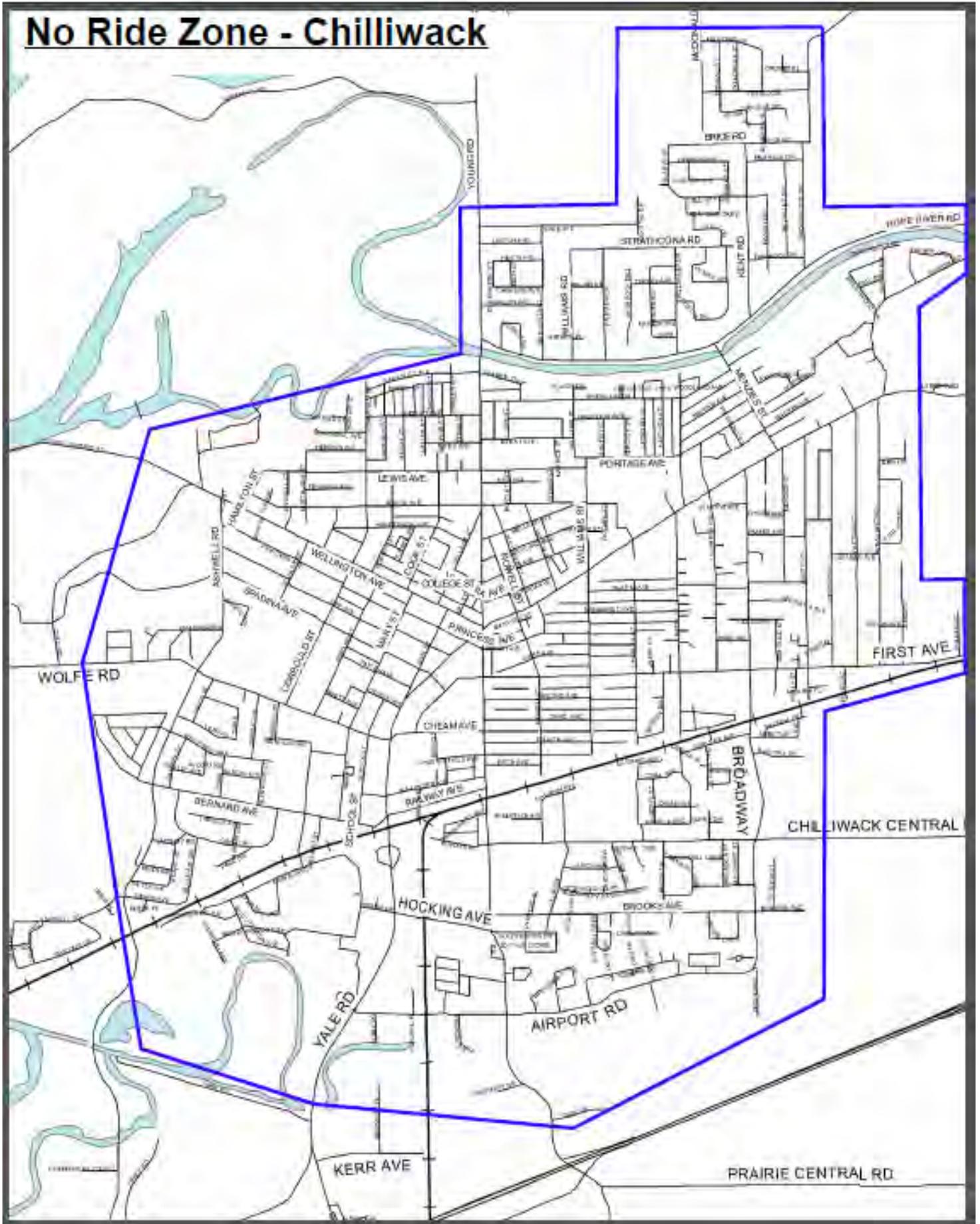
Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, Oct 3, 2017, Nov 7, 2017, Nov 2, 2020, April 30, 2021, Oct 4, 2021, May 18, 2022

# No Ride Zone - Sardis



# No Ride Zone - Chilliwack



**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**710.2  
ADMINISTRATIVE REGULATION  
Transportation – Operating Instructions**

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**SCHOOL BUS ROUTES**

Buses operate only on public roads maintained by the Ministry of Transportation, the First Nation on a Reserve, or a Municipality. In order to ensure the safety of students, residents, the school bus and driver; buses will not operate on:

- One lane mountain roads;
- Dead-end streets without a turn around area; or
- High residential area where the road grade is greater than 8%.

**Field Trips:** The Manager of Transportation must approve all field trips involving school buses operating on narrow, windy, and steep gravel mountain roads. *(Maximum grade not to exceed 13% or 13 meters rise or drop over 100 meters).*

School buses will not be routed off a regular route to embark or disembark students who live within one kilometer off a regular bus route (this is measured from the driveway entrance to the bus stop).

Regular bus routes are set-up to serve the following catchment areas schools.

1. **Yarrow/Vedder Mountain Road areas:** Yarrow Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, Mount Slesse Middle School, and Sardis Secondary School.
2. **Greendale area:** Greendale Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, Mount Slesse Middle School, and Sardis Secondary School.
3. **Lickman Road area:** Unsworth Elementary School, Mount Slesse Middle School, and GW Graham Secondary School.

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Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 1, 2015, May 25, 2016, Oct 3, 2017, November 20, 2020, April 21, 2021, May 18, 2022

4. **Columbia Valley/Cultus Lake /Chilliwack Lake Road area:** Cultus Lake Elementary School, Mount Slesse Middle School, and GW Graham Secondary School.
5. **Chilliwack River Road area:** Sardis Elementary School, Vedder Middle School, and Sardis Secondary School.
6. **Ryder Lake/Jinkerson areas:** Vedder Elementary School, Promontory Elementary School, Stitó:s Lá:lém Totí:lt Elementary/Middle School, Mount Slesse Middle School, and GW Graham Secondary School.
7. **Eastern Hillside area:** East Chilliwack Elementary School, Rosedale Traditional Community School, and Chilliwack Secondary School.
8. **Rosedale/Popkum area:** Rosedale Traditional Community School and Chilliwack Secondary School.
9. **McSween/Yale Road East area:** Cheam Elementary School, Rosedale Traditional Community School, and Chilliwack Secondary School.
10. **Chilliwack Mountain area:** McCammon Elementary School, AD Rundle Middle School, and Chilliwack Secondary School.
11. **Yale Road west area:** Bernard Elementary School, AD Rundle Middle School, and Chilliwack Secondary School.

All other elementary schools are located in the No Ride Zone.

## **RIDE DURATION**

As a general rule, students will not be carried for a period in excess of one hour per trip to and from school.

## **CARRYING LUGGAGE IN SCHOOL BUSES (Division 35.09 MVAR):**

1. All luggage and small musical instruments must be carried on the student's lap when seated in a school bus in such a manner that the luggage/instrument does not encroach on other passengers and does not reach any higher than the height of the seat back.
2. Neither person nor cargo can intrude into the aisle way or emergency exits.
3. Luggage and instruments larger than described above may be carried in the luggage compartment on fieldtrips or to and from established instrument stop locations.

**NOTE: For field trips, schools should have parents transport luggage or call Maintenance when luggage exceeds the capacity of the storage compartments.**

### **SEATING CAPACITY (Division 11.13 MVAR):**

1. A passenger on a school bus must be seated comfortably and securely, meaning hips must not extend beyond the edge of the seat cushion.
2. The 84 passenger bus has 28 seats and is capable of carrying 84 elementary students (three to a seat) or 56 other students (two to a seat), providing hips do not extend beyond the edge of the seat cushion.
3. The bus will not proceed unless the driver is reasonably certain that every passenger on the bus is comfortably and securely seated.

### **RAILWAY CROSSINGS**

School buses shall stop for all uncontrolled railway crossings.

### **BUS STOPS**

For enhanced safety, designated bus stops are to be located on a long straight stretch of road where the bus is highly visible to on-coming and following traffic. In order to minimize the risk to students, bus stops will be kept to a minimum and located as follows:

1. No closer than 200 meters on country roads to minimize disruption of traffic.
2. Away from an intersection and blind spots on a curve or hill.
3. In accordance with Division 11 of the Motor Vehicle Act Regulation where the bus must be visible in both directions for a minimum of 60 meters.
4. At transit stops in the built-up areas if required.

Busses will stop in the safest place regardless of possible inconvenience to individual parents or students.

Students are to be at a designated bus stop at least 5 minutes prior to the scheduled arrival of the bus. If the bus does not arrive within 15 minutes of its scheduled stop students should return home.

Elementary students wishing to leave the bus at a stop other than their regular stop must have a note from a parent or guardian.

### **VIDEO SURVEILLANCE**

Designated school buses have video surveillance cameras installed to monitor and record student behavior. Video recordings may be used as evidence of infractions under the Motor Vehicle Act.

## **KINDERGARTEN STUDENTS**

Transportation is generally not provided to, or from, any address other than the primary residence. No child will be transported to a child-care provider or daycare service one day and home the next day. The regulations regarding transportation zones apply to Kindergarten students.

1. **Morning (Pick-up)** – Students must be brought to the bus by an adult or older sibling.
2. **Afternoon (Drop-off)** – students will take the bus home and be dropped off at a designated bus stop. Those students who do not have older siblings to walk home with must be met at the school bus door by a parent or designated guardian.

Should no one appear at the bus stop within a reasonable time (2-3 minutes) the driver will keep the student on board and continue with the bus route. Parents are to call the Transportation Department to arrange for pick-up, should no call be received, the student will be returned to the school.

## **PASSENGER LISTS**

Accurate and up-to-date passenger lists (In accordance with Division 11 of the Motor Vehicle Act Regulation) are to be maintained for all scheduled and extra-curricular transportation. Passenger lists for scheduled transportation will be the responsibility of the Transportation Department and extra-curricular transportation will be a school responsibility. Passenger lists must include first and last name of **all passengers**, school, phone numbers and date of birth.

## **PRE-SCHOOL CHILDREN RIDING IN A SCHOOL BUS**

Model 2007 buses and newer have the first two rows of seats fitted with ISO car seat latches. Although child safety seats are not required in buses over 4,536 kg GVW (mini buses) parents are advised to use them.

Parents are responsible for providing the child safety seat and the driver will assist in its installation. Each seat can accommodate one car seat and a parent for a total of 4 car seats per bus.

Schools on field trips are to note the number of pre-school aged children requiring car seat positions on the transportation requisition or call Transportation. Transportation will ensure that buses with car seat latches are provided.

## **PROCESS FOR DEALING WITH CONCERNS**

Normally the **Manager of Transportation** will deal with concerns. Should a concern be unresolved, it may be referred to the **Director of Facilities and Transportation** or the **Secretary Treasurer**.

### **SCHOOL BUS DISCIPLINE**

The Board of Education requires that Bus drivers maintain order on the bus at all times. Bus drivers have a duty to warn students that their behavior may lead to a suspension of riding privileges.

#### **Procedure**

1. If the student's behavior does not improve after a verbal warning the driver may issue a written warning. A written warning may result in the student being assigned to a specific seat for a period of time as determined by the driver.
2. If the student's behavior continues to be inappropriate, the driver must inform the Transportation Manager and may recommend suspension of the student's riding privileges. The driver will issue the student a written suspension for parent's signature. Loss of riding privileges are both to and from school, extra curricular trips are not included.
3. **School bus suspensions**
  - **First** suspension – 1 day;
  - **Second** suspension – 2 days;
  - **Third** suspension – 5 days (Principal, Transportation Manager and Driver to meet with parents); and
  - **Fourth** suspension – remainder of the school term (term for this purpose shall mean the period of time from September to December or January to March or April to June). Serious cases may result in a discontinuation of transportation services for whatever time is deemed necessary.

## **RESPONSIBILITIES**

1. **Driver**
  - Ensure the bus is in a safe operating condition.
  - Drive safely; obey traffic laws and driving regulations.
  - Maintain order on the bus (teach students expected behavior).
  - Protect students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).
  - Provide a clean bus for students in which to ride.
  - Follow the regular time schedule as conditions permit.

2. **Parent** (Check website under Transportation for safety brochures).
  - Ensure address is visible from road with no obstructions. Highly reflective signage material is preferred.
  - Teach students about safety while waiting or approaching the bus.
  - Teach students to embark and disembark safely at the scheduled stops.
  - Remind students of behavior guidelines.
  - Safety of students getting to, waiting at *or* returning home from a bus stop.
  
3. **Student**
  - Obey safety and behavior rules.
  - Observe “classroom” conduct while riding the bus.
  - Be on time for the bus.
  - Be mindful of younger children.
  - Knowing that riding the bus is a privilege.
  
4. **Teacher**
  - Teaching staff or designated supervisor is required to maintain discipline while on field or sports trips and have available an up-to-date passenger list which includes all adults.
  
5. **Principal**
  - Discipline that may lead to suspension of bus riding privileges.
  - In serious incidents, the principal will advise the parents and Superintendent.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**710.3  
ADMINISTRATIVE REGULATION  
Transportation – Students with Special Needs**

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Transportation is provided for students who are accessed by Student Services as unable to make their own way to and from school due to their physical or mental disabilities. This service is provided on a door-to-door basis depending on accessibility. The Manager of Transportation will determine the suitability of each stop.

All special needs transportation requests **must** be approved by Student Services. Once approved, Student Services will submit a request form to Transportation indicating Regular or Courtesy service and any special instructions and supporting documentation as required.

**REGULAR RIDERS**

1. Students with special needs that are designated in low incidence categories and attending neighbourhood schools may be bussed door to door if resources are available. Parents who live in close proximity to the school will be asked to be responsible for their child's transportation.
2. Students who are cross boundary by District arrangement may be provided transportation. Permission should be sought as follows:
  - a. A request should be made to Student Services.
  - b. Student Services will determine the eligibility for Special Needs bussing.
  - c. Transportation will determine if bussing can be provided.
3. **Transportation Assistance allowance** is available to parents and/or guardians of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 30¢ per kilometer to a maximum of \$15 per day \$1 for each additional child, per family, per trip. Walk limits apply.

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Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 7, 2012, May 25, 2016. November 3, 2020

## **COURTESY RIDERS**

1. Students with special needs who are not designated in a low incidence category but who have needs that prevent them from walking safely to their neighbourhood school may be considered for courtesy transportation as follows:
  - a. The principal of the child's school makes the request to Student Services.
  - b. Student Services will consult with Transportation as to whether temporary bussing can be accommodated.
2. Students with special needs that are designated in low incidence categories who move from one catchment to another during the school year may be transported to their original school for the remainder of the year, depending on their individual program requirements. Request for this service should be made by the parents to Student Services.
3. Parents choosing to register their children in a school, other than their catchment area school, are responsible for transportation.

## **RESPITE CARE**

Students with special needs that are designated in low incidence categories who receive respite or day care may be bussed if no disruption of schedule or no additional cost is incurred in doing so.

## **PARENT RESPONSIBILITY**

1. Parents must escort the student to and from the bus and assist the driver as required. An adult approved by the parents or an older sibling may escort the student providing they are capable of caring for the student.
2. For the safety of all concerned (fellow passengers, the driver, other motorists and the bus) parents are requested to teach their children (where possible) to behave on the bus as they would in the classroom. Stay seated, keep your hands to yourself, no loud noise and follow all instructions from the driver.

## **STUDENTS REQUIRING A CHILD SAFETY RESTRAINT**

1. Restraint harnesses are provided by the School District for students who need to be restrained because of safety issues related to their special needs. The vest provides support by helping hold the wearer upright and has been safety tested to meet Federal Motor Vehicle Safety Standards.

2. Once it has been determined that a student must wear a vest, this decision can only be changed after an assessment has been made by the School Principal who will then notify the parents and the Manager of Transportation. The School Principal will consult with Student Services in this assessment.
3. The E-Z-ON universal harness (model # 103Z) is currently used and comes in two parts, a **zippered vest** for the child and the **seat mount**, which is secured to the seat of the school bus.
4. The vests come in four sizes for children based on waist measurements; 22" extra small (XS), 25" small (S), 28" small medium (SM) and 32" medium (M).
5. Vests are the property of the School District and must be returned clean at the end of each school year and will be re-issued in September. Cost of a restraint harness is \$552.00 per set.

## **RESPONSIBILITIES**

1. **Transportation Department:**
  - a. Consult with the parents, Student Services and the school.
  - b. Inform parents of their responsibilities.
2. **Student Services Department:**
  - a. Identify eligible students with special needs requiring bussing.
  - b. Submit a completed Bussing Request form along with supporting documentation to Transportation.
3. **Parent/Guardian:**
  - a. Register their child for bus service each year.
  - b. Maintain the vest and dress their child as per the following instructions:
    - Place the vest on your child with the parachute emblem to the front and do up the zipper, choose the zipper position that fits the child snugly.
    - Open the Velcro closure on the Sherpa fleece shoulder pads.
    - Adjust the strap by moving the plastic slide bar down and pulling down or loosening the metal adjuster until the shoulder strap fits snugly **over** the shoulder.
    - Reposition plastic slide bar in its lowest position.
    - Reposition the Sherpa fleece shoulder pads.

- Attach the crotch straps (if fitted) by snapping the plastic buckles together and tighten or loosen as required. The straps should be snug and comfortable while the child is sitting.
  - Double check for comfort and security.
- c. **Washing instructions** (keep the vest clean):
- Wash in **cold water** either hand or machine wash using a mild detergent. If machine washing, wash on **delicate cycle** and **drip dry**.
  - Do not use bleach or dry cleaning fluids.
4. **Driver's responsibility:** Inspect the vest and harness for deterioration, installing the seat mount and securing the student to the seat mount.
5. **Education Assistants:** Ensure the student is dressed as per instructions for use and that the student is ready to board the school bus.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**710.4  
ADMINISTRATIVE REGULATION  
Transportation – Registration and Fees**

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**FEE FOR SERVICE**

The District will charge an annual Registration Fee to help support the costs of continuing service and safety enhancements. This fee is \$25 per rider.

Courtesy riders must pay for Transportation; this service may be provided for registered riders to and from schools and special routes approved by the Superintendent. Eligible Courtesy riders will be charged \$270.00 per child to a maximum of \$540.00 per family provided there are seats available on an existing bus route. These rates will be adjusted annually based on the Canadian Consumer Price Index (CPI). Half rates will not be considered for one-way trips or partial weeks as seats are reserved on a yearly basis for registered riders. This fee does not include a bus ride home due to early closure for students living out of the school catchment area.

First Nations students living on-reserve are exempt from all bussing fees through the [Joint First Nation Student Transportation Plan](#).

**REGISTRATION**

All riders must register each year when registrations open in April, and students must be registered no later than July 31<sup>st</sup> for the following school year. **Registrations after July 31<sup>st</sup> may not be able to be accommodated.** Priority will be given to riders who have paid the registration fee or have an approved fee exemption. Parents are requested to register their children on-line at [www.sd33.bc.ca/school-bus-registration](http://www.sd33.bc.ca/school-bus-registration) or by following the links on the School District website: [www.sd33.bc.ca](http://www.sd33.bc.ca).

Computers are available for parents at the school, [Transportation Department](#) and the [School Board Office](#). Registration by telephone will be accepted in exceptional circumstances.

**Payment** – Fees may be paid securely by credit card online (*recommended*); or by cash, debit or credit card at the Transportation Department at 44877 Yale Road.

**Fee Exemptions** – Certain Overflow Students and Students with Special Needs may be exempt from user fees. Students attending a District Alternate program and First Nation students living on-reserve are exempt from user fees.

## **BUS PASSES**

All student riders must carry a valid photo ID bus pass and present it to the bus driver to ride a bus. Bus passes are produced and distributed by the Transportation Department.

## **LOSS OF BUS PASS**

Lost bus passes must be replaced. Bus passes will be reproduced by the Transportation Department for a \$5.00 processing fee.

## **REFUNDS**

If a fee-paying rider discontinues using the transportation service prior to May 30<sup>th</sup> of any year, a prorated refund will be issued upon request and in the month following the return of the bus pass to the Transportation Department.

## **TRANSPORTATION ASSISTANCE**

Funding is available to parents and/or guardians if the Transportation Department cannot meet transportation requirements for regular riders. This assistance is provided at a rate of 30¢ per kilometer to a maximum of \$15 per day plus \$1 for each additional child. Walk limits apply.

## **RESPONSIBILITIES**

1. **Transportation:** Registration, issue bus passes, process point-of-sale refunds, and produce rider lists when required.
2. **Financial Services:** Process non-point-of-sale refunds.
3. **Secretary Treasurer:** Oversee the policy.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**710.10  
ADMINISTRATIVE REGULATION  
Use of School District Vehicles**

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District vehicles are to be used by employees in the performance of their duties and/or District business only.

1. Maintenance employees are not authorized to take District vehicles to their place of residence, with the exception of:
  - a) Foremen;
  - b) Maintenance personnel at top of call out list; and
  - c) Standby crews who are authorized to take District vehicles home to facilitate response time for call out.

The use of these vehicles shall be restricted to District business only.

2. If a situation arises, and the supervisor is aware in advance, where an employee will require a District vehicle after normal working hours, he/she may authorize the employee to take the vehicle home. THIS APPLIES TO 'ONE-TIME SITUATIONS' ONLY and is not to become a matter of routine procedure.
3. Under no circumstances are persons other than District employees authorized to operate District vehicles/equipment without specific authorization from a supervisor/director. Passengers other than District employees may be authorized to travel in District vehicles only as required in the performance of District business.
4. Employees covered under Section 2 who will be absent from work because of vacation, leaves of absences or similar occurrences are to ensure the vehicle assigned to them is left at the Maintenance yard and is available for use by other staff.

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Cross Refs:

Adopted: May 22, 2001  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**711.1  
ADMINISTRATIVE REGULATION  
Rental Vehicles**

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When authorized, School District employees may rent a vehicle while on District business or for the purpose of transporting students or staff while attending a School District authorized activity. See the [Rental Vehicle Flowchart](#).

**Due to the high risk of rollover crashes in 15 Passenger Vans, the use of these vehicles is strictly prohibited.**

The following recommendations in the Risk Note provided by Schools Protection Program (SPP) on [Rental Vehicle Insurance Coverage](#) will ensure that minimum insurance coverage is met when renting a vehicle. All inquiries may be directed to the Secretary Treasurer.

**RENTING A VEHICLE IN BC - USING THE CSA**

For in-province business travel, vehicles must be rented using the BC Provincial Government's **Corporate Supply Arrangement (CSA)**. The CSA provides various rental vehicles at a negotiated rate in several areas of BC.

**All required insurance is already included for vehicles rented under the CSA.** For further details, please refer to the [Insurance Information Guide](#).

To rent a vehicle using the CSA:

- 1) Select a vehicle rental agency according to your travel destination by accessing the CSA - Goods and Services Catalogue for [daily rentals](#) (short-term rentals up to 30 days).
- 2) Provide a Corporate ID number to the rental company when making your reservation. This can be found on the [list of vendors/suppliers](#) for daily rentals.
- 3) Use your District Purchasing Card (BMO MasterCard) to reserve and pay for the rental vehicle. Personal credit cards are **not** permitted.
- 4) Do **not** accept **any** insurance offers made by the rental company such as:

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Cross Refs: SPP Risk Note – Rental Vehicle Insurance Coverage, CSA Daily Vehicle Rentals and Insurance Information Guide, CSA Terms and Conditions, In-Province Accident Matrix, BMO One Card Endorsement, Vehicle Rental Flowchart

Adopted: May 29, 2018  
Reviewed:  
Revised: Jun 15, 2018

- Collision Damage Waiver or Loss Damage Waiver coverage
- Personal Injury/Accident Insurance
- Cargo Insurance or Personal Effect Insurance

## **RENTING A VEHICLE - NOT USING THE CSA**

This may be necessary when:

- a CSA rental agency is unable to supply the vehicle required;
  - a CSA rental agency is not available in the region; or
  - a vehicle is rented outside of BC.
- 1) Select a vehicle rental agency according to your travel destination.
  - 2) Prior to selecting a vehicle type, ensure you are familiar with the Collision Damage Waiver (CDW) exclusions and limitations (including vehicle limitations) stated in the [BMO One Card Endorsement](#).
  - 3) Please consult with the Secretary Treasurer prior to your departure in the following instances:
    - Vehicle rentals outside of Canada and the US
    - Rental periods exceeding 31 days
    - The maximum value of the vehicle exceeds \$75,000 (CAD)
  - 4) The vehicle must be rented from a commercial rental agency and operated by the Primary Cardholder or other School District employee who is permitted as a driver. Declare the names of **all** drivers on the agreement **and** confirm they are covered by the insurance. **SPP's additional liability protection only covers employees or officers of the School District.**
  - 5) Use your District Purchasing Card (BMO MasterCard) to reserve and pay for the rental vehicle. Personal credit cards are **not** permitted.
  - 6) Coverage provided under the BMO MasterCard agreement does **not** include Third Party Liability. Therefore, ensure the following:

<b>Must be done through the Rental Agency for rentals outside of BC</b>
<input type="checkbox"/> <b>PURCHASE</b> a minimum of \$1 million Third Party Liability
<input type="checkbox"/> <b>DECLINE</b> Collision Damage Waiver/Loss Damage Waiver

### **In Case of an Accident**

All accidents involving rental vehicles are to be reported within 24 hours. Notify the Secretary Treasurer together with a copy of the Police accident report.

For in province rentals: [In Province Accident Matrix](#)

For out of province rentals: as specified in the [BMO One Card Endorsement](#)

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**714.1  
ADMINISTRATIVE REGULATION  
Computer Use, Management and Configuration**

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The Chilliwack School District strongly believes that by providing computer resources to staff and students we enhance the learning process and empower students with the essential skills for the workplace.

In Chilliwack School District staff and students have access to stand alone computers, computers on local area networks and access to the Internet. This broad range of access offers vast, diverse and unique learning resources for the school district's learning community. At the same time there is a growing and significant requirement to spend time and money on technology maintenance and training.

The use of computer resources is a privilege. Inappropriate use, including violation of any of these terms and conditions, may result in cancellation of this privilege plus possible further consequences.

**COMPUTER USE:**

1. Using computer resources for any commercial or political lobbying purposes is prohibited.
2. Any use of Chilliwack School District computer resources to access the Internet, will be required to follow the guidelines of the Network Access policy.
3. Only software which is owned by the Chilliwack School District and/or appropriately licensed can be used on any computer resource.
4. Software owned by the Chilliwack School District cannot be copied to home or offsite machines if such copying violates the license with the software author.
5. Any attempt to harm, modify and/or destroy data or computer resources is strictly prohibited. This includes but is not limited to the uploading, transferring or creating computer viruses and any attempt to violate computer security systems.

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Cross Refs:

Adopted: January 27, 1998  
Reviewed:  
Revised:

6. User passwords are to be kept strictly confidential.

**COMPUTER MANAGEMENT:**

1. Modifying any system configuration, start-up files or applications without the explicit permission of the site computer lead teacher and knowledge of the site administrator is prohibited.
2. Student accounts will not be given any administrative level access to any Chilliwack School District file servers. If an educational experience is required then such access will only be allowed on a stand alone file server which is not required for the computer lab to function.
3. School sites are responsible for virus scanning any diskettes before they are used in any district owned computer resources.
4. The Chilliwack School District is not responsible for any damage that may result in the inadvertent transfer of a computer virus from a Chilliwack School District site to an employee or student owned computer.
5. Schools wishing to use outside technical support do so at their own expense and risk. Any future support issues relating to the contracted problem that requires district technical staff assistance will be billed full labour and parts costs. Schools are strongly recommended to refrain from contracting technical support outside the district staff.
6. Any computer resource that is not owned by the Chilliwack School District is not eligible for any support, service or software configuration from any district technical staff.

**COMPUTER CONFIGURATION:**

1. Changing wiring, altering connections or internal component access on any computer resource, by any user, is prohibited. To ensure maximum equipment availability and functionality these services are to be performed by district technical staff or other authorized personnel only.
2. Only equipment owned by the Chilliwack School District can be connected to a school local area network (LAN) unless the equipment is in the school with special permission of the Executive Committee and principal.
3. Once a school has made a commitment to a platform and operating system, all future purchases must meet the minimum compatibility levels of the existing system. There should be no operating system downgrading or system security sacrifices to suit a purchase of software or hardware with compatibility issues.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**716.1  
ADMINISTRATIVE REGULATION  
Video Surveillance**

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**USE:**

1. Video cameras may be used to monitor and/or record.
2. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor) or the officers of the School District. Any change in camera location must be authorized in the same manner.
3. The Superintendent must be informed of the rationale for the use of video surveillance equipment and the site/area where it is to be installed. The Superintendent must also be informed of any changes in use, location, or removal of such equipment.
4. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.
5. Video surveillance is not to be used in locations where confidential or private activities/functions are routinely carried out (eg bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent of Schools on the grounds that no other supervision option is feasible, and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
6. The school district will advise students and parents that a videotape camera system is in place in the District's school buses. On any bus equipped for video camera operation, one or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus. Students will also be advised verbally by the bus driver as part of regular bus safety review with students.

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Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 23, 2002  
Reviewed:  
Revised:

**SECURITY:**

1. Video cameras will be installed only by a designated employee or agent of the School District.
2. Video tapes shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
3. Tapes may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.

**VIEWING OF RECORDINGS:**

1. Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by the building administrator (school principal or building supervisor), by parents, students, or by school district staff with a direct involvement with the recorded contents of the specific video recording, or employees or agents responsible for the technical operations of the system.
2. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy.

**RETENTION OF VIDEOTAPES:**

1. Videotapes shall be erased within one month unless they are being retained at the request of the building administrator, board officer, employee, parent or student for documentation related to a specific incident or are being transferred to the Board's insurers.
2. Retained tapes shall be erased as soon as the incident in question has been resolved. If the tape has been used in making a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**717.1  
ADMINISTRATIVE REGULATION  
Trespassing**

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1. Without affecting section 2 of this policy, a person must not disturb or interrupt the proceedings of a school or an official school function.
2. Every employee of the Board is authorized to direct any person, other than a Board employee on Board business, to leave the land or premises of a school if that person:
  - a) disturbs or interrupts the proceedings of the school or an official school function,
  - b) is not authorized by an enactment, or any express Board policy, to be on the land or premises of the school, or
  - c) presents, in the opinion of the staff member, a risk
    - i) to the safety, security or health of any student or Board employee, or
    - ii) to the land or premises of the school
3. A staff member who directs a person to leave the land or premises of a school must report the matter to an administrative officer responsible for the school in reasonable detail as soon as is practicable after the direction is given.
4. Every person, other than a Board employee, who is directed by a staff member to leave the land or premises of a school
  - a) must do so immediately, and
  - b) must not enter on the land or premises of the school again except with the prior approval of an administrative officer responsible for the school.

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Cross Refs:

Adopted: June 28, 1978

Reviewed:

Revised: October 25, 1994, September 17, 2002

5. Every employee of the Board is authorized to request adequate assistance from a peace officer in order to restore order on school premises.
6. It is an offence for a person to contravene Section 177 *School Act*, the substance of which is contained in sections 1 and 4 of this policy.



**BUSINESS SERVICES**

**SECTION 800:**

- 804.1 ADMINISTRATIVE REGULATION: SCHOOL FINANCIAL TRANSPARENCY**
- 805.1 ADMINISTRATIVE REGULATION: SCHOOL FUNDS**
- 809.9 ADMINISTRATIVE REGULATION: CONSTRUCTION CONTRACTS, BIDDING AND AWARDS**

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**804.1  
ADMINISTRATIVE REGULATION  
School Financial Transparency**

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The Board of Education recognizes that schools have been provided with a district allocation of funds to meet the goals and priorities of the school. Furthermore, schools generate trust funds from parents and community members to supplement the activities at their school.

The Board is ultimately responsible for the effective use of all funds in the district but has delegated the management of school based funds to each school. Schools need to demonstrate, in a transparent manner, how they intend to use these funds.

**Purpose:**

- Ensure clear communication of information to school partners (e.g., PAC, staff)
- Discuss upcoming priorities for school: how do these align with achievement goals and school growth plans.
- Align timing of expenditures with timing of revenues: is the school spending the funds collected from parents on current year students or a long term plan.

**Process:**

- Annually in the fall, meet with staff and PAC to discuss financial priorities for the upcoming year.
- Annually in the spring, meet with staff and PAC to provide an update on the priorities identified in the fall.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**805.1  
ADMINISTRATIVE REGULATION  
School Funds**

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1. All funds in the school are to be under the overall supervision of the school principal.
2. Good business procedures acceptable to the Secretary-Treasurer of the School District are to be utilized in accounting for any funds collected or dispersed by schools.
3. School accounts, including those of student councils and other school related organizations, are subject to periodic review and audit by the Secretary-Treasurer of the School District.
4. The number of school accounts should be minimized with the school principal or Business Manager, where available, being responsible for all necessary bookkeeping and being one of the signing officers for accounts.
5. Course fees are to be submitted to the School Board office for credit against the school's supply accounts.

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Cross Refs:

Adopted: June 28, 1978  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**809.9  
ADMINISTRATIVE REGULATION  
Construction Contracts, Bidding and Awards**

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Upon the approval of working drawings and specifications by the Board and Ministry, the Board shall solicit bids to be submitted on or before a specified time at the office of the Board of Education. The advertisement shall state that the Board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The Board shall require the architect to take responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board of Education and the successful bidder. Upon receipt of bids, they will be opened publicly and entered in the minutes of the Board. The architect shall assist the Board and school personnel in analyzing the bids. The architect's advice on awarding the contract is of particular value with respect to legal aspects of contract provisions which regulate alterations, extras, non-performance, damages, and security bonds.

It is recognized that the above process represents the standard funding process for construction contracts. The Board retains the right to follow an alternate process, with agreement from the Ministry of Education, such as a design-build contract process. In this event the Board shall ensure the selection process is thorough, fair and uncompromised. An architect and/or consultant shall be retained to provide advice on awarding the contract as noted in paragraph 2 above.

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Cross Refs:

Adopted: June 28, 1978

Reviewed:

Revised: February 7, 2005



COMMUNITY RELATIONS

SECTION 900:

- 902.1 ADMINISTRATIVE REGULATION: VOLUNTEERS
- 903.1 ADMINISTRATIVE REGULATIONS: DISTRICT PARENT ADVISORY COUNCIL
- 904.1 ADMINISTRATIVE REGULATION: SCHOOL PARENT ADVISORY COUNCILS
- 904.2 ADMINISTRATIVE REGULATION: INSURANCE EXTENSION TO PARENT ADVISORY COUNCILS
- 906.1 ADMINISTRATIVE REGULATION: COMMUNITY USE OF FACILITIES
- 907.1 ADMINISTRATIVE REGULATION: EDUCATION, BUSINESS AND COMMUNITY PARTNERSHIPS
- 908.1 ADMINISTRATIVE REGULATION: HISTORICAL RECORDS PRESERVATION
- 910.1 ADMINISTRATIVE REGULATION: ADVERTISING IN SCHOOLS
- 911.1 ADMINISTRATIVE REGULATION: COMMUNITY SCHOOLS
- 918.1 ADMINISTRATIVE REGULATION: GENERAL GUIDELINES FOR FUND RAISING
- 919.2 ADMINISTRATIVE REGULATION: SERVICES FOR HANDICAPPED STUDENTS
- 920.1 ADMINISTRATIVE REGULATION: SMUDGING CEREMONIES

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**902.1  
ADMINISTRATIVE REGULATION  
Volunteers**

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**GUIDELINES FOR SELECTING VOLUNTEERS:**

The school principal will consider the following as a guide in determining the suitability of volunteers. It is understood that at the discretion of the principal the degree of compliance with the guidelines below will be higher for non-parent volunteer applicants.

1. Interview volunteers.
2. Establish qualifications, skills and training for the specific volunteer position.
3. Determine what experience or skills they have in managing the behaviour of children.
4. Discuss an action plan with a volunteer in the event a child misbehaves putting others at risk.
5. Discuss and/or request references.
6. Ensure **all** volunteers have completed a police information check.
7. Document information received (qualified or disqualified as a volunteer).
8. Ensure that volunteer drivers have provided a driver abstract or driver statement as to any traffic violations within the past 12 months.
9. Provide each successful volunteer with a copy of the District's **VOLUNTEER HANDBOOK**

The principal will ensure that the section on volunteer drivers in Administrative Regulation 623.1 AR Student Field Experiences is understood by volunteers. Each volunteer driver must complete a Volunteer Driver Authorization Form (623.1 AR Student Field Experiences)

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Cross Refs: Schools Protection Program Volunteer Check List, Fund Raising Policy 918, Field Experiences Policy 623, Criminal Record Search Volunteers 403

Adopted: April 27, 1999  
Reviewed:  
Revised: October 30, 2006

Board of Education  
School District #33 (Chilliwack)

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**903.1**  
**ADMINISTRATIVE REGULATION**  
**District Parent Advisory Council**

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**Annual Budget Allocation:**

The Board will provide as part of the annual budget an annual grant to support the activities of the district parent's advisory council.

The Board will annually support members of DPAC in attending the BCCPAC conference to a maximum of \$2,000.00.

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**Cross Refs:**

Adopted: February 19, 2016  
Reviewed:  
Revised: October 2017, June 21, 2019

**School District No. 33**  
**Chilliwack District Parent Advisory Council**  
**Constitution & Bylaws**

---

The British Columbia School Act provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

*...the district parents' advisory council may advise the board on any matter relating to education in the school district.*

Thus, it is our mission;

“To educate, inform, and empower parents to be true partners in the education of their children”

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# CONSTITUTION

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## **Section 1 – NAME**

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

The DPAC will operate as a non-profit organization with no personal financial benefit.

The business of DPAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

## **Section 2 – PURPOSES OF THE DPAC**

The purposes of the District Parent Advisory Council will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33.
2. To communicate with parents and PACs on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of School District #33.
6. To provide parent education and professional development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the Chilliwack school district.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

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### Section 3 -- INTERPRETATION OF TERMS

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

**“district”** means School District No. 33

**“DPAC” or “district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33.

**“PAC” or “parent advisory council”** refers to any organized group of parents recognized under the British Columbia School Act

**“parent”** is as defined in the School Act and means:

- a) the guardian of the person of the student or child,
- b) the person legally entitled to custody of the student or child, or
- c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 33.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

# BYLAWS

## Section 1 – MEMBERSHIP

1. One delegates elected annually from each individual school's Parent Advisory Councils will make up the voting membership of the District Parent Advisory Council.
2. Each such delegate will have one vote.
3. Representatives from students, the school board, district administration, principals, teachers, school support staff, and other community organizations may be invited to attend Council meetings as non-voting attendees. Parents who are not PAC Representatives may also attend as non-voting attendees.
4. Non-voting attendees may provide information, regarding issues on the floor for discussion, at the discretion of the Chair.

## Section 2 –GENERAL MEETINGS

1. There shall be an **Annual General Meeting** for the purpose of election of officers held in May of each year. The new executive will present to the membership the budget proposal for approval, and Constitution & Bylaw amendments for review, at the first meeting of each new school year. Additional general meetings may be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members.

### Notice

1. Members will be given reasonable notice of general meetings.
2. Notice will be given via District website.

### Quorum

1. A quorum for general meetings will be five (5) voting members.

2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

*The quorum cannot be waived or suspended, even by unanimous consent.*

### **Voting**

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members will vote through their elected representatives. A representative must be present at a meeting to vote. Voting by proxy will not be permitted.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
5. A vote will be taken to destroy the ballots.

### **Conduct**

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The DPAC will refrain from partisan political action or other activities that do not serve the interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws.

### **Section 3 – ELECTRONIC (E) MEETINGS**

1. Business of a time sensitive nature may be conducted between general meetings via e-mail. All other business should be conducted in person, at general meetings.
2. E-meetings will be called by the Chair, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. The Chair will send out an invite to ALL official DPAC Reps, including details of the time sensitive business to be discussed, and set a reasonable response time of no less than 24 hours.

4. The Chair will summarize all transactions of the e-meeting, including any decisions made, at the next general meeting to ensure all electronic meeting business is included in the official minutes of the Council.

### **Quorum**

Quorum for e-meetings will be fifty percent (50%) of the total voting membership. Once established, a quorum is always presumed “present”.

### **Voting**

Voting at e-meetings will never be done by secret ballot. Votes cast by a type-written yes or no or, where requested by two or more voting members present, submitted to the Chair and Secretary only.

## **Section 4 – EXECUTIVE**

### **Role of executive**

The executive will manage the DPAC’s affairs between general meetings.

### **Executive defined**

The executive will include the chair, vice-chair, secretary, treasurer, BCCPAC Representative, and two (2) Members at Large.

### **Eligibility**

Any parent of a student registered in SD 33 is eligible for nomination to the executive, except employees, elected officials of School District No. 33 or the Ministry of Education.

**An executive who runs for political office must request a leave of absence as soon as the nomination process begins.**

*Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.*

### **Election of executive**

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee.

4. Elections are held by secret ballot.

---

### **Term of office**

1. The executive will hold office for a term of one year after the AGM in which they are elected.
2. No person may hold the same executive position for more than four (4) consecutive years.

### **Vacancy**

If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC representative to fill the vacancy until the next annual general meeting.

### **Removal of Executive**

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible DPAC representative to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of executive**

No executive member may be remunerated for serving on the executive.

## **Section 5 – EXECUTIVE MEETINGS**

### **Meetings**

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting the next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead. Past executives may attend this meeting for the purpose of passing on relevant information.
2. Additional executive meetings will be held at the call of the chair.

### **Quorum**

A quorum for executive meetings will be a simple majority of the members of the executive.

### **Notice**

Executive members will be given reasonable notice of executive meetings.

### **Voting**

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of Ethics**

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

### **Representing the District Parent Advisory Council**

Every executive member and representative must act solely in the interests of the DPAC.

### **Privilege**

Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged.

### **Disclosure of interest**

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the DPAC for personal gain.

## **Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **The Chair will**

- a) Speak on behalf of the DPAC
- b) consult with DPAC members
- c) preside at membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership or executive
- f) ensure that DPAC is represented in district activities as appropriate

- g) ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution
- h) oversees DPAC email account, list serve and Facebook Page
- i) be a signing officer
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the secretary
- k) maintain a positive working relationship with district staff, school board trustees, the Chilliwack Teachers' Association, and the local CUPE
- l) attend school board meetings when available
- m) attend All Leaders meetings when available
- n) chair one committee

#### **The Vice-Chair will**

- a) assume the duties of the chair in the chair's absence or upon request
- b) assist the chair in the performance of his or her duties
- c) accept extra duties as required
- d) be a signing officer if needed
- e) attend school board meetings when available
- f) attend All Leaders meetings when available
- g) chair one committee and/or be an external representative

#### **The Secretary will**

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) submit minutes to Board office to be posted on the District website for the DPAC members as soon as possible after the last meeting.
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available to members; prepare and maintain other documentation as requested
- e) ensure safekeeping of all records of the Council
- f) keep an accurate record of DPAC representatives
- g) be a signing officer
- h) assist the Chair with issuing and receiving correspondence on behalf of the DPAC
- i) attend school board meetings when available
- j) book venues for events
- k) chair one committee and/or be an external representative

#### **The Treasurer will**

- a) be a signing officer
- b) ensure all funds of the DPAC are properly accounted for
- c) disburse funds as authorized by motion of the membership
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts and disbursements at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually

- h) with the assistance of the executive, draft an annual budget for the AGM
- i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) submit an annual financial statement at the annual general meeting
- k) represent DPAC on the district budget committee
- l) attend school board meetings when available

**The BCCPAC Representative will**

- a) act as the liaison between the DPAC and BCCPAC
- b) encourage PACs in School District No. 33 to be members of BCCPAC
- c) disseminate BCCPAC information to all PACs in School District No. 33
- d) help identify interested and qualified parents for BCCPAC external committees
- e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications
- f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions
- g) maintain DPACs membership with BCCPAC
- h) attend school board meetings when available
- i) chair one committee and/or be an external representative

**Members at Large will**

- a) perform duties as assigned
- b) attend school board meetings when available
- c) chair one committee and/or be an external representative

**Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES**

1. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the executive at the time the committee is established.
3. Will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
5. Other committees may include, but are not limited to: DPAC Newsletter; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including budget and the educational policy advisory committee (EPAC)

## Section 9 – FINANCIAL MATTERS

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### **Financial year**

The financial year of the DPAC will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Power to raise money**

DPAC may raise and spend money to further its purposes.

### **Bank accounts**

All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution registered under the Bank Act or governed under the Credit Union Incorporation Act.

### **Signing authority**

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Annual budget**

The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30<sup>th</sup> each year.

*DPAC money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.*

### **Non-budgeted expenditures**

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

A treasurer's report will be presented at each general meeting.

### **Auditor**

Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

## **Section 10 – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend DPAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Proposed amendments may be posted digitally for access to all members.

## **Section 11 – PROPERTY OF DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. All documents and records will be kept at the School Board Office.

## **Section 12 – DISSOLUTION**

1. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the DPAC shall be held in trust by School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.

Adopted by Chilliwack District Parents Advisory Council at the Chilliwack School Board Office, Chilliwack, BC, on September 30, 2016.

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Updated and amended on October 26, 2017.  
Updated and amended on October 25, 2018.

X Diane Braun  
Chairperson

X   
Treasurer

## CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs his or her duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_

*This page can be photocopied and used annually for all executive members and representatives.*

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**904.1  
ADMINISTRATIVE REGULATION  
School Parent Advisory Councils**

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The attached sample constitution and bylaws may be used by parent advisory councils in School District No. 33. Upon receipt of the completed constitution and bylaws, the Board shall formally recognize this organization as the official school's parent advisory council.

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Cross Refs: *School Act* Sections 7 (1)(c), 8, 85 (2)(b)

Adopted: May 11, 1993  
Reviewed: February 27, 2006, March 14, 2018  
Revised: April 21, 2016, March 14, 2018

# PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

(name of school) \_\_\_\_\_  
**Parent Advisory Council**

## **Legislative authority preamble:**

The British Columbia School Act provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes Parent Advisory Councils and provides further that:

*...Parents of students of school age attending a school or a Provincial school may apply to the Board or to the Minister (Provincial schools), as the case may be to establish a parents' advisory council for that school.*

*...On receipt of an application under subsection (1) the Board or Minister must establish a parents' advisory council for that school.*

*...There may be only one parents' advisory council for each school or Provincial school.*

*...A parents' advisory council, through its elected officers, may advise the Board, and the principal and staff of the school or Provincial school respecting any matter relating to the school or the Provincial school.*

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2. Meetings
3. Quorum and Voting
4. Election of Executive Members
5. Term of Office
6. Executive Structure
7. Duties of the Executive
8. Code of Ethics
9. Committees
10. Finances
11. Amendments
12. Property in Documents

# **CONSTITUTION**

## **SECTION 1: NAME**

The name of the Association shall be the \_\_\_\_\_ PARENT ADVISORY COUNCIL or \_\_\_\_\_ PAC. The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender or politics.

## **SECTION 2: PURPOSE**

1. To promote effective communication between the home and school.
2. To promote improvements in the educational program, facilities and culture of \_\_\_\_\_ School with a view to enhancing the student learning.
3. To encourage parents/guardians to participate in meaningful educational activities and decision making.
4. To strengthen the role of parents/guardians in the education of their children through professional development on the rights and responsibilities of parents within the education system.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
7. To advise the principal and staff on parents views on any matter relating to the school programs, policies, plans and activities.
8. To provide financial support for the goals of the PAC as determined by the membership.

## **SECTION 3: DISSOLUTION**

1. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
2. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the annual general meeting.
3. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of the principal of (name of your school) or the Secretary-Treasurer of School District No. 33.

4. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the General Account of the Council may be distributed to another parent advisory council or councils in School District No. 33 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
5. In the case of a school closure or substantive downsizing, (name of your school) PAC may, at its sole discretion, disburse funds from its Gaming Account to another eligible PAC to reflect the reassignment of students. Upon dissolution of the Council, all unused funds from the Gaming Account and assets purchased with gaming funds must be transferred to the Minister of Finance or, if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.

## **BYLAWS**

### **SECTION 1: MEMBERSHIP**

1. Membership shall be automatic to all parents/guardians of students registered at \_\_\_\_\_ School.
2. Each member shall be able to cast one vote.
3. Only voting members who are not employed by the school district in any capacity shall be eligible to hold an executive position. All executive members must have a criminal records check provided to the PAC or school.
4. Members of the school community who are not parents/guardians of students currently enrolled in the school may be invited in to become non-voting members of the PAC. Non-voting members cannot be elected to an executive position. There may not be more non-voting members than voting members at any time.

### **SECTION 2: MEETINGS**

1. General meetings shall be held on a regular basis during the school year to conduct current business (September to June).
2. The Annual General Meeting shall be held each \_\_\_\_\_ and shall include:
  - Presentation of the minutes from the previous Annual General Meeting
  - Presentation of the reports from the executive and any committee chairs

- Election of the new executive officers
  - Approval of financial statements and proposed budget
  - An audit or financial review report on the PAC finances
- (this is particularly important if there is a change in Treasurer)*
3. A Quorum at any meetings shall be three executive members plus those PAC members *in attendance*.
  4. The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaison with parents.
  5. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
  6. Additional meetings may be called by the Chairperson, or at the written request of at least \_\_\_\_\_ members.
  7. Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.
  8. Motions shall be passed by a simple majority with the exception of those that require 2/3 majority as per Robert's Rules of Order (*constitution and bylaws*). Where procedural problems should arise which cannot be resolved with the constitution, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.

### **SECTION 3: QUORUM AND VOTING**

1. Quorum at General Meetings and the AGM will be a minimum of 3 executive Officers plus those members in attendance.
2. Issues arising at any meeting shall be decided by a simple vote (50% + 1).
3. In the event of a tie vote, the motion is defeated.
4. The Chair does not have a second tie breaking vote.
5. Voting shall be done by the show of hands with the exception of the election of officers, as set out in Section 4 of the Bylaws, which shall be done by secret ballot. If there is more than one nominee, voting shall be done by secret ballot.
6. A motion to destroy the ballots is required after any ballot election.

7. There shall be no proxy voting.

#### **SECTION 4: NOMINATION AND ELECTION PROCEDURES**

Nominations and elections for the following positions will be held in this order:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. BCCPAC Representative
6. DPAC Representative
7. Member at Large
8. Member at Large

There shall be no proxy voting.

Robert's Rules of Order shall be used as the final authority to resolve any situation.

Procedure:

1. The Nomination and Election process is chaired by the Immediate Past Chairperson.
2. The Nomination Chairperson calls for nominations to a position. All nominees must be voting members of the PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

#### **SECTION 5: TERM OF OFFICE**

1. Term of office is from July 1<sup>st</sup> to June 30. (*follows the natural school year*)
2. No person shall hold more than one elected position at any one time.
3. Any elected PAC Executive member may serve on the executive for a limit of two consecutive terms in any one executive position.
4. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

5. The Immediate Past Chairperson shall hold that office for one year. This is a non-voting executive position.

## **SECTION 6: EXECUTIVE STRUCTURE**

1. The executive of the PAC shall be comprised of the Immediate Past Chairperson, Chairperson, Vice-Chairperson, Secretary, Treasurer, DPAC and BCCPAC representatives and two members at large.
2. The Immediate Past Chairperson may remain on the executive in a non-voting, advisory capacity to ensure a smooth transition for one year.
3. The executive may meet prior to each general meeting or as necessary to conduct the business of the PAC.
4. A quorum for all meetings of the executive shall be three executive members, one of which must be the Chairperson.
5. In the event all positions cannot be filled, the minimum to be viable is three, Chairperson, Secretary and Treasurer.

## **SECTION 7: DUTIES OF THE EXECUTIVE**

### **CHAIRPERSON**

The Chairperson shall:

1. Provide leadership
2. Ensure that the business of the PAC is proceeding effectively
3. Act as a spokesperson for the PAC
4. Preside at all meetings
5. Prepare an agenda for general and executive meetings
6. Be current on the \_\_\_\_\_ PAC Constitution, Bylaws and Meeting rules.
7. Read information sent to the PAC and distribute information to the members.
8. Collaborate with the Principal of the school to assist members

9. Appoint ad hoc committees as needed.
10. Consult PAC members regularly and keep them informed
11. Prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and other digital media and post on school website and /or bulletin board.
12. Be a signing officer for cheques and documents
13. Ensure the PAC is represented in school and district activities
14. Ensure a Nominations Committee is formed in March
15. Prepare an annual report for the Annual General Meeting
16. Ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting

#### **VICE-CHAIRPERSON**

The Vice-Chairperson shall:

1. Assist the Chairperson as required
2. Ensure that the business of the PAC is proceeding effectively
3. Know where to find resources to assist members
4. Maintain the PAC calendar of events and activities
5. Chair meetings in the absence of the Chairperson.
6. Prepare an annual report for the Annual General Meeting
7. Ensure that all relevant information regarding this position is passed on to the succeeding Vice-Chairperson by the June general meeting

#### **SECRETARY**

The secretary shall:

1. Record the minutes of all general and executive and Annual General meetings
2. Record the attendance at all general and executive meetings
3. Post the minutes of all PAC meetings within two weeks

4. Prepare a brief report following each general meeting to be included in the parents' newsletter and bulletin board or PAC website or Facebook.
5. Maintain all records of the PAC (Bylaws, Reports, minutes, etc.)
6. Know PAC constitution, Bylaws and Meeting rules
7. Is one of the three signing officers for cheques and documents
8. Prepare an annual report for the Annual General Meeting
9. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the June general meeting.

### **TREASURER**

The Treasurer shall:

1. Be responsible for all PAC funds
2. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
3. Maintain detailed accounts of all receipts and expenditures ensuring all expenditures are authorized by motion or through the approved budget.
4. Present a written report on the financial status of the PAC at all general meetings
5. Make books available for viewing by members upon request
6. Sign all cheques along with one other of the members who has signing authority
7. Ensure that another signing officer has access to the books in the event of their absence
8. Prepare a projected annual budget outlining the basic annual expenditures to be presented at the PAC Annual General Meeting
9. Have books ready for annual audit/review
10. Prepare an annual report for the Annual General Meeting
11. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end

### **DPAC DELEGATE**

The DPAC Delegate shall:

1. Represent the \_\_\_\_\_ PAC in the voting process at DPAC meetings
2. Report DPAC business back to \_\_\_\_\_ PAC meetings
3. Seek input from the PAC members for DPAC
4. Forward PAC school based issues to DPAC on requests of the PAC
5. Prepare an annual report for the Annual General Meeting
6. Ensure that all relevant information regarding this position is passed onto the succeeding DPAC Delegate by the June general meeting

### **PAST CHAIRPERSON**

The past Chairperson may:

1. Help smooth the transition between Chairpersons
2. Serve as an advisor to the Chairperson
3. Provide continuity of leadership
4. Assume specific tasks or responsibilities as requested by the Chairperson
5. May be asked to prepare an annual report for the Annual General Meeting.

### **BCCPAC REPRESENTATIVE** *(optional, resource asset)*

The BCCPAC representative shall:

1. Act as a liaison between the PAC and BCCPAC
2. To annually register PAC membership in BCCPAC
3. To provide the PAC executive with information from BCCPAC activities
4. To attend and/or encourage parent attendance at BCCPAC provincial conferences.

This is professional development for parents and assists in strengthening the parent voice to the Ministry of Education regarding parents' views on public education services.

### **MEMBERS AT LARGE** *(optional – orientation for future executives)*

The Members at Large shall:

1. Assist the executives with ideas and support during meetings

2. Assist the executive when needed for projects or other undertakings
3. Aid in communication with parents on the work of PAC.

### **SECTION 8: CODE OF ETHICS**

Any parent/guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:

1. Uphold the Constitution and Bylaws and policies of the \_\_\_\_\_ PAC
2. Perform duties with honesty and integrity
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
4. Work to ensure the wellbeing of students is the primary focus of all decisions
5. Respect the rights of all individuals.
6. Take direction from the members and ensure that they are represented.
7. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
8. Work to ensure that issues are resolved through due process
9. Strive to be informed and only pass on information that is reliable
10. Respect all confidential information
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings
13. All positions shall submit an annual report of their term in office



**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the \_\_\_\_\_ School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

## **SECTION 9: COMMITTEES**

1. The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees may be either standing or ad hoc in nature. Examples include: Fundraising Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Hot Lunch Coordinator, Constitution and Bylaws Review Committee and Nominations Committee.
3. Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.
4. The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.

## **SECTION 10: FINANCES**

1. The fiscal year shall run from July 1 to June 30 (*follows the school year*)
2. The PAC executive must present a preliminary budget at the Annual General Meeting.  
  
Amendments to the budget may be made by motion of the members at any general meeting.
3. All funds of PAC shall be on deposit in a financial institution registered under the Bank Act.
4. The executive shall name three signing officers, the treasurer, chairperson and secretary for banking and legal documents. Two signatures will be required for all cheques and documents one of which must be the Treasurer.
5. The executive shall ensure that no expenditures are made without approval by the membership.
6. A financial report will be presented at all general meetings.
7. There shall be an annual audit/ review of the financial records by a qualified community person who is not a member of the PAC.

## **SECTION 11: AMENDMENTS**

A review of the Constitution and Bylaws shall take place every three years by a committee consisting of at least three members including one executive member.

Amendments to the Constitution and Bylaws of the \_\_\_\_\_ School Parent Advisory Council may be made at the Annual General meeting providing:

1. Thirty (30) days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all members.
2. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution

## **SECTION 12: PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the chairperson when the member, executive member or committee member ceases to perform the task to which the papers relate.

A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.

Any subsequent amendments to the Constitution and By-laws must be forwarded to the Superintendent in the form of the amended and adopted document.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**904.2**

**ADMINISTRATIVE REGULATION**

**Insurance Extension Parent Advisory Councils**

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**AVAILABILITY OF LIABILITY INSURANCE COVERAGE:**

1. The school district's insurance coverage through the Schools Protection Program enables third party legal liability insurance coverage to be extended to include Parent Advisory Councils (PAC) and their members.
  - a) where the PAC has been recognized by the Board Policy 904 and
  - b) while they are engaged in activities connected to the school or school district
2. Other risks, such as property loss or damage or embezzlement of PAC funds, are not covered under the Schools Protection Program.
3. PACs have the option to purchase additional liability insurance for their organization from a private insurance carrier.

**COORDINATION OF INSURANCE WITH THE PARENT ADVISORY COUNCIL:**

1. Since insurance coverage is based on the activity being connected with the school district, PACs must solidify insurance coverage for an activity by obtaining the principal's sanction for the activity. Such sanctions may be in verbal or written form (see sample).
2. PACs are directed to communicate to their school principal the details of the organization and operation of their activity.
3. Principals are directed to communicate to their PAC:
  - a) liability risk management practices which the district utilizes with respect to the type of activity planned by the PAC and
  - b) the district's reporting procedures for any incidents which may occur and any claims which may arise (School Protection Program Incident Reports)

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Cross Refs: 904.1 AR - School Parent Advisory Councils, Form 905

Adopted: November 8, 2016  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**906.1  
ADMINISTRATIVE REGULATION  
Community Use of Facilities**

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The Board of Education, in providing Community Use, will reserve the right to:

- Adjust fee schedules to reflect costs of community use
- Charge an administration fee
- Request the first and last months' charges in advance
- Request a security deposit

**SITES, FACILITIES AND RESOURCES:**

The following chart outlines the types of sites and facilities available for community use.

<b>Sites</b>	<b>Facilities</b>	<b>Specialty Areas</b>
Outdoor Use <ul style="list-style-type: none"><li>• Tennis courts</li><li>• Covered areas</li><li>• Parking lots</li></ul> *Playing Fields	Gymnasiums Multi-purpose room Drama Room Classroom Library Theatre Kitchen – Community	Computer Lab Cafeteria Showers/change rooms Meeting Rooms Home Ec. Room Weight Room Dance Room Band Room

\*The City books Playing Fields (excluding Cultus Lake Community School) after 6pm and on weekends when school is in session (September to June).

The following school district policies apply to all users of buildings and grounds:

- no alcohol on school district property
- no smoking on school district property

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Cross Refs: Board Policy 422: Smoking, Board Policy 500: Drugs and Alcohol

Adopted: February 28, 1979

Reviewed:

Revised: June 28, 1994, October 24, 1995, April 27, 1999, October 24, 2000, April 23, 2002, April 9, 2003, May 23, 2008, September 16, 2014, July 2014, July 2015

## ADMINISTRATION:

### Sites Facilities and Resources:

There are three booking options, dependent on the site and/or facilities desired, within the Chilliwack School District:

1. NLC Booking Clerk (all sites except for Community Schools)
2. Community Schools
  - a. Central Elementary Community School Society
  - b. Cultus Lake Community School Society
  - c. Greendale Elementary Community School Society
  - d. Promontory Heights Elementary Community School Society
  - e. Rosedale Traditional Community School Society (NLC)
  - f. Yarrow Elementary Community School Society (NLC)
3. The City of Chilliwack (fields only)

### Fees and User Rates:

The Fee Schedule by Category (pg. 5) provides base rate costs for facilities and resources. Rates may be adjusted annually on July 1<sup>st</sup> to reflect the Canadian Consumer Price Index.

## SITES, FACILITIES AND RESOURCES USAGE:

Usage shall be placed into two categories:

1. **School day use:** Any day that school is in session shall be determined as school day use, school based functions will have primary usage.

School Use	After School Use
7:00am – 5:00pm	5:00pm – 10:00pm

2. **Community School/NLC Use**  
Spaces may be available from 7:00am until 10:00pm upon request.

**NOTE:** On school closures including Spring Break, Christmas Break, Pro-D Days, and Statutory Holidays, there will be limited rentals through the school district (with the exception of long term rentals such as Church rentals). These rental requests will be considered during these closure times at an increased rental rate.

## **DETERMINING PRIORITY FOR USE OF FACILITIES:**

In order to ensure that all sectors of the community have access to school district facilities on an equitable basis, the following guidelines have been established.

Where user groups may desire the same time frame in the same room of a building, the following factors will be taken into consideration:

- Priority Usage (as per category definitions)
- Potential for alternate venues within School District
- Payment history (if applicable)
- Previous history of the users
- Long-term booking vs. one-time booking
- Date of booking
- Any notable emergent factor

### **Category Definitions:**

- C1** School District based (includes School/PAC sponsored events, employee wellness)
- C2** Youth/family groups that provide programming/services facilitated or coached by volunteers.
- C3** All adult or family/youth groups/events, health services community, club etc. that provide programming and services by paid facilitators or coaches or are not education based.
- C4** Business/political/church.

**\*License to Occupy** for all long-term tenants. Prices will reflect appropriate category.

## USER CHARGES

The Fee Schedule by Category (pg. 5) reflects the different types of users and the different types of facilities or equipment used. The categories reflect the basic costs for use with school and youth groups receiving cost reductions.

Commercial and profit-oriented ventures are charged more as they are offsetting building costs by using school district facilities.

Additional charges may apply.

User Category	Labour Costs	Security Deposit
Category 1	as required	n/a
Category 2	as required	as required
Category 3	as required	as required
Category 4	as required	as required

## BASE RATE CHARGES FOR RESOURCES

Costs are based on item per day of use. Risers, stages and public address equipment require set-up by school district personnel.

	Cost	Labour	Security Deposit
Chairs	\$0.35/chair	as required	as required
Choral Risers	\$30.00	as required	as required
Stages 12 pieces	\$120.00	as required	as required
PA equipment	\$120.00	as required	as required

Other district resources may be made available based on individual use requirements and negotiated charges.

- Liability insurance is required for the above.
- Resources may only be rented in conjunction with a facility booking.

**FEE SCHEDULE BY CATEGORY:** (calculated per hour)

AREA	C1	C2	C3	C4
Classroom	School based	5.05	7.60	10.10
*Specialty Room i.e.: dance, music, home economics, drama, conference room	School based	6.05	9.10	12.10
Multi-Purpose Room	School based	7.60	11.40	15.15
Multi add Kitchen	School based	5.05	5.05	5.05
Library (small)	School based	7.60	11.40	15.15
Library (medium)	School based	9.10	13.65	18.20
Library (large)	School based	10.60	15.90	21.20
Gymnasium (small)	School based	10.10	15.15	20.20
Gymnasium (medium)	School based	12.60	18.90	25.25
Gymnasium (large)	School based	15.15	20.20	30.30
**Change Rooms	School based	10.10	10.10	10.10
Alumni Hall	School based	30.30	40.40	50.50
Alumni Servery (w/booking of Alumni or other room)	School based	5.05	5.05	5.05
Computer Lab	School based	30.30	40.40	50.50
NLC Community Kitchen	School based	8.10	12.10	16.15
RTCS Multi-purpose A	School based	10.10	15.15	20.20
RTCS Multi-purpose B	School based	15.15	20.20	25.25
RTCS Multi Kitchen (w/booking of MPR or other room)	School based	5.05	5.05	5.05
Yarrow Multi-purpose	School based	10.10	15.15	20.20
SSS Pit Area (MPR)	School based	9.10	13.65	18.20
CSS Multi-purpose (Grand Hall)	School based	15.15	20.20	25.25

Theatres:

Theatre (GW Graham) capacity: 360	Booked upon special request. Contact Chilliwack NLC for details.			
Theatre (CSS) capacity: 150	Booked upon special request. Contact Chilliwack NLC for details.			
Theatre (McAstocker) capacity: 125	Charges waived	15.15	30.30	45.45

\*Special permission is required for booking

\*\* Available only with a gym rental

- Prices are hourly and reflect per session/booking
- Additional charges will apply for use of audio visual equipment
- Rates will increase annually to reflect inflation
- GST will be applied to all charges
- Labour charges and security deposits - as required

## COMMUNITY USE OF FACILITIES Rental Regulations/Agreement

1. Community Use Bookings are made at the Chilliwack NLC (46361 Yale Road) during regular office hours. For more information call 604-701-4978 or email: [bookingclerk@sd33.bc.ca](mailto:bookingclerk@sd33.bc.ca)
2. Chilliwack Neighbourhood Learning Centre (NLC) bookings are made by calling (604) 701-4978 or by fax (604) 701-4977.
3. Community Schools bookings are made by contacting the Community School directly:

Central Elementary Community School Society:	604-792-8539
Cultus Lake Community School Society:	604-858-7192
Greendale Elementary Community School Society:	604-823-7281
Promontory Heights Elem Community School Society:	604-858-2999
Rosedale Traditional Community School Society/NLC:	604-378-0300
Yarrow Elementary Community School Society/NLC:	604-823-0257
4. All activities that are not school district based functions require a signed contract that has been paid in accordance with the arrangements made at the time of booking, as well as proof of insurance, prior to the starting date. Outstanding accounts may result in loss of privileges. The school district may charge interest of 1.5% per month on overdue accounts.
5. School District Central Office Administration reserves the right to cancel community events.
6. All rentals and lease agreements are subject to cancellation in the event of a strike or labor dispute.
7. User groups are required to provide written notification of intent to cancel a booking a minimum of two business days (48 hours) prior to start date in order to receive a refund.
8. School District resources and equipment such as nets, basketball hoops, mats and standards may be used. This must be indicated on your rental agreement. For use of audio-visual equipment, arrangements must be made at time of booking.
9. Sports equipment used in the gymnasium must be designed for indoor use.

10. The doors to the facility will be kept locked until 15 minutes prior to the booking and the facility is to be vacated promptly at the end of your requested time slot.
11. The adult supervisor in charge of the rental is responsible for admitting participants, their conduct, and ensuring they stay in the area specified on the rental agreement.
12. Smoking, alcoholic beverages and illegal drugs are prohibited on all school district sites.
13. Appropriate footwear must be worn at all times in the school building. For gymnasiums, running shoes must be non-marking.
14. Renters will be held responsible for any damage and all costs incurred during their use of the facility.
15. It is the renter's responsibility to arrange and maintain liability, tenant's liability and other insurance (two million) as may be deemed appropriate and prudent during the rental period. School District 33 Chilliwack must be named as additional insured.
16. This rental agreement applies to the dates indicated on the rental agreement.
17. The School Board reserves the right to deny access to School District facilities. As per Policy 906 "School District facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district."
18. A copy of all advertising materials, pertaining to the rental, must be provided to the School District prior to distribution.
19. Food and/or drinks may not be consumed in school gymnasiums unless otherwise indicated in the rental agreement. Clean-up charges will be determined at the time of booking.

The renter agrees that there is no warranty expressed or implied on the part of Chilliwack School District as to the stability or conditions of the school premises and that the renter accepts that said premises at his/her own risk. The renter covenants to indemnify and save harmless the Board from all loss, cost and damages which may arise as a consequence either directly or indirectly of the granting of this agreement. The renter understands and agrees that this agreement may be revised or cancelled at anytime with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages or expenses. The party signing on behalf of the user must be at least 19 years of age.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**907.1  
ADMINISTRATIVE REGULATION  
Education, Business and Community Partnerships**

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**GUIDELINES:**

**DEFINITION:**

A partnership is a cooperative relationship between schools/school district and community organizations in which both parties work towards a mutually agreed upon initiative.

**PROCEDURES:**

Partnerships may be initiated at the school or district level. All new proposals must be submitted, in writing, to the Superintendent or designate for initial approval prior to submission and communication. Submissions should provide sufficient details to support the decision on whether or not to approve the proposed partnership.

Partnership proposals must include evidence that all concerned parties have been consulted in the development of the proposal. The District will strive to maintain a registry of partnerships to ensure equity of partnership opportunities across the district.

**PRINCIPLES:**

Each partnership proposal must:

1. Be consistent with the district and school mission statements and objectives.
2. Ensure consistency with the ethics and core values of all partners.
3. Support curriculum and be consistent with district policy.
4. Serve an identifiable educational need that will enhance the quality and relevance of student programs rather than serve a commercial motive.

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Cross Refs:

Adopted: September 27, 1997  
Reviewed:  
Revised: November 27, 2006

5. Be based upon shared objectives, expectations and social responsibilities towards education.
6. Be mutually beneficial to partners and treat fairly and equitably all those served by the partnership.
7. Have clearly defined roles and responsibilities for each partner.
8. Be free of any real or perceived conflict of interest on the part of the Board, its employees, employees' families or friends.
9. Not directly or indirectly exploit students or exert pressure on students, parents or school community to support any commercial enterprise.
10. Be for a specified term and include a cancellation policy.
11. Include a process for regular review.
12. Ensure sponsor recognition and corporate logos are for identification rather than commercial purposes.
13. Support activities that complement and not replace public funding for education.
14. Involve individual participants on a voluntary basis.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**908.1  
ADMINISTRATIVE REGULATION  
Historical Records Preservation**

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Under the direction of the Secretary Treasurer, the following shall serve as a guide to the selection, storage and access to school district records donated to the Chilliwack Museum and Historical Society.

1. That school district information, not required by law to be kept under school district jurisdiction (personnel files and in-camera minutes exempt) and deemed historically significant by the Chilliwack Museum and Historical Society be transferred to the Museum Archives to be catalogued and preserved.
2. Once in the archives, access to the records will not be restricted but will be under the supervision of a professional archivist.
3. Any loaned materials must be listed in an inventory chart and signed over via a standard gift agreement.
4. Records for donation to the Chilliwack Museum and Historical Society shall be 50 years or older.

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Cross Refs: Retention of Records 806(P)

Adopted: October 26, 1999  
Reviewed: January 24, 2006  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**910.1  
ADMINISTRATIVE REGULATION  
Advertising in Schools**

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The Superintendent is authorized to determine the appropriateness of advertising materials used in schools.

**COMMERCIALY SPONSORED CONTESTS:**

The participation of students in essay, poster and similar contests which may have educational value must be authorized by the Superintendent of Schools. School staff members shall not be required to promote or judge such contests or events.

In general, the promotion of sales or support by canvassing, advertising, or by other means, on the part of any person, firm or organization on school premises is not appropriate. Canvassing, advertising, selling or offering to sell goods, services or merchandise to staff or students requires prior approval, and may be approved in a very restricted way in the schools of the District.

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Cross Refs:

Adopted: December 6, 1978  
Reviewed:  
Revised: June 17, 2015

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**911.1  
ADMINISTRATIVE REGULATION  
Community Schools**

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**SCHOOL BOARD APPROVAL:**

1. Informal School Board sanction, or approval in principle, is requested from interested groups or individuals prior to proceeding with planning.
2. To obtain community school status, applications must be presented to the School Board prior to April 1st for approval for the following school year.
3. The application must be submitted by a non-profit registered society under the Societies Act of British Columbia.
4. The final submission must contain:
  - a) Proof of non-profit society status.
  - b) A constitution for the community school society.
  - c) Statement of goals and objectives with emphasis on services to children, youth, and families.
  - d) A list of the society board members.
  - e) A proposed budget.
  - f) A needs survey conducted in the community to assist in the planning of programs and activities.
  - g) A list of proposed activities.
  - h) Proof of liability insurance.
  - i) Dispute resolution.
5. The principal (or designate) shall be a member of the society board and acts as a representative of the school district.

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Cross Refs:

Adopted: January 9, 2001  
Reviewed:  
Revised: November 27, 2006

**ACCOUNTABILITY:**

1. The society will conduct a needs assessment as necessary in the community and share the results of the assessment with the community and with the School Board.
2. The society shall report annually to the School Board not later than June of each year. The report should include:
  - a) The expenditures for the past year and the proposed budget for the following year.
  - b) The programs and activities completed during the year.
  - c) Plans for the coming year.
  - d) Assessment and evaluation of the programs operated by the community school
  - e) Compliance with Society Act requirements.
3. The School Board will give reasonable notice of any proposed plans/changes that could affect the operation of the community school by the society in the coming year in sufficient time to plan and revise programs.
4. The School Board, with proper justification, has the authority to remove a community school status. Such a removal will be done only under extraordinary circumstances and with full consultation with the society and the community affected.

**USE OF FACILITIES AND EQUIPMENT:**

1. Where a joint-use agreement exists both parties will operate within the terms and intent of the agreement. Any joint-use agreement established prior to the formation of the community school takes precedence. The Society will be provided with a copy of the existing joint-use agreement.
2. The Society will consult with the principal to determine the areas and equipment in the school that the Society may wish to use or the Society's equipment that the school may wish to use. All approvals and agreements will be in writing and a copy of such shall be maintained in the principal's office and the community school coordinator's office.
3. The Society may be assessed an annual fee for the community related program by the School Board to assist the School Board in the maintenance and operation of the school. This fee will be established in consultation with the Society. The date and process for payment of the fees will be determined through consultation with the Society. In return, the Society will be granted appropriate access to the building and use of the facilities, subject to the approval of the principal.

4. Depending on the nature of the activity, the Society will use the services of school district custodians. If, in the opinion of the principal, a custodian is required to clean part or all of the school as a result of community school activities, the principal is authorized to bring in a custodian and charge the hours to the community school Society.

**PROGRAMMING:**

1. Programming shall be based on a demonstrated community need with emphasis on children, youth and family programs.
2. The principal has ultimate authority for the supervision of the building. If, in his/her opinion, a program offered by the community school is in any way detrimental to the facility or school equipment or contravenes School Board policies, the principal has the authority to cancel that activity with reasonable notice. Any such decision by a principal may be appealed directly to the Superintendent of Schools.
3. Community use bookings shall be administered by the community school Society.
4. Existing programs offered prior to the establishment of the community school shall be considered by the principal (or designate) and the Society for continuation.

**COMMUNITY SCHOOL COORDINATOR:**

1. Each Society shall, in consultation with the principal (or designate), develop a community school coordinator's role description.
2. The coordinator shall be appointed and employed by the Society.
3. The coordinator shall work in consultation with the principal. The responsibilities of the coordinator shall be determined by the Society in consultation with the principal (or designate).

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**918.1  
ADMINISTRATIVE REGULATION  
General Guidelines for Fund Raising**

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The following guidelines are provided to schools contemplating fund raising activities.

1. Fund raising should be planned with a clear purpose and consistent with Board policies.
2. Fund raising goals should be directed to items and activities that are not supplied by the School Board or Ministry of Education. This may not preclude fund raising to supplement items normally supplied by the Board or Ministry.
3. Planning for fund raising should involve school administration, staff, the parent advisory council, students and community members as appropriate.
4. It is expected that schools will confine their fund raising efforts to their defined catchment area when door to door solicitation is involved.
5. Fund raising activities that include soliciting must have adult coordination and supervision.
6. Secondary schools may not approach elementary school to solicit support for a fund raising project in which there is no sharing of financial return.
7. When selecting a fund raising activity the age of the students should be taken into consideration.
8. Fund raising activities should be planned around the voluntary participation of students, teachers and families.
9. In cases of individual family financial need sensitivity must be shown to avoid possible embarrassment of students, parents or guardians when funds are solicited.

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Cross Refs:

Adopted: August 29, 1995  
Reviewed:  
Revised:

10. Funds are normally raised with a specific project in mind. Funds should be expended for the established purpose. School fund raising activities are not viewed as a means to build a large reserve of uncommitted school funds. Funds raised in excess of project needs should be directed towards other appropriate school purposes.
11. Planning for fund raising activities should also include:
  - if a product is involved its quality and type
  - a consideration of the costs and time involved versus the fund raising potential of the activity
  - avoiding the exploitation of students in advancing a particular commercial enterprise, exerting undue pressure to obtain student or family participation, or any direct monetary benefit to any employee or volunteer
  - minimize the use of class time
  - fitting the activity and supervision to the age and maturity level of the students
  - offering adequate orientation on the charity or activity
  - not over-extending students, staff or parents
  - determining the acceptability or desirability of competitions and sales incentives for the school and the activity.

From time to time the Superintendent may survey schools on fund raising activities.

**HANDLING OF FUNDS:**

1. Funds accumulated through fund raising shall be administered according to commonly accepted accounting practices. Periodic reports on the expenditure of funds raised shall be made to those involved.
2. All monies collected from school fund raising activities shall be deposited in a chartered bank or credit union in the name of the school. Withdrawals shall require the signatures of at least two approved individuals including the principal or designate.
3. Funds raised by the Parent Advisory Council (PAC) in joint ventures on behalf of and in the name of the school would require authorized PAC signatures and may include the signature of the principal or designate for the purposes of withdrawal of funds from a PAC account.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**919.2  
ADMINISTRATIVE REGULATION  
Services for Handicapped Students**

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**INDEPENDENT SCHOOLS:**

Independent schools may be provided with service for handicapped students on a fee for service for handicapped students on a fee for service basis if such services are available after the needs of School District No. 33 (Chilliwack) students have been met.

The Superintendent of Schools shall report any such arrangement to the Board of Education.

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Cross Refs:

Adopted: January 27, 1982  
Reviewed:  
Revised:

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**920.1  
ADMINISTRATIVE REGULATION  
Smudging Ceremonies**

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1. The amount of material used in a Smudging Ceremony varies. The smoke associated with this ceremony lasts for up to 12 hours.
2. Smudging on Chilliwack School District premises must have prior appropriate approval and be conducted in a controlled environment. Designated areas must be limited and only those areas identified by the principal, site administrators, or district personnel, as being appropriate for the ceremonies are to be used.
3. Locations that have been requested, and reviewed and approved by the principal, shall be inspected prior to the Smudging Ceremony by Facilities Management to insure proper ventilation, smoke alarms and fire extinguishers are available and in working condition. Ventilation will be shut down, smoke detectors covered and one person assigned to fire watch for the duration of the event.
4. In order to address any inquiries and to address concerns of those who may have allergies or other medical concerns, notification should be posted and an email sent to building occupants one week in advance of when smudging ceremonies are to occur, with contact information, time, and occasion.
5. A sign shall be placed on the door of the area being used for the Smudging Ceremony and will provide contact information. The sign shall remain posted until the smudge smoke has dissipated.
6. Monitoring of the impact of the Smudging Ceremony will take place the following day of the ceremony by the principal, and reported to the Superintendent or designate through the Smudging Ceremony Follow-Up Report Form.



**Smudging Ceremonies  
Report**

School/Site Name:	
Date of Smudging Ceremony:	
Time of Smudging Ceremony (including educational intro if applicable):	
Products that will be used i.e. cedar, herbs, grasses, tobacco etc.:	
Type of Smudging Ceremony i.e. room or individuals (how many people) or both:	
Group Approved for Smudging Ceremony:	
Name and contact info of person conducting the Ceremony:	Name: Phone:
Room Used for Smudging Ceremony:	
Checklist of Requirements:	
<input type="checkbox"/> Approval for Smudging Ceremony by School Principal <input type="checkbox"/> Site inspection by NLC Facilities Manager <input type="checkbox"/> Advance Notice – email to building occupants one-week in advance of Smudging Ceremony, including contact information, time and occasion <input type="checkbox"/> Sign on door of room including contact information, time and occasion <input type="checkbox"/> Next day follow-up & form submitted to Superintendent/designate	
Impact of Smudging Ceremony – Next Day Follow-Up (comments):	

Signature of Principal:

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