



**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
(Live Streamed and Recorded)**

**AGENDA**

**June 13, 2023**

**5:30 pm**

---

**1. CALL TO ORDER – School District Office**

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the May 9, 2023 meeting be approved as circulated.)

**2. PRESENTATIONS**

- 2.1. Strategic Plan Presentation: 90 Day Cycle Update

**3. INFORMATION ITEMS**

- 3.1. Audit Working Committee Report
- 3.2. Education Policy Advisory Committee Report
- 3.3. Student and Family Affordability Fund Update
- 3.4. BCSTA Report
- 3.5. Trustee Written Reports

**4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**5. ACTION ITEMS**

- 5.1. Schedule of Board Meetings Amendment
- 5.2. 2023 – 2024 Preliminary Budget – 2<sup>nd</sup> & 3<sup>rd</sup> Reading and Adoption
- 5.3. Board Support for National Pride Month in Canada

- 5.4. Policy Renovation Project – Policies to be Reaffirmed
  - 5.4.1. Policy 221 – District Parents’ Advisory Council
  - 5.4.2. Policy 310 – Student Expectations, Rights and Responsibilities
  - 5.4.3. Policy 313 – Safe Schools
  - 5.4.4. Policy 314 – Student Substance Use
  - 5.4.5. Policy 360 – Inclusion
  - 5.4.6. Policy 433 – Provision of Menstrual Products
- 5.5. Policy Renovation Project – Policies to be Repealed
  - 5.5.1. Board Reg 300.2 – School Administrative Entitlements
  - 5.5.2. Policy 416 – Exchange Teaching
  - 5.5.3. Policy 430 – Staffing Allocations
  - 5.5.4. Policy 508 – Distance Learning Ordinarily Resident
  - 5.5.5. Policy 513 – Student Safety Equipment
  - 5.5.6. Policy 517 – Health Promoting Schools
  - 5.5.7. Policy 533 – Maintenance of Order & Policy 717 - Trespassing

**6. MEETING SUMMARIES**

**7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**8. ADJOURNMENT**

- 8.1. Next Board of Education Meeting: September 13, 2023 at 5:30pm (or June 27, 2023 if approved)



**MINUTES OF THE REGULAR MEETING  
The Board of Education  
School District #33 (Chilliwack)**

**Date of Meeting:** Tuesday, May 9, 2023

**Location:** School District Office

**Members Present:**

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Richard Procee
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

**Staff Present:**

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Secretary Treasurer	Mark Friesen
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Director of Facilities and Transportation	Allan Van Tassel
Executive Assistant	Talana McInally

---

**1. CALL TO ORDER**

**1.1. Call to Order**

The Board Chair called the meeting to order at 5:33 p.m. – **Welcome, Acknowledgment of Traditional Territory**

**1.2. Adoption of the Agenda**

**83.23** Moved by: Trustee Reid  
Seconded by: Trustee Westerby

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**84.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the minutes of the April 18, 2023 Regular Board Meeting be approved as circulated.

**CARRIED**

**2. PRESENTATION**

**2.1. Delegation Presentation: School Based Mentoring Program**

Cheryl Unger, Program Manager for Big Brothers Big Sisters of the Fraser Valley, presented on the Chilliwack In-School Mentoring Program, Human Service Career Enrichment Program and Afterschool Group Program.

This delegation presentation is granted through Bylaw 5 – Board Meeting Procedures, item # 6 – Delegations.

**2.2. Presentation: Mémihelhtel Program**

David Manuel, Assistant Superintendent, Brenda Point, District Principal of Indigenous Education, and Breanna Miller, Youth Services Manager from Mémihelhtel presented on the Mémihelhtel Program.

**3. INFORMATION ITEMS**

**3.1. Budget Advisory Committee Report**

The Board of Education received the Budget Advisory Committee minutes of the May 4, 2023 meeting.

**3.2. Education Advisory Committee Report**

The Board of Education received the Education Policy Advisory Committee minutes of April 17, 2023 meeting at which the following policy was recommended to be reaffirmed:

- Policy 315: Weapons

**3.3. Quarterly Financial Report**

Secretary Treasurer Simone Sangster presented the Quarterly Financial Report of March 31, 2023.

**3.4. BCSTA Report**

Trustee Reid provided an update on matters related to the BCSTA.

**3.5. Trustee Written Reports**

Trustees submitted written reports listing key activities they've attended since the last board meeting as well as upcoming events.

**4. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

- No comments or questions were received

**5. ACTION ITEMS**

**5.1. 2023-2024 Preliminary Budget – 1<sup>st</sup> Reading**

**85.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education approve the first reading of 2023-2024 Annual Budget Bylaw at the May 9, 2023 Regular Board Meeting in the amount of \$213,172,760.

**CARRIED**

Meeting Recessed at 7:01 pm  
Meeting called back to order at 7:07 pm

**5.1.1. Schedule of Board Meetings**

**86.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education approve the following option for the 2023 – 2024 school year Board of Education meetings and Learning Sessions:

Board Meeting Schedule – 10 meetings  
Board Learning Sessions – 12 sessions

**CARRIED**

**5.2. Chilliwack Youth Health Centre Rent Relief Extension**

**87.23** Moved by: Trustee Reichelt  
Seconded by: Trustee Westerby

THAT the Board of Education extend the end-date of the rent relief provided to the Child Youth Health Centre (CYHC) to December 31, 2023 (previously June 30, 2023).

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs**

**5.3. Policy Renovation Project**

**5.3.1. Policy 315: Weapons**

**88.23** Moved by: Trustee Swankey  
Seconded by: Trustee Bondar

THAT the Board of Education reaffirm Policy 315 Weapons - (515 Weapons) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its April 17, 2023 meeting.

**CARRIED**

**5.3.2. Policy 517: Health Promoting Schools**

89.23 Moved by: Trustee Maahs  
Seconded by: Trustee Westerby

THAT the policy be referred to EPAC for review.

**CARRIED**  
For: Bondar, Maahs, Reid, Westerby  
Opposed: Procee, Reichelt, Swankey

**5.3.3. Policy 520: Adult Student Fees**

90.23 Moved by: Trustee Bondar  
Seconded by: Trustee Swankey

THAT the Board of Education repeal Policy 520 Adult Student Fees.

**CARRIED**

**5.3.4. Policy 532: Extra Curricular School Sports**

91.23 Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 532 Extra Curricular School Sports.

**CARRIED**

**5.3.5. Policy 602: Conducting Research Studies in Schools**

92.23 Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 602 Conducting Research Studies in Schools.

**CARRIED**  
For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs

**6. MEETING SUMMARIES**

**April 18, 2023 In-Camera Meeting**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Talana McInally

1. HR Report
2. Capital Plan Priorities

**April 25, 2023 Board Learning Session**

Trustees: Willow Reichelt, Carin Bondar, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Kirk Savage, Paula Jordan, David Manuel, Shawna Peterson, Karen Allan, Nicole Driscoll

1. Elementary Literacy Collaboration (ELC) Assumptions
2. ELL Support Model

**7. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

- No comments or questions were received

**8. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

**7.1. Next Board of Education Meeting Date**

**Tuesday, June 13, 2023  
5:30 p.m.  
School District Office**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

## BOARD OF EDUCATION

### PRESENTATION

**DATE:** June 13, 2023

**TO:** Board of Education

**FROM:** David Manuel, Assistant Superintendent  
Kirk Savage, Assistant Superintendent  
Paula Jordan, Assistant Superintendent  
Rohan Arul-pragasam, Superintendent

**RE: STRATEGIC PLAN UPDATE – 90-DAY CYCLE UPDATE**

---

The senior leadership team will provide an update on the 90-Day Cycle as part of a continuous improvement cycle and progress updates in reference to Strategic Plan goals.

#### **Goal: Literacy**

We are dedicated to ensuring that students are proficient in foundational literacy skills and increase their abilities, confidence and willingness to engage with language to acquire, construct and communicate in meaningful ways from Early Learning Years (pre-K) through to Grade 12.

#### **Goal: Numeracy**

We are dedicated to ensuring that all students become proficient in numeracy skills that allow them to create, apply and conceptualize mathematics in real world situations from Early Learning Years (pre-K) through to Grade 12.

#### **Goal: Human & Social Development**

We celebrate diversity, embrace inclusion and foster a sense of belonging to ensure all students thrive. Equity and inclusion are foundational to learning and leading, and are critical to success, wellbeing and fulfillment.

#### **Goal: Transitions**




Students experience pivotal transition points throughout their education, from pre-K to Kindergarten, from grade to grade, school to school, and from school to post-secondary or work situations. We acknowledge our responsibility to support all learners, so they successfully complete their education (pre-K through to Grade 12) with a sense of dignity and purpose, and opportunities to meet their goals.



## Numeracy



- Numeracy Framework - the curriculum department has developed a numeracy framework to share with schools in September 2023
- Indigenizing numeracy curriculum - A kindergarten SNAP kit will be created for every elementary school and ready for teachers to use in September 2023

## Literacy



- Literacy framework has been developed with the 5 pillars of reading and based on the foundation of executive functioning skills 
- Early Learning update - the May 17th early learning fair had over 500 families and 30 community tables 
- Physical Literacy and Athletics - over 40 educators participated in this workshop to learn about and celebrate physical literacy 



## Transitions

- Indigenous Awards night - over 1200 students were recognized for citizenship, leadership, achievement and graduation 
- Careers lunch and learn - 36 district and school staff attended a session to review our current programs and plans for the future 
- 90 Day Cycle - KSS students involved in the Student Engagement Project

## Human and Social

- Over 300 CUPE staff members engaged in the learning opportunity, "Growing Together" 
- Update on the work of the Mental Health and Behaviour team 
- 90 Day Cycle - Watson elementary school's kindness project

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Heather Maahs, Audit Committee Chair  
**RE:** **AUDIT WORKING COMMITTEE REPORT**

---

The Board of Education will receive the Audit Working Committee Report of June 6, 2023.

# Minutes

Audit Working Committee Meeting  
June 6, 2023



Chilliwack  
School District

## AUDIT WORKING COMMITTEE MEETING

Meeting Held Tuesday, June 6, 2026 – 3:00 p.m.  
Remotely – via Zoom

Attendance:	Heather Maahs Richard Procee Willow Reichelt Michael Olson	Chair Trustee Trustee Community Member
Staff:	Simone Sangster Mark Friesen Kristy Hodson Talana McInally	Secretary Treasurer Assistant Secretary Treasurer Manager of Finance Executive Assistant (Recorder)
Also in Attendance:	Tim Holloway David Swankey	KPMG Trustee
Regrets:	Rohan Arul-pragasam	Superintendent

### 1. **CALL TO ORDER – WELCOME & LAND ACKNOWLEDGEMENT**

Meeting was called to order at 3:04 p.m.

### 2. **APPROVAL OF AGENDA**

The Agenda was approved by unanimous consent.

### 3. **APPROVAL OF MINUTES**

Mover: Mike Olson

Seconder: Richard Procee

**THAT the minutes of the September 8, 2022 meeting be approved as circulated.**

**CARRIED**

# Minutes

Audit Working Committee Meeting  
June 6, 2023



## 4. AUDIT PLANNING - KPMG

Tim Holloway, KPMG, reviewed the audit planning report outlining the planned scope and timing for the audit of the financial statements of SD33 (Chilliwack) for the year ending June 30, 2023.

Key deliverables and milestones were identified. The Audit Findings Report will be presented to the Audit Working Committee and then to the Board in September.

## 5. ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

DRAFT

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** David Swankey, Education Policy Advisory Committee Chair  
**RE:** **EDUCATION ADVISORY POLICY COMMITTEE REPORT**

---

The Board of Education will receive the Education Policy Advisory Committee minutes of May 15, 2023 and June 5, 2023 from which the following policies were referred to the Board of Education:

May 15, 2023:

- Policy 310: Student Expectations, Rights and Responsibilities
- Policy 313: Safe Schools
- Policy 314: Student Substance Use

June 5, 2023

- Policy 221: District Parents' Advisory Council
- Policy 360: Inclusion
- Policy 517: Health-Promoting Schools

# Minutes



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held May 15, 2023 – 6:00 p.m.

Via Zoom

---

<b>Attendance:</b>	David Swankey Willow Reichelt Teri Westerby Sharon Bernard Noel Sharman Niki Wiens Britt Hailstone Lorie McLaren Katie Bartel Jessica Clarke	Trustee Trustee Trustee CPVPA CPVPA Management Group CTA CUPE DPAC DPAC
<b>Staff:</b>	Rohan Arul-pragasam Lisa Champagne David Manuel Brenda Calendino	Superintendent Executive Assistant Assistant Superintendent District Principal, Student Services

**Regrets:** *Claire Pinckney, Student, SSS; Loren Muth, IEAC*

### 1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:01 p.m.

### 2. APPROVAL OF AGENDA

THAT the Agenda be approved as circulated by consensus.

**CARRIED**

### OLD BUSINESS

#### 3. POLICY 313 SAFE SCHOOLS

The committee reviewed this revised policy and suggested minor changes.

Moved by: Britt Hailstone

Seconded by: Sharon Bernard

THAT REVISED Policy 313 – Safe Schools be referred to the Board of Education for approval.

**CARRIED**

#### 4. POLICY 310 STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

The committee reviewed this revised policy and suggested minor changes.

Moved by: Sharon Bernard

Seconded by: Jessica Clarke

THAT REVISED Policy 310 – Student Expectations, Rights and Responsibilities be referred to the Board of Education for approval.

**CARRIED**

#### 5. POLICY 314 STUDENT SUBSTANCE USE

The committee reviewed this revised policy and suggested minor changes.

Moved by: Sharon Bernard

Seconded by: Britt Hailstone

THAT REVISED Policy 314 – Student Substance Use be referred to the Board of Education for approval pending review from the Indigenous Education Advisory Committee.

**CARRIED**

#### 6. POLICY 360 INCLUSION

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 360 – Inclusion considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

**CARRIED**

### NEW BUSINESS

#### 7. POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL

The committee reviewed this revised policy and suggested changes.

It was recommended that staff review Policy 221 – District Parents' Advisory Council considering all feedback from the committee and make adjustments prior to its return to the next Education Policy Advisory Committee meeting.

**CARRIED**

**ADJOURNMENT 7:17 p.m.**

# Minutes



## REPORT OF THE EDUCATION POLICY ADVISORY COMMITTEE

Meeting Held June 5, 2023 – 6:00 p.m.

Via Zoom

---

<b>Attendance:</b>	David Swankey Willow Reichelt Teri Westerby Sharon Bernard Noel Sharman Britt Hailstone Tracy O'Hara Lorie McLaren Loren Muth Katie Bartel Jessica Clarke	Trustee Trustee Trustee CPVPA CPVPA CTA CUPE CUPE Indigenous Education AC DPAC DPAC
<b>Staff:</b>	Rohan Arul-pragasam Lisa Champagne David Manuel Brenda Calendino	Superintendent Executive Assistant Assistant Superintendent District Principal of Student Services

### 1. CALL TO ORDER

Trustee Swankey called the meeting to order at 6:01 p.m.

### 2. APPROVAL OF AGENDA

THAT the Agenda be approved as circulated by consensus.

**CARRIED**

### OLD BUSINESS

### 3. POLICY 360 INCLUSION

The committee reviewed this revised policy and suggested changes.

Moved by: Loren Muth

Seconded by: Katie Bartel

THAT REVISED Policy 360 – Inclusion be referred to the Board of Education for approval.

**CARRIED**

### 4. POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL



# Minutes



The committee reviewed this revised policy and suggested changes.

Moved by: Katie Bartel  
Seconded by: Loren Muth

THAT PROPOSED Policy 221 – District Parents’ Advisory Council be referred to the Board of Education for approval.

**CARRIED**

## **NEW BUSINESS**

### **5. POLICY 480 HEALTH PROMOTION**

The committee reviewed this revised policy, suggested changes and considered relevance.

Moved by: Loren Muth  
Seconded by: Tracy O’Hara

THAT Policy 517 – Health-Promoting Schools be referred to the Board of Education for repeal.

**CARRIED**

**ADJOURNMENT 7:17 p.m.**

DRAFT

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** June 13, 2023

**TO:** Board of Education

**FROM:** Mark Friesen, Assistant Secretary Treasurer

**RE:** **STUDENT AND FAMILY AFFORDABILITY FUND UPDATE**

On August 29, 2022, the Provincial government announced that it would provide \$60 million in one-time funding to school districts in B.C. to help make back-to-school more affordable for students and their families who are struggling with rising costs of living due to global inflation. For the Chilliwack School District, this resulted in a one-time allocation of \$1.5 million dollars.

The District has been able to successfully allocate over \$1.1 million of this funding to meet the mandate of food security and family assistance as set out in the memo to school districts. The goal has been to allocate funds in a prudent manner to meet the needs of the most vulnerable in our school community. Schools have also had the flexibility to respond to the unique needs of their students such that spending in one school may have looked different than others.

The table below provides a summary of the different initiatives undertaken by both the District as well as community partners.

<b>Funding from Ministry of Education and Child Care</b>		<b>\$1,526,471</b>	
Organization/Program	Initiative	Amount	Unspent
School Allocations	Meeting individual school community needs: food, clothing, school supplies, extra-curricular fees.	\$711,020	
Indigenous Education	Providing support to most needy families identified by schools at holiday times.	\$110,700	
Middle School Athletics	Waiving Athletic participation fees for Middle School Students	\$47,853	
<b>Total School &amp; District Initiatives</b>		<b>\$869,573</b>	<b>\$201,389</b>

Organization/Program	Initiative	Amount	Unspent
Bowls of Hope	Enhancing food options for lunches that are brought to schools in the District. Also providing nutritious meal kits to send home for families.	\$75,000	
Starfish Backpack Program - Chilliwack Community Services	Providing support for bi-weekly food hampers. Including more protein options.	\$55,000	
Murray Honda	Winter coats and boots to local students as well as backpacks of school supplies including calculators.	\$70,000	
Chilliwack Youth Health Centre	Providing enhanced food options to youth who frequent their counselling services.	\$10,000	
Memiyelhtel program	Supporting 40 students in the program with additional transportation, food and school supplies	\$10,000	
Community Cupboard	Assisting families with food hampers. Ability to purchase more fresh fruits and dairy.	\$10,000	
Free Store - Skwah First Nation	Assisting families with fresh foods - dairy, meat, fruit - as well as hygiene products.	\$10,000	
<b>Total Community Initiatives</b>		<b>\$240,000</b>	<b>\$0</b>
<b>Unallocated</b>		<b>\$416,898</b>	<b>\$416,898</b>
<b>Available for Carry Forward to 2023/24</b>			<b>\$618,287</b>

In May 2023, the Ministry of Education and Child Care announced that unused funds from the Student and Family Affordability Fund could be carried forward to future years but that the scope of these funds would be limited to assisting families with school supplies. The Ministry has also initiated a new program - Feeding Futures Fund - to meet the on-going needs of students in the area of food security.

The remaining funds of approximately \$618,000 will be used to support vulnerable families with school supplies. The District leadership team will work with schools to come up with stigma-free ways to provide school supplies to students who are most in need.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Margaret Reid, BCSTA Representative  
**RE: BCSTA REPORT**

---

Margaret Reid, BCSTA Representative, will provide a BCSTA update.

---

# TRUSTEE REPORT

---

Trustee: David Swankey

Report Date: June 7<sup>th</sup>, 2023

## KEY ACTIVITIES SINCE LAST BOARD MEETING

*List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.*

- May 4<sup>th</sup> – Chaired Board Budget Committee Mtg
- May 8<sup>th</sup> – Attended Chilliwack School District Accessibility Committee Mtg
- May 11<sup>th</sup> – Joined Central Elementary for their third Cultural Night
- May 11<sup>th</sup> – Chaired BCSTA Branch Executive Mtg
  - Work Plan for 2023/24 is now defined and circulated.
- May 12<sup>th</sup>-13<sup>th</sup> – Attended Public Education Conference 2023 – “Responding to Hate in our Communities.”
- May 15<sup>th</sup> – Met with Disability Alliance to arrange FV Branch Learning session.
- May 15<sup>th</sup> – Chaired Board Education Policy Advisory Committee Mtg
- May 17<sup>th</sup> – Attended ‘Early Years’ Fair at Sardis Library
- May 18<sup>th</sup> – Attended BC CAISE presentation supporting districts in meeting obligations under Accessible BC Act
- May 23<sup>rd</sup> – Attended Board Learning Session
  - <https://sd33.bc.ca/Learning-2022-2023>
- May 23<sup>rd</sup> – Joined the Board in meeting with MLAs Paddon & Coulter
- May 25<sup>th</sup> – Attended Chilliwack Indigenous Education Awards
- May 26<sup>th</sup> – Attended UFV School of Computing External Advisory Committee
  - Opportunities to work with the district were raised – follow up is being done directly with staff.
- May 29<sup>th</sup>-June 2<sup>nd</sup> – Attended lunch-and-learn sessions on accessibility in outdoor public and play spaces.
  - Learning coincided with National Accessibility Week
- May 29<sup>th</sup> – Attended Chilliwack School District Accessibility Committee Mtg
- May 29<sup>th</sup> – Chaired BCSTA FV Branch Learning Session
  - Work focused on understanding boards’ obligations under the Accessible BC Act
  - Thank you to Disability Alliance and MLA Coulter for attending and supporting the discussion.
  - Learn more here: <https://bcaccessibilityhub.ca/>
- May 30<sup>th</sup> – Attended Board/All-Partners Mtg
- June 5<sup>th</sup> – Chaired Board Education Policy Advisory Committee Mtg
- June 6<sup>th</sup> – Attended Board Learning Session
  - <https://sd33.bc.ca/Learning-2022-2023>
- June 6<sup>th</sup> – Attended Board Audit Working Committee Mtg
- June 6<sup>th</sup> – Joined Sardis Secondary in celebrating student achievement and success at their awards night.
- June 7<sup>th</sup> – Joined Chilliwack Secondary in celebrating student achievement and success at their awards night.

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- June 22<sup>nd</sup> – BCSTA Branch Presidents Mtg with BCSTA Board of Directors
- July 3<sup>rd</sup>-5<sup>th</sup> – CSBA Congress 2023
  - <https://www.cdnsba.org/>
- Oct 19<sup>th</sup>-22<sup>nd</sup> – BCEdAccess hosted Education Conference “AdvoCon 2023”
- Nov 23<sup>rd</sup>-26<sup>th</sup> – BCSTA Academy
- Nov 30<sup>th</sup>-Dec 2<sup>nd</sup> – 27<sup>th</sup> Annual FNEsc Education Conference
  - <http://www.fnesc.ca/conference/>
- 2023/2024 – I have been reappointed to the BCSTA Legislative Committee for the next term.
- 2023/2024 – I have been appointed to Chair the BCSTA Ad Hoc By-Law Review Committee.

**BOARD OF EDUCATION**  
**DECISION REPORT**

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **SCHEDULE OF BOARD MEETINGS 2022 – 2023 - AMENDMENT**

---

**RECOMMENDATION:**

THAT the Board of Education approve the amended 2022 – 2023 school year Board of Education meetings schedule to include the addition of a Regular Public Meeting on June 27<sup>th</sup>, 2023 at 5:30 p.m.

**BACKGROUND:**

An additional Regular Board meeting has been added to complete the Policy Renovation Project goals for 2022-2023. As this is a Regular Public Meeting, additional items may be added to ensure all work for 2022-2023 is completed.

# 2022/23 Board Meeting Calendar

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	








April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LEGEND					
	Board Meetings		Budget Advisory Committee		Audit Working Committee
	Learning Sessions		Trustee Orientation / Workshop		All Partners' Meeting
					Partner Meeting

\*revised June 13, 2023



**Chilliwack  
School District**

# BOARD OF EDUCATION MEETINGS 2022 – 2023



BOARD OF EDUCATION MEETINGS 13 Meetings			
1.	September 13, 2022	8.	February 21, 2023
2.	October 11, 2022	9.	March 14, 2023
3.	November 7, 2022 (Oath/Elections)	10.	April 18, 2023
4.	November 8, 2022	11.	May 9, 2023
5.	December 6, 2022	12.	June 13, 2023
6.	January 17, 2023	13.	June 27, 2023
7.	February 7, 2023		

STRATEGIC LEARNING SESSIONS 13 Sessions			
1.	September 20, 2022	8.	February 21, 2023
2.	November 24, 2022 (Orientation/Workshop)	9.	March 7, 2023
3.	November 25, 2022 (Orientation/Workshop)	10.	April 11, 2023
4.	November 29, 2022	11.	April 25, 2023
5.	December 13, 2022	12.	May 23, 2023
6.	January 10, 2023	13.	June 6, 2023
7.	January 24, 2023		



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **2023-24 ANNUAL BUDGET – 2<sup>nd</sup> and 3<sup>rd</sup> READING & ADOPTION**

---

#### **RECOMMENDATION:**

THAT the Board of Education approve the second and third reading and adoption of the Annual Budget of the Board for the fiscal year 2023/24, per below:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/24 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the Act respecting the annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Annual Budget Bylaw for fiscal year 2022/23.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$213,172,760 for the 2023/24 fiscal year was prepared in accordance with the *Act*
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/24.

#### **BACKGROUND:**

Included in this package is the Ministry of Education and Childcare Budget Template document – this is the main budget document and bylaw.

Annual Budget

## **School District No. 33 (Chilliwack)**

June 30, 2024

# School District No. 33 (Chilliwack)

June 30, 2024

## Table of Contents

Bylaw .....	1
Annual Budget - Revenue and Expense - Statement 2 .....	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Annual Budget - Operating Revenue and Expense - Schedule 2 .....	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source .....	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object .....	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object .....	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds .....	11
Annual Budget - Capital Revenue and Expense - Schedule 4 .....	13

\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

# ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$213,172,760 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE \_\_9th\_\_ DAY OF \_\_\_\_\_ May \_\_\_\_\_, 2023;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023;

---

**Chairperson of the Board**

( Corporate Seal )

---

**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

---

**Secretary Treasurer**

**School District No. 33 (Chilliwack)**

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	14,983.700	14,752.500
Adult	20.000	38.125
Other	90.625	82.125
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>15,094.325</b>	<b>14,872.750</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	188,947,217	168,801,533
Other	200,000	266,234
Tuition	2,170,000	1,876,625
Other Revenue	6,197,551	6,483,089
Rentals and Leases	250,000	230,000
Investment Income	1,215,000	1,015,000
Amortization of Deferred Capital Revenue	9,909,668	8,990,302
<b>Total Revenue</b>	<b>208,889,436</b>	<b>187,662,783</b>
<b>Expenses</b>		
Instruction	172,346,985	156,737,066
District Administration	5,225,136	5,022,434
Operations and Maintenance	30,185,595	27,359,195
Transportation and Housing	5,115,044	5,032,493
<b>Total Expense</b>	<b>212,872,760</b>	<b>194,151,188</b>
<b>Net Revenue (Expense)</b>	<b>(3,983,324)</b>	<b>(6,488,405)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>3,003,305</b>	<b>5,714,880</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(980,019)</b>	<b>(773,525)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(980,019)	(773,525)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(980,019)</b>	<b>(773,525)</b>

# School District No. 33 (Chilliwack)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	179,796,583	162,744,258
Special Purpose Funds - Total Expense	19,484,878	19,261,617
Capital Fund - Total Expense	13,591,299	12,145,313
Capital Fund - Tangible Capital Assets Purchased from Local Capital	300,000	5,598,301
<b>Total Budget Bylaw Amount</b>	<b>213,172,760</b>	<b>199,749,489</b>

### Approved by the Board

Signature of the Board President \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Community Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**DRAFT**

**School District No. 33 (Chilliwack)**

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	<b>2024</b>	2023 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(3,983,324)</b>	(6,488,405)
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(300,000)	(5,598,301)
From Deferred Capital Revenue	(3,443,427)	(19,935,343)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(3,743,427)</b>	(25,533,644)
Amortization of Tangible Capital Assets	<b>11,189,687</b>	10,260,553
<b>Total Effect of change in Tangible Capital Assets</b>	<b>7,446,260</b>	(15,273,091)
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>3,462,936</b>	(21,761,496)

**School District No. 33 (Chilliwack)**

Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	170,085,727	151,092,772
Other	200,000	160,000
Tuition	2,170,000	1,876,625
Other Revenue	3,207,551	3,186,707
Rentals and Leases	250,000	230,000
Investment Income	1,180,000	980,000
<b>Total Revenue</b>	<b>177,093,278</b>	<b>157,526,104</b>
<b>Expenses</b>		
Instruction	153,318,724	138,345,834
District Administration	5,225,136	5,022,434
Operations and Maintenance	16,914,547	15,153,380
Transportation and Housing	4,338,176	4,222,610
<b>Total Expense</b>	<b>179,796,583</b>	<b>162,744,258</b>
<b>Net Revenue (Expense)</b>	<b>(2,703,305)</b>	<b>(5,218,154)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>3,003,305</b>	<b>5,714,880</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(300,000)	(496,726)
<b>Total Net Transfers</b>	<b>(300,000)</b>	<b>(496,726)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>



**School District No. 33 (Chilliwack)**

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	168,730,453	152,298,541
ISC/LEA Recovery	(2,640,377)	(2,640,377)
Other Ministry of Education and Child Care Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	5,000	5,344
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	220,285	216,448
FSA Scorer Grant	14,329	14,329
Early Learning Framework (ELF) Implementation		2,026
Equity Scan Grant		2,381
February supplemental special education enrolment	503,040	
Labour Settlement Funding	2,058,917	
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>170,085,727</b>	<b>151,092,772</b>
<b>Provincial Grants - Other</b>	<b>200,000</b>	<b>160,000</b>
<b>Tuition</b>		
International and Out of Province Students	2,170,000	1,876,625
<b>Total Tuition</b>	<b>2,170,000</b>	<b>1,876,625</b>
<b>Other Revenues</b>		
Funding from First Nations	2,640,377	2,640,377
Miscellaneous		
Bus Fees	353,894	333,050
Energy Program	30,000	30,000
Other Miscellaneous	183,280	183,280
<b>Total Other Revenue</b>	<b>3,207,551</b>	<b>3,186,707</b>
<b>Rentals and Leases</b>	<b>250,000</b>	<b>230,000</b>
<b>Investment Income</b>	<b>1,180,000</b>	<b>980,000</b>
<b>Total Operating Revenue</b>	<b>177,093,278</b>	<b>157,526,104</b>

**School District No. 33 (Chilliwack)**

Annual Budget - Schedule of Operating Expense by Object  
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	77,158,117	69,833,312
Principals and Vice Principals	9,654,663	9,250,933
Educational Assistants	16,885,671	13,934,944
Support Staff	16,220,419	14,473,141
Other Professionals	3,946,286	3,629,942
Substitutes	6,892,178	6,433,314
<b>Total Salaries</b>	<b>130,757,334</b>	<b>117,555,586</b>
<b>Employee Benefits</b>	<b>31,873,105</b>	<b>27,841,983</b>
<b>Total Salaries and Benefits</b>	<b>162,630,439</b>	<b>145,397,569</b>
<b>Services and Supplies</b>		
Services	4,515,399	4,689,747
Student Transportation	33,000	32,000
Professional Development and Travel	1,222,860	1,030,215
Rentals and Leases	25,000	25,000
Dues and Fees	268,433	267,774
Insurance	353,849	276,500
Supplies	8,227,603	8,558,453
Utilities	2,520,000	2,467,000
<b>Total Services and Supplies</b>	<b>17,166,144</b>	<b>17,346,689</b>
<b>Total Operating Expense</b>	<b>179,796,583</b>	<b>162,744,258</b>

# School District No. 33 (Chilliwack)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	62,203,728	603,777		756,534		4,704,755	68,268,794
1.03 Career Programs	93,817			883,304		548	977,669
1.07 Library Services	2,101,011	80,696		26,339		55,244	2,263,290
1.08 Counselling	2,289,752					24,274	2,314,026
1.10 Special Education	7,724,537	1,181,616	15,620,086	506,445		1,096,407	26,129,091
1.30 English Language Learning	1,248,891					6,660	1,255,551
1.31 Indigenous Education	1,397,873	144,099	1,265,585	11,423	103,804	181,184	3,103,968
1.41 School Administration		7,356,277		2,802,658	641,175	135,991	10,936,101
1.60 Summer School							-
1.61 Continuing Education							-
1.62 International and Out of Province Students	98,508	144,099		27,110	41,521		311,238
1.64 Other				85,200			85,200
<b>Total Function 1</b>	<b>77,158,117</b>	<b>9,510,564</b>	<b>16,885,671</b>	<b>5,099,013</b>	<b>786,500</b>	<b>6,205,063</b>	<b>115,644,928</b>
<b>4 District Administration</b>							
4.11 Educational Administration					741,409		741,409
4.40 School District Governance					185,542		185,542
4.41 Business Administration		144,099		684,380	1,473,154	733	2,302,366
<b>Total Function 4</b>	<b>-</b>	<b>144,099</b>	<b>-</b>	<b>684,380</b>	<b>2,400,105</b>	<b>733</b>	<b>3,229,317</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				92,948	557,697		650,645
5.50 Maintenance Operations				7,260,785		468,794	7,729,579
5.52 Maintenance of Grounds				978,875		32,637	1,011,512
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,332,608</b>	<b>557,697</b>	<b>501,431</b>	<b>9,391,736</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				200,895	201,984		402,879
7.70 Student Transportation				1,903,523		184,951	2,088,474
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,104,418</b>	<b>201,984</b>	<b>184,951</b>	<b>2,491,353</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>77,158,117</b>	<b>9,654,663</b>	<b>16,885,671</b>	<b>16,220,419</b>	<b>3,946,286</b>	<b>6,892,178</b>	<b>130,757,334</b>

# School District No. 33 (Chilliwack)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	68,268,794	16,389,608	84,658,402	6,328,836	90,987,238	83,998,760
1.03 Career Programs	977,669	269,966	1,247,635	361,087	1,608,722	1,495,360
1.07 Library Services	2,263,290	548,860	2,812,150	125,554	2,937,704	2,083,664
1.08 Counselling	2,314,026	563,066	2,877,092		2,877,092	2,843,084
1.10 Special Education	26,129,091	6,833,531	32,962,622	591,463	33,554,085	28,586,436
1.30 English Language Learning	1,255,551	306,449	1,562,000	23,788	1,585,788	1,535,552
1.31 Indigenous Education	3,103,968	698,319	3,802,287	1,256,555	5,058,842	4,550,635
1.41 School Administration	10,936,101	2,483,471	13,419,572	242,813	13,662,385	12,150,879
1.60 Summer School	-	-	-	9,000	9,000	153,111
1.61 Continuing Education	-	-	-	2,250	2,250	3,000
1.62 International and Out of Province Students	311,238	70,476	381,714	493,325	875,039	800,008
1.64 Other	85,200	22,989	108,189	52,390	160,579	145,345
<b>Total Function 1</b>	<b>115,644,928</b>	<b>28,186,735</b>	<b>143,831,663</b>	<b>9,487,061</b>	<b>153,318,724</b>	<b>138,345,834</b>
<b>4 District Administration</b>						
4.11 Educational Administration	741,409	142,863	884,272	192,660	1,076,932	1,065,106
4.40 School District Governance	185,542	14,658	200,200	159,564	359,764	446,973
4.41 Business Administration	2,302,366	521,474	2,823,840	964,600	3,788,440	3,510,355
<b>Total Function 4</b>	<b>3,229,317</b>	<b>678,995</b>	<b>3,908,312</b>	<b>1,316,824</b>	<b>5,225,136</b>	<b>5,022,434</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	650,645	124,026	774,671	297,609	1,072,280	902,740
5.50 Maintenance Operations	7,729,579	1,970,093	9,699,672	1,966,600	11,666,272	10,444,952
5.52 Maintenance of Grounds	1,011,512	251,983	1,263,495	392,500	1,655,995	1,338,688
5.56 Utilities	-	-	-	2,520,000	2,520,000	2,467,000
<b>Total Function 5</b>	<b>9,391,736</b>	<b>2,346,102</b>	<b>11,737,838</b>	<b>5,176,709</b>	<b>16,914,547</b>	<b>15,153,380</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	402,879	96,919	499,798	122,550	622,348	513,022
7.70 Student Transportation	2,088,474	564,354	2,652,828	1,063,000	3,715,828	3,709,588
<b>Total Function 7</b>	<b>2,491,353</b>	<b>661,273</b>	<b>3,152,626</b>	<b>1,185,550</b>	<b>4,338,176</b>	<b>4,222,610</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>130,757,334</b>	<b>31,873,105</b>	<b>162,630,439</b>	<b>17,166,144</b>	<b>179,796,583</b>	<b>162,744,258</b>

**School District No. 33 (Chilliwack)**

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2024

	<b>2024</b>	2023 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>16,459,878</b>	15,824,001
Other		106,234
Other Revenue	<b>2,990,000</b>	3,296,382
Investment Income	<b>35,000</b>	35,000
<b>Total Revenue</b>	<b>19,484,878</b>	19,261,617
<b>Expenses</b>		
Instruction	<b>19,028,261</b>	18,391,232
Operations and Maintenance	<b>456,617</b>	793,268
Transportation and Housing		77,117
<b>Total Expense</b>	<b>19,484,878</b>	19,261,617
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 33 (Chilliwack)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			318,699	908,431					
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	456,617	638,668			224,000	49,000	152,261	764,105	427,537
Other			90,000	2,900,000					
Investment Income			5,000	30,000					
	456,617	638,668	95,000	2,930,000	224,000	49,000	152,261	764,105	427,537
<b>Less:</b> Allocated to Revenue	456,617	638,668	95,000	2,930,000	224,000	49,000	152,261	764,105	427,537
<b>Deferred Revenue, end of year</b>	-	-	<b>318,699</b>	<b>908,431</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	456,617	638,668			224,000	49,000	152,261	764,105	427,537
Other Revenue			90,000	2,900,000					
Investment Income			5,000	30,000					
	456,617	638,668	95,000	2,930,000	224,000	49,000	152,261	764,105	427,537
<b>Expenses</b>									
Salaries									
Teachers							55,631		
Principals and Vice Principals									
Educational Assistants		505,186						593,132	
Support Staff					177,498				70,438
Other Professionals									10,936
Substitutes							2,782		253,684
	-	505,186	-	-	177,498	-	58,413	593,132	335,058
Employee Benefits		133,482			46,502		13,494	155,003	68,309
Services and Supplies	456,617		95,000	2,930,000		49,000	80,354	15,970	24,170
	456,617	638,668	95,000	2,930,000	224,000	49,000	152,261	764,105	427,537
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 33 (Chilliwack)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Early Childhood Education Dual Credit Program	ECL Early Care & Learning	Feeding Futures Fund	TOTAL
	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		137,915	85,000			1,450,045
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education and Child Care	11,694,575			175,000	1,769,556	16,351,319
Other						2,990,000
Investment Income						35,000
	11,694,575	-	-	175,000	1,769,556	19,376,319
<b>Less:</b> Allocated to Revenue	11,694,575	137,915	85,000	175,000	1,655,200	19,484,878
<b>Deferred Revenue, end of year</b>	-	-	-	-	114,356	1,341,486
<b>Revenues</b>						
Provincial Grants - Ministry of Education and Child Care	11,694,575	137,915	85,000	175,000	1,655,200	16,459,878
Other Revenue						2,990,000
Investment Income						35,000
	11,694,575	137,915	85,000	175,000	1,655,200	19,484,878
<b>Expenses</b>						
Salaries						
Teachers	9,412,907					9,468,538
Principals and Vice Principals				142,412		142,412
Educational Assistants						1,098,318
Support Staff						247,936
Other Professionals					93,154	104,090
Substitutes						256,466
	9,412,907	-	-	142,412	93,154	11,317,760
Employee Benefits	2,281,668			32,588	21,202	2,752,248
Services and Supplies		137,915	85,000		1,540,844	5,414,870
	11,694,575	137,915	85,000	175,000	1,655,200	19,484,878
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-

**School District No. 33 (Chilliwack)**

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education and Child Care	2,401,612		<b>2,401,612</b>	1,884,760
Amortization of Deferred Capital Revenue	9,909,668		<b>9,909,668</b>	8,990,302
<b>Total Revenue</b>	<b>12,311,280</b>	-	<b>12,311,280</b>	10,875,062
<b>Expenses</b>				
Operations and Maintenance	2,401,612		<b>2,401,612</b>	1,884,760
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,412,819		<b>10,412,819</b>	9,527,787
Transportation and Housing	776,868		<b>776,868</b>	732,766
<b>Total Expense</b>	<b>13,591,299</b>	-	<b>13,591,299</b>	12,145,313
<b>Net Revenue (Expense)</b>	<b>(1,280,019)</b>	-	<b>(1,280,019)</b>	(1,270,251)
<b>Net Transfers (to) from other funds</b>				
Local Capital		300,000	<b>300,000</b>	496,726
<b>Total Net Transfers</b>	-	<b>300,000</b>	<b>300,000</b>	496,726
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	300,000	(300,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>300,000</b>	<b>(300,000)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(980,019)</b>	-	<b>(980,019)</b>	(773,525)



## BOARD OF EDUCATION DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Teri Westerby, Trustee  
**RE:** **BOARD SUPPORT FOR NATIONAL PRIDE MONTH IN CANADA**

---

### **RECOMMENDATION:**

THAT the Board of Education acknowledges and shows support for staff, students and families in the Chilliwack School District community who identify as 2SLGBTQIA+ by putting a message of support on the district website each June in recognition of National Pride Month in Canada.

AND

THAT the Board of Education direct staff to install a third flagpole at the board office for special event flags. Additionally, when not in use, the flagpole may be used to fly the Chilliwack flag.

### **BACKGROUND:**

The Chilliwack School District is fully aware that many members of our community identify as 2SLGBTQIA+. We value each person who enters our doors and treat them as equals, deserving of respect and safety. As Canada celebrates National Pride Month, I would like to respectfully request that the Chilliwack Board of Education acknowledges the struggles that the 2SLGBTQIA+ community continues to endure. We should also recognize and appreciate the amazing and hardworking 2SLGBTQIA+ teachers, librarians, EAs, administrators, and staff, who are leading the way with inclusive and affirming practices for our students, despite facing daily hardships and discrimination.

Our district is committed to raising awareness of 2SLGBTQIA+ issues, reducing stigma through education, and embracing Gender and Sexuality Acceptance Clubs (GSA) in our schools. We strive to provide our students and staff with welcoming, respectful, safe, healthy, and inclusive learning and working environments that respect diversity, promote equity, and foster a sense of belonging.

If permitted by the B.C. Government Office of Protocol, I kindly request that the School Board Office raise the pride flag for the month of June. Doing so would demonstrate our commitment to our students, staff, parents, caregivers, and community members and would signal that our schools are safe spaces for everyone. Moreover, raising the Pride flag aligns with our Strategic Plan Human and Social Development goal, which seeks to support staff wellness and promote a sense of belonging for students in a caring learning environment.

We wish everyone a Happy Pride Month.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 221: DISTRICT PARENTS' ADVISORY COUNCIL**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 221 District Parents' Advisory Council - ([221 District Parents' Advisory Council](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its June 5, 2023 meeting.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws  
100 – Governance  
200 – Partner & Community Relations  
300 – Students, Instruction & Programs  
400 – Health & Safety  
500 – Human Resources  
600 – Business & Support Services

## **POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL**

Representing parents/guardians/caregivers' voices in the District, the District Parents' Advisory Council (DPAC) plays a legislated advisory role in helping the District achieve the goals of its District Strategic Plan. The Board will seek the advice of the DPAC, as a recognized partner in learning, on matters relating to education in the school district.

The Board is committed to providing an annual grant to the DPAC for the collaborative work they do with the school PACs and district partners. The funds allocated will support initiatives that advance the goals of the DPAC membership, the Board's Strategic Plan, and align with the Core Values articulated in Policy 110.

DRAFT

## **POLICY 221 DISTRICT PARENTS' ADVISORY COUNCIL**

Representing parents/guardians/caregivers' voices in the District, the District Parents' Advisory Council (DPAC) plays a legislated advisory role in helping the District achieve the goals of its District Strategic Plan. The Board will seek the advice of the DPAC, as a recognized partner in learning, on matters relating to education in the school district.

~~The Board will provide the DPAC an annual grant, to a maximum of \$2,000.00, to support members attending the BCCPAC conference.~~

The Board is committed to providing an annual grant to the DPAC for the collaborative work they do with the school PACs and district partners. The funds allocated will support initiatives that advance the goals of the DPAC membership, the Board's Strategic Plan, and align with the Core Values articulated in Policy 110.

7

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 310: STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 310 Student Expectations, Rights and Responsibilities - ([501 Student Behaviour](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its May 15, 2023 meeting.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws  
100 – Governance  
200 – Partner & Community Relations  
300 – Students, Instruction & Programs  
400 – Health & Safety  
500 – Human Resources  
600 – Business & Support Services

## **POLICY 310 STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES**

The Board of Education believes that the conduct of students should at all times contribute to a safe, caring, and inclusive learning environment that encourages the development of responsible citizens. Each student is expected to respect the rights and property of others, respect themselves and their own property, and adhere to Board Policy and Procedures and the School Code of Conduct.

Each student must meet the expectations set out in the B.C. Human Rights Code. There must be no discrimination or intent to discriminate against a person or a group or class of persons because of their race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sexual orientation, gender identity and expression, or age. Appropriate behaviour is a shared responsibility among students, their parents/guardians/caregivers and the school system.

Social media, defined as the use of technologies for information sharing, discussion and communication using interactive dialogue, is an extension of the classroom. What is inappropriate in the school community will be deemed inappropriate on-line.

The Board of Education 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.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

The Board believes that, pursuant to the *BC School Act*, the *BC Human Rights Act*, the *Canadian Charter of Rights and Freedoms* and Board bylaws, policies and regulations, students have certain rights and responsibilities.

#### **Students have the right to:**

- A discrimination free environment as reflected in Policy 313: Safe Schools
- an appropriate educational program in a safe environment.
- consult with teachers and administrators regarding their educational program and learning environment.
- procedural fairness with respect to disciplinary procedure.
- an appeal procedure regarding the decisions of Board employees which significantly affect the education, health or safety of students.
- privacy and confidentiality relating to student records.
- express themselves and advocate for their interests.
- be informed of the standard of behaviour expected of them and the consequences of misbehaviour.

---

Related Legislation: *School Act*, *BC Human Rights Act*, *Canadian Charter of Rights and Freedoms*, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012

---

**Students have the responsibility to uphold Policy 313 Safe Schools and are expected to:**

- attend school regularly.
- follow school rules and codes of student conduct.
- respect the legitimate authority of the school staff.
- respect and support the rights of others and their property.
- respect and support both the health and safety of others and themselves.
- respect and support the educational process and learning environment.
- demonstrate self-discipline and self-regulation according to their abilities.
- respect school and District property.
- not threaten, harass, intimidate, or assault, in any way, any member of the school community.
- not be in possession of controlled and regulated substances, including drugs, alcohol, and cannabis,
- not use controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes, on school property or during school-authorized trips or activities

**SCHOOL CODE OF CONDUCT:**

Each school shall establish a committee consisting of staff, parents and students to develop a Code of School Conduct, which must comply with the Ministry of Education's Safe, Caring and Orderly Schools and written Board policies. A copy of this Code must be submitted to the Superintendent's office by October 31<sup>st</sup> of each year.

The Code of School Conduct will be reviewed annually by a committee of staff, students and parents/guardians/caregivers. The Code of School Conduct will be communicated to students and parents/guardians/caregivers annually.

Except as otherwise provided, the Board's policy and regulations relating to student behaviour will apply to students while:

1. attending school.
2. travelling to and from school.
3. attending a function and/or program organized or sponsored by a school.
4. on any district property.

School District officials will cooperate with law enforcement agencies where student violations of the law affect the school district and the community.

---

Related Legislation: *School Act, BC Human Rights Act, Canadian Charter of Rights and Freedoms, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order*

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



---

Where an out-of-school incident could have a potential impact on the school environment, student disciplinary action may be taken.

The standard of discipline applied to students shall be kind, firm and judicious. Consequences should be designed to teach students to be responsible citizens, to promote personal and social development, and whenever possible and appropriate, be restorative in nature. Student disciplinary action shall take into account the developmental and individual needs of students and will not discriminate while taking into consideration all relevant circumstances. Considerations may apply to students with diverse abilities if these students are unable to comply with a Code of Conduct due to having an intellectual, physical, sensory, emotional or behavioural disability.

The Board recognizes that the principal of a school is responsible for administering and supervising the school. This includes the general conduct of students, both on school premises and during activities that are organized or sponsored by the school.

## **APPEALS REGARDING DISCIPLINARY ACTION:**

As per [Policy 390 – Resolving Concerns](#), the Board of Education believes that when a parent/guardian/caregiver has a concern about the action or decision of any employee, their concern should be first channeled through the employee and then the principal of the school. If resolution is not reached at the school level, a concern may be forwarded to the appropriate Assistant Superintendent before being referred to the Superintendent for consideration.

Pursuant to Section 11 of the *BC School Act* and Board Bylaw 4: Appeal Procedure, a student and/or the student's parent/guardian/caregiver may appeal disciplinary action taken by Board personnel that they believe significantly affects the education, health or safety of the student, once the above steps have been considered.

---

Related Legislation: *School Act, BC Human Rights Act, Canadian Charter of Rights and Freedoms, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order*

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012



## POLICY 310 STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

The Board of Education believes that the conduct of students should at all times contribute to a safe, ~~and~~ caring, ~~and~~ inclusive learning environment that encourages the development of responsible citizens. Each student is expected to respect the rights and property of others, respect themselves and their own property, and adhere to Board Policy and Procedures and the School Code of Conduct.

Each student must meet the expectations set out in the B.C. Human Rights Code. There must be no discrimination or intent to discriminate against a person or a group or class of persons because of their race, colour, ancestry, place of origin, religion, marital ~~or family~~ status, ~~family status~~, physical or mental disability, ~~sex~~, sexual orientation, gender identity and expression, or age. Appropriate behaviour is a shared responsibility among students, their parents/guardians/caregivers and the school system.

Social media, defined as the use of technologies for information sharing, discussion and communication using interactive dialogue, is an extension of the classroom. What is inappropriate in the school community will be deemed inappropriate on-line.

The Board of Education 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.

### STUDENT RIGHTS AND RESPONSIBILITIES:

The Board believes that, pursuant to the *BC School Act*, the *BC Human Rights Act*, the *Canadian Charter of Rights and Freedoms* and Board bylaws, policies and regulations, students have certain rights and responsibilities.

#### Students have the right to:

- A discrimination free environment as reflected in Policy 313: Safe Schools
- an appropriate educational program in a safe environment;
- consult with teachers and administrators regarding their educational program and learning environment;
- procedural fairness with respect to disciplinary procedure;
- an appeal procedure regarding the decisions of Board employees which significantly affect the education, health or safety of students;
- privacy and confidentiality relating to student records;
- express themselves and advocate for their interests; ~~and~~
- be informed of the standard of behaviour expected of them and the consequences of misbehaviour.

---

Related Legislation: *School Act*, *BC Human Rights Act*, *Canadian Charter of Rights and Freedoms*, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012

Students have the responsibility to uphold Policy 313 Safe Schools and are expected to:

- attend school regularly.;
- follow school rules and codes of student conduct.;
- respect the legitimate authority of the school staff.;
- respect and support the rights of others and their property.;
- respect and support both the health and safety of others and themselves.;
- respect and support the educational process and learning environment.;
- ~~develop~~ demonstrate self-discipline and self-regulation appropriate according to their abilities.
- ~~display acceptable and appropriate behaviour;~~
- respect school and ~~district~~ District property.;
- not threaten, harass, intimidate, or assault, in any way, any member of the school community.;
- ~~not be in possession or under the influence of~~ controlled and regulated substances, including drugs, alcohol, cannabis,
- not use controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes, on school property or during school-authorized trips or activities

#### SCHOOLS' CODES OF CONDUCT:

Each school shall establish a committee consisting of staff, parents and students to develop a Code of School Conduct, which must comply with the Ministry of Education's Safe, Caring and Orderly Schools and written Board policies. A copy of this Code must be submitted to the Superintendent's office by October 31<sup>st</sup> of each year.

~~The Board believes schools must not be places where discrimination is tolerated. To that end, each school Code of Conduct shall contain the following statement:  
"As per Section 8 of the Human Rights Code of British Columbia, students shall not discriminate against others on the basis of race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another or expose them to contempt or ridicule on the aforementioned bases."~~

The Code of School Conduct will be reviewed annually by a committee of staff, students and parents/guardians/caregivers. The Code of School Conduct will be communicated to students and parents/guardians/caregivers annually.

Except as otherwise provided, the Board's policy and regulations relating to student behaviour will apply to students while:

Related Legislation: *School Act, BC Human Rights Act, Canadian Charter of Rights and Freedoms, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order*

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual

---



1. attending school.
2. travelling to and from school.
3. attending a function and/or program organized or sponsored by a school.
4. on any district property.

School ~~district~~ District officials will cooperate with law enforcement agencies where student violations of the law affect the school district and the community.

Where an out-of-school incident could have a potential impact on the school environment, student disciplinary action may be taken.

The standard of discipline applied to students shall be kind, firm and judicious. Consequences should be designed to teach students to be responsible citizens, to promote personal and social development, and whenever possible and appropriate, be restorative in nature. Student disciplinary action shall take into account the developmental and individual needs of students and will not discriminate ~~on the basis of gender, sexual orientation, race, colour, ethnic or national origin, language, or religion,~~ taking while taking into consideration all relevant circumstances. Considerations may apply to students with diverse abilities if these students are unable to comply with a Code of Conduct due to having an intellectual, physical, sensory, emotional or behavioural disability.

The Board recognizes that the principal of a school is responsible for administering and supervising the school. This includes the general conduct of students, both on school premises and during activities that are organized or sponsored by the school. ~~In accordance with the policies of the Board, the principal shall exercise paramount authority within the school in matters concerning the discipline of students.~~

## APPEALS REGARDING DISCIPLINARY ACTION:

As per [Policy 390 – Resolving Concerns](#), the Board of Education believes that when a parent/guardian/caregiver has a concern about the action or decision of any employee, their concern should be first channeled through the employee and then the principal of the school. If resolution is not reached at the school level, a concern may be forwarded to the appropriate Assistant Superintendent before being referred to the Superintendent for consideration.

Pursuant to Section 11 of the *BC School Act* and Board Bylaw 4: Appeal Procedure, a student and/or the student's parent/guardian/caregiver may appeal disciplinary action taken by Board personnel that they believe significantly affects the education, health or safety of the student, once the above steps have been considered.

---

Related Legislation: *School Act, BC Human Rights Act, Canadian Charter of Rights and Freedoms, United Nations Declaration of the Rights of the Child, Safe, Caring and Orderly Schools, Provincial Standards for Codes of Conduct Order*

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013

Amended: May 28, 2002, February 27, 2007, April 24, 2012

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 313: SAFE SCHOOLS**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 313 Safe Schools - ([514 Safe Schools](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its May 15, 2023 meeting.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws  
100 – Governance  
200 – Partner & Community Relations  
300 – Students, Instruction & Programs  
400 – Health & Safety  
500 – Human Resources  
600 – Business & Support Services

## POLICY 313 SAFE SCHOOLS

The Board of Education is committed to providing safe, caring and inclusive environments in which all learners and employees are treated with respect and can achieve personal growth and responsible citizenship.

In accordance with the *Canadian Charter of Rights and Freedom*, the *British Columbia Human Rights Code* and the district's collective agreements, the Board of Education expects members of the school community to conduct themselves in a respectful manner in order to promote a safe and inclusive school environment.

The Board promotes clearly defined expectations that represent the highest standards of respectful and responsible citizenship and lead to a culture of safety among all persons in all schools and at all school-authorized events and activities.

This responsibility is shared among all partners including the district, schools, students, parents/guardians/caregivers, community groups, social agencies and the RCMP. The Board promotes understanding and acceptance of the interactive roles required to achieve safe, caring and inclusive schools.

The Board expects that persons will:

- Comply with all applicable federal, provincial and municipal laws, and with district policy and regulations.
- Value and encourage learning and working environments that are inclusive and respectful of the diverse individual, collective, social and cultural needs of our community.
- Treat one another with dignity and respect.
- Refrain from engaging in or encouraging acts of violence of any form.
- Show care and regard for school property.
- Take appropriate measures to help those in need.
- comply with reasonable requests from those in positions of authority.

The Board expects that all persons will not engage in behavior that constitutes discrimination based on grounds as set out in the *Human Rights Code*, including:

- Race
- Colour
- Physical or mental ability
- Socio Economic status
- Ancestry
- Place of origin
- Political belief
- Religion
- Marital or Family Status

---

Related Legislation: Nil

Related Contract Article: Nil

Adopted: September 10, 1996

Amended: February 22, 2005, October 26, 2010, December 8, 2015

Amended: June 13, 2023

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual

---



- Gender Identity or Expression
- Sexual Orientation
- Age

The Board of Education is strongly committed to Human Rights and Anti-Discrimination by creating safe, caring and inclusive environments for all students and staff. The District is responsible for ensuring that all students and staff members are treated with dignity and respect.

The District also recognizes that some school members face a unique set of challenges within schools and communities. The School District will not permit or tolerate any homophobic and/or transphobic behaviour, such as harassment, intimidation, discrimination or bullying, whether by commission or by failing to act to end such behaviour. Staff will respond to all incidents and provide support and assistance to those who are the intended or unintended targets of such behavior.

The creation of safe, caring and inclusive environments for students and staff, regardless of sexual orientation, gender identity or expression, is addressed in detail in Administrative Procedure 356: Safe and Caring Schools: Sexual Orientation and Gender Identity or Expression.

## POLICY 313 SAFE SCHOOLS

The Board of Education is committed to providing safe, caring and inclusive environments in which all learners and employees are treated with respect and can achieve personal growth and responsible citizenship.

In accordance with the *Canadian Charter of Rights and Freedom*, the *British Columbia Human Rights Code* and the district's collective agreements, the Board of Education expects members of the school community ~~to treat others with respect and~~ to conduct themselves in a respectful manner in order to promote a safe and inclusive school environment. ~~manner worthy of the respect of others in order to promote a safe and positive school environment.~~

The Board promotes clearly defined expectations that represent the highest standards of respectful and responsible citizenship and lead to a culture of ~~non-violence~~ safety among all persons in all schools and at all school-authorized events and activities.

This responsibility is shared among all partners including the district, schools, students, parents/guardians/~~caregivers~~, community groups, social agencies and the RCMP. The ~~B~~board promotes understanding and acceptance of the interactive roles required to achieve safe, caring and ~~inclusive~~ schools.

The Board expects that persons will:

- Comply with all applicable federal, provincial and municipal laws, and with district policy and regulations.
- Value and encourage learning and working environments that are inclusive and respectful of the diverse individual, collective, social and cultural needs of our community.
- Treat one another with dignity and respect.
- Refrain from engaging in or encouraging acts of violence of any form.
- Show care and regard for school property.
- Take appropriate measures to help those in need. ~~and~~
- Respect those in positions of authority ~~comply with reasonable requests from those in positions of authority.~~

The Board expects that all persons will not engage in behavior that constitutes discrimination based on grounds as set out in the *Human Rights Code*, including:

- Race
- Colour
- Physical or mental ability
- Socio Economic status
- Ancestry
- Place of origin
- Political belief

---

Related Legislation: Nil

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

Amended: xxxxx



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



- Religion
- Marital or Family Status
- Gender Identity or Expression
- Sexual Orientation
- Age

~~The Board of Education is strongly committed to Human Rights and Anti-Discrimination by creating safe, and caring and inclusive environments for all students and staff. While the District is responsible to ensure that all students are treated with dignity and respect, the district also recognizes that some school members face a unique set of challenges within schools and communities. The creation of safe, caring and inclusive environments specifically for students and staff of all race, colour, ancestry, place of origin, political belief, religion, Marital or family status, Gender identity or expression, sexual orientation, and age is addressed in detail in Administrative Policy 356: Safe and Caring Schools: Sexual Orientation and Gender Identity or Expression. While the district is responsible to ensure that all students are treated with respect and dignity, the district also recognizes that school community members identifying as lesbian, gay, bisexual, transgender, transsexual, two-spirit, intersex, queer, questioning (LGBTQ2S+) face a unique set of challenges within schools and communities. The creation of safe, caring and inclusive environments specifically for students of staff who are LGBTQ2S+ is address in detail in Administrative Procedure 416: Safe and Caring Schools: Sexual Orientation and Sexual Identity of Expression.~~

The Board of Education is strongly committed to Human Rights and Anti-Discrimination by creating safe, caring and inclusive environments for all students and staff. The District is responsible for ensuring that all students and staff members are treated with dignity and respect.

The District also recognizes that some school members face a unique set of challenges within schools and communities. The sSchool Ddistrict will not permit or tolerate any homophobic and/or transphobic behaviour, such as harassment, intimidation, discrimination or bullying, whether by commission or by failing to act to end such behaviour. Staff will respond to all incidents and provide support and assistance to those who are the intended or unintended targets of such behavior.

The creation of safe, caring and inclusive environments for students and staff, regardless of sexual orientation, gender identity or expression, is addressed in detail in Administrative Procedure 356: Safe and Caring Schools: Sexual Orientation and Gender Identity or Expression.



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 314: STUDENT SUBSTANCE USE**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 314 Student Substance Use - (500 Drugs & Alcohol) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its May 15, 2023 meeting.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

## **POLICY 314 STUDENT SUBSTANCE USE**

The Tobacco and Vapour Product Control Act, Section 2.2, the Cannabis Act, and the Controlled Drugs and Substances Act clearly define the laws regarding smoking, the use of vapour products, the use of cannabis and the use of controlled substances on school property.

The Board recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes. The Board shares responsibility with students, parents/guardians/caregivers and the community for addressing problems associated with the use of such substances.

The Board seeks to support students by providing informed, age-appropriate education and information. The Board supports efforts to prevent and intervene in substance abuse among students, including the development and delivery of resources, the promotion of prevention programs, and the implementation of school and community-based efforts aimed at supporting students.

The use of controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes, on school property or during school-authorized trips or activities represents a serious violation of the code of conduct, and violations will be subject to disciplinary action and, if necessary, police involvement.

## POLICY 314 STUDENT SUBSTANCE USE~~ABUSE~~

The Tobacco and Vapour Product Control Act, Section 2.2, the Cannabis Act, and the Controlled Drugs and Substances Act clearly define the laws regarding smoking, the use of vapour products, the use of cannabis and the use of controlled substances on school property.

The Board recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free ~~from~~from the use of controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes~~the illegal use of drugs and alcohol~~. The Board shares responsibility with students, parents/guardians/caregivers and the community for addressing problems associated with the use ~~and abuse~~ of such substances.

The Board seeks to support students by providing informed, age-appropriate education and information. The Board supports efforts to prevent and intervene in substance abuse among students, including the development and delivery of resources, the promotion of prevention programs, and the implementation of school and community-based efforts aimed at supporting students.:

The use of controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes, on school property or during school-authorized trips or activities represents a serious violation of the code of conduct, and violations will be subject to disciplinary action and, if necessary, police involvement.

- ~~1. A drug and alcohol free school environment that provides the best possible learning environment.~~
- ~~2. Working together with parents, educators, students and community members to create safe and healthy schools.~~
- ~~3. The development and delivery of educational resources, the promotion of prevention programs and the implementation of school and community-based efforts aimed at supporting students and requires that all schools have in place drug and alcohol education and prevention programs.~~
- ~~4. Efforts to prevent and intervene in substance abuse.~~
- ~~5. The prohibition of the use or possession of alcohol or other illegal substances on school property or during school-authorized trips or activities. Violations are subject to disciplinary action, and if necessary, police involvement.~~
- ~~6. Severe consequences for trafficking or transfer of drugs and alcohol which requires that the trafficking of illicit drugs is reported to the RCMP and that cooperative~~

Related Legislation: School Act [RSBC 1996, Part 2 and 3 Sections 6, 20, 22, and 85]; [Tobacco and Vapour Products Control Act](#); [Cannabis Control and Licensing Act](#); [Controlled Drugs and Substances Act](#)

Related Contract Article: Nil

Adopted: December 12, 2006

Amended:

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



---

~~approaches be developed with the RCMP to work with the student to ensure accountability and interventions to support the student.~~

- ~~7. — A consistent set of standards and practices throughout the District which outlines clear reporting and investigation protocols and requires that all schools have detailed Codes of Conduct and policies which shall outline expectations and consequences related to drug and alcohol use, possession, trafficking on school property or school sponsored events and are in compliance with School Board Policy and administrative regulations. At least annually, these expectations and consequences will be communicated to students and parents.~~

---

Related Legislation: School Act [RSBC 1996, Part 2 and 3 Sections 6, 20, 22, and 85]; [Tobacco and Vapour Products Control Act](#); [Cannabis Control and Licensing Act](#); [Controlled Drugs and Substances Act](#)

Related Contract Article: Nil

Adopted: December 12, 2006

Amended:

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 360: INCLUSION**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 360 Inclusion - ([607 Placement of Special Needs Students](#)) as presented. This policy was presented to the Education Policy Advisory Committee in its draft form at its June 5, 2023 meeting.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature.

In accordance with current [Policy 161](#), the Board will have the benefit of the Education Policy Advisory Committee (EPAC) to advise the Board on matters related to education policies under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations (Policy 200 and 300 sections under the new policy structure).

The new policy structure is:

Bylaws  
100 – Governance  
200 – Partner & Community Relations  
300 – Students, Instruction & Programs  
400 – Health & Safety  
500 – Human Resources  
600 – Business & Support Services

## **POLICY 360 INCLUSION**

The Chilliwack School District recognizes inclusion as a right and identifies it as a core value within our strategic plan. The district is committed to meaningful inclusive practices that ensure equitable access for all people. As a district we embrace and celebrate the uniqueness of each person, and strive to create environments where everyone belongs, is welcomed, valued and supported.

All people, regardless of race, color, ancestry, place of origin, religion, marital or family status, physical or mental health or disability, sexual orientation, gender identity and expression or age have the right to district policies, procedures, communications, programs and learning opportunities that are inclusive and respectful.

### **The Board expects that all staff, students, and members of our school communities will:**

- ensure that all our work reflects Indigenous perspectives, knowledge, and pedagogies.
- adhere to conduct that is educational, preventative and restorative in practice and response.
- actively support, promote and welcome meaningful collaboration and communication with all district partners.
- recognize the injustices of marginalization, advocate for social justice, and promote human rights for everyone, cultivating mutual respect, civility and a sense of belonging.
- actively eliminate barriers caused by environments, attitudes, practices, policies, communication or technologies that may be compounded by intersecting forms of discrimination.
- develop and refine environments that are accessible, safe and flexible.
- actively create a culture of understanding of diversity and how it impacts access and outcomes as we work towards equity.

## POLICY 360 INCLUSION

~~The Chilliwack School District provides an equitable educational environment with authentic, meaningful experiences and opportunities for the diversity of all learners, where everyone feels that they belong and are welcomed, valued, supported, and celebrated. The School District Vision, Mission and Motto Policy (110) includes Inclusion as a core value, where we believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.~~

~~Students, parents/guardians/caregivers and staff in the Chilliwack School District have the right to policies, procedures, programs, learning opportunities, environments and communication that welcome, value, celebrate and support equitable access within the school district. The Chilliwack School District recognizes inclusion as a right and identifies it as a core value within our strategic plan. The district is committed to meaningful inclusive practices that ensure equitable access for all people. As a district we embrace and celebrate the uniqueness of each person, and strive to create environments where everyone belongs, is welcomed, valued and supported.~~

~~All people, regardless of race, color, ancestry, place of origin, religion, marital or family status, physical or mental health or disability, sexual orientation, gender identity and expression or age have the right to district policies, procedures, communications, programs and learning opportunities that are inclusive and respectful.~~

### **Inclusive Practices may:**

#### **The Board expects that all staff, students, and members of our school communities will:**

- ~~• ensure that all our work reflects Indigenous perspectives, knowledge, and pedagogies.~~
- ~~• adhere to conduct that is educational, preventative and restorative in practice and response.~~
- ~~• actively support, promote and welcome meaningful collaboration and communication with all district partners.~~
- ~~• recognize the injustices of marginalization, advocate for social justice, and promote human rights for everyone, cultivating mutual respect, civility and a sense of belonging.~~
- ~~• actively eliminate barriers caused by environments, attitudes, practices, policies, communication or technologies that may be compounded by intersecting forms of discrimination.~~
- ~~• develop and refine environments that are accessible, safe and flexible.~~
- ~~• actively create a culture of understanding of diversity and how it impacts access and outcomes as we work towards equity.~~

~~focus on prevention and restorative practices;~~

- ~~• foster school cultures that are responsive to the diversity of individuals and groups;~~
- ~~• understand how diversity impacts access to, and outcomes of all students;~~
- ~~• recognize the injustices of marginalization, advocate for social justice, and promote human rights.~~

Related Legislation: Nil

Related Contract Article: Nil

Adopted: xxxx

Amended: xxxx

Amended: xxxxx

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 433: PROVISION OF MENSTRUAL PRODUCTS**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 433 provision of Menstrual Products - ([535 Provision of Menstrual Products](#)) as presented.

#### **BACKGROUND:**

These policy revisions continue the work to enhance district policy in order to provide greater clarity, identify policies that are no longer current and/or assess board and administrative regulations that are primarily operational in nature. A further review of remaining policies outside the purview of the Education Policy Advisory Committee continues with the objective of compiling all policies that relate to Health and Safety within one section of our revised policy manual.

The new policy structure is:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services



## **POLICY 433 PROVISION OF MENSTRUAL PRODUCTS**

The Board of Education of School District No. 33 [Chilliwack] is committed to providing menstrual products to students who may require them. Every student in the Chilliwack School District should have access to healthy and effective learning environments.

The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students' school attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

### **Procedures:**

Principals will ensure that menstrual products will be easily accessible to all students who may require them. Specifically, principals will:

1. ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
2. provide for barrier free, easily accessible menstrual products at no cost to students;
3. provide for consistent availability and supply of menstrual products in school washrooms;
4. provide a mechanism to receive student feedback, while maintaining student privacy; and,
5. incorporate student feedback with respect to the provision of menstrual products.

## POLICY 433 PROVISION OF MENSTRUAL PRODUCTS

The Board of Education of School District No. 33 [Chilliwack] is committed to providing menstrual products to students who may require them. Every student in the Chilliwack School District should have access to healthy and effective learning environments.

The school system is expected to promote gender equality and create an inclusive learning experience. Lack of access to menstrual products can negatively impact students' school attendance and their social-emotional well-being. Providing all students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

~~The Board will~~ **Procedures:**

~~Principals will ensure that menstrual products will be easily accessible to all students who may require them. Specifically, principals will:~~

1. ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
2. provide for barrier free, easily accessible menstrual products at no cost to students;
- ~~3. provide for consistent availability and supply of menstrual products in school washrooms provide menstrual products in washrooms in all schools; and,~~
- ~~3-4. \_\_\_\_\_ provide a mechanism to receive student feedback, while maintaining student privacy; and,~~
- ~~4-5. \_\_\_\_\_ consider incorporate~~ student feedback with respect to the provision of menstrual products.

~~School district staff will develop procedures regarding the provision of menstrual products to students.~~

~~See [School Act \(PDF\) – Sections 85\(2\)\(a\), 88\(1\), and 168\(2\)\(t\)](#)  
See [Support Services for Schools Order \(PDF\) \(M149/89\)](#)~~

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** May 9, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **BOARD REGULATION 300.2 – SCHOOL ADMINISTRATIVE ENTITLEMENTS**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Board Regulation 300.2 School Administrative Entitlements](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections, except for five policies that are currently being reviewed by the Education Policy Advisory Committee.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Board Regulation 300.2 is operations in nature and is under the purview of the Superintendent of Schools. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

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

---

**300.2  
BOARD REGULATION  
School Administrative Entitlements**

---

The Board shall approve, as part of its fiscal responsibility, the allocations of all staff at school and district levels. The Superintendent has the responsibility to develop the necessary staffing allotments compliant with budgetary limits. The Superintendent shall develop administrative regulations for school staffing entitlements for teaching, administrative and support staff. These regulations shall be reviewed annually and revised as necessary.

The Superintendent is authorized to determine the necessary administrative staff requirements for schools and district within the limits set by the Board in establishing the limits of the School District budget.

The current formula is based on number of full-time equivalent students.

**Elementary Administrative Entitlements**

<b><u>Students (FTE)</u></b>	<b><u>Administrative Allocation</u></b>
Less than 200	0.6
200 – 250	0.7
251 – 300	0.8
301 – 350	0.9
351 – 400	1.0
401 – 450	1.2
451 – 500	1.3
Greater than 500	1.4

**Secondary Administrative Entitlements**

<b><u>Students (FTE)</u></b>	<b><u>Administrative Allocation</u></b>
Less than 275	1.0
275 – 400	1.3
401 – 500	1.5
501 – 700	1.75
701 – 900	2.25
901 – 1200	2.5
1201 – 1400	2.75
Greater than 1400	3.25

---

Cross Refs:

Adopted: November 27, 1990

Reviewed:

Revised: April 28, 1992, June 10, 1997, September 2004, February 26, 2008, March 23, 2010

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 416 – EXCHANGE TEACHING**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 416 Exchange Teaching](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Policy 416 Exchange Teaching has no currency and is covered in the local Collective Agreement. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

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

---

**416  
POLICY  
Exchange Teaching**

---

Out of District teacher exchanges are subject to the approval of the Board of Education.

Exchanges will normally be for one to two years. Applications will be considered from teachers with a minimum of five years experience in School District No. 33.

Teachers and administrators whose participation in a teacher exchange has been approved by the Board of Education are, on return, guaranteed a teaching position in the District.

Teachers on exchange in School District No. 33 are entitled to up to ten days release time at no deduction from salary, for educational activities. Release time is to be approved by the Principal and the Superintendent of Schools and be scheduled to cause a minimum of disruption to students.

---

Cross Refs:

Adopted: April 10, 1990  
Reviewed:  
Revised:

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 430 – STAFFING ALLOCATIONS**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 430 Staffing Allocations](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Policy 430 Staffing Allocations has no currency. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

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

---

**430  
POLICY  
Staffing Allocations**

---

The Board of Education delegates the allocation of staff within the School District to the Superintendent. The Board of Education expects staff positions will be allocated in a manner that:

1. Supports increased student achievement.
2. Complies with all legal and contractual requirements.
3. Is differentiated to support the identified needs of individual schools and students.
4. Is supportive of leadership development.

The Board of Education will review, as part of the budget adoption process, the overall allocations of staff at the school and district levels.

---

Cross Refs:

Adopted: April 9, 1991  
Reviewed:  
Revised: April 8, 2008



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 508 – DISTANCE LEARNING ORDINARILY RESIDENT**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 508 Distance Learning Ordinarily Resident](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Policy 508 Distance Learning Ordinarily Resident has no currency as we do not offer distance learning programs to students who are temporarily absent from the province. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

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

---

**508  
POLICY  
Distance Learning Ordinarily Resident**

---

The Board believes that students who are ordinarily resident in the province of British Columbia should be recognized for eligibility for the purposes of delivering Distributed Learning services. A student is considered resident in the province of British Columbia if the student is ordinarily resident in the province and the parent/ guardian of the student is ordinarily resident in British Columbia.

Notwithstanding the definition offered above, students may be considered temporarily absent from British Columbia for a maximum of two years, yet still retain status as ordinarily resident, as follows:

- a) The parent/guardian remains resident in British Columbia while the student is temporarily absent. This temporary absence is marked by clear documentation that the student will be returning to the parental home at the end of this temporary absence. Some exchange students, athletes competing at elite levels, and students involved in extended travel or self-funded studies overseas could be considered ordinarily resident in British Columbia.
  
- b) If the student is temporarily absent from the province with the parent/guardian they may be considered ordinarily resident in British Columbia if there is clear evidence that the family will be returning to British Columbia. This evidence might include clear evidence of property ownership, a letter from an employer indicating the commencement or termination of a contract for work, or any other documentation deemed sufficient by the Superintendent or designate.

An International Student who is regarded as “ordinarily resident” for funding purposes as defined by the Ministry of Education’s Policy Document *International Students* is considered ordinarily resident for the purposes of receiving distributed learning services.

## **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)**

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

- The Work Permit must be accompanied by a Letter of Employment and a recent pay receipt issued by the employer.
- The authorized work must be a salaried/paid position of at least minimum wage as defined in the province of British Columbia and a minimum of 20 hours per week.
- 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).
- All documentation will be reviewed annually, at minimum, to ensure continued compliance.

### 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 322: International Student Program.

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

See Policy 321: Ordinarily Resident & Non-Resident Students

### **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.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



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.
- One parent is a Refugee Claimant.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



- 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.**

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 513 – STUDENT SAFETY EQUIPMENT**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 513 Student Safety Equipment](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Policy 513 Student Safety Equipment has no currency. Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the [School Act](#), [School Act Regulations And Orders In Council](#), [School Act Ministerial Orders](#), Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual. [According to School Regulation 265/89](#), the school principal holds the responsibility of managing and overseeing all aspects of the school, which includes the implementation of educational programs and teaching activities, as well as ensuring the well-being and safety of both students and staff.



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

---

**513  
POLICY  
Student Safety Equipment**

---

The Board is committed to ensuring the safety and security of students. In order to ensure the safety of students while participating in Board sponsored activities or excursions, the Board expects that approved safety equipment be worn appropriate for the activity, and that safe practices on the part of school personnel and students are followed.

---

Cross Refs:

Adopted: April 11, 1995

Reviewed:

Revised: February 22, 2005, March 12, 2013

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 517 – HEALTH PROMOTING SCHOOLS**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 517 Health Promoting Schools](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

At the May 9<sup>th</sup> Board Meeting, the Board of Education referred Policy 517 to the Education Policy Advisory Committee (EPAC) for review. EPAC met on June 5<sup>th</sup> and has recommended that Policy 517 – Health Promoting Schools be referred to the Board of Education for repeal.

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

---

**517  
POLICY  
Health-Promoting Schools**

---

The Board of Education believes that healthy and active students are better able to learn and that school practices can have a positive influence on students' health. Food and beverage alternatives offered in schools will meet Ministerial guidelines for healthy choices. Schools will implement programs that support regular physical activity for students.

The Board also believes that educating and promoting healthy lifestyles for students is a responsibility shared with parents, the health sector and the community. Schools will work cooperatively with families and the community to strengthen and build connections and services to nurture healthy and active lifestyles.

---

Cross Refs: [Guidelines for Food and Beverage Sales in BC Schools \(2013\)](#),  
[Daily Physical Activity K to Grade 12 Program Guide 2011](#)

Adopted: January 15, 2008  
Reviewed:  
Revised: November 12, 2014

## **POLICY 480 HEALTH -~~PROMOTION~~NG SCHOOLS**

The Board of Education believes that healthy schools are places where students have many opportunities to foster their healthy physical, mental, social and intellectual development. ~~and and active students are better able to learn and t~~

The Board acknowledges ~~also believes~~ that educating and promoting healthy lifestyles for students is a responsibility shared with parents, the health sector and the community.

Schools play a role, as part of a larger community, to promote health for its students. Joint initiatives ~~Schools will work cooperatively with families and the community~~ to strengthen and build connections and services to nurture healthy and active lifestyles are encouraged, including ~~school practices can have a positive influence on students' health.~~ Food and healthy beverage alternatives, nutritional programs offered in schools will meet Ministerial guidelines for healthy choices. ~~Schools will implement programs that support and~~ daily regular physical activity for students.

### **Major Elements of Health-Promoting Schools:**

- Integration of health curriculum and instruction.
- Support services for students and their families.
- A safe and healthy physical environment within the school and community.
- Social support from families, peers, school staff, the larger community and public policy.
- Clear guidelines for food and beverages sold in schools.
- Tobacco-free as per the Tobacco Control Act.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** June 13, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 533 – MAINTENANCE OF ORDER & POLICY 717 - TRESPASSING**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 533 Maintenance of Order](#) and [Policy 717 Trespassing](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance**, **200 – Partner & Community Relations**, **600 – Business & Support Services**, and most of the **300 – Students, Instruction & Programs** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, Policies 533 (Maintenance of Order) and 717 (Trespassing) are redundant as Maintenance of Order is included under Part 9, Division 6 — Offences, under Section 177 of the [School Act](#). Policy Manual review core principle provides guidance that the Board does not duplicate information embedded in the School Act, School Act Regulations and Orders in Council, School Act Ministerial Orders, Ministry of Education and Child Care and Government of B.C. Policies and published information in the revised Board Policy Manual.

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

---

**533  
POLICY  
Maintenance of Order**

---

The Board is committed to, and responsible for, ensuring the maintenance of order in schools, on school district property, and at school district events. The safety of students, staff and others in the school community is paramount. Authorized individuals may make orders in accordance with the provisions set out below pursuant to section 177 of the School Act to prevent and address any disturbance, disruption, or interruption of a school or district event.

**Maintenance of Order 177**

1. A person must not disturb or interrupt the proceedings of a school or an official school function.
2. A person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the board to make that direction:
  - a. must immediately leave the land and premises, and
  - b. must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
3. A person who contravenes subsection (1) or (2) commits an offence.
4. A principal, vice principal, or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

Section 1 of the *School Act* defines “school” as follows:

“**school**” means

- a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- 

Cross Refs: Policy 514 -Safe Schools; Policy 501 - Student Behaviour, Policy 515 - Weapons, Policy 501 - Student Discipline and Suspension, Ministry of Education – Safe, Caring & Orderly Schools

Adopted: January 31, 2017  
Reviewed:  
Revised:

b) the teachers and other staff members associated with the unit, and

c) the facilities associated with the unit,

and includes a Provincial resource program and a distributed learning school operated by a board.

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

---

**717  
POLICY  
Trespassing**

---

The Board is entitled to authorize any person to exercise the powers created under Section 177 of the *School Act* and the Board wishes to authorize its employees to exercise these powers.

---

Cross Refs:

Adopted: June 28, 1978

Reviewed:

Revised: October 25, 1994, September 17, 2002



---

## ADMINISTRATIVE PROCEDURE 480 TRESPASSING & MAINTENANCE OF ORDER

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.
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 480A**), 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.)

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure



- 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.

## **MEETING SUMMARIES**

### **In-Camera Meeting – May 9, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Talana Mcnally

Guest: Raj Dhasi

1. PVP Assignments
2. Teacher Retirement and Retirement Bonus
3. Health and Safety Violations, Reporting and Resolution
4. HR Report
5. BCPSEA Report

### **Board Learning Session – May 23, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Kirk Savage, Paula Jordan, David Manuel, Brenda Point, Jaimee Charlie, Brenda Calendino, Jessica Adams-Loupriet

1. Indigenizing Curriculum Showcase
2. Mental Health in Schools

### **Board Learning Session – June 6, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Kirk Savage, Paula Jordan, David Manuel, Joanne Britton, Talana Mcnally

1. Looking Back, Looking Forward